MINUTES
Graduate Council
March 26, 2015

Present: Ex officio: M. Gallo (Chair)
Voting Members: G. Anagnostopoulos, C. Bostater, G. Boy, J. Dshalalow,
P. Jennings, M. Kaya, A. Knight, B. Morkos, A. Palmer, E. Perlman,
J.P. Pinelli, S. Rice, T. Richardson, W. Shoaff, L. Steelman, J. Strother,
A. Vamosi, B. Webster

Guests: E. Kalajian, C. Young

The meeting was called to order at 1:02 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed Dr. Morkos, who is the voting member representing the
Department of Mechanical and Aerospace Engineering for the remainder of the academic year
in conjunction with Dr. Sharaf-Eldeen’s leave of absence.

He noted the handouts at each place setting: a revised agenda, a revised Graduate
Council membership listing, and March 2015 Committee on Standards minutes.

2) MINUTES OF THE FEBRUARY 2015 GRADUATE COUNCIL MEETING

Unanimously Approved

Minutes of the February 19, 2015 meeting were unanimously approved on a motion by
Dr. Vamosi and a second by Dr. Jennings with a vote of 17 in favor and one abstention.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne provided a copy of GP 2.8 Statute of Limitations for PhD/DBA Programs.
The doctoral Statute of Limitations (SOL) is 5-years from the end of the academic semester
during which the comprehensive exam was passed. Policy mandates that when the SOL has
expired, a new committee must be formed and a comprehensive exam must be re-
administered. The Office of Graduate Programs (OGP) has been advised that some of our
PhD candidates are continuing to register for dissertation hours after they have exceeded the
five-year statute of limitations. In response to this, OGP is reviewing a report of PhD students
who are listed in Banner as doctoral degree sought. She noted that at the moment, there is no
efficient way to identify students who have exceeded the SOL (some go back to the 90s).

She asked advisors to be sensitive to the PhD SOL policy. If your department
identifies a candidate whose SOL has expired, please notify her and she will place a
registration hold on the student record.
Discussion followed and multiple points were brought forth. Dr. Perlman was concerned with students in this category that are drawing GSA support. He felt it was prudent that each department should address this concern, to be cautious, and to possibly implement some oversight for this situation. Dr. Vamosi suggested that an automatic Banner program be created to identify these students. Ms. Young said that she will look into this possibility.

4) COMMITTEE ON STANDARDS REPORT – Dr. Rosemary Layne

Dr. Layne reported the Committee on Standards met on March 19th to address the request made by the Faculty Senate concerning adding graduate policy language requiring PhD students to present an open seminar. This item had been remanded back to the Committee on Standards to craft revision language to the Faculty Senate initial motion. The committee voted unanimously to recommend to Graduate Council revised wording for GP 2.6.4 Dissertation Preparation and Defense. She noted that Dr. Palmer will provide a more detailed synopsis later in the meeting.

5) ELECTION OF GRADUATE COUNCIL CHAIRPERSON

Ballots containing nominee names: Dr. Michael Gallo and an option for a write-in candidate(s) were handed out by appointed tellers Dr. Rosemary Layne and Ms. Susan Allison. Of 17 votes cast, (excluding one blank vote) the tally was 17 votes for Dr. Gallo. Based on the results of the ballots cast, Council re-elected Dr. Gallo to serve another 2-year term (2015/2016 and 2016/2017) as Graduate Council chair. Dr. Gallo expressed appreciation for this vote of confidence.

6) GRADUATE FACULTY APPOINTMENT – KHATWA, Ratan

Unanimously Approved at Master’s Level

Request is made by the Human-Centered Design Institute to appoint Dr. Ratan Khatwa to the master’s level of Graduate Faculty.

Dr. Gallo said that request at the master’s level is consistent with Graduate Council’s practice with respect to graduate faculty appointments for faculty external to the university.

On a motion by Dr. Pinelli and a second by Dr. Strother, the request made by the Human-Centered Design Institute to appoint Dr. Ratan Khatwa to the master’s level of Graduate Faculty was unanimously approved.

7) GRADUATE FACULTY APPOINTMENT – PINET, Jean

Unanimously Approved at Master’s Level
Request is made by the Human-Centered Design Institute to appoint Dr. Jean Pinet to the master’s level of Graduate Faculty.

Dr. Gallo said that request at the master’s level is consistent with Graduate Council’s practice with respect to graduate faculty appointments for faculty external to the university.

Dr. Boy stated that Dr. Pinet was a former executive pilot and came back from retirement to conduct research and complete a PhD. He was the founder and managing director of Aerof ormation, Airbus Training Center. He designed and implemented all training programs for Concorde and all Airbus types. He is also a member and former president and former general secretary for the Air and Space Academy.

On a motion by Dr. Pinelli and a second by Dr. Palmer, the request made by the Human-Centered Design Institute to appoint Dr. Jean Pinet to the master’s level of Graduate Faculty was unanimously approved with a vote of 17 in favor and one abstention.

8) GRADUATE POLICY REVISION

Unanimously Approved Including Newly-Revised Policy Language

Request is made by Faculty Senate to add a section to Graduate Policy 2.6.4 Dissertation Preparation and Defense requiring PhD students to present an open seminar. Subsidiary motion was made at the February Graduate Council meeting to postpone and remand request back to Committee on Standards for possible amendments.

Dr. Gallo stated that the Committee on Standards’ vote to approve this subsidiary motion and its corresponding modification to GP 2.6.4 was unanimous and therefore comes to Council as a motion and second. He introduced Dr. Palmer who opened the discussion by presenting the salient aspects of the meeting.

Dr. Palmer summarized points made in the March 19th Committee on Standards meeting and stated that he had collaborated with other faculty members to keep the spirit of this request as much as possible. He said that it would be up to the academic unit to determine how much time can be scheduled and used for the open and closed portions of the defense. Similarly, the academic unit would decide how much each defense component will weigh to determine a pass or fail. He expressed gratitude to the Committee on Standards for working together to bring forth unanimously recommended revised language for GP 2.6.4.

There were questions about clarity, latitude, and specifics of the proposed Committee on Standards wording to revise the policy language. Dr. Gallo stated that by definition “the defense” is what is being announced. If modified, the revision would not change the two-hour block protocol, announcement through the Office of Graduate Programs or other current procedures. After discussion and an exchange of possible wordsmithing, an agreement was reached on newly-revised language as follows:
The defense will be open only to members of the graduate faculty.

The dissertation defense will be administered by the doctoral committee. The defense may be partitioned into two components: an optional “open” component that is open to anyone all-nomembers of the graduate faculty, and a mandatory “closed” component that is open only to members of the graduate faculty. If an academic unit requires a candidate’s defense to include an open component, then this must be stated as a degree requirement in the university catalog entry for that Ph.D. program. It is expected that the entire committee will be present for the full duration of the defense. The candidate will be questioned on the subject of the dissertation and any additional topics related to the candidate’s ability to organize and conduct research. The dissertation must have the unanimous approval of the committee and also be approved by the academic unit head.

Prior to calling the vote, Dr. Gallo reminded council members that they are voting on the subsidiary motion, which is to approve the Committee on Standards’ unanimous recommendation to modify GP 2.6.4 as presented. If approved, the vote supersedes the original motion from last month’s meeting and effectively addresses the Faculty Senate’s request. In the absence of an exception by Dr. McCay, any change in graduation requirements will not take effect until academic year 2016–17.

Dr. Gallo then called for a vote which resulted in unanimous approval of the newly-revised language with 17 in favor and one abstention. NOTE: Attached to these minutes is the full Graduate Policy 2.6.4 with revisions approved by Graduate Council.

9) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is April 16, 2015, and the submission deadline for materials is April 2, 2015.

With no further business, the meeting adjourned at 1:51 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Dissertation Preparation and Defense

(Graduate Policy 2.6.4)

The dissertation must demonstrate critical judgment, intellectual synthesis, creativity and skills in written communication. It is expected that research at the doctoral level will make a material contribution to knowledge in the student's discipline and that it will demonstrate the student's ability to develop and carry out independent research. There are no upper or lower limits on length, but students are required to follow the formatting instructions specified in the Florida Tech Thesis Manual and Style Guide. Some academic units have additional formatting requirements and students are strongly urged to check with their major advisor or the Office of Graduate Programs before proceeding with the writing of the dissertation. COPIES OF THE DISSERTATION MUST BE SUBMITTED TO THE DOCTORAL COMMITTEE AT LEAST ONE MONTH PRIOR TO THE PROPOSED DATE OF THE DISSERTATION DEFENSE. The candidate should verify, by contacting each member of the doctoral committee, that the dissertation is generally acceptable before scheduling the defense. The Office of Graduate Programs must be notified at least two weeks in advance of the defense by the committee chair. The examination specifics will then be included in the appropriate weekly schedule of oral examinations that is published by the Office of Graduate Programs and sent to all members of the graduate faculty. The defense will be open only to members of the graduate faculty.

The dissertation defense will be administered by the doctoral committee. The defense may be partitioned into two components: an optional “open” component that is open to anyone, and a mandatory “closed” component that is open only to members of the graduate faculty. If an academic unit requires a candidate’s defense to include an open component, then this must be stated as a degree requirement in the university catalog entry for that Ph.D. program. The entire committee will be present for the full duration of the defense. The candidate will be questioned on the subject of the dissertation and any additional topics related to the candidate’s ability to organize and conduct research. The dissertation must have the unanimous approval of the committee and also be approved by the academic unit head.

An examination report must be submitted to the graduate programs office. “Passed” or “Failed” must be marked on the form. Failed defenses must be submitted to the graduate programs office as well as those that are passed.

Requirements for the degree are not completed until five copies of the approved dissertation are delivered to the Office of Graduate Programs. One of these copies and an additional title page and abstract will be submitted to the appropriate agency for the publication in “American Doctoral Dissertations.”