MINUTES
Graduate Council (rev. 10/22/14)
October 16, 2014

Present: Ex officio: M. Gallo (Chair)


Guests: M. Baloga, E. Kalajian, C. Norris, C. Sonnenberg, N. Suksawang

The meeting was called to order at 1:01 p.m.

1) MINUTES OF THE SEPTEMBER 2014 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the September 18, 2014 meeting were unanimously approved on a motion by Dr. Vamosi and a second by Dr. Richardson.

2) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne advised council members of two items that have occurred since the September Graduate Council meeting.

First, a request was made by the Department of Biological Sciences to remove a restriction from three summer field courses BIO 5020 Coral Reef Ecology, BIO 5022 Field Ecology and BIO 5904 Field Biology and Evolution of the Galapagos Islands. She noted that these are the only three field courses in biology that include the restriction “A field fee is required.” Because this was not an academic restriction, the request was approved and processed and is being reported to Graduate Council for the official record.

Second, Dr. Layne reminded council members that at the March 2014 Graduate Council meeting Graduate Policies 1.9 and 2.2.2 were modified to be commensurate with accreditation requirements of SACS-COC Comprehensive Standard 3.6.1 (Post-Baccalaureate Program Rigor). An official permission form to document compliance is required effective Fall 2014 and is a graduation requirement for graduate students taking undergraduate (UG) courses for graduate credit who want to apply the course to their program. The “Permission for Graduate Student to Take an Undergraduate Course for Graduate Credit” must be submitted to the Registrar prior to the student registering for the course.

As a follow-up on this initiative, she distributed a Status Report on Students Taking Undergraduate Courses for Graduate Credit. The report provides policy background, describes the required form, overviews progress, and states observations and concerns. A copy of the 10/16/14 report is attached to these minutes.

She stated that the Office of Graduate Programs (OGP) has reviewed 47 permission
forms submitted for Fall 2014. She directed attention to the spreadsheet “Melbourne Campus Graduate Students Registered for Fall 2014 in 3 or 4000-level courses.” While she expressed concern that of the 70 UG courses on the spreadsheet, only 38 corresponding forms have been submitted to OGP, she noted that the report cannot identify deficiency courses (for which a form is not needed). She cautioned that requests for a retroactive submission of permission forms is not in compliance with established policies and procedures and could very well jeopardize a student from graduating. She suggested that it may be in best interest of the student to identify someone in each council member’s respective academic unit (independent of the advisor) that would take on the responsibility to ensure that a permission form is submitted before the student registers for the UG course.

Dr. Shoaff said that having a program plan on file would be helpful in eliminating the problem of not knowing which courses(s) are deficiency courses. Dr. Strother inquired if a stop gap measure or a block on graduate students registering for undergraduate-level courses could be implemented to help control this issue. Ms. Norris, Senior Associate Registrar, noted that a registration restriction is not currently in place, however, she is looking into it and would like to implement a student level restriction block.

In the interest of time, Dr. Gallo tabled further discussion and advised council members to write down any questions and concerns for discussion at the next Graduate Council meeting.

3) **INFORMATIONAL ITEM – Curricular Change Process**

The request was made by Dr. Monica Baloga, Vice President, Institutional Effectiveness and Ms. Charlotte Young, Registrar, to notify council members of the curricular change process. Dr. Gallo noted that this item was discussed at the September meeting of the Undergraduate Curriculum Committee meeting and a copy of the minutes from the UGCC meeting are available online and also are available at today’s Graduate Council meeting. He stated that this item does not require a vote by Council.

Dr. Baloga noted this is a SACS-COC issue that needs to be addressed. She stated that we are required to represent programs as fully and completely as possible. She emphasized the importance of keeping academic programs intact during the academic year (catalog year). This commitment will impact the implementation of when changes to graduation requirements, new programs, and new courses will start. She stated that the university is transitioning to an electronic catalog format. This will provide faculty more time to submit curriculum changes.

A council member posed the hypothetical question of what if a student graduating in that semester, takes a new course being offered for the first time in the same semester. Dr. Baloga stated that if the course is not in the catalog, it cannot be offered. She explained that this change to the curricular process is intended to offset multiple revisions stemming from new programs and courses. This will help encourage better planning and proposals.

A concern was expressed about new faculty members hired during the Fall semester not being able to offer new courses in their area of expertise in the following Spring semester. Dr. Baloga stated that a current mechanism is in place (i.e., Special Topics course) that could serve the needs of the new faculty member and their course offering.
Dr. Gallo requested that council members review UGCC minutes and prepare any questions for the November Graduate Council Meeting.

4) **ADDING A NEW COURSE TO THE CURRICULUM – CVE 5016 Advanced Reinforced Concrete Structures**

**Unanimously Approved**

Request is made by the Department of Civil Engineering to add new course: **CVE 5016 Advanced Reinforced Concrete Structures**.

Dr. Gallo apprised council members per Dr. Suksawang, course originator, the following items are to be deleted from the form on p. 5 of the Graduate Council Packet: (1) the parenthetical requirement in the course description box and (2) the Additional Restriction that is listed under Restrictions. Also, on p. 6 in the Catalog Data section of the preliminary syllabus, delete the “Graduate Standing” prerequisite.

A council member noted that due to the new curricular change process, the course cannot be offered in Spring 2015, as requested on the adding a new course form. Dr. Gallo noted that this course, if approved, would be offered beginning with the Fall 2015 term.

On a motion by Dr. Vamosi and a second by Dr. Maul the request made by the Department of Civil Engineering to add new course: **CVE 5016 Advanced Reinforced Concrete Structures** was unanimously approved.

5) **ADDING A NEW COURSE TO THE CURRICULUM – BME 6990 Research in Biomedical Engineering**

**Unanimously Approved**

Request is made by the Department of Biomedical Engineering to add new course: **BME 6990 Research in Biomedical Engineering**.

Dr. Gallo noted per Dr. Bashur, course originator, the following changes are to be made to the form on p. 9: (1) Delete “Class Hours” entry and (2) insert “Instructor Approval” in the section titled “Additional Restriction.” Also, on p. 10 in the Catalog Data section of the preliminary syllabus, the course may be taken up to 4 times, not 3, as currently written. Dr. Kaya added that this course would require PhD students to collect data and actively research in a lab setting while being supervised by a professor.

On a motion by Dr. Vamosi and a second by Dr. Hamed the request made by the Department of Biomedical Engineering to add new course: **BME 6990 Research in Biomedical Engineering** was unanimously approved.

6) **ADDING A NEW COURSES TO THE CURRICULUM – MGT 5158 Topics in Advanced Database Management, MGT 5159 Database Administration, MGT 5164 Enterprise Resource Planning Systems, and MGT 5167 Supply Chain Information Technology**
All Courses Approved

Request is made by the Nathan M. Bisk College of Business to add four new courses: MGT 5158 Topics in Advanced Database Management, MGT 5159 Database Administration, MGT 5164 Enterprise Resource Planning Systems, and MGT 5167 Supply Chain Information Technology.

Dr. Gallo stated the “Class Hours” noted on the forms—pages 14, 18, 22, and 26—were revised from “45 hours per semester” to “45 per 8-week term.” and although Dr. Baloga signed all four forms, only two courses—MGT 5159, p. 18, and MGT 5164, p. 22, will be used to measure program-level student learning outcomes.

Dr. Vamosi added that these courses are designed for the online MSIT specialization; however, if main campus students show interest in taking these courses, that can be changed in the future.

On a motion by Dr. Hamed and a second by Dr. Richardson, the request made by the Nathan M. Bisk College of Business to add four new courses: MGT 5158 Topics in Advanced Database Management, MGT 5159 Database Administration, MGT 5164 Enterprise Resource Planning Systems, and MGT 5167 Supply Chain Information Technology was approved with a vote of 13 in favor and one abstention.

7) CHANGING CREDITS IN A COURSE – BIO 5040 Biology of Marine Mammals

Item Withdrawn

Request is made by the Department of Biological Sciences to change from 4 to 3 credits for course BIO 5040 Biology of Marine Mammals.

Dr. Gallo noted that this request was withdrawn from today’s agenda at the request of the Biological Sciences Department.

8) CHANGING RESTRICTIONS IN A COURSE – BEH 5000, BEH 5001, BEH 5002, BEH 5003, and BEH 5004

All Courses Approved

Request is made by the School of Behavior Analysis to change course restrictions in the following five courses: BEH 5000 Concepts and Principles of Behavior Analysis, BEH 5001 Behavioral Assessment and Program Evaluation, BEH 5002 Behavior Change Procedures and Ethical Considerations, BEH 5003 Advanced Topics in Applied Behavior Analysis, and BEH 5004 Special Topics in Behavior Analysis.

Dr. Gallo noted several modifications to this request: On the corresponding forms—see p. 34 as an example—the “College” entry should be College of Psychology and Liberal Arts, and the “Department” entry should be School of Behavior Analysis. These entries have been corrected on all of the corresponding forms. The five courses are for the ABA online
graduate certificate program and each course currently has the following restriction, as indicated in the 2014–2015 catalog:

Certificate program course not available to any graduate degree-seeking student in the School of Behavior Analysis or School of Psychology.

Dr. Gallo stated that the request is to remove this restriction so that students who completed these courses as part of the certificate program may apply them to the master’s program in Professional Behavior Analysis. Dr. Martinez-Diaz has provided syllabi for these courses so that Council may confirm their rigor is indeed at the graduate level. On the corresponding forms— noted on p. 34 as an example—the current request of “Remove transfer restriction’’ was changed to:

Remove current restriction that prohibits a student in the ABA certificate program from applying BEH 5000 to the M.A. Professional Behavior Analysis program (major 8146). This information was corrected on all of the corresponding forms.

Dr. Martinez-Diaz added that this certificate program was approved at the January 2013 Graduate Council meeting and that the courses are being phased out and replaced with new ones. He noted that students must finish the program within seven years. Dr. Layne added that the Office of Graduate Programs checks all transfer credit course requests for seven year statute of limitations compliance. However, the restrictions on the courses still remain and need to be changed to allow transfer of credit.

On a motion by Dr. Shoaff and a second by Dr. Richardson, the request made by the School of Behavior Analysis to change course restrictions in the following five courses: BEH 5000 Concepts and Principles of Behavior Analysis, BEH 5001 Behavioral Assessment and Program Evaluation, BEH 5002 Behavior Change Procedures and Ethical Considerations, BEH 5003 Advanced Topics in Applied Behavior Analysis, and BEH 5004 Special Topics in Behavior Analysis was approved with a vote of 13 in favor and one opposed.

9) **ADDING A NEW MAJOR TO THE CURRICULUM – MS Degree in Educational Technology**

**Approved**

Request is made by the Department of Education and Interdisciplinary Studies to change the name of current MS degree in Computer Education to MS in Educational Technology.

Dr. Gallo noted that the missing signatures on the form on p. 126 have been acquired since the packet was distributed to council members. Dr. Sharaf-Aldeen was not able to attend today’s meeting but raised a concern about the name change. His email message was provided for council members to review to open the discussion.

While council members concurred that the current name “Computer Education” is not appropriate, concerns were raised that the proposed name is too broad and not the best fit for the degree courses and their contents. Dr. Hamed stressed that DEIS is not teaching students how to teach programming and the title change is more in harmony with what field of
education understands. He stated that the MS students are being invited into STEM majors and often double major so that they may teach computer-related courses.

On a motion by Dr. Maul and second by Dr. Shoff, the request made by the Department of Education and Interdisciplinary Studies to change the name of current MS degree in Computer Education to MS in Educational Technology was approved with four votes in favor and ten abstentions.

10) **ADDING A NEW MAJOR TO THE CURRICULUM – MS Degree in Information Technology – Database Administration**

**Approved**

Request is made by the Nathan M. Bisk College of Business to add an option in Database Administration to its MSIT program.

Dr. Gallo noted that on the form on p. 131, the box checked should have been for Master of Science and not for Master of Business Administration, and that although the word “specialization is used, the request is for an option not a specialization.”

Dr. Vanossi stated that adding an option is beneficial for marketing the program to potential students and graduating students are more marketable to potential employers when the option title appears on their diploma.

On a motion by Dr. Richardson and second by Dr. Perlman, the request made by the Nathan M. Bisk College of Business to add an option in Database Administration to its MSIT program was approved with a vote of 13 in favor and one abstention.

11) **ADDING A NEW MAJOR TO THE CURRICULUM – MS Degree in Information Technology – Enterprise Resource Planning**

**Unanimously Approved**

Request is made by the Nathan M. Bisk College of Business to add an option in Enterprise Resource Planning to its MSIT program.

Dr. Gallo noted that the correction and distinction given for the first option apply to the current option: (MS instead of MBA, and the request is for adding an “option” not a “specialization.”)

Dr. Sonnenberg said that this option focuses on improving business procedures, it is corporate driven, and students have the opportunity to partner with SAP Software & Solutions, a large corporation that uses software with cloud-based data and provides business scenarios for student learning.

On a motion by Dr. Richardson and second by Dr. Maul, the request made by the Nathan M. Bisk College of Business to add an option in Enterprise Resource Planning to its MSIT program was unanimously approved.

12) **ANNOUNCEMENTS**
Dr. Gallo announced that the next Graduate Council meeting is November 20, 2014, and the submission deadline for materials is November 6, 2014.

With no further business, the meeting adjourned at 2:07 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Status Report on Students Taking Undergraduate Courses for Graduate Credit
Graduate Policy 1.9 – Undergraduate Courses for Graduate Credit
Graduate Policy 2.2.2 – PhD/DBA Credit Hour Requirements (item 2)

Background: At the 3/27/14 Graduate Council Meeting, Graduate Policies 1.9 and 2.2.2 were modified and approved to be commensurate with accreditation requirements of SACS-COC Comprehensive Standard 3.6.1 (Post-Baccalaureate Program Rigor). The phrase Graduate Council inserted was “Requirements in courses not specifically designed for graduate credit but that allow both undergraduate and graduate enrollment must ensure that there is a clear distinction between the requirements of undergraduate students and graduate students.” These two policies do not concern bi-level courses because bi-level courses are covered in a different graduate policy and the differences in requirements are documented in the course syllabus. These policies do not apply to deficiency courses.

Required New Form: Permission for Graduate Students to Take Undergraduate Course for Graduate Credit is the official form approved by Academic Deans, Dr. Koksal and the Registrar. The form alerts the undergraduate (UG) course instructor that a graduate student desires to take the course and alerts the graduate office that the student has completed the necessary academic requirements to apply credits for an UG course listed on his/her program plan. The form provides evidence of the course instructor’s permission and justification along with a description of the advanced work and standards the graduate student will complete beyond those requirements for an undergraduate in the course. The form requires Major Advisor’s permission and justification to document why it is academically necessary for the student to take the UG (not deficiency) course and requires the signature of the Director of Graduate Programs.

Fall 2014 Progress (as of 10/15/14): The Office of Graduate Programs has processed forty-seven (47) permission forms for UG courses taken fall 2014. Each form was carefully reviewed and forwarded to the Registrar’s Office only if the justification provided evidence of 1) academic rigor beyond that expected of undergraduate students and 2) sound and specific academic rationale that this specific course is academically needed for this student.

Observations and Concerns:

- The permission form is a graduation requirement for graduate students taking UG courses for graduate credit who want to apply the course to their program. The form must be submitted to the Registrar prior to student registration for the course. While there has been some latitude this first semester, caution needs to be exercised for subsequent semesters.

- Registrar report run on 10/15/14 shows 70 UG courses (3000- and 4000-level) taken by graduate students in fall 2014. Only 38 permission forms are on file for these courses.

- If your academic unit has not done so already, it would be beneficial and in the best interest of the student to identify someone in your unit that would take on the responsibility (independant of the academic advisor) to ensure that a permission form is submitted before the student registers for the UG course.

- Requests for retroactive submission of permission forms is not in compliance with established policies and procedures and could very well jeopardize a student from graduating.

RG Layne 10/16/14
Florida Institute of Technology

PERMISSION FOR GRADUATE STUDENT TO TAKE UNDERGRADUATE COURSE FOR GRADUATE CREDIT
(FORM REQUIRED EFFECTIVE AS OF FALL 2014 REGISTRATION)

THIS FORM MUST BE SUBMITTED TO YOUR ACADEMIC UNIT HEAD FOR FINAL APPROVAL AND SUBMITTED TO THE REGISTRAR'S OFFICE BEFORE REGISTERING FOR THE COURSE. Fill out student information and course information and consult with your major advisor. Request course instructor to complete justification and sign form. If endorsed by the course instructor, take form to your major advisor for justification and signature. Only the course listed on this form may be used toward satisfaction of master's/PhD/DBA graduation requirements as per graduate policies 1.9 and 2.2. The course approved on this form may not be used to satisfy deficiencies in a graduate degree program.

STUDENT INFORMATION

STUDENT NAME

Last

First

DATE

STUDENT ID NO. ________________ TERM ________________ MAJOR CODE ________________

UNDERGRADUATE COURSE REQUESTED FOR GRADUATE CREDIT

CRN__ Prefix__ Course No.__ Section__ Course Title__

COURSE DEPARTMENT ___________________ INSTRUCTOR __________________ CREDITS __________

PERMISSION AND JUSTIFICATION BY COURSE INSTRUCTOR

Is this an upper-level undergraduate course (i.e., 3000-level or above)?

☐ Yes ☐ No

Description of the advanced work and standards the graduate student will complete beyond those requirements for an undergraduate in the course:

Instructor ___________________________ Date __________

Why is it academically appropriate for the student to take the undergraduate course for graduate credit instead of taking a graduate course?

PERMISSION AND JUSTIFICATION BY ACADEMIC MAJOR ADVISOR

Instructor ___________________________ Date __________

SIGNATURES

Student (requesting course) ___________________________ Date __________

Academic Major Advisor ___________________________ Date __________

Academic Unit Head (student's major department) ___________________________ Date __________

Director, Graduate Programs ___________________________ Date __________

ACADEMIC MAJOR ADVISOR OFFICE USE ONLY

I have included a copy of the form in student file whether or not approved toward satisfaction of degree requirements.

Academic Major Advisor ___________________________ Date __________
### Total Courses Taken N=70

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<tr>
<td>BME 4320</td>
<td>Biomedical Engineering</td>
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### UG Courses Most Taken

- OCE 4575
- AVM 4710
- CON 4000
- MAE 4320
- BME 4320

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**Major Description**: Civil Engineering

**ID**: 201408

**Course Details**:

- **Major Code**: OCE
- **Semester**: Fall 2014
- **Course Number**: 4575
- **Title**: Civil Engineering
- **Credit Hours**: 3
- **Grade**: A

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**Melbourne Campus (1) Graduate Student (Level 02)**

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**Registration for Fall 2014 (201408)** in 3 or 4000 level courses
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Registered for Fall 2014 (201408) in 3 or 4000 level courses