

Graduate Council Minutes
April 24, 2012

Members in attendance: Sheffler, Zoellner, Christie, Kavan, Candler, Vose, Russac, Moore, Stanley, Buchwalter, Shaw, Jaeger, Kasten, Schonning, Learch, Richardson, Roberson. Guests: C. Campbell

Dr. Roberson called the meeting to order at 12:16 p.m. and opened the floor for announcements. No announcements from the floor, but Chad Learch had two Graduate School items. In response to a discussion at the March meeting, Chad consulted with Ruth Lopez of the Center for International Education about the UNF admission requirement of a foreign course-by-course degree evaluation for international students. Due to a lack of staff available to internally evaluate degrees earned at non-U.S. institutions, UNF will continue to require the evaluations from member organizations accredited by NACES (National Association of Credential Evaluation Services). Ruth Lopez is qualified to perform evaluations for some institutions in some countries on a very limited basis and is frequently out of the office on travel. Second, a Graduate Teaching Assistant orientation is currently in the planning stages and scheduled for August 16 (8:45 to 3 pm). This event is required for SACS accreditation. Please contact Danyell in the Graduate School with names of all new or previously untrained GAs or GTAs in your department and she will contact them directly. Some departments may hold a separate event in addition to this orientation, but this single event will serve to satisfy the requirement for those departments that do not wish to hold a separate event. This event will offer information on FERPA, Registration, Pedagogy, CIRT (BlackBoard access) and Human Resources. Look for further information in the monthly Graduate Program Director Update emailed by Chad. To clarify, all graduate assistants (GAs, GTAs and GRAs) are welcome to attend. In response to a member question, the Graduate School will evaluate the consistency in graduate assistant positions (i.e. names, salaries, etc.) to be uniform.

Dr. Roberson updated members that new graduate admission criteria for a few programs was still under review. Lilith will notify program directors via email if adjustments to the proposals are necessary. After approved, departments can apply the criteria to new applicants.

Dr. Roberson mentioned the subcommittee/task force on ETD (Electronic Theses & Dissertations) is scheduled to meet in the near future. He distributed a Graduate Faculty matrix to members for review and discussion. Dr. Roberson presented the three university requirements for graduate faculty status as they currently stand and the additional unique criteria required by BCOH and CCOB. He requested feedback on modifying the criteria under BCOH in regard to clinical faculty; the lack of a terminal degree is currently an issue. Dr. Roberson gave a brief overview of the process associated with renewal. Members agreed that the university requirement does not include service to graduate students or teaching graduate classes and suggested that such activities should be a priority in the university criteria; however the policy states that teaching a graduate level course does not automatically confer status. Members agreed

on a suggested solution of instituting two separate policies, criteria for an initial appointment would be separate from the policy for renewal. Members also discussed the issue of a terminal degree (specifically a law degree). Dr. Roberson said that Shawn Brayton, SACS liaison, will check with SACS for guidance. The current list of UNF Graduate Faculty is on the Graduate School website, sorted by college. Departmental webpages can link to that page. Graduate Faculty status eventually will be tied-in with annual faculty evaluations (coordinated with the annual submission of vitas) by Academic Affairs and is currently in the planning stages.

The last agenda item, Dr. Roberson gave an update on the Graduate Program Handbooks. University statistics of graduate appeals, suspensions and dismissals show that graduate policies should be uniformly presented to students and all programs will need to have a handbook in place. Each handbook would contain a Table of Contents and minimum requirements. Ideally, the handbooks would be electronic versions and available on the website (pdf files). A Graduate School review of handbooks in general at other SUS schools and peer institutions (best practices, survey of peers) is complete and a template is in the works to coordinate with the CMS system. The project will be ready to present to members at the kickoff luncheon at the beginning of the Fall term. Dr. Roberson anticipates the project would begin with the Graduate School sending a list of necessary contents for the handbooks to all program directors. Chad will be the Graduate School contact for the handbooks.

No new business. The next meeting will be May 22 at 12:15 pm.

The meeting was adjourned at 1:01 pm.
Submitted by Patrice Kalcio