

Graduate Programs Committee (GPC)

Minutes of October 15, 2009 Meeting

Florida Atlantic University

College of Education

Office for Academic and Student Services, Room 232

1:00-3:00pm

Members Present: Deborah Floyd, Susannah Brown, Carlos Diaz, Valerie Bryan, Greg Brigman, Hani Zainuddin, Ali Danesh, Linda Webb, Mary Lou Duffy, Bob Zoeller, and Deborah Shepherd

- I. Call to order and roll call conducted by Deborah Floyd.
- II. Old Business
 - A. Approval of September 17, 2009 minutes. Motion to approve the minutes by Bob Zoeller. Seconded by Linda Webb. All members present voted to approve the minutes.
 - B. Petitions Sub-committee Report- Reported by Carlos Diaz. Motion by Mary Lou Duffy. Seconded by Valerie Bryan. All members present voted to approve the subcommittee recommendations.

Action: Eleven petitions were considered. Ten petitions were approved and one petition was disapproved as follows: CE- 2 approved, CCEI- 1 approved, EL- 4 approved, ESE- 1 disapproved, TL-3 approved

- C. Curriculum Sub-committee Report-
 1. Linda Webb discussed the flow of information to the Dean's office and to the Sub-committee. Kristy Demeo will be the point person in the Dean's office. The current format used by the Graduate College is required. The review process takes place at the sub-committee meeting. The curriculum paperwork needs to be turned in two weeks prior to the sub-committee meeting to both the sub-committee chair, Linda Webb and Kristy Demeo. During the GPC meeting the curriculum proposals are discussed and either approved or sent back to the respective Department for corrections or additions. Kristy Demeo will then receive written feedback from the GPC and keep track of the curriculum proposals as they move forward to the various committees at the university level. A reminder that the February 11, 2010 Graduate Programs Committee meeting is the last meeting to review curriculum paperwork. All paperwork needs to be submitted by January 15, 2010 to the COE GPC.

Action: Linda Webb will revise a letter to remind all COE faculty about the final date to turn in curriculum paperwork on January 15, 2010.

2. Discussion of Course Change Request from CCEI, TSL 6944, change of credit hours from 3 credits to 3-9 credits.

Action: The Course Change Request form submitted is deferred back to the Curriculum Sub-Committee. Linda Webb, the chair of the Curriculum Sub-committee defers back to the CCEI Department.

D. Committee of the whole: Graduate Faculty Applications

Files reviewed by GPC members and same two applications are in the file from the last GPC meeting and no additions were made by faculty to the files.

Action: Each GPC member will ask the faculty member from their own department to review their individual file and submit the requested items to complete the files for the next meeting. No other action was taken by the GPC committee.

III. New FAU Graduate Government Document

Implications for COE- Dissertation and Thesis Guidelines- Sub-Committee Report- Valerie Bryan reviewed the approved Graduate College Governance Document. Key points from her notes include Associate Graduate Faculty minimum requirements, which are to hold the rank of Adjunct Faculty or above, hold the terminal degree suitable, and be actively involved in scholarly or creative activity or graduate teaching. This means a policy needs to be redefined for the COE in order to include Adjuncts in the Graduate Faculty Review process. Currently Dean Bristor has already sent in a list of faculty that are considered graduate faculty at this time to the Graduate College. Deborah Floyd shared a draft of a policy to be discussed by this committee. A written process need to be drafted by the GPC. After discussion in a GPC meeting, the draft policy can move to the COE Faculty Assembly for input. Once the Faculty Assembly approves the policy then it goes to the University Graduate Council for approval. A discussion about the criteria ensued. The COE already has a policy for graduate faculty status. The draft by Deborah Floyd was discussed concerning the policy in place and how this policy can fit into the categories outlined by the approved Graduate College Governance Document.

A sub-committee for the process of appointment and renewal of graduate faculty (all levels) was suggested by Deborah Floyd.

Ali Danesh, Greg Briggman, Susannah Brown, Carlos Diaz, Deborah Floyd, and Valerie Bryan agreed to meet as a sub-committee to address this policy. Deborah Floyd's draft will be emailed to these members and an email discussion will occur.

Graduate Thesis and Dissertation Guidelines - Set of revisions are being forwarded to all GPC members. Refer to Valerie Bryan's highlighted areas of the document to be sent via email to all GPC members. Comments to be sent to Valerie Bryan and Mary Lou Duffy and will be discussed at the future meeting.

- IV. Discussion of the Ph.D. Completion Project – to be discussed in a future meeting.
- V. Other- A list-serve is part of the email from Deborah Floyd. At anytime that documents need to be sent to the whole GPC, the chair of that sub-committee can email to the whole as needed. It doesn't have to go through Deborah Floyd each time unless preferred.
- VI. Adjourn at 2:56pm