

Graduate Council
Tuesday, February 28, 2012

Members in Attendance: Kasten, Moore, Vose, Candler, Zoellner, Buchwalter, Kavan, Zhan, Stanley, Jaeger, Shaw, Hallblade, Roberson, Learch, Richardson. Guests: Jeff Bowen, Cheryl Campbell

Dr. Roberson called the meeting to order and opened the floor for announcements. No announcements were made.

Dr. Roberson read the second draft of the graduate certificate policy (formed from the January Council Meeting discussion) and opened the floor for discussion about the proposed language. During the discussion, questions arose and members agreed to have Dr. Roberson discuss the proposed language with the directors and chairs of the eight departments/programs that currently offer certificates as necessary pending a review of the suggested revisions.

Moving to the second item on the agenda, Dr. Roberson opened a discussion on second master's degrees, concurrent master's degrees, and the residency requirements (number of credit hours in residence) required for a graduate degree. The residency requirement for an undergraduate degree was recently changed from 30 credits to 45. Members discussed the current UNF graduate requirement of 24 hours in residence and agreed that a minimum requirement may be better expressed in the policy as a percentage rather than a numerical credit hour minimum. Members also agreed that the residency requirement will not be able to be waived.

Dr. Roberson introduced the Dean of the Library, Shirley Hallblade, and Jeff Bowen, Associate Librarian. Both spoke and presented information and new developments on the upcoming Electronic Thesis and Dissertation (ETD) process. Dean Hallblade provided brief background information about the program (Digital Commons) that started approximately a year ago for faculty self-publishing and now the program has developed to include ETD. The presentation outlined many ways that faculty, students, and the university overall will benefit from the program, primarily through the increased and widespread access to UNF research (highly searchable).

Graduate School director Chad Learch thanked the library for this improvement and noted that the improved access to student research can be used as a recruitment tool; Graduate Program Directors can encourage prospective students to check out past and current UNF research. Chad reminded members of the Thesis and Dissertation procedures that are currently in place, but noted that these requirements will begin to change as the Graduate School aligns their process with the Library's new electronic process. Beginning with the Summer 2012 term, the Graduate School requirements for Thesis and Dissertation students will be reduced to the following: one electronic copy (formatted and emailed to the Graduate School as a pdf), a completed signature page, the Library's License Agreement Form and a new embargo form (currently under construction). Binding services will no longer be offered, but students will be provided with a list of options for binding services locally and via the internet. It was suggested that in lieu of bound copies, the Graduate School could provide each student with a CD of his/her completed work with an official label or seal or logo of the school imprinted on the CD or cover. Chad reminded members that a paper copy of all theses or dissertations is still required for the Spring 2012 term. Dissertation students will begin

Summer term 2012 to use the electronic submission process for UMI Proquest in the same manner that individual authors submit work on the UMI Proquest site. UNF will no longer submit to UMI Proquest on behalf of students. Students should be encouraged to contact the Graduate School staff with any questions about the current and future electronic submission process. Danyell Rowland in the Graduate School periodically holds "Help Sessions" each term for prospective Thesis and Dissertation students to answer questions and offer assistance with submission requirements.

Dr. Roberson reminded members that the agenda for the next meeting (March 27) will include a review of the revised certificate policy.

Dr. Kavan requested that at the next meeting, the Dean of the Graduate School present information on the value-added services provided by the Graduate School to the university.

Dr. Roberson adjourned the meeting at 1:32 p.m.

The Council's next meeting is Tuesday, March 27 at 12:15 p.m. in the President's Conference Room (1/2800).

Minutes respectfully submitted by P. Kapcio