MINUTES
Graduate Council
March 27, 2014

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


Guests: L. Baksay, M. Baloga, E. Kalajian, J. Lavelle, C. Young

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed Dr. Lisa Steelman as the new Committee on Standards representative for CoPLA, replacing Dr. Mark Harvey.

He advised fellow council members to follow the revised meeting agenda found on the second page of package 2.

2) MINUTES OF THE FEBRUARY 2014 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the February 16, 2014 meeting were unanimously approved on a motion by Dr. Cusick and a second by Dr. Richardson.

3) REQUEST FOR DISCUSSION

Request is made by the School of Arts and Communication to obtain input from other departments about their wishes for existing course COM 5003 Preparing Academic Documents or a similar course as well as their ideas about including such a course in their graduate programs.

Dr. Gallo mentioned that this request for discussion is a follow-up to last month’s meeting. He further elaborated that this request is for discussion purposes only and no approval is required.

Dr. Strother said that she would like perspectives from anyone that may be interested in the design of a 1 or 2 credit hour course of this nature to fit their program needs, along with the option of the existing 3 credit course COM 5003 Preparing Academic Documents.
Some graduate council members expressed interest in the course. Dr. Gallo recommended that academic units communicate directly with Dr. Strother for further discussion and exploration of options.

4) COMMITTEE ON STANDARDS REPORT – Dr. Rosemary Layne

Dr. Layne referenced the March 20, 2014 Committee on Standards meeting minutes provided to each council member. She reported that three agenda items were considered at the meeting and all were unanimously recommended for approval as submitted.

5) GRADUATE POLICY REVISION – GP 1.9 Undergraduate Courses for Graduate Credit, GP 2.2.2 PhD Course Requirements, GP 2.6.2 Dissertation Requirements for PhD/DBA Students (Dissertation Registration), GP 2.7 Residence Requirements for PhD/DBA Students and new policy GP 1.12.1 Credit Hour Requirements

Request is made by Dr. Rosemary Layne, Director of Graduate Programs, to consider Graduate Policy revisions GP 1.9 Undergraduate Courses for Graduate Credit, GP 2.2.2 PhD Course Requirements, GP 2.6.2 Dissertation Requirements for PhD/DBA Students (Dissertation Registration), GP 2.7 Residence Requirements for PhD/DBA Students and new policy GP 1.12.1 Credit Hour Requirements.

Dr. Gallo noted that unanimous approval by Committee on Standards serves as a motion and second for purposes of today’s Graduate Council Meeting.

Item 1- Recommended Revision of policies GP 1.9 Undergraduate Courses for Graduate Credit and GP 2.2.2 PhD Course Requirements

Unanimously Approved

Dr. Gallo informed fellow council members that this item was presented in November 2013 and was tabled with the intent of creating an ad hoc committee. Due to time constraints, this did not happen and is being brought forth to Graduate Council again. He noted what precipitated this review and recommended policy revision is SACS COC Comprehensive Standard 3.6.1 (post-baccalaureate program rigor) that requires courses not specifically designed for graduate credit but that allow both undergraduate and graduate enrollment to ensure that there is a clear distinction between the requirements of undergraduate students and graduate students. He emphasized parts of the Committee on Standards March 20, 2014 minutes that included the summary of Committee on Standard’s position, alternatives, and the preferred solution.

Discussion ensued and Dr. Gallo responded that this request does not apply to bi-level or dual numbered courses. Those course types are covered in a different graduate policy
Dr. Layne added that if a course is bi-level or dual numbered, the course (by definition) is designed and approved for both graduate and undergraduate students. All proposed new bi-level graduate courses 1) must be approved by Graduate Council and their undergraduate counterpart must be approved by the Undergraduate Curriculum Committee and 2) the distinction between requirements for graduate students and undergraduate students must be noted in the course syllabus.

Council members concurred with the Committee on Standards recommendation to add policy language to Graduate Policy 1.9 and 2.2.2. Dr. Carroll said that this revision to policy is great for providing guidance in academic units when undergraduate courses are used for graduate credit. The policies as approved are attached to these minutes.

**Item 2- Recommended Revision of policies GP 2.6.2 Dissertation Requirements for PhD/DBA Students (Dissertation Registration) and GP 2.7 Residence Requirements for PhD/DBA Students**

**Unanimously Approved**

Dr. Gallo noted that this policy revision is to align policy with practice. Doctoral candidates typically register for three credit hours of dissertation, versus the 6, 9, or 12 credit hours stated in current graduate policy.

The policies as approved are attached to these minutes.

**Item 3- Recommended Addition of policy GP 1.12.1 Credit Hour Requirements**

**Unanimously Approved**

Dr. Gallo said that the addition of this policy would align policy with practice. He stated that currently there is nothing in policy that specifies the minimum number of credit hours that must be completed for a Master’s or a Specialist degree. Approving this policy would rectify this omission. Dr. Gallo stated that currently all Florida Tech graduate programs are at least 30 credit hours.

Dr. Baloga added that this policy would align with SACS-COC core requirement 2.7.1 (program length), that a graduate program must be at least 30 semester credit hours.

The policies as approved are attached to these minutes.

6) **GRADUATE FACULTY APPOINTMENT – JOHNSON, Christopher**

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

Dr. Layne reminded council members that appointment to graduate faculty at the master’s level enables the graduate faculty member to chair and serve on thesis committees as well as to serve on doctoral committees.

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

7) ADDING A NEW COURSE TO THE CURRICULUM – MGT 5121 Product Life-cycle Management Concepts (3 credit hours) and MGT 5122 Product Life-cycle Management Applications (3 credit hours)

Both Courses Unanimously Approved

Request is made by the Department of Extended Studies to add two new courses MGT 5121 Product Life-cycle Management Concepts (3 credit hours) and MGT 5122 Product Life-cycle Management Applications (3 credit hours) to the list of free electives to the MS- Technology Management program to give students more elective choices within the technology field.

On a motion by Dr. Vamosi and a second by Dr. Richardson, the request made by the Department of Extended Studies to add two new courses MGT 5121 Product Life-cycle Management Concepts (3 credit hours) and MGT 5122 Product Life-cycle Management Applications (3 credit hours) was unanimously approved.

8) ADDING A NEW MAJOR TO THE CURRICULUM – MSA in Aviation Management (Online Program)

Program and Courses Unanimously Approved

Request is made by the College of Aeronautics to add a Master of Science in Aviation – Aviation Management (online program). This proposed degree program includes two new courses: AVM 5106 Corporate Aviation Operations and Management (3 credit hours) and AVM 5107 Airline Management (3 credit hours).

Dr. Gallo clarified that the schedule types for the proposed courses are Lecture and Virtual. He stated that the grading scheme for both courses (omitted from the syllabi) is the traditional scale for letter grades (i.e., 90-100 = A, 80-89 = B etc.). He noted that these
proposed courses are offered in full cooperation with the College of Business Dean and ESD Senior Associate Dean.

On a motion by Dr. Maul and second by Dr. Jennings, the request to add the two new courses was unanimously approved.

Discussion ensued about the program and its virtual component. Dr. Cusick stated that this degree program is part of the College of Aeronautics strategic plan and is the third in a trilogy of three online master’s programs offered via Melbourne Campus Online (independent of UA and ESD). In response to questions, Dr. Baloga added that tuition structure for this program is independent from that of the Melbourne main campus. Dr. Cusick advised that courses are taught by full-time Melbourne Campus faculty members and are 15 weeks long — the same as in the on-campus schedule.

On a motion by Dr. Carroll and a second by Dr. Jennings the request made by the College of Aeronautics to add a Master of Science in Aviation – Aviation Management (online program) including two new courses, was unanimously approved.

9) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MS in Environmental Education**

*Unanimously Approved*

Request is made by the Department of Education and Interdisciplinary Studies to change the degree program from 33 to 30 total credit hours and to expand the degree options from non-thesis only to include thesis, non-thesis, and coursework only options.

Dr. Gallo noted that this was supposed to have been done in 2011 as part of the College of Science Dean’s directive (memo on page 55 of Graduate Council Packet #1), but the corresponding paperwork was misplaced. He clarified the new program structure will consist of a thesis and non-thesis option. Both options will consist of 18 hours of EDS courses plus 6 hours of content courses for a total of 24 hours. The thesis option would then have 6 hours of thesis (EDS 5999), but the non-thesis option would have two independent paths: 6 hours of content or 3 hours of content and 3 hours of research (EDS 5081).

On a motion by Dr. Strother and a second by Dr. Varnosi, the request made by the Department of Education and Interdisciplinary Studies to change the degree program from 33 to 30 total credit hours and to expand the degree options was unanimously approved.

10) **ANNOUNCEMENTS**

Dr. Gallo announced that the next meeting will be held on Thursday, April 17, 2014 and will be the final meeting of the 2013-2014 academic year. He noted that the deadline for submission of Graduate Council materials for the April meeting is Thursday, April 3.*
Dr. Layne added that this meeting is ideal to present items that academic units want to include in the *2015-2016 University Catalog*.

With no further business, the meeting adjourned at 1:36 p.m.

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

*NOTE: This is a correction from the April 10 date announced in error at the meeting. The correct deadline for material submission for the April meeting is Thursday, April 3.*
Undergraduate Courses for Graduate Credit

(Graduate Policy 1.9)

With the approval of the academic unit head, a student enrolled in a graduate program may apply a maximum of six (6) semester hours of undergraduate credits taken at Florida Tech (unless a specific articulation agreement exists to the contrary) toward partial fulfillment of the requirements for a master's degree as follows:

- 4000-level courses in the student's major field of study
- 3000 and 4000 level courses in other than the student's major field of study

In the instance of four-hour 4000-level courses, a maximum of two such courses (for a maximum of eight semester hours) may be applied to the graduate program in lieu of the six semester hours mentioned above.

The proper usage of these courses is to enrich the master's program, not dilute it. 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.

Courses that are considered “deficiencies” in a student’s prior education cannot be used in fulfilling the requirements for a master’s degree; they should be identified on the program plan as deficiencies and taken above and beyond the requirements for the master’s degree and do not count in any graduate GPA. It is up to each academic unit to develop a list of courses that the faculty agree represents the basic essentials for entry into each graduate degree program or option offered by the academic unit. Courses on this list should be designated as deficiencies any time a student has not taken comparable courses.
PhD/DBA Course Requirements

(Graduate Policy 2.2.2)

Although the doctoral degrees are awarded primarily on the basis of creative accomplishment rather than the accumulation of a specified number of semester credit hours, there are standards regarding the minimum number of semester credit hours that must be successfully completed by all doctoral students, as noted below. Specific programs may require more than any “at least” figure cited.

1. **Total Credit Hours:** At least 72 semester credit hours beyond the bachelor’s degree (herein called the “72-hour program”) or, at the department’s discretion, at least 42 hours beyond an applicable master’s degree (herein called the “42-hour program”) must be completed.

2. **Coursework (Formal):** At least 18 semester credit hours for the 72-hour program or at least 12 semester credit hours for the 42-hour program of formal courses (i.e., any classroom-based course or equivalent in which grades of A, B, C, D, or F are given).
   - At least 12 semester credit hours must be taken at Florida Tech that have never applied to a Florida Tech degree; and
   - Up to six semester credit hours of 4000-level undergraduate courses, with academic unit approval, may be taken at Florida Tech. **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.**

3. **Coursework (Non-Formal/Non-Dissertation):** Up to 36 semester credit hours for the 72-hour program or up to 12 semester credit hours for the 42-hour program of non-formal/non-dissertation courses (i.e., seminars, practica, internships, laboratory and field experiences, preparatory research courses, independent study, special projects/topics, and colloquia in which grades of Pass/Fail or Satisfactory/Unsatisfactory are given).

4. **Dissertation/Supervised Research Coursework:** At least 18 semester credit hours of dissertation (XXX 6999) as well as supervised research coursework such as XXX 6095, CSE 6990, CVE 6991, MTH 6050, OCE/OCN 6993, PHY/SPS 6090 and PSY 6198:
   - All dissertation hours applicable to the degree must be taken at Florida Tech; and
   - At least 15 semester credit hours of dissertation (XXX 6999) must be taken beginning with the term in which a student is admitted to candidacy.

5. **Transfer Credit:** Credit earned for courses taken in fulfillment of the requirements of a master's degree, either at Florida Tech or elsewhere, may be used in meeting the 72 or 42 semester credit hour minimum requirement (other than for the 12 hours of formal coursework required to be taken at Florida Tech previously indicated above, subject to the restrictions stated above, and provided that the courses are directly applicable to the field of the doctoral degrees. A student should expect to take a significant amount of either formal or non-formal/non-dissertation coursework (or a combination of the two) at a more advanced level, even if master's degrees in more than one field have been earned.
Dissertation Requirements for Ph.D./D.B.A. Students

(Graduate Policy 2.6)

Dissertation Registration

(Graduate Policy 2.6.2)

The doctoral student who has been admitted to candidacy must normally register each academic term thereafter for six, nine or 12 \textit{at least three} semester credit hours of dissertation throughout the remainder of his or her program. At the discretion of the academic unit, a doctoral student may register for three semester credits of dissertation when justified. A written waiver of the requirement for continuous registration is required and is granted only if the student is not making use of university facilities or personnel. Such waivers must be approved in advance by the major advisor and academic unit head. The waiver must then be forwarded to the Office of Graduate Programs.

All doctoral dissertation credits will bear the numerical designation 6999, preceded by the three-letter program designator.

Students may register for fewer than three semester credits of dissertation in the semester of graduation only. (See graduate policy “Thesis/Design Project/Dissertation Registration in the Semester of Graduation” for limitations).

Residence Requirements for Ph.D./D.B.A. Students

(Graduate Policy 2.7)

The residence requirement consists of (1) the performance of research under the direct supervision of the Florida Tech faculty for at least one calendar year, and (2) enrollment in a graduate program at Florida Tech for a minimum of two calendar years from the time of original registration.

A doctoral student who has been admitted to candidacy must normally register each academic term thereafter for six \textit{three} or more credit hours of dissertation throughout the remainder of his or her program. At the discretion of the academic unit, a doctoral student can register for three credit hours of dissertation when justified. In some cases, registration for fewer credit hours is permitted in the final semester of registration; see graduate policy “Dissertation for Ph.D./D.B.A. Students/Dissertation Registration” for details. After admission to doctoral candidacy, an interruption in registration is permissible only if the student is not making any use of university facilities or personnel, and requires prior written approval by the academic unit head and the director of graduate programs.

The student’s dissertation performance is evaluated in each term of registration, and grades of S (Satisfactory) or U (Unsatisfactory) are assigned. These grades do not affect the student’s grade point average. S grades corresponding to the required number of dissertation credit hours are replaced by grades of P (Pass) upon successful completion of the dissertation.
Grading System and Requirements for Master’s and Specialist Degree Students
(Graduate Policy 1.12 incorporating former graduate policies 1.12.1 and 1.12.2)

Graduate work is evaluated by letter grades, with only grades of A, B, C and P being credited toward graduate degrees. Grades of D and F are failing grades in graduate courses. Failed courses must be repeated at the earliest opportunity, if they are required courses. An elective course in which a D or F is received must be repeated, unless the academic unit approves an additional course to be taken in its place.

When Pass/Fail (P/F) grading is used, the total credit hours earned increases without having any effect on the GPA if a grade of P is earned, whereas no credit hours are earned and the GPA is adversely affected in the case of a grade of F, just as with any other F. Pass/Fail grading is used for certain courses and for master’s theses, design projects, doctoral dissertations and doctoral research projects.

The program GPA is based on the student’s program plan and includes all courses shown on the program plan as applying toward the degree, both graduate numbered and undergraduate numbered.

In cases where the degree-related GPA referred to above does not include all graduate courses taken at Florida Tech, an overall GPA is also calculated and reported. Graduate courses used to compute the overall GPA, but not the program GPA, include courses taken as deficiencies, courses unrelated to the student’s degree program, courses taken before a change of major and courses taken in satisfaction of the requirements of a previously earned graduate degree. Courses related to the degree program that are taken in excess of degree requirements are normally included in the program plan. It is not possible to delete a course from the GPA once the course has been taken, although an exception is made if the statute of limitations is exceeded, at which time it is dropped from the program plan and from both the program and overall GPAs. Courses are not otherwise dropped from the overall GPA except by special action of the Graduate Council following a change of major. If no degree was earned in the first major and the courses are clearly not applicable to the new major, the council can approve deletion from the overall GPA.

Grades of S (Satisfactory) and U (Unsatisfactory) are used as progress grades in thesis, dissertation, design project, research and internship, and as final grades in some zero-credit seminar courses. They are similar to grades of P and F except that they carry no credit, and S grades (when used as progress grades) may be replaced at any later time by credit-carrying grades of P. U grades remain on the transcript permanently, but like grades of S, they do not affect the GPA.

The basic requirement for receiving any master’s degree is a GPA of at least 3.0 on a 4.0 scale where A = 4, B = 3, C = 2, D = 1, F = 0. Both the overall GPA and the applicable program GPA must be 3.0 or greater for a master’s degree to be awarded.
Credit Hour Requirements
(Graduate Policy 1.12.1)
A candidate for the master’s degree must successfully complete at least 30 semester credit hours beyond the bachelor’s degree as specified on the approved program plan. A candidate for the specialist degree must successfully complete at least 30 semester credit hours beyond the master’s degree as specified on the approved program plan.