

## **Graduate Programs Committee (GPC)**

### **Minutes of November 10, 2009 Meeting**

Florida Atlantic University

College of Education

Office for Academic and Student Services, Room 232

1:00-3:00pm

DRAFT

Members Present: Deborah Floyd, Susannah Brown, Carlos Diaz, Hani Zainuddin, Greg Brigman, Linda Webb, Susanne Lapp, Robert Zoeller, and Deborah Shepherd

- I. Call to order and roll call conducted by Deborah Floyd
- II. Old Business

A. Approval of October 15, 2009 minutes.

**Action:** Motion to approve the minutes by Bob Zoeller. Seconded by Susannah Brown. All members present voted to approve the minutes.

B. Petitions Sub-committee Report- Reported by Carlos Diaz

**Action:** Motion to approve all student petitions for November 10, 2009 by Carlos Diaz. Seconded by Linda Webb. All members present voted to approve student petitions as per the sub-committee recommendations.

**Action:** 19 petitions were considered. All were approved as follows: CE-6, CCEI- 4, EL- 7, ESE- 1, and TL-1.

C. Curriculum Sub-committee Report- Reported by Linda Webb

**Action:** Motion to approve the curriculum changes for November 10, 2009 by Carlos Diaz. Seconded by Hani Zainuddin. All members present voted to approve the curriculum changes as per the sub-committee recommendations.

**Action:** 8 curriculum changes were considered. All were approved as noted:

TSL 6944 Change of credits from 3 to 9 Action- Approve

PET 6363 Human Systems Physiology in Exercise Science - with minor corrections to be made before moving forward. Action – Approve

PET 5391 Advanced Methods of Strength and Conditioning- change in title to Strength and Conditioning Program Design, with one edit to make on the syllabus. Action- Approve

RED 6318 Picture Books for Content Learning- new course, Sharon Crawley was at the meeting and it will move forward after minor revisions. Action – Approve

EDG 6285 Program Evaluation in Curriculum and Instruction- change pre- requisites to none, 2005 form was used, new form is needed, the approval from the College of Education Departments were not attached and Hani brought the required department support letters to the GPC meeting. The new form will be used and sent to Linda Webb before moving forward. Action- Approve

EDG 6935 Seminar in Curriculum- change pre-requisites to none, COE Departmental support letter to be attached, 2005 form was used and the new form will be used and sent to Linda Webb prior to moving forward. Action- Approve

EDG 7251 Curriculum Implementation for School Improvement- change pre- requisites to doctoral status or permission by instructor, 2005 form was used, new form is needed and COE departmental support letters to be attached and sent to Linda Webb prior to moving forward. Action- Approve

EDG 7944 Research in Curriculum and Instruction- change pre-requisites to add a list of four courses and a comment that this course is intended to be one of the last courses taken in the program. 2005 form was used and new form is needed and COE departmental support letters to be attached and sent to Linda Webb prior to moving forward. Action- Approve

**Action:** A motion to move forward the credit changes for the Exercise Science and Health Promotion program pending the submission of the forms was made by Carlos Diaz. Seconded by Greg Brigman. All present voted in favor.

#### D. Graduate Faculty Applications- Committee of the Whole

Files reviewed by GPC members.

**Action:** Motion to approve graduate faculty status for Len Sperry Level A by Carlos Diaz. Seconded by Hani Zainuddin. All present voted to approve.

### III. Graduate College Graduate Faculty Status Application

Deborah Floyd distributed a new “Form 1” prepared by the Graduate College in reference to Graduate Faculty Applications. She noted that she received the form with a transmittal email that was sent from Barry Rosson to academic deans, including Valerie Bristor (Dr. Bristor forwarded the form to Dr. Floyd). Although details are not complete, it seems that every faculty member that has graduate faculty status at any of three levels within the COE needs to have official university approval, thus complete the new form. This is especially important for faculty members that serve on thesis and dissertation committees as students will only be allowed to select faculty members that have form 1 submitted to the Graduate College. The GPC discussed that the process of graduate faculty status is moving quickly and the Graduate College is enforcing these governing guidelines approved by the University faculty in September. The new Form 1 was not distributed to the University Graduate Council, only to the University academic deans.

From what we know, all full time faculty in the College of Education were previously approved for University Graduate Faculty Status (grandfathered in several years ago and received a letter regarding appointments). The Graduate College is up-to-date with information about COE Graduate Faculty since Dean Bristor sent the Graduate College an updated list of approved COE Graduate Faculty (including the three levels), per the Graduate College request. A complete list of approved COE Graduate Faculty and levels is available in the COE Dean’s office.

It was discussed that all COE approved Graduate Faculty (levels A, B, and C) need to ensure that the new Form 1 is properly on file to be in compliance with the new Graduate College governance document. Faculty approved for levels A, B or C would be classified as “graduate faculty” on Form 1 while adjunct graduate faculty with doctoral degrees would likely be classified as “associate graduate faculty”.

**Action:** The form includes an area for a Graduate Faculty vote and this was discussed and decided that, for now, the vote represented should be the one at the departmental level. It was agreed that completion of the form 1 should be implemented as soon as possible, if the Graduate College intends restrict student matriculation based on forms being on file.

Greg Brigman discussed the Graduate College Governance Document in section B. Membership Levels and Privileges 1. Graduate Faculty C. on page 2. The College of Education Graduate Faculty Status criteria have not been approved by the University Graduate Council. Greg Brigman suggested that the College of Education needs to work to get our criteria approved. Members agreed, but also expressed frustrations that the implementation process is moving forward very quickly at the University level.

**Action:** It was agreed, by consensus that the COE GPC sub-committee formed during the October meeting to address the graduate faculty criteria (and compliance with the new governance document) should meet soon and come prepared with a proposal for the next COE GPC meeting which is in January, 2010.

Deborah Floyd reminded the committee that all adjunct instructors teaching graduate level courses need to be approved for either Associate Graduate Faculty or Graduate Lecturer status.). This will require completion, approval and filing of Form 1.

**Action:** Carlos Diaz suggested that the COE accept the names of COE faculty approved currently for Graduate Faculty Status and have someone complete the Form 1 on their behalf, if necessary. This was agreed by consensus.

Dr. Diaz suggested that the GPC should be able to see the current list of COE approved Graduate Faculty and Deborah Floyd replied that the list of approved names and levels is on file in the COE Dean’s Office. Dr. Floyd will be happy to bring that list to the January meeting of the GPC, if desired.

**Action:** A motion was made by Carlos Diaz that the Graduate Faculty vote on Form 1 should be the Graduate Faculty at the departmental level for Graduate Faculty, Associate Graduate Faculty and Graduate Lecturer. The departments are responsible for keeping documentation for approval at these levels in the departmental office. A copy of all forms will be forwarded to the COE Dean for review and approval prior to submission to the Graduate College Dean. It is the departments’ responsibility to have forms for each of the three levels on form 1. The GPC COE Chair will sign all Graduate Faculty forms (full time faculty) and will only do so based on approval by the COE GPC Committee. It is important to note that gaining graduate faculty status university wide does not confer the privileges of the College of Education criteria (status level of A, B, C), which will be conferred by the COE GPC. A list of approved faculty will be kept in the COE Dean’s office.

Bob Zoeller seconded this motion.

Deborah Floyd offered a friendly amendment that in the case of Associate Graduate Faculty Status and Graduate Lecturer status the signature of the Department Chair serve for the College Committee Chair. The Graduate Faculty Status applications for full-time faculty will

be signed by the Chair of the COE Graduate Programs Committee before forwarding to the COE Dean and then the Graduate College Dean..

The friendly amendment was accepted by Drs. Diaz and Zoeller.

All members present voted in favor of the motion as amended.

**Action:** It was reaffirmed that the subcommittee for graduate faculty status will meet prior to the next COE GPC meeting in January. Deborah Floyd reminded members that, to the extent possible, members need to update their departments and that faculty needs to do our best to ensure that the COE Faculty Assembly is involved in deliberations and decisions that affect the overall governance of our College.

Linda Webb announced that the web site has been updated, but noted that it will need to be updated again soon as this new Form 1 is implemented.

- IV. Meeting Adjourned by Deborah Floyd at 2:20pm.
- V. Next GPC meeting will be held at 1-3pm on January 13, 2010 in the Office Student Academic Service, Room 232. Sub-committee meetings will be held at noon prior to the general meeting, unless otherwise noted.