

Graduate Council
Minutes
Student Union Room 3703 A&B
September 27, 2016

Attendance: Ahmed, Alloway, Bruey, Christie, Churilla, Curry, Eggen, Ehrlich, Fernandes, Gallo, Gilg, Hogan, Jaeger, Janson, T. Johnson, Kantner, Lopez, Mattice, Parkison, Pascale, Patterson, Pinkstaff, Provost, Rodriguez, Schwam-Baird, Soonhyang, Swanson, Tiryakioglu, Vose, Wynn, Zhao.

Attendees initially collected their lunch items and Dr. Kantner called the meeting to order at 12:30 pm. He began by welcoming the Program Directors and the regular members of the Graduate Council. After providing a short introduction of his staff, all attendees were also given the opportunity to introduce themselves as well.

Dr. Kantner started his presentation by providing a short update on graduate enrollment. Using a PPT slide, he provided the Fall 2012 – Fall 2016 full time equivalency (FTE) and annual target percentages. Since 2014, the Graduate School has seen an increase in FTE of about 2%. Currently, about 10.6% of the FTE is comprised of graduate students. Dr. Kantner pointed out that the FTE statistics reflect only programs that are charging the basic tuition rate. It does not include any cost recovery or market rate programs, some of which are in the Colleges of Health and Education. In effect, FTE is only a subset of the total graduate school body. Another way of examining enrollment is the use of “Headcount”, since this measure also includes the market rate and cost recovery programs. Here, The Graduate School has seen an increase of about 7.4% students since 2014. Statistics show that there has been a slight decrease in “Headcount” for Masters’ students, but this can be attributed to the change from a Master to a Doctorate for some programs such as DNP. Nationally, there was about a 5% increase of graduate students during that same time period.

Dr. Kantner then presented a PPT Slide depicting added or proposed UNF graduate programs for 2016-2017. All of the proposed programs are currently at various stages in the approval process. Dr. Kantner requested that if anyone is considering changing or adding new programs that they should contact him first. He can provide some possible insight in order to make the process run more smoothly.

Dr. Kantner showed the attendees a PPT slide with a list of the Fall Term Graduate Lecture Series (Workshops to provide professional and educational development opportunities for students.) Dr. Kantner welcomes recommendations for new topics to assist graduate students with their progress toward their degrees.

Dr. Kantner showed a PPT slide listing the Fall 2016 travel recruiting schedule for Britt Stromquist, The Graduate School’s Recruitment Coordinator. If any staff or faculty members want to join Britt, it is requested that The Graduate School be

contacted as soon as possible to make the necessary arrangements. Dr. Kantner also commented that if there are any suggestions or events that are not on The Graduate School's radar, that that feedback is welcome.

Dr. Kantner briefly mentioned The Graduate School Campus Visit (Tour) Program. He stressed that whenever possible, The Graduate School attempts to reach out to the Program Director for a one-on-one meeting as part of the tour (Program Directors are also welcome to select other faculty members if unavailable themselves.).

Dr. Kantner touched on the UNF Research Week scheduled in the Spring Term 2017 and the opportunity for Graduate SOARs participants to attend the statewide symposium at USF on April 21, 2017. Participant travel is funded by The Graduate School. Dr. Kantner asked the Program Directors to begin thinking about perspective research candidates now, so they will be poised to participate in the Spring.

Ruth Lopez, International Center Director, and Lea Fernandes, Coordinator of International Admissions, provided a short presentation about international recruitment. Highlights discussed: F-1 visa is typically for a degree seeking student. A student with a J-1 visa is similar to a Global MBA student or a Fulbright student. Students must be in a full-time Program (9 credit hours per semester.) Immigration documents cannot be issued for Certificate or Distance Learning Programs. One on-line course is authorized, but the majority of the courses must be in the on-campus classroom. Homeland Security must approve first before visas can be issued for a newly established program of study. Once a student provides all the necessary documents, a visa can be processed as fast as 48 hours. There may be some scholarships for international students available in the Spring 2017. More details will be relayed when they become available. Attendees were alerted that admission deadlines often vary from international student deadlines, because of the additional admission/visa paperwork needed. Lea Fernandes is an excellent source for any questions/inquiries concerning international applicants, tel. X1098.

Graduate Assistantship (GA) was the next topic on the agenda. Dr. Kantner discussed the points outlined on his PPT slide: Forms of support; Stipend allocation model; Waiver procedure. It is anticipated that there will be the same amount of support for graduate assistantships for AY 2017-2018 as there was this year. The goal was to create an incentive package for graduate assistantships. Waiver is only allocated for assistantships worth \$5000.00 a semester and for those working a minimum of 10 hours per week. The purpose of these criteria was for Colleges to have the opportunity to pull together competitive packages to recruit students. For the current year, this system allowed us to provide 75% in-state tuition waiver to graduate assistants, who meet the qualifications listed above. The Graduate School will be calculating GA stipend distributions in the next few weeks, so this is the time to provide any feedback on how the new GA program has worked. When questioned, Dr. Kantner stated that he did not want to couple Graduate

Assistantship applications with the application process. Currently, once allocations are made to the Colleges, they are able to do different things with their own allocations. Dr. Kantner is not in favor of centralizing the process too much, because each College has different needs and knows what is right for them. Nevertheless, he pledged to talk to the Deans about this issue. Based off another question, Dr. Kantner stated that he preferred to leave it up to the discretion of the Colleges on how they utilize their graduate assistantships.

Dr. Kantner then touched on the Accelerated Bachelor's-Master's Track. Currently, the School of Computing is the only Program that has implemented an accelerated program at UNF, but it differs from the new plan. The accelerated track program will allow promising undergraduate students to begin to enroll in graduate courses during their senior (or maybe 2nd semester junior) year. The intent is for the graduate courses to count toward fulfilling both undergraduate and graduate requirements. The PPT slide provides an outline of how the process works. There are implications for financial aid that students must be aware of and a counseling session with the financial aid office will be required as part of the process. Undergraduate students will be paying graduate tuition fees for graduate courses. As a result, Dr. Kantner emphasized that if a program admits someone into this accelerated track, the intent should be that they will be admitted into the Graduate Program as long as the student does well in the graduate courses.

Dr. Kantner's next topic was the change to the Good Academic Standing Policy. His PPT Slide outlines the major points discussed: Focus on Program GPA; Academic Probation; Academic Suspension. The gist of the change, which was approved by the Graduate Council and implemented last Spring, was to divorce the academic GPA from the financial aid Satisfactory Academic Progress (SAP) calculation. Whereas the financial aid GPA focuses on cumulative GPA across a student's entire graduate coursework, the new academic policy only focuses on Program GPA. Specifically, **"All graduate credits taken in a program of study once the student has been accepted as a degree-seeking graduate student. This includes all graduate credits, even before official admission to a graduate program, when those credits are used to fulfill degree requirements."** The current plan is that Program Directors will receive a list from The Graduate School of students placed on probation at the end of the semester. If the students do not improve, Program Directors will receive notification that the student is now eligible for suspension. It will then be the purview of the Program Director/College for any further action.

Dr. Kantner presented another PPT slide on the Responsible Conduct of Research (RCR) Policy. According to the RCR policy, students that are being paid federal grants for research must receive some type of ethics training. Some funding agencies are stricter than others on this requirement. The PPT slide depicts the 10 required training areas. Many universities require all graduate students to receive RCR. UNF will just track training for students on grants. Dr. Kantner will contact Program Directors by email soon to request a list of courses in their area, in which they believe a student would receive 8 hours of contact hours on two or more of the

10 RCR required training topics. With this information, Dr. Kantner hopes to have the information available to show that UNF is in compliance with this regulation.

The last PPT slide topic showed some of the proposed topics for the future 2016-2017 Graduate Council meetings. These include: International student admission requirements; Graduate faculty membership; Marketing graduate programs; Course enrollment thresholds. A question arose about the policy on how Graduate Programs should handle students that are supposed to defend their Thesis, but have not completed it yet. Attendees briefly discussed different policies that currently exist. Dr. Kantner responded that many Colleges handle this differently and there is currently no university-wide policy in place that he is aware of. He relayed that this would also be a good future topic to discuss.

A motion was made to approve the April 2016 Minutes. All Graduate Council members and Program Directors present were in favor with none opposed.

There were no further questions or issues raised by the Graduate Committee members and the meeting adjourned at 1:30 pm.