MINUTES
Graduate Council
March 23, 2017

Present: Ex officio: M. Gallo (Chair), M. Baloga


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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone and announced he would be working from a restructured agenda provided at all place settings. He introduced Dr. Wilder who was present in a nonvoting capacity for Dr. Martinez-Diaz (School of Behavior Analysis).

2) MINUTES OF THE FEBRUARY 2017 GRADUATE COUNCIL MEETING

Unanimously Approved

Dr. Layne reported a correction made to pages one, three, and four of the minutes to reflect the correct academic unit name for the Department of Civil Engineering and Construction Management.

The minutes of the February 16, 2017 meeting were unanimously approved on a motion by Dr. Hamed and a second by Dr. Perez

3) 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 19 votes cast, the tally was 19 votes (with no write-ins) for Dr. Gallo. Based on the results of the ballots cast, Council re-elected Dr. Gallo to serve another 2-year term (2017/2018 and 2018/2019) as Graduate Council chair. Dr. Gallo expressed appreciation for this vote of confidence.

4) INFORMATION ITEM – Final Program Examination (FPE) Procedures
Dr. Gallo reminded Council that these are information items and do not require Council approval.

Dr. Baloga said the final program examination procedure (outlined in handouts provided to Council members) can account for students in this academic process and help ISSS with their record keeping. She advised that all students who plan take the final program exam will need to register for a final program exam course and may do so online. The course number for the FPE course will be the abbreviation for the academic unit followed by 0002 (i.e. ENG 0002). Students not registered for any other course(s) will be charged the final examination fee in compliance with Graduate Policy 1.6.4.

Grades for the course will be input by the appropriate academic unit. Grading structure will be pass/fail but will not result in any academic sanctions nor will the grade be recorded on the academic transcript except as provided by Graduate Policy 1.6.5. The Registrar’s Office will run a list of students registered to determine that they have the 3.0 overall grade point average required to take the exam. Students who do not have a 3.0 will be informed that they are not eligible to sit for the final program exam.

Discussion and questions ensued. Dr. Layne said this procedure is applicable to nonthesis master’s students in accordance to Graduate Policy 1.6 and will take effect beginning with the Fall 2017 semester. Dr. Baloga added that no credit is associated with this registration. Dr. Layne said this procedure works in consort with graduate policy and the Examination Report and all other requirements stated in policy will remain.

5) INFORMATION ITEM – Graduate Policy 4.3 Graduate Student Credit Loads

Dr. Baloga distributed the updated Graduate Policy 4.3 and said the stricken parts of the policy were either out of date or not necessary to define graduate student credit loads. [The updated policy is presented on page nine of these minutes.]

In response to a question about full-load courses, Dr. Baloga said that a 3-hour registration for a full-load course meets the Florida Tech full-time registration requirements for registrar, ISSS and financial aid purposes. She clarified that students can register for fewer than nine credit hours but they will be considered part time. A question was raised about credit hours needed in summer for a student to be considered full time. Dr. Baloga responded that a student needs to be registered for six credit hours to be considered full time. She said ISSS designates full time if an international student is starting for the first time in the summer.

Due to vigorous discussion for both items, Dr. Gallo apprised Council that both of these information items will be re-visited at the April meeting. During the interim, he encouraged Council members to share this information with their academic units and to provide feedback.

6) GRADUATE FACULTY APPOINTMENT – CONNOR, Bill

Unanimously Approved
Request is made by School of Human-Centered Design, Innovation and Art to appoint Dr. Bill Connor to the Master’s level of Graduate Faculty.
On a motion by Dr. Hamed and a second by Dr. Perlman, the request made by School of Human-Centered Design, Innovation and Art to appoint Dr. Bill Connor to the master’s level of Graduate Faculty was unanimously approved.

7) GRADUATE FACULTY APPOINTMENT – GARDONI, Mickael

Unanimously Approved

Request is made by School of Human-Centered Design, Innovation and Art to appoint Dr. Mickael Gardoni to the Master’s level of Graduate Faculty.
On a motion by Dr. Hamed and a second by Dr. Perez, the request made by School of Human-Centered Design, Innovation and Art to appoint Dr. Mickael to the master’s level of Graduate Faculty was unanimously approved.

8) GRADUATE FACULTY APPOINTMENT – QUILLEROU, Edwige

Unanimously Approved

Request is made by School of Human-Centered Design, Innovation and Art to appoint Dr. Edwige Quillerou to the Master’s level of Graduate Faculty.
On a motion by Dr. Hamed and a second by Dr. Jennings, the request made by School of Human-Centered Design, Innovation and Art to appoint Dr. Edwige Quillerou to the master’s level of Graduate Faculty was unanimously approved.

9) GRADUATE FACULTY APPOINTMENT – ROBERT, Jean-Marc

Unanimously Approved

Request is made by School of Human-Centered Design, Innovation and Art to appoint Dr. Jean-Marc Robert to the Master’s level of Graduate Faculty.
On a motion by Dr. Hamed and a second by Dr. Bashur, the request made by School of Human-Centered Design, Innovation and Art to appoint Dr. Jean-Marc Robert to the master’s level of Graduate Faculty was unanimously approved.


Unanimously Approved
Request is made by College of Aeronautics to change prerequisites for AVS 5201 Aviation Meteorology Theory and Practice. Changes to stricken courses listed above were approved at the April 21, 2016 Graduate Council meeting.

On a motion by Dr. Perez and a second by Dr. Carstens, the request made by College of Aeronautics to change prerequisites for AVS 5201 Aviation Meteorology Theory and Practice was unanimously approved.

11) **CHANGING REQUIREMENTS FOR A COURSE – CHE 5150 Chemical Reactor Design, CHE 5567 Nanotechnology, CHE 5571 Physical/Chemical Processes for Water Treatment, and CHE 5572 Biological Processes for Water Treatment**

**Unanimously Approved**

Request is made by Department of Chemical Engineering to change prerequisites for four courses listed above.

Dr. Gallo reported that Dr. Tomadakis, Department Head, Chemical Engineering, has also requested removal of an additional (hidden) “Department Head/Chair Signature” restriction in Banner (visible to Liz Fox) for CHE 5150 Chemical Reactor Design. Ms. Fox addressed a question on how to check if there are hidden restrictions for other courses. She said faculty should be able to review their courses, but reassured all that most have been removed. She said to contact her if one is found that needs to be addressed.

On a motion by Dr. Hamed and a second by Dr. Bostater, the request made Department of Chemical Engineering to delete the hidden restriction for CHE 5150 and change prerequisites for four courses: CHE 5150 Chemical Reactor Design, CHE 5567 Nanotechnology, CHE 5571 Physical/Chemical Processes for Water Treatment, and CHE 5572 Biological Processes for Water Treatment was unanimously approved.

12) **CHANGING GRADUATION REQUIREMENTS – MSA Degree Program in Aviation – Applied Aviation Safety**

**Unanimously Approved**

Request is made by College of Aeronautics to change graduation requirements for the MSA degree program in Aviation – Applied Aviation Safety.

Dr. Gallo summarized the requested change as three-fold and applying to both the thesis and nonthesis options. The request included an increase to the core requirements from 12 to 15 credit hours, AVS 5205 Aviation Statistics as a required course, a decrease in the “Additional Coursework” requirements from 18 to 15 credit hours, and replacement of AVI 4301 Aviation Safety with AVT 5302 Accident Investigation.

On a motion by Dr. Carstens and a second by Dr. Jennings, the request made College of Aeronautics to change graduation requirements for the MSA degree program in Aviation – Applied Aviation Safety was unanimously approved.

13) **CHANGING GRADUATION REQUIREMENTS – MSA Degree Program in Airport**
Development and Management

Unanimously Approved

Request is made by College of Aeronautics to change graduation requirements for the MSA degree program in Airport Development and Management.

Dr. Gallo stated that this program currently had a 33-credit hour thesis option and a 36-credit hour nonthesis option. The requested changes were to change the thesis option to 36 credit hours; decrease the core requirements from 27 to 12 credit hours; replace the current 3-credit-hour statistics restricted elective with AVS 5205 Aviation Statistics or BUS 5411 Statistical Methods for Business; for the thesis option, increase “Additional Coursework” to 18 credit hours; and for the nonthesis option, increase “Additional Coursework” to 24 credit hours.

Dr. Gallo said as a result of these changes the thesis option would consist of 12 hours of core plus 18 hours Additional Coursework plus 6 hours thesis. The nonthesis option would consist of 12 hours of core plus 24 hours “Additional Coursework”.

In response to a question of differences between core course requirements in other CoA MS programs, Dr. Carstens clarified that CoA is cleaning up this MS program to make it 36 credit hours to match the others. She said core courses for this degree program never included a much-needed statistics course and that the request is to add a core course, not subtract one.

On a motion by Dr. Carroll and a second by Dr. Hamed, the request made College of Aeronautics to change graduation requirements for the MSA degree program in Airport Development and Management was unanimously approved.

14) CHANGING GRADUATION REQUIREMENTS – MS Degree Program in Aviation Human Factors

Unanimously Approved

Request is made by College of Aeronautics to change graduation requirements for the MS degree program in Aviation Human Factors.

Dr. Gallo said the requested changes (for both thesis option and nonthesis option) included an increase to the core requirement from 9 to 12 credit hours by adding AVS 5205 Aviation Statistics as a required course and a decrease to the “Additional Coursework” requirements from 21 to 18 credit hours.

On a motion by Dr. Hamed and a second by Dr. Carstens, the request made College of Aeronautics to change graduation requirements for the MS degree program in Aviation Human Factors was unanimously approved.

15) ADDING A NEW MAJOR – MS Degree Program in Healthcare Management

Unanimously Approved

Request is made by Department of Extended Studies to add MS degree program in Healthcare Management which includes seven new graduate courses: MGT 5072 Cultural
Competency in the Workplace; MGT 5073 Current Topics in Telemedicine, Mobile Health, and eHealth; MGT 5074 Current Topics in Health Disparities, Health Services Delivery and Public Health Promotion; MGT 5075 Managerial Epidemiology in Public and Population Health; MGT 5076 Research in Healthcare Management; and MGT 5077 Human Resources in Healthcare Management.

Dr. Gallo requested Council to consider the new course request first. This request was tabled (postponed) at the January 2017 meeting because several errors were prevalent throughout the sample syllabi. He explained that six courses would be required courses for the proposed program and one would be an elective. Required course MGT 5076 Research in Healthcare Management would serve as the capstone course for the proposed program.

On a motion by Dr. Perez and a second by Dr. Jennings, the request made by Department of Extended Studies to add seven new graduate courses: MGT 5072 Cultural Competency in the Workplace; MGT 5073 Current Topics in Telemedicine, Mobile Health, and eHealth; MGT 5074 Current Topics in Health Disparities, Health Services Delivery and Public Health Promotion; MGT 5075 Managerial Epidemiology in Public and Population Health; MGT 5076 Research in Healthcare Management; and MGT 5077 Human Resources in Healthcare Management was unanimously approved.

Dr. Gallo asked Council to now consider the new program. He stated that the proposed program would replace the current MS program in Health Management, which was a previously approved degree that Extended Studies discontinued teaching in late 1990s. When Extended Studies revived the program under the same major code an error was made in the title of the program. The proposed degree would fix the error in title, add new courses to the curriculum, and incorporate an assessment structure. He noted that there were no students in the current program.

Dr. Edwards had a comment about the assessment component in general for new program requests. She said it was her understanding that the paperwork goes through assessment, is approved by APAC, there is a business plan, a financial structure and resources available.

Dr. Baloga advised that her signature on the Adding a New Major/Minor to the Curriculum for (line 2) confirms a business plan and an assessment plan have been completed.

On a motion by Dr. Hamed and a second by Dr. Perez, the request made by Department of Extended Studies to add MS degree program in Healthcare Management was unanimously approved.

16) ADDING A NEW MAJOR – Graduate Certificate Program in Energy Systems Engineering

Approved

Request is made by Department of Civil Engineering and Construction Management to add graduate certificate program in Energy Systems Engineering.

Dr. Gallo said this request was postponed at the February 2017 meeting and does not require a new motion and second. He reminded Council that the proposed 12-credit-hour certificate program would consist of either 12 hours of core courses or nine hours of core courses and one 3-credit-hour elective. Because all courses currently exist, no new courses are needed to
support the proposed program. He noted revisions to the initial program from February included
the elimination of all 4000-level courses; a more focused set of core courses that now includes five
courses instead of seven, and includes SYS 5310 System Engineering Principles, which initially
was an elective course; and a more focused set of elective courses that now is comprised of six
courses instead of 11 courses.

Discussion ensued and concerns were expressed that two students in the program can have
only one class in common and still have the same certificate; that the certificate relied too heavily
on MAE courses, creating a too heavy teaching load; and that the program could have been better
housed in a different department due to the focus.

Dr. Layne advised that we currently have twelve graduate certificate programs and all
define precisely what courses the student needs to take. She said this proposed graduate certificate
is different from the model that we normally use. A Council member added that the difference in
nature of this certificate is valuable to have and we should take that into account. Dr. Nguyen said
he knows of instances at another university (UT) where two people can graduate with the same
degree without having the same courses. He stressed that this proposed graduate certificate is for
every discipline and that there is a need to accommodate its interdisciplinary nature.

The request made by the Department of Civil Engineering and Construction Management
to add a graduate certificate program in Energy Systems Engineering was approved with a vote of
17 in favor and two abstentions.

17) **ADDING A NEW MAJOR – AvD Degree Program in Aviation**

**Unanimously Approved**

Request is made by College of Aeronautics to add AvD degree program in Aviation which
includes one new graduate course: **AVS 5430 Strategic Analysis in Aviation Using Game Theory.**

Dr. Gallo reminded Council that the proposed doctoral degree program, Doctor of Aviation
(Av.D.) would be 100% online and the first of its kind. He said seven new courses associated with
the proposed program were approved at the November 17, 2016 meeting and provided a summary
of those courses.

Dr. Gallo asked to consider the new course first. A copy of the sample syllabus was
provided for reference.

On a motion by Dr. Hamed and a second by Dr. Webster, the request made by College of
Aeronautics to add new graduate course **AVS 5430 Strategic Analysis in Aviation Using Game
Theory** was unanimously approved.

Dr. Gallo asked to consider the new program. He advised that the catalog description for
the proposed program will have the official title of Doctor of Aviation. Dr. Gallo said this degree
program is more practitioner oriented, not based in theory, and is a professional doctorate.

In response to questions, Dr. Gallo stated the students in this degree program are experts in
their field and bring a certain a certain expertise to the table. The program was purposely designed
to have no electives and a fixed curriculum to mitigate any problems. The student would want to
exploit research and analysis, with a heavy focus on research. He said this process of thinking and
reading will lead into the dissertation process and that the dissertation can align with their own profession. He stated that students can understand and critique data analysis. This proposed degree program was submitted to SACS in December 2016 and would be the first ever of its kind worldwide. With the hope of 100% SACS accreditation, there are 10 projected students for the cohort with an attrition rate of 30%, leading to a projected number seven students three years later.

On a motion by Dr. Perez and a second by Dr. Carstens, the request made by College of Aeronautics to add an AvD degree program in Aviation was unanimously approved.

18) **ADDING A NEW MAJOR – MS Degree Program in Accounting and Financial Forensics**

**Unanimously Approved**

Request is made by Bisk College of Business to add MS degree program in Accounting and Financial Forensics which includes four new graduate courses: **BUS 5412 Forensic Data Mining and Analysis, BUS 5413 Data Analytics/Business Intelligence, BUS 5414 Advanced Internal Auditing, and BUS 5415 Advanced Cost and Managerial Accounting.**

Dr. Gallo asked to consider the new courses first.

A word of caution was raised by a Council member about the topic in forensics and the area of chain of custody or processing. Dr. Perez said he would check with Dr. Bean to suggest that this topic is covered.

On a motion by Dr. Hamed and a second by Dr. Perez, the request made by Bisk College of Business to add four new graduate courses: **BUS 5412 Forensic Data Mining and Analysis, BUS 5413 Data Analytics/Business Intelligence, BUS 5414 Advanced Internal Auditing, and BUS 5415 Advanced Cost and Managerial Accounting** was unanimously approved.

Dr. Gallo asked to consider the new program.

On a motion by Dr. Hamed and a second by Dr. Perez, the request made by Bisk College of Business to add an MS degree program in Accounting and Financial Forensics which includes four new graduate courses: **BUS 5412 Forensic Data Mining and Analysis, BUS 5413 Data Analytics/Business Intelligence, BUS 5414 Advanced Internal Auditing, and BUS 5415 Advanced Cost and Managerial Accounting** was unanimously approved.

19) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is April 20, 2017, and the submission deadline for materials is April 6, 2017.

With no further business, the meeting adjourned at 2:18 p.m.

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Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Graduate Student Credit Loads

(Graduate Policy 4.3)

Graduate students enrolled for a normal 16-week term will be considered full-time if registered for nine or more semester credit hours. In the case of shorter terms, this basis will be pro-rated according to the length of the term; e.g., for an eight-week term, a full-time student must be enrolled for at least five semester credit hours. Quantitative determinations of part-time status are based on the ratio of hours taken to full-time hours. For example, for a normal 16-week term, half-time status would be five semester credit hours; and for an eight-week term, half-time status would be three semester credit hours.

For graduate students taking English as a Second Language (ESL) courses, one ESL course (five contact hours) will be considered equivalent to three academic credit hours in determining full-time status. Students taking a combination of ESL and academic courses may not enroll for a combined total of more than five courses in any one term. Any exception to this policy requires the approval of the director of graduate programs.

For graduate students taking undergraduate courses, full-time status will be determined without regard to the level of the course (one undergraduate hour equals one graduate hour).

A student registered for internship is considered to be full-time.

Thesis/design project/research/doctoral research project and dissertation or practicum students must be registered for three or more credit hours to be considered full time.

U.S. immigration regulations permit an international student who has a graduate student assistantship to register for fewer than the usual full-course load of nine semester credit hours providing that course load requirements for full-time status are clearly defined by the educational institution. For Florida Tech international students who have been awarded a GSA, the following schedule applies:

- Full GSA requires a minimum registration of three semester credit hours of coursework
- Half GSA requires a minimum registration of six semester credit hours of coursework