

MEMORANDUM

Date: March 2, 2009
TO: Members of the Steering Committee
FROM: Manoj Chopra
Chair, Faculty Senate
SUBJECT: STEERING COMMITTEE MEETING on March 5, 2009

Meeting Date: Thursday, March 5, 2009
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: Student Union Pensacola Board Room 222

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of February 5, 2009**
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**
 - None
6. **New Business**
 - Revisions to graduate policies from Graduate Council:
 - 1) UCF Graduate Program Requirements
 - 2) Course Category Definitions
 - 3) UCF Transfer of Credit Policy
 - 4) University-wide Qualifications for Participation in Graduate Education
 - College of Medicine Voting Policies
 - Formation of Joint Faculty-Administration Webcourses Task Force
 - Student Perception of Instruction Delivery Modes
 - Security System Monitoring by UCF Police Department
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. LiKamWa
 - Graduate Council – Dr. Kassab

- Personnel Committee – Dr. Leigh
- UPCC – Dr. Pennington

8. Other

Faculty Senate Steering Committee Meeting
February 5, 2009

Dr. Ida Cook, Faculty Senate Vice Chair, called the meeting to order at 4:10 p.m. The roll was circulated for signatures. The minutes of January 8, 2009 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Cook and Jewett.

Steering Committee Members Present: Drs. Belfield, Covelli, Daniell, Gause, Kamrath, Kassab, Kaufman, Koons, Kovach, Leigh, LiKamWa, Lynxwiler, Nutta, and Pennington.

Administrators Present: Drs. Diane Chase and Lin Huff-Corzine.

Steering Committee Members Not Present: Drs. Carson, Chase, Chopra, Gunter, and Quigley.

Recognition of Guests: Diane Wink, Richard Harrison, and Tace Crouse.

Dr. Cook made a motion to amend the agenda to move the discussion of Student Perception of Instruction forms to the top of the meeting. Motion seconded and approved.

OLD BUSINESS

Student Perception of Instruction forms – *Dr. Diane Wink reporting*

Dr. Wink provided a brief overview of the history of the Student Perception of Instruction (SPoI) Ad Hoc Committee. Over the last two years, the committee has developed a new, multi-part SPoI form. The first section asks about the student's general attitude toward the class and behaviors in the class (e.g., did the student buy the book, do the homework.) The second section part asks about the overall UCF experience, and enables students to discuss non-class issues (e.g., parking, technical issues) without it impacting the evaluation of the instructor. The third section focuses on the specifics of the course and the instructor. There are different versions of the form for the different modes of class delivery (web classes, web-mediated classes, and face-to-face/ITV classes.) Twelve professors have piloted the new forms in their classes.

The proposed form is longer and more comprehensive, but will not necessarily be delivered online. A number of issues remain with the possibility of administering the form online, especially the low student response rate on WebCT. Due to the cost of printing new forms, it might take a significant amount of time to switch over to them even if they are approved. The committee suggests that implementation issues be worked out separately from the approval of the new form.

Dr. Huff-Corzine and her committee were looking at implementation issues, and what would be involved to switching to online implementation. As things currently stand, it is difficult to get paper forms processed in time to meet the terms of contracts, primarily due to equipment breakdown. The Senate had asked her committee to wait until the content had been updated before moving on implementation issues, so it has not met for the last two years. The committee

would like to see SPoI delivered electronically. Other universities have implemented programs to improve student compliance rates, using both carrots and sticks (e.g. drawing for I-pods for those who complete or withholding the grades of those who don't.) Currently, forms cost \$15-20 thousand a year to process. Online implementation would not be more than that. The committee is ready to move forward when instructed to do so. In other institutions that transitioned to electronic delivery, the response rate varied. In some universities, the response rate went up, and at others it went down or stayed about the same.

The motion was made to submit the new SPoI form as a discussion item for February Senate meeting with the intention of having it as an action item for the March Senate meeting. Motion seconded and approved.

ACTION: The SPoI will be added to the agenda of the February Senate meeting as a discussion item. Copies of the proposed forms will be circulated to senators prior to the meeting so that they can solicit feedback from their colleagues.

ANNOUNCEMENTS

Provost's Update – Dr. Diane Chase reporting

- Barring the addition of new funds into the state, it is anticipated that there will be 10-15% cuts next year. They are waiting to see what the impact will be of the stimulus package, but money from the stimulus package will not be recurring. The administration intends to institute the maximum tuition differential allowed, but that help will be limited because current students will be grandfathered in. Differential tuition will be used toward student credit hour production and increases in the credit hour production. Money is not going to come in as fast as it is going out.
- There has been an issue with Knights Mail. Students who had not logged in after 180 days had their accounts deactivated. They are looking to extend that to 365 days. The intention is to have all students use Knights Mail for official UCF correspondence, and for it to be the email address that is on eCommunity and on MyUCF class rosters.
- The bookstore has not been keeping information in a way that tracks whether book orders were turned in on time to comply with the textbook affordability statute. It instead tracks when the order was placed, and as a result the current ordering list will not be accurate. The bookstore will be tracking the date the order was placed from this point forward. There was a substantial number (approximately 25%) of book orders that were not complete in time for the university to be in compliance with the statute.

NEW BUSINESS

Recommended Best Practices on Textbook Affordability – Dr. Kevin Belfield reporting

The Budget and Administrative Committee has drafted recommended best practices for textbook affordability. Dr. Belfield briefly discussed some of the recommendations. There was some disagreement within the committee on the items recommended, and the only thing that was unanimous was with Item #1. All of the remaining items had caveats, including faculty freedom issues, the weight that should be given to the cost of a book, and whether faculty should be responsible for knowing copyright law. Because of the lack of consensus, the committee did not feel comfortable submitting these to become binding rules and does not recommend that it goes

forth as a resolution. A motion was made to present the document to the full Senate as an informational report rather than as recommended best practices. Motion seconded and approved. **ACTION:** The Budget and Administrative Committee report on textbook affordability will be added to the agenda of the February Senate meeting.

University Excellence in Professional Service Award

A call was made for committee members to serve on the selections committee for the University Excellence in Professional Service Award. The committee will be: Manoj Chopra, Chair; Jon Lyxnwiler; Tammy Kaufmann; Maureen Covelli.

Agenda Item Approval

Keith Tribble, Director of UCF Athletics, would like to speak to the full Senate and present and update on athletics. Motion made to add this to the agenda. Motion seconded and approved.

ACTION: Keith Tribble will be added to the agenda of the February Senate meeting to present a University Athletics update.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – Dr. LiKamWa reporting

The committee has been working on textbook affordability.

Graduate Council – Dr. Kassab reporting

The Graduate Program Review committee is looking at program review procedures for PhD programs and discussing drafting procedures to review the progress of PhD students toward graduation. Whether there is a need for such procedures is still being debated by the committee.

Personnel – Dr. Leigh reporting

The committee is working through the new regulations for the university Promotion and Tenure committee. These will go to Academic Affairs and then to the full Senate.

Undergraduate Policy and Curriculum Committee – Dr. Pennington reporting

The UCRC is reviewing proposed changes to the College of Science Advertising and Public Relations BA; requirements for Speech 1600; Journalism BA; BS in Undergraduate Studies.

OTHER BUSINESS

The announcement of Senate elections has gone out to all colleges.

Richard Gause reminded the committee that when award criteria specify that the applicant be within a college, it makes librarians ineligible to apply. He asked that committees establishing such awards be aware of this, as librarians hold academic rank and would like to be included in incentive programs.

Webcourses Problems

Faculty have been experiencing major problems with Webcourses, and there is a lot of frustration among the faculty. Questions have been raised about the efficacy of the system. The

primary problems involve the system freezing, crashing, and kicking students and faculty out of the system. Faculty have reported these problems without seeing improvement. The committee asked Dr. Chase to relay the extent of the problem to the provost and request that action be taken. Dr. Chase polled the committee, and of the Steering members using Webcourses this semester, all are experiencing problems.

College of Medicine RIA Deadline

Dr. Henry Daniell made a request on behalf of the College of Medicine to extend the deadline for submitting Research Incentive Awards (RIA) in the College of Medicine. Due to confusion over the establishment of the selections committee, the deadline for the formation of that committee was extended from January 30, 2008 to February 9, 2009. The deadline for application submissions was February 2nd, but due to confusion over the deadline, the college had only received two applications by that date. The College of Medicine requests that the deadline for submitting RIA applications be extended to coincide with the current deadline for the formation of the selections committee, February 9, 2009. Extending that deadline will allow for a greater applicant pool and make the award more competitive, as it is intended to be. The motion was made to extend the deadline to February 9. Motion seconded and approved unanimously.

ADJOURNMENT

Motion to adjourn was made and seconded. The meeting adjourned at 5:45 p.m.



Graduate Council Policy Committee

Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request: new modification deletion

Policy Reference No.: _____

Year Submitted: _____

Intent of Policy:

Version: _____

Final:

Draft:

Date sent to Faculty Senate Steering Committee: _____

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee: _____

Date: _____

Faculty Senate Steering Committee: _____

Date: _____

Faculty Senate: clarification of policy only

Date: _____

Academic Affairs: _____

Date: _____

Course category definitions:

Note: Please see Policies for proper use of hours that can be applied to degrees.

Independent Study (XXX 6908)

A course of study created outside of the standard-format formal courses offered by the University. Independent Study must have a formally-defined core of knowledge to be learned by the student(s). The core of knowledge to be learned by the student(s) must be specified in written form and approved by the student(s), the instructor, and the program coordinator prior to enrollment in Independent Study.

Directed Research (XXX 6918) – graduate level research/scholarly work

Research hours taken at the graduate level. These can include laboratory rotations in addition to standard research and scholarly endeavors directed toward completion of a project.

Doctoral Research (XXX 7919) – doctoral level research/scholarly work

Research hours at the doctoral level taken prior to passing candidacy. These can include laboratory rotations, preparation for candidacy exams, or standard research and scholarly endeavors directed toward completion of a project or a dissertation.

Doctoral Dissertation (XXX 7980)

Research or scholarly hours taken after advancement to candidacy and directed toward completion of a dissertation.

Thesis (XXX 6971)

Research hours directed toward completion of a thesis.

“Courses”

All enrollment hours with an official class number.

Formal courses

Existing UCF courses that involve standard class instruction of a defined body of disciplinary knowledge. These courses involve interactions between a formal course instructor and the students that make up the class, and can be traditional, face-to-face courses, web courses, and media-enhanced courses. Such classes include both core/required courses as well as elective courses, seminar courses and independent study courses (XXX 6908), but are distinguished from the various categories of individualized research and scholarly courses.

Core/Required courses

Courses that cover a certain body of knowledge that is central to a program of study. These courses must be taken to fulfill degree requirements, and may only be substituted by equivalent formal coursework.

Elective courses

Courses that cover a certain body of knowledge that is important, but optional for a program of study.

Internships (XXX 6946)

Courses that provide training experiences for students in their discipline. It is not a “formal course”, but may be a required element of some programs.



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University-Wide Qualifications for Participation in Graduate Education

The institution of the following set of guidelines and qualifications is intended to enhance graduate education at UCF and to certify the credentials of faculty who contribute to graduate programs. Graduate education requires the availability of highly competent individuals who possess specialized skills and who are willing to share their skills and knowledge. As the university is committed to encouraging, facilitating, and rewarding interdisciplinary, multi-disciplinary, and cross-disciplinary educational and scholarly activities, appointments of faculty and staff members in more than one department, school, center/Institute, or college are encouraged as a way to further this objective.

Section A establishes the role of the graduate program committees in the process of appointing Graduate Faculty and Graduate Faculty Scholars.

Section B establishes the appointment and roles of Graduate Faculty and Graduate Faculty Scholars.

Section C establishes the qualifications for the various faculty roles in graduate education.

Section D establishes procedures for review, renewal and termination of appointments to the Graduate Faculty.

Section E establishes responsibilities for the various members of dissertation advisory committees.

Programs may set higher qualification standards or additional requirements.

A.1: Graduate Program Committees

Each graduate program will be administered by a graduate program committee consisting of faculty members who participate in the program. An active graduate program committee is required for each graduate program in order to provide program oversight and to ensure that the qualifications of contributing individuals are appropriate for participation in graduate education. Graduate program committee members are appointed in accordance with established department/school procedures and the qualifications established in this document.

A.2: Qualifications for Serving on Graduate Program Committees

Faculty members who are tenured or tenure-earning and who are members of the Graduate Faculty may serve on graduate program committees. The graduate program director will be the chair of the graduate program committee. Only graduate program committee members with Full Graduate Faculty status may vote on appointments to the level of full graduate faculty.

B.1: The Graduate Faculty

The Graduate Faculty will comprise Full Graduate Faculty and Associate Graduate Faculty members. The Graduate Faculty teach graduate courses, serve as members of thesis and dissertation committees, and serve as faculty advisors for thesis and dissertation students and chairs of student advisory committees. Tenured, tenure-earning, and UCF research faculty are eligible for appointment to the Graduate Faculty.

Appointment to the Graduate Faculty will be determined by the graduate program committee that is relevant to the graduate education duties of each individual faculty member. Newly hired tenured, tenure-earning, and UCF research faculty may have their qualifications to serve as graduate faculty reviewed as part of the search and appointment process. All Graduate Faculty are appointed with the consent of the

Dean of the College of Graduate Studies. Appointments remain in effect until the next university graduate program review, or until individually reconsidered by the graduate program committee or Dean of the College of Graduate Studies. Qualified graduate faculty members may be eligible to serve in more than one graduate program.

B.2: Associate Graduate Faculty

Associate graduate faculty may teach graduate courses and serve as members and co-chairs of thesis and dissertation committees.

B.3: Full Graduate Faculty

Full graduate faculty may serve in any of the roles of associate graduate faculty, and, in addition, may serve as a faculty advisor for a thesis or dissertation student and chair a thesis or dissertation advisory committee.

B.4: Graduate Faculty Scholars

UCF courtesy appointees and other qualified individuals may serve as graduate faculty scholars in temporary graduate faculty roles confined to specific, well-defined graduate faculty assignments. Graduate faculty scholars play important roles in graduate education at UCF, but their status as graduate faculty scholars is distinct from that of the Graduate Faculty. Appointment of graduate faculty scholars will be based on exceptional relevant experience and scholarly or creative productivity, as determined by the graduate program committee. Graduate faculty scholars may serve as outside members of thesis or dissertation committees, where appropriate, for the purpose of bringing specific disciplinary knowledge to the committee. Graduate faculty scholars may not be involved in funding the research being conducted by a graduate student nor have a monetary interest in the outcome of the research.

In instances deemed appropriate by the graduate program committee, graduate faculty scholars may serve as co-chairs of thesis and dissertation committees, but may not serve as chairs of these committees.

It is expected that graduate faculty scholars will attend the various committee meetings associated with serving as a member of a thesis or dissertation committee and will have the means to be present at the final oral defense.

C.1: Qualifications - General

1. The graduate program committee will review and approve the qualifications of individuals to be appointed as members of the Graduate Faculty or as graduate faculty scholars. The department chair/unit director must approve these appointments after the review and approval of the individual's credentials by the graduate program committee.
2. For individuals in the process of obtaining a terminal degree, certification by the College of Graduate Studies that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

C.2: Qualifications to Teach Graduate Courses

Individuals must be approved to teach graduate level courses (5000 or above) by the department chair/unit director after a review and approval of the individual's credentials by the graduate program committee.

1. Faculty approved to teach graduate level courses must hold a terminal degree in the discipline in which they are teaching or in a related discipline, and demonstrate a high level of competence in teaching and scholarship.
2. Substitution for the terminal degree may be granted with documented exceptional experience and scholarly or creative activity when recommended by the graduate program committee and approved by the department chair/unit director.
3. No graduate student may teach graduate courses.
4. Graduate faculty scholars are eligible to teach graduate level courses provided they meet the above list of qualifications and their course assignments are recommended by the graduate program committee and approved by the department chair/unit director.

C.3: Qualifications to Serve as a Member of an Advisory Committee

To serve as a member of a thesis or dissertation advisory committee, including the position of co-chair, individuals must be approved by the graduate program committee as graduate faculty or graduate faculty scholars with the consent of the Dean of the College of Graduate Studies.

Graduate faculty and graduate faculty scholars are expected to meet the following criteria to serve as a member of a thesis or dissertation advisory committee:

1. Evidence of current interest and involvement in scholarly research or creative productivity, and national or international recognition of such work. Continuing scholarship and creative activity are evidenced and recognized through publications, presentations, performances, exhibits, awards and competitions. Other considerations include a continuing fulfillment of professional obligations through, for example, manuscript review, journal editorship, and national advisory and review panels.
2. Possession of the terminal academic degree in a field related to the topic of the thesis or dissertation, or achievement of recognition for substantive and distinctive contributions to the discipline involved, as determined by the graduate program committee.
3. Members of the graduate faculty who are outside of the student's program are eligible to serve as external members of a thesis or advisory committee. Co-chairs, however, must be approved by the graduate program committee of the student's program.

C.4: Qualifications for Serving as a Chair of a Thesis or Dissertation Advisory Committee

To serve as the chair of a thesis or dissertation advisory committee, individuals must have an appointment in the program, must be approved by the graduate program committee to serve as full graduate faculty, and must meet all of the above qualifications to serve as members and co-chairs of thesis or dissertation advisory committees. In addition:

1. Previous experience in serving as a member or co-chair of a thesis or dissertation advisory committee is a prerequisite to serving as a chair of a doctoral dissertation advisory committee.

2. In disciplines where funding is essential to the success of the dissertation work, evidence of acquiring funds (and appropriate facilities) sufficient to support the research of graduate students is expected.

Graduate program committees may specify additional guidelines for service as chair of thesis or dissertation advisory committees.

D.1: Re-evaluation of Graduate Faculty Status

Individual qualifications for serving as graduate faculty will be re-evaluated by the graduate program committee at the time of the periodic university program review, or sooner, as deemed appropriate by the graduate program committee or at the request of the Dean of the College of Graduate Studies. At that time, individuals must re-submit their credentials to the graduate program committee if they wish to have their appointment renewed.

D.2: Guidelines for a Thesis or Dissertation Advisory Committee Member Who Leaves UCF

A dissertation advisory committee member who leaves UCF may be eligible to continue serving on the committee as a graduate faculty scholar with the approval of the graduate program committee.

D.3: Guidelines for a Thesis or Dissertation Advisory Committee Chair Who Leaves UCF

In the event that a chair of a thesis or dissertation advisory committee leaves the employ of the university:

1. With the approval of the graduate program committee, a chair of a thesis or dissertation advisory committee who leaves UCF may continue to serve as chair and supervise the thesis for one calendar year after leaving.
2. If one calendar year has passed since the faculty member left UCF and the advisee has not yet completed the degree requirements, the departed faculty member may continue to serve as co-chair of the thesis or dissertation advisory committee as a graduate faculty scholar, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

D.4.1: Faculty Emeriti

Emeritus faculty can continue to be members of the graduate faculty and can continue serving as faculty advisors and supervise existing students for a designated period of time with the approval of the graduate program committee. Emeriti faculty may not chair additional student committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2: Retired Faculty

Graduate faculty who retire may continue service on advisory committees as a member or co-chair for a designated period of time, as approved by the graduate program committee.

E.1: Responsibilities of members of doctoral advisory committees

1. To meet at regular intervals at least once per year to: (i) discuss and approve the proposed dissertation research and the plans for carrying out research; and (ii) to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses.
2. To review Turn-It-In.com results from dissertation submittals.
3. To participate in the candidacy and/or dissertation prospectus examination. The entire committee shall be present for the oral part of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
4. To participate in the dissertation defense to assure: (i) that the dissertation is acceptable as original research and a contribution to the discipline; and (ii) that it meets the standards of the University. No fewer than four faculty members, including all members of the advisory committee, shall be present with the student during the examination. Only members of the advisory committee may sign the dissertation, and a majority must approve of the dissertation. The dissertation defense must be conducted on campus, unless there is an accepted joint degree program with another university that specifies a different arrangement that has been approved by the university.

E.2: Responsibilities of the chair (and co-chair) of doctoral advisory committees

1. In cooperation with the program director, to review the program of study, the research, and all other degree requirements by meeting with the student early in the program and immediately after appointment as chair/co-chair.
2. To suggest to the student possible committee members who could serve on the advisory committee. To establish timelines for the research, set expectations, and evaluate the student progress based upon these.
3. To meet at regular intervals with the student to discuss the proposed dissertation research and the plans for carrying out research.
4. To review in a timely manner all written materials submitted by students and offer suggested revisions.
5. To meet once per year with the student and the dissertation advisory committee to assess progress towards the dissertation and give the student a yearly letter of evaluation in addition to S/U grades awarded for 7980 courses. The chair shall write this letter and send it to the program director and the College of Graduate Studies after consultation with the advisory committee.
6. To coordinate the ongoing efforts of the committee as its chair, and to participate fully in the responsibilities of the committee members as a member of the advisory committee.
7. To chair the candidacy and/or dissertation prospectus examinations. The entire committee shall be present for the oral portion of the examination and it shall be conducted on campus, unless there is an accepted arrangement that has been approved by the graduate program committee.
8. To chair the dissertation defense, ensure its proper conduct as described above, and submit to the program director for the student's records all necessary grades, forms and other materials.

E.3: Responsibilities of the external committee member of a doctoral advisory committee

1. External committee membership will entail the full responsibilities of other committee membership as specified in section E1 above.
2. External committee members should bring specific disciplinary knowledge or research expertise to the committee.
3. External committee members may be appointed from outside of the university or outside of the college (if the committee is for a college-wide program). The external committee member may not be affiliated in any way with the department of the committee, such as through joint or secondary joint appointments.
4. Graduate faculty scholars are external members.

F.1: Exceptions to This Document

Appeal for exception to any part of this document shall be referred to the Vice Provost and Dean of the College of Graduate Studies.



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Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee: _____ Date: _____

Faculty Senate Steering Committee: _____ Date: _____

Faculty Senate: clarification of policy only _____ Date: _____

Academic Affairs: _____ Date: _____

UCF Graduate Program Requirements

Policy: 09-3

Master's Program Policies

Program Requirements

The program requirements for a master's degree may include core and elective courses, seminars, independent study, directed research, and thesis research.

- A minimum of 30 semester hours of post-baccalaureate, graduate work (5000-level or higher) is required and must be taken as part of an approved graduate program of study. Some programs require more than the minimum of 30 hours because of the nature of the discipline and the standards of the associated profession.
- At least half of the credit hours used to meet program requirements must be at the 6000 level.
- Only graduate-level work with a grade of "C-" or higher may be used to satisfy degree requirements.
- For the master's degree, at least 24 semester hours of core and elective courses must be earned exclusive of thesis and research.
- In no case will the number of thesis hours in excess of the amount required by a program be counted toward degree completion.
- At least 50 percent of the credits offered for the degree must be in a single field of concentration.
- A research report, capstone course, comprehensive exam, or other culminating experience that demonstrates that graduate students have engaged in independent learning is required in a nonthesis option master's program. An explanation of how the culminating experience promotes independent learning is required in each program's curricular description.

Independent Study Hours

Independent study (XXX 6908) may be taken for a total of no more than six semester hours.

Thesis Enrollment Requirement

After completion of regular core and elective courses, Master's level students may be considered full-time if they enrolled for at least three semester credit hours of thesis each semester

continuously (including summers) and until successful defense and graduation. This requirement does not negate other regulations regarding full-time enrollment or the requirement that all graduate students be enrolled in the term in which they graduate. (See Registration in Term of Graduation in the *Graduate Catalog*.) Students who wish to enroll in part-time hours should consult their adviser.

Doctoral Program Policies

The primary objective of doctoral study is to educate students to a point of excellence in conducting, disseminating, and applying scholarly research, with the explicit goal of making original, substantive contributions to their degree discipline. The advanced nature of doctoral education requires student participation, debate, evaluation, and discussion of diverse ideas and approaches. Careful analysis, independent research, and greater understanding and application of ideas are also expected.

Program Requirements

The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research.

- Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree or a minimum of 42 semester hours of graduate credit beyond the master's degree; these graduate credits must be taken as part of an approved graduate program of study. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession.
- All graduate credit in a doctoral program must be at 5000 level or higher.
- At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, including the allowed number of research and dissertation hours.
- Only graduate level credit with a grade of "C-" or higher may be used to satisfy degree requirements.
- A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908) is required for all doctoral programs; some programs require a greater number of formal coursework hours.
- A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours. In no case will the number of dissertation hours in excess of the amount required by a program be counted toward degree completion.

Candidacy

Admission to Candidacy

A student must demonstrate his or her readiness for the Ph.D. program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee or another appropriate committee appointed by the program. External committee members of the dissertation advisory committee are not appointed until after the

student has passed the Candidacy exam. The admission to candidacy will be approved by the program director and the college coordinator and forwarded to the UCF College of Graduate Studies for status change. Only after admission to candidacy may a student register for doctoral dissertation hours (XXX 7980).

Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation course work (XXX 7980) each semester (including summer) until the dissertation is completed.

Candidacy Examination

The purpose of the Candidacy Examination is for the student to demonstrate a strong foundation of knowledge within the specific discipline, and the ability and preparation to conduct independent scholarly research. The committee may examine a broad range of appropriate capabilities, including theory, bibliography, research methodology, and the evaluation of preliminary research, when appropriate. The examination must have a written component; it also may include an oral defense of a written report or dissertation proposal. All written examination materials will be kept in the student's file in the program.

Dissertation Defense

The dissertation defense is an oral presentation and defense of the written dissertation describing the student's research. The advisory committee will evaluate and judge the dissertation defense. Successful students must demonstrate that they are able to conduct and report original independent research that contributes substantially to the discipline in which they study.



Graduate Council Policy Committee

Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) Policy Committee submits to Faculty Senate Steering Committee for approval; 4) Faculty Senate Steering Committee submits to Faculty Senate, if appropriate; 5) the Faculty Senate submits to the Provost for approval.

This committee examines existing policies and procedures and recommends new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request: new modification deletion

Policy Reference No.: _____

Year Submitted: _____

Intent of Policy:

Version: _____

Final:

Draft:

Date sent to Faculty Senate Steering Committee: _____

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee: _____

Date: _____

Faculty Senate Steering Committee: _____

Date: _____

Faculty Senate: clarification of policy only

Date: _____

Academic Affairs: _____

Date: _____

UCF Transfer of Credit Policy for Degree Programs

Policy: 09-4

General Policy:

Graduate transfer credits consist of hours completed at a regionally accredited institution (including UCF) or recognized international institution. Hours are eligible for transfer only if they meet the following criteria:

- Only graduate-level or higher courses may be accepted as transfer credits.
- Only courses with a grade of "B-" or higher may be transferred into a program of study.
- Only hours that are no more than seven years old may be transferred, unless part of an earned graduate degree.
- Only formal coursework hours, but not thesis or research hours, may be accepted as transfer credits.

The acceptance of transfer credits must be approved by the program director of the degree program; graduate programs may stipulate additional constraints.

At the discretion of the program, up to all of the hours taken to fulfill an earned graduate certificate can be used toward a graduate degree within the same or closely-related discipline.

Graduate degree programs are permitted to accept up to nine hours (more may apply for some accelerated programs) of graduate-level coursework taken by a student while in undergraduate status at UCF. UCF undergraduates who meet departmental eligibility requirements may enroll as Senior Scholars in UCF graduate courses. In certain circumstances, these credits may be used toward both their undergraduate degree and, upon admission to a UCF graduate program, as transfer credits toward a graduate degree. Certain graduate programs do not allow transfer of credits if the hours have been used for an undergraduate degree. It is imperative that students obtain advisement from the graduate program director of the specific program prior to registering in graduate-level courses. Undergraduates must also consult their undergraduate adviser to ensure that registration in graduate-level course work will meet their bachelor's degree requirements. Tuition and fees for graduate-level courses are different from undergraduate courses, and it is the student's responsibility to consult with the [Office of Student Financial Assistance](http://finaid.ucf.edu/) (<http://finaid.ucf.edu/>) regarding adjustments that might be needed for Bright Futures and other scholarship funding.

Transfer of credit toward a Master's degree:

No more than a combined total of nine semester credit hours may be transferred into a master's program of study, with the sole exceptions being for credits taken to fulfill an earned UCF graduate certificate, from UCF doctoral programs within the same discipline, and as part of accelerated bachelor's/master's programs.

All transfer credits toward a master's degree should be finalized by the end of the second term of program enrollment (based on full time enrollment), and must be finalized by the end of the term prior to the term of expected graduation.

Policies governing standard transfer circumstances:

- Work taken as a graduate student at recognized international institutions. Students with international transfer credit may be required to obtain a WES evaluation.
- Work taken while in graduate status at UCF. The nine semester credit hour transfer limit applies to any combination of the following graduate credits taken at UCF: coursework taken as a UCF undergraduate; coursework taken while in nondegree status; coursework taken as part of a graduate certificate program at UCF; coursework taken as part of another graduate degree earned at UCF; and coursework taken while in graduate status in another program at UCF where a degree was not earned, including a doctoral program in a different discipline.

For those students who have completed graduate-level courses while enrolled in a UCF doctoral program within the same discipline where a degree was not awarded, transfer credit is NOT limited to 9 hours; credit for more than 9 hours is at the discretion of the program and requires approval of the Appeals Committee. All other general transfer credit policies apply.

- Work taken as a Traveling Scholar. Students who wish to take graduate course work elsewhere while enrolled as a student at UCF must apply and be accepted as a Traveling Scholar. Graduate credits earned as a Traveling Scholar are considered "in-program" credits that are earned at UCF and are applicable to the program of study without being subject to the nine-hour transfer limit. Consult the section on Traveling Scholars in the *Graduate Catalog* for more information.

Transfer of credit toward a Doctoral degree:

For students in doctoral programs that require a master's degree for admission, all credits taken to fulfill an earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study.

For students in doctoral programs that do not require a master's degree for admission, all credits taken to fulfill an earned UCF graduate certificate OR up to a combined total of nine semester credit hours may be transferred into their doctoral program of study. IN ADDITION, students admitted with an earned master's degree from a regionally accredited institution or recognized foreign institution may incorporate credits from that earned degree into their program of study as follows. If the master's degree was earned in the same or a closely-related area of study, 30 hours of their doctoral program requirements may be waived. Alternatively, programs may transfer up to 30 credit hours from any earned master's

degree, provided they conduct a course-by-course review. Transfer credits are constrained by the criteria outlined in the above General Policy section of this Transfer Credit policy.

In no case may the sum of all transfer and waived credits exceed 50% of the total degree requirements of any doctoral degree.

All transfer credits toward a Doctoral degree should be finalized by the end of the third major (Fall/Spring) term of program enrollment (based on full time enrollment), and must be finalized prior to the change to candidacy status.

University of Central Florida
Faculty Senate Ad Hoc Committee for revision of Student Perception of Instruction form
Meet with Dr. Huff-Corzine March 4, 2009

1. Stage One: Initial implementation
 - a. Current form
 - b. Need forms to be automatically presented to the students without faculty action
 - c. Need to get the form in the mailbox or web course of the right student and then back to the right teacher, department chair, dean.
 - d. When form appears, screen must have form name/ type (e.g. Evaluation of NGR XXXX Web mediated taught by Dr. VVVV in Spring fo 2009) at top of every screen so students always know what course/ teacher they are evaluating.

2. Stage Two: Implementation of revised form
 - a. Forms will have questions in three sections: Learning environment (classroom, parking etc); specific modality (face to face, web mediated etc); and evaluation of the faculty.
 - b. Forms should be linked to types of courses by coding already on sections by registrar (e.g. 0M01 is a web mediated course etc.)

3. Part of the UCF effort to go green

4. Implementation Suggestions:
 - a. Suggest using process already in place for online grade book
 - i. Pop up with each log on to MyUCF (this committee will write content if needed)
 - ii. Pop up with each access to the direct webcourses log on screen (would be BEFORE the students get to webcourses)
 - b. Need other ways to remind students:
 - i. Banners in Student Union
 - ii. Reminders in Central Florida Future
 - iii. Reminder in the Daily UCF email to all students
 - iv. Automatic announcements (not generated by faculty) in webcourses
 - v. Use a logo to make SPoI related announcements clear

5. Issues
 - a. Need to have way to allow faculty who team teach evaluated separately by all students in course. Whether from same department or different departments, all students should be able to evaluate all teachers in a course.
 - b. Need to have a way to evaluate GTAs and also discriminate between evaluations of GTAs and teachers
 - c. When first implemented have phone bank for help during evaluation time.

*Outline of existing form - Fall '09
Printout is a few sections in the summer.*

Student Perception of Faculty Instruction Costs

Forms Scanned:

Spring 2006	107,874
Summer 2006	39,494
Fall 2006	<u>116,459</u>
Total	263,827

Spring 2007	108,792
Summer 2007	40,519
Fall 2007	<u>120,548</u>
Total	269,859

Spring 2008	114,492
Summer 2008	43,095
Fall 2008	<u>132,501</u>
Total	290,088

3-year Total of Forms Scanned:
Grand Total 823,774

Cost to Faculty Affairs for forms:
(\$71.50/2,000)

2006	\$ 9,432
2007	9,647
2008	<u>10,371</u>
Total	\$ 29,450

Cost of Scanner Maintenance (05-06FY)

2 OP6 model 36	\$ 2,736
2 Software support	312
OP21 model 75	15,000
Transport printer	196
Ink read head kit	<u>165</u>
Total	\$ 18,409

Cost of Scanning (Labor): \$10,560

Cost of Computer Services Supplies:

SAS Software	\$ 3,500
Paper @ \$27/box	297
Toner @ \$300/box	600
CDs for colleges	<u>8</u>
Total	\$ 1,919

Cost of GTAs 07-08AY:

11,711 sections X \$10/hr \$117,110

Cost of staff labor in colleges (est.):

(includes 1 staff person's time)
10 colleges pre & post results \$56,484

Instructional time lost per AY:

(07-08 AY)
11,711 X 30 minutes = 5,856 class hours

Cost of Scanner:

iNSIGHT 150	\$ 89,500
(add ons, if needed)	\$ 2,000-5,000
Total	\$ 91,500-94,500

Cost of Software setup: \$ 5,500-8,500

Cost of scanner maintenance:

Annual Total \$15,725

Cost of Server(s)

Dell Power Edge (3)	\$ 10,122
Sun server (1)	9,848

Cost of Programming & Support:

Hire 1 person	\$ 41,000
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Snap surveys:

Snap ProNet Edition	\$ 2,295
Snap Internet add-on module	1,000