MINUTES
Graduate Council
January 16, 2014

Present: Ex officio: S. Koksal, M. Gallo (Chair)


Guests: M. Baloga, E. Kalajian, H. Miller, C. Young

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

1) WELCOME – Dr. Michael Gallo

Dr. Gallo welcomed new and returning members of Graduate Council. He noted the return of Drs. Pinelli and Strother and welcomed new member Dr. Mehmet Kaya from the Department of Biomedical Engineering, who is replacing Dr. Mitra.

He updated council members on the status of three tabled items from the November 2013 Graduate Council meeting. The first, a new Behavioral Analysis course, presented by Dr. Ivy Chong in Psychology, is being prepared for the February Graduate Council meeting. The second item is a proposed MS Degree program in Flight Test Engineering, Department of Mechanical and Aerospace Engineering. The forms for the proposed program still lack signatures from Drs. Baloga and McCay. The last item, the ad hoc committee recommended by Dr. Gallo to discuss the application of 3000- and 4000-level courses with respect to Graduate Policies 1.9 and 2.2.2, is still being conceptualized. Dr. Gallo stated that he will provide additional information about this committee at a later date.

2) MINUTES OF THE NOVEMBER 2013 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the November 21, 2013 meeting were unanimously approved on a motion by Dr. Maul and a second by Dr. Jennings.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne reported a request from Dr. Baloga asking Dr. Layne for her assistance in
writing a response for one of the comprehensive standards (CS 3.6.4) in the 2015 SACS Compliance Certificate that concerns requirements for graduate and post-baccalaureate professional programs. She advised that she may be contacting council members and/or academic units for sample documents that would assist her in preparing the response.

Second, Dr. Layne thanked council members for their assistance after the January 2013 meeting in communicating to their departments the deadline dates for thesis and dissertation submission and also the importance of early format checks, available in the Office of Graduate Programs. In January 2013 OGP began an action plan to increase visibility of these deadlines through strategic messages in FitForum, FacForum; emails to Administrative Assistants; and publication in the Academic Calendar. Dr. Layne was pleased to announce that over this past year OGP has seen a much smoother submission process — and many students who have come in for early format checks saying “My advisor told me to come in.” Dr. Layne provided council members a handout with Spring 2014—Fall 2014 Graduation Deadlines for Final Program Examination and Submitting Thesis, Dissertations, DRPs. She asked for their continued assistance in communicating these deadlines and the importance of early format checks.

Lastly, Dr. Layne announced that OGP is pleased to partner with Evans Library in a new initiative, the Scholarship Repository of Florida Institute of Technology. The Repository will provide permanent open access to journal articles, thesis/dissertations and other scholarly works created by Florida Institute of Technology. OGP will be the central collection point to receive publication permission slips for thesis/dissertations. Dr. Layne provided a sample “Thesis Acknowledgment” form that was approved by the academic deans. Students will submit to OGP the completed Thesis Acknowledgment (optional for Spring 2014) when they turn-in their thesis/dissertation/DRP. The acknowledgment gives permission to place their document in the Repository.

Dr. Holly Miller, Director of Research Collections, Evans Library, was present to describe the repository and respond to questions. The Acknowledgment form requires that the student establish the thesis as his/her original work, notes that Florida Institute of Technology has royalty-free non-exclusive rights to reproduce and distribute via repository, and states that FL Tech owns intellectual property and may elect not to distribute or to take-down any documents in the repository. She explained embargo options (when a student desires for their work to be available), that the copyright remains with the author (student), and licensing under Creative Commons.

Questions emerged about the benefit of the copyright, the role the repository will play in possibly replacing hard copies of documents, the intent of whether these theses will be made available to embassies, and the issue of embargos coupled with publishing in journals.

Dr. Gallo stressed the importance of informing graduate council members about their new roles regarding the distribution and completion of the Thesis Acknowledgment. He stated that student advisees will have to complete the form which OGP collects once
completed, that advisors make note of this form and add it on their department checklists (if
they have one), and that advisors are required to sign off on this form.

In the interest of time Dr. Gallo suggested fellow council members can discuss this
with their students and perhaps all questions can be moved up the chain for resolutions. He
added that this topic can be placed on the agenda as an item for next meeting if anyone
wishes to do so.

4) GRADUATE FACULTY APPOINTMENT – GADAIRE, Dana

Unanimously Approved at Master’s Level

Request is made by the School of Behavior Analysis to appoint Dr. Dana Gadaire to
the Masters level of Graduate Faculty.

On a motion by Dr. Strother and a second by Dr. Maul, the request made by the
School of Behavior Analysis to appoint Dr. Dana Gadaire to the Masters level of Graduate
Faculty was unanimously approved.

5) CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MS in Ecology,
Marine Biology, and Cell and Molecular Biology

Item Withdrawn

The request made by the Department of Biological Sciences to change university
catalog language to reflect that students should take a “maximum of six credits” of thesis was
withdrawn from the agenda at the request of the Department of Biological Sciences. The
department decided to keep requirements/catalog language as is, at six credit hours of thesis.

6) REMARKS FROM THE FLOOR

Dr. Maul reminded everyone that is interested in the Chopper Dropper Fundraise: to
contact him. He is selling raffle tickets.

The next meeting will be held on Thursday, February 20, 2014.

With no further business, the meeting adjourned at 1:33 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs