

Graduate Council  
Tuesday, March 27, 2012

Members in attendance: Kavan, Casamatta, Zoellner, Sheffler, Vose, Ledbetter, Stanley, Kasten, Zhan, Jaeger, Shaw, Buchwalter, Russac, M. Moore, Learch, Richardson, Roberson. Guests in attendance: Cheryl Campbell.

Dr. Roberson called the meeting to order at 12:19 pm. No announcements were made from the floor. The minutes were approved unanimously with no corrections.

Dr. Roberson presented changes to the language of the graduate certificate policy which had been proposed at the February meeting. Members voted unanimously to approve the revised policy.

Dr. Roberson extended the deadline to March 31st for degree programs to submit a request to change admission criteria beyond the required 3.0 GPA minimum. Forms should be submitted to Lilith Richardson in the Graduate School for Graduate Dean review, approval and final implementation of the new criteria. The official posting site for all graduate program admission criteria will be on the Graduate School website *Academic Programs* page, and the requirements will be listed under each graduate degree program. The university catalog will no longer replicate information, but instead will provide a link to each program listed on the Graduate School *Academic Programs* page. Each graduate program or department with a separate webpage is asked to no longer list the admission criteria, but rather provide a link to the degree program page on the Graduate School site. Any department or program in need of help, please contact Lilith or Danyell in the Graduate School. Programs can expect to receive a copy of the new admission criteria upon approval. The new approved criteria will be posted as soon as possible (late Spring and Summer terms) in order to be effective for the Fall 2012 term. Please contact the Graduate School with any questions.

Dr. Roberson requested input from the council on the current graduate transfer policy of allowing graduate program directors to approve up to 20 percent of graduate credit hours to be transferred into a UNF graduate degree program and further allowing up to 40 percent of graduate degree credit hours to be transferred only with Graduate Dean approval. Members agreed that the policy should remain as it stands.

New business: no new business from members. Dr. Roberson introduced a suggestion that if issues are pending and need to be addressed by the council, the group may consider meeting during the summer months, but would need to have a quorum. Members agreed that a quorum would be possible given the number of members who are 12 month faculty and the council agreed to meet only if deemed necessary by the Graduate Dean.

Dr. Roberson introduced a suggestion that the council consider reviewing the current requirements for an appointment to the UNF Graduate Faculty, and the new Electronic Thesis & Dissertation process (to include the tracking of thesis committees and

committee members). Both issues could be reviewed by the whole council or by creation of a smaller volunteer subcommittee or a task force, comprised of council members and possibly one or more department chairs. Dr. Roberson encouraged members to provide input and will send an email to members to solicit volunteers.

Members held a brief discussion on the current requirements for an appointment to Graduate Faculty status and the specific criteria which differs by college. Members also discussed the current admission requirement for international students to provide an official NACES member foreign college evaluation. Dr. Roberson will check with the International Center again about the evaluations. Members had an open discussion on several issues of interest to members; the Academic Common Market (ACM), transitioning a classroom-based graduate program to a distance learning program, and distance learning in general. Graduate programs interested in distance learning can contact Dr. Roberson and those interested in the ACM should contact Chad Learch.

No further announcements or business from the floor.

Dr. Roberson adjourned the meeting at 1:28 p.m.

The next meeting is April 24, 2012 at 12:15 p.m. in the President's Conference Room.

Respectfully submitted by P. Kapiro