

Graduate Council Meeting
Minutes
Tuesday, January 25, 2011

The meeting was called to order at 12:18 p.m.

Member in attendance: Jordan, Shaw, Hallblade, Buchwalter, Haley, Mauro, Kasten, Zhan, Candler, Noonan, Eggen, Martin, Richardson, Roberson, Kpcio.

Dr. Roberson introduced the first agenda item for discussion: how a student's enrollment status impacts his/her access to library services. Graduate School Director Keith Martin provided a brief history of the issue. Graduate students who are not registered for courses (for example, those who have completed all coursework and are in their capstone project) become inactive in the Banner system and are shut down from all University services. It was discussed that programs can have different requirements for students in these varied situations but the committee recognized the need to consider a university-wide policy. Members discussed and agreed that graduate students need to have some connection with their departments if out for more than 2 terms and that students should be required to pay a modest amount to allow for the continued use of university services. Members suggested clarification was needed from the ITS department to find out what drives a student's connection with ITS since student's lose access to university email after 3 terms of inactivity. Dr. Roberson will check on policy and guidelines elsewhere to compare. He requested that members come back to the February meeting prepared with recommendations/suggestions.

The next topic was the graduate admissions policy and the impact the new testing will have on admissions requirements. He said that UNF's current policy is the "default" policy of a 3.0 GPA or 1000 GRE minimum requirement. The University of Central Florida's minimum admission for graduate school is a 3.0 GPA or a prior graduate degree. All PhD programs must submit GRE scores. Several UNF graduate programs would like to alter the requirements and he opened the discussion to members. Some members felt the university should require the GRE in order to maintain quality programs; others would prefer to give individual programs the authority to decide. Graduate Council is the approving body for such a revision and the policy already needs to be revised in order to accommodate the new GRE scoring (1000 will no longer be the minimum score). The policy, once drafted and approved by the Graduate Council would be shared with the council of chairs, the council of deans, and AA for review and approval. Dr. Roberson will work on a revised draft of the graduate admissions policy and share it with the Graduate Council prior to February's meeting so that a discussion of the draft can occur at February's meeting.

Dr. Roberson moved to a discussion of the new GRE exam which will begin in July 2011 and introduced a slide presentation of tools available on the Educational Testing Service GRE website; a webinar, video, and a list of resources. He also sent the information in an email to all members. He suggested and encouraged members to arrange for the webinar and set-up phone conferences to check it out. The same information was also sent to the deans and the department chairs. After the new testing begins in July, the new scores will be coming out 6 – 8 weeks later. A comparison of old and new scores will be sent to all Graduate Program Directors for review. The Graduate School will be able to maintain both scores while students take both the old and new test; old scores will be good for 5 years. Dr. Roberson said he will have more information on the new GRE test scores in April after he attends the NAGAP (National Assoc. of Graduate Admissions Professionals) conference.

Keith Martin gave an update on the online graduate application system which is currently being developed in-house by ITS. The current online application system, www.Facts.org, will no longer be in service beginning July 1, 2011. Martin expects the ITS team to have a testing version of the new system available on or about Feb. 18. Martin and Lilith Richardson have been working with the ITS team to include many enhancements to the application system; for example, the ability to upload student resumes, writing samples, personal statements and an electronic letter of recommendation process. The ability to upload various documents is expected to significantly reduce paper processing of admissions documents. Programs also will have the ability to design online recommendation forms. Admission referrals will continue to be created and sent electronically. The new system is expected to be running by July 1. No training will be necessary as the referral system would remain the same.

Dr. Roberson reminded members of the upcoming GALC (Graduate Academic Learning Compacts) timeline and offered assistance to any program. Information and downloadable materials are available on the Graduate School website. March 11 is the due date for the draft Word document due to Dr. Roberson. The Graduate School will oversee the editing and entering of these Word documents into the new software. Beyond 2011, a calendar year rather than a fiscal year will be used. Dr. Roberson urged members to ask any questions now, or if your program has a draft, he can review it now. A sample will be sent to all. The required information is the same as the prior GLOs (Graduate Learning Outcomes) except the Curriculum Map which is the new addition. He said the GALCs are a broader and more holistic approach: what is the desired outcome when graduate students finish your program?

Dr. Roberson announced that he is in the process of scheduling meetings with Graduate Program Directors collectively by college. Patrice Kalcio will contact each Graduate Program Director in order to schedule an agreeable date, time and location for all. Also, Dr. Roberson is planning two Open Forums with graduate students this term to provide an opportunity for students to meet with him and to discuss any graduate issues. Dr. Roberson said last year's Open Forums were very successful.

The next meeting of the Graduate Council will be on Tuesday, Feb. 22 at 12:15 p.m. in the President's Conference Room.

Dr. Roberson adjourned the meeting at 1:13 p.m.
Respectfully submitted by Patrice Kalcio