

University Faculty Senate Meeting
Minutes
Friday November 30, 2012

1. The UFS meeting was called to order by William McDaniel, President, at 2:00 p.m. in Engineering East 106 on the Boca Raton Campus and videoconference at the Davie Campus, the SeaTech Campus, the Fort Lauderdale Campus, the Harbor Branch Campus, and the Jupiter Campus.

Members present: see appendix for spreadsheet.

Guests present: Janet Cramer, Ed Pratt, James Burnham, Diane Alperin [Associate Provost], Robert Trammell, Barry Rosson [Graduate College Dean] and others who did not sign in

2. With positive approval, the Senate accepted the November 2, 2012 UFS minutes

3. The President's report: **a.**Steering has charged the Assessment Committee to again consider online SPOTs; **b.** Steering advised that Senate participation in any tenure review proposal must wait until the UFF and the administration have agreed to some form of tenure review; **c.** A/V Serve has suggested that a room in the College of Nursing building might be more suitable for Senate meetings. This suggestion is under consideration. **d.** The President had prepared a roughly 7-minute commentary on UFS-Administration negotiations to set a maximum of \$12,500 per summer course [affecting faculty with 9-month salaries exceeding \$100,000]. As he began, Associate Provost Alperin stated that this proposal is no longer under consideration. However, at the request of several senators, the President stated four brief points from his remarks: **i.** \$100,000 is an arbitrary number, **ii.** some administrators and athletic department persons make in excess of \$100,000, so faculty skills are also conceptually worthy of this rate as well, **iii.**the targeted faculty have either been highly productive for many years or in high demand in the job markets, and thus are not logical subjects for a remuneration cut, and **iv.**the cuts run counter to FAU goals and strategic plans for high quality instruction, improved faculty remuneration, improved undergraduate graduation rate, improved graduate student graduation rates, the need for more PhD graduates as part of achieving an R1 research status. The recommendation is for UFF and the administration to be creative in achieving a raise package for all faculty. The notes for the full, but undelivered comments, are available from the President upon request.

4. UPC Consent Agenda [see appendices]: **Accepted with positive approval**

5. UPC Action Items [see appendices for details]:

a.New Certificate Program in Geomatics Engineering. Explanatory comments were by Don Leone. **Approved by majority vote**

b.New Minor in Geomatics Engineering. Explanatory comments and answers to questions by Don Leone.**Approved by majority vote**

c.Certificate Revisions to GIS Certificate and termination of the Advanced GIS. **Approved by majority vote**

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

6. UGC¹ Consent Agenda [see appendices]: **Accepted with positive approval**

7. UGC Action Items [see appendices]:

a. Medicine: Thesis-track Requirement. Senator Levitt explained the need for this change. **Approved by majority vote**

b. Tuition benefits policy changes for graduate students. Via constitutional quirks, this item still needs approval by the UGC, but the Senate's function is to advise on this item. Pursuant to this duty, many senators gave suggestions and criticisms to the Graduate Dean Rosson. Specifically, Dean Rosson outlined that, under the current policy, it is possible that students are receiving superfluous benefits, due to ambiguity in continued summer semester registration and benefit caps. Tim Lenz expressed concerns with the flexibility to offer less-than-half time appointments, which is sometimes necessary in particular departments. Not being able to offer these flexible appointments may impact the ability of departments to provide adequate graduate instructors for undergraduate courses. Dean Rosson responded that the policy will only be impacting new students and the College may add full tuition benefits to department budgets. Javad Hashemi, chair of Ocean and Mechanical Engineering in the College of Engineering and Computer Science asked if this would ultimately create a reduction in revenues due to having fewer PhD students to teach undergraduate courses. Dean Rosson responded again that Colleges have the discretion to allocate more funds to full-benefit appointments, which would subsequently increase the number of undergraduate course sections. Chris Beetle added to Dean Rosson's response that Colleges should have discretion over their own budgets. Deborah Floyd suggested that there be more details regarding the criteria to receive benefits, including a definition of "non-academic" graduate assistant appointments and expressed concerns that they be treated equitably in the policy. Dean Rosson responded that Student Government, Athletics, and "non-academic" appointments will be approved by the appropriate vice president or the Provost, although the draft presented states it must be approved by the Graduate Dean. Chris Beetle returned to the topic of flexibility in 20 hour appointments, suggesting that pro-rating be available. Rosson responded that pro-rating could be an option. Deans and Departments will have the authority to create positions under the revised policy.

8. Business item: Report on activities of the Academic Planning and Budget Committee. President-Elect and APBC chair, Ron Nyhan gave three areas of current work. [i] Specifically, the committee had the opportunity to work with the Provost on developing a legislative funding proposal for a bonus performance-based budget. The proposal included increased metrics for strategic goals that would be enhanced by additional funding. [ii] The committee will also be working with Dennis Crudele and the Provost to craft a plan for the allocation of funding if the state legislature restores last year's budgetary levels. [iii] Lastly, the committee provided feedback to the Provost and President regarding a state initiative for online education. The Parthenon Group, a third party consulting firm, provided four options for the future of online

¹ Professor Floyd pointed out that the GPC passes all items through the UGC. Therefore, Steering and Senate documents should refer to the UGC for consent and action agenda items.

University Faculty Senate Meeting
Minutes
Friday November 30, 2012

education in the state of Florida, including (a) encouraging individual universities to develop their own plans for online growth, (b) choosing regional “champion” institutions to lead online education, (c) choosing a single state “champion” institution to lead online education, and (d) establishing a new virtual university. The committee concluded that the first option is the best and the last option is the worst.

9. Comments by President Saunders: The President commented on a number of items, including graduate tuition benefits. She asked that all faculty members and administrators return to the question of what is best for the student when crafting policies. She thanked the Senate for the hard work and thanked the faculty for success in research and publications, including the discovery of a new monkey species and the perfect score of the College of Nursing on a recent National Institutes of Health grant. She noted that FAU’s aging-related projects have had profound impacts on the community. She praised the student diplomacy awards, the student Fulbright awards and all of the work accomplished in the reaccreditation process. She also highlighted the recent announcement that FAU would be joining Conference USA, which would be helpful to produce higher revenues with a wider television audience. She stated that our student athletes lost no scholarships last year, which is a great sign for the academic standards of our student athletes. The President also invited all faculty members to the Baldwin House holiday party and the December 17 Board of Governors strategic planning committee meeting, which is to be hosted at FAU in Davie. She noted the options on the table regarding the state online education plan, which will be discussed by the Governors in Davie. Regarding the Board of Trustees, the President noted that Trustee Plymale will be rotating off the Board. At commencement ceremonies, FAU will be honoring Jay Salkini and the Chordokoffs. Senator Harris asked for the President’s thoughts on the Parthenon Group report. The President responded that we must retain the right to our own online courses but that, considering the trend towards performance-based funding, a new online university might help save us from the negative impact of lower quality students.

10. Open Forum with the Provost: The Provost was unable to attend.

10. Good of the Senate: Senator Harris noted that funding has historically been politically allocated rather than rationally allocated. He also questioned if the savings in tuition benefits comes at the costs of student success initiatives. Dean Rosson responded that the University, specifically the Division of Financial Affairs, will need to fund tuition benefits because the number of teaching assistants has risen drastically while the cost of those benefits also rose.

11. Adjournment was at 4:00 p.m. with good holiday wishes to all from the UFS President

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Appendices

Item 1: Attendance Spreadsheet

College - # of Seats	First Name	Last Name	Nov 30
Engineering - 3	Jonathon	Bagby	
	Evangelos	Kaisar	
	Hari	Kalva	x
DSI - 3	Philippe	D'Anjou	x
	Michele	Hawkins	
	Bruce	Arneklev	
Honors - 2	Kanybek	Nurtegin	x
	Jon	Moore	
Business - 5	John	Valentine	x
	Jim	Han	
	Eric	Shaw	
	Stuart	Galup	x
	Bill	Bosshardt	x
Education - 4	Deborah	Floyd	x
	Joseph	Furner	x
	David	Kumar	
	Meredith	Mountford	

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

A&L - 9	MaryAnn	Branaman	
	Brian	McConnell	x
	Mike	Harris	x
	Douglas	McGetchin	x
	Tim	Lenz	x
	Max	Kirsch	
	Fred	Fejes	
	Yolanda	Gamboa	x
	Jennifer	Low	x
Science - 6	Chris	Beetle	x
	Stephen	Locke	x
	James	Kumi-Diaka	
	Markus	Schmidmeier	x
	Fred	Hoffman	
	Tom	Monson	x
Medicine - 2	Morton	Levitt	x
	Kathleen	Guthrie	x
Nursing - 1	Susan	Dyess	x
Library - 2	Lauri	Rebar	x

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

	Teresa	Van Dyke	x
Senator	First Name	Last Name	Dec
Presidential Rotation:			
Senate President	William	McDaniel	x
Past president or president elect	Ronald	Nyhan	x
Faculty Assembly Heads:			
EO Medicine	Rainald	Schmidt-Kastner	x
EO Science	Jerry	Haky	x
EO Engineering	Khaled	Sobhan	
EO DSI	Rosalind	Carter	
EO Honors	Warren	McGovern	
EO Education	Philomena	Marinaccio-Eckel	x
EO A&L	Marshall	DeRosa	
EO Business	John	Bernandin	x
EO Library	Kristy	Padron	
EO Nursing	Bernadette	Lange	x
Committee Chairs:			

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Academic Freedom and Due Process Committee			
Admission and Retention Committee			
Assessment Committee	Nancey	France	
Athletics Committee	Eric	Shaw	x
Distance Education Committee			
Graduate Council	Deborah	Floyd	x
Honors and Awards Committee	Michelle	LaRocque	
Library Advisory Committee			
Promotion and Tenure Committee			
Research Committee	Arlene	Fradkin	
Undergraduate Programs Committee	Jerry	Haky	x
Graduate Programs Committee	Nancy	Poulson	
Committee on Committees	Valerie	Bryan	x
Nonvoting Members:			
President	Mary Jane	Saunders	x
Provost	Brenda	Claiborne	

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Item 4.

	Consent Agenda Items			
	UUPC Meeting of November 2, 2012			30-Nov
				Senate
				Approval ?
1. New courses and course changes from the Dorothy F. Schmidt College of Arts and Letters:				
AMH 4201	The U.S. in the Era of World War I and World War II	3	New	yes
AMH 4342	History of African American Women	3	New	yes
DIG 3207	Digital Video Editing change prerequisites	4	Change prerequisites	yes
DIG 3253C	Digital Audio Recording and Editing	4	Change prerequisites	yes
DIG 4412	Narrative Video production	4	Change prerequisites	yes
ENC 4354	Writing For Nonprofits	3	Add WAC	yes
EUH 4538	History of Modern Ireland	3	New	yes
EUH 4676	History of European Sexuality	3	New	yes
FRE 2220	Intermediate French Language and Culture 1	4	Change grading	yes
GER 2220	Intermediate German: Culture and Society	4	Change grading	yes
HBR 1121	Beginning Hebrew Language and Culture 2	4	Change grading	yes
HBR 2220	Intermediate Hebrew Language and Culture 1	4	Change grading	yes
ITA 2220	Intermediate Italian Language and Culture 1	4	Change grading	yes
ITA 2221	Intermediate Italian Language and Culture 2	4	Change grading	yes
ITA 2952	Italian Language and Culture Study Abroad	4-Jan	Change grading	yes
RTV 3229	Experimental Video Production	4	Change prerequisites	yes
RTV 3332C	Documentary Video Production	4	Change prerequisites	yes
SPN 2220	Intermediate Spanish Language and Culture 1	4	Change grading	yes

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

2. New course from the College of Business:				
BUL 4641	Administrative Law	3	New	yes
3. New courses and course change from the College of Engineering and Computer Science:				
CGN 4803C	Civil Engineering Design 1	3	Add WAC	yes
CGN 4910	Undergraduate Research in Civil Engineering	1	New	yes
EGN 4620	Dynamic Systems	3	New	yes
SUR 4210	Hydrographic Surveying	2	New	yes
SUR 4210L	Hydrographic Surveying Lab	1	New	yes
4. Course change from the Charles E. Schmidt College of Science:				
IDS 3940	Medical Shadowing Externship	1	Change title and prereqs.	yes
	(New title: Medical Shadowing Internship)			

Item 5.

**University Undergraduate Programs Committee (UUPC) Report of Action Items
Approved at the Meeting of November 2, 2012**

1. New Certificate Program in Geomatics Engineering [Senate approved, November 30](#)

The Geomatics Engineering program is proposing a 13-credit undergraduate Certificate in Geomatics Engineering. The proposed certificate is intended to be available to all students, full or part time, enrolled in a major or not, including the general public who may not be enrolled at any post-secondary institution, as detailed in the memo below. **The UUPC approved the proposal.**

Certificate Program in Geomatics Engineering

Students are entitled to the Geomatics Engineering Certificate by completing a minimum of 13 credits of coursework with a grade of “C” or better. Selected courses must be checked for the proper prerequisites.

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Required Courses (to be taken first) — 7 credits:

*Introduction to Geomatics Engineering*¹ (3 credits, existing course) SUR 2034

*Plane Surveying*² with Lab (3-credit lecture, 1-credit lab, existing courses) SUR 2101, SUR 2101L

With an additional 6 or more credits from the list below:

3331L *Photogrammetry with Lab*³ (2-credit lecture, 1-credit lab, existing courses) SUR 3331, SUR

*Automated Surveying and Mapping with Lab*³ (3-credit lecture, 1-credit lab, existing courses) SUR 3141, SUR 3141L

*Land Subdivision and Platting with Lab*³ (2-credit lecture, 1-credit lab, existing courses) SUR 3463, SUR 3463L

*Legal Aspects of Surveying*³ (3 credits, existing course) SUR 4403

¹ SUR 2104C, Fundamentals of Surveying, may be substituted

² Requires MAC 2311, Calculus with Analytic Geometry 1, as a prerequisite

³ Prerequisite: SUR 2101/SUR 2101L, Plane Surveying with Lab

The certificate program in Geomatics Engineering is intended to be available to all students, full time or part time, enrolled in a major or not, and result in a Certificate of Geomatics Engineering. This includes the general public, who may not be enrolled at any post-secondary institution. The only requirement is the calculus course that is the prerequisite for Plane Surveying. The Certificate is expected to be a credential that may be valuable to those working in occupations related to Geomatics Engineering, or who work with information provided by surveyors and mappers.

2. New Minor in Geomatics Engineering Senate approved, November 30

The Geomatics Engineering program is proposing a 19-credit Minor in Geomatics Engineering. The proposed minor is intended to be available to all full-time students of FAU pursuing a declared major, provided all prerequisites are met, as detailed in the memo below. **The UUPC approved the proposal.**

Minor in Geomatics Engineering

Students minoring in Geomatics Engineering will complete a minimum of 19 credits with a grade of “C” or better in each course. Of the 19 credits, a minimum of 15 must be earned at FAU.

Selected courses must be checked for the proper prerequisites.

Required courses (to be taken first) — 7 credits:

*Introduction to Geomatics Engineering*¹ (3 credits, existing course) SUR 2034

*Plane Surveying*² with Lab (3-credit lecture, 1-credit lab, existing courses) SUR 2101, SUR 2101L

With an additional 12 or more credits from the list below:

SUR3331L *Photogrammetry with Lab*³ (2-credit lecture, 1-credit lab, existing courses) SUR 3331,

*Surveying Data Analysis*⁴ (3 credits, existing course) SUR 3643

*Automated Surveying and Mapping with Lab*³ (3-credit lecture, 1-credit lab, existing courses) SUR 3141, SUR 3141L

*Land Subdivision and Platting with Lab*³ (2-credit lecture, 1-credit lab, existing courses) SUR 3463, SUR 3463L

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

*Engineering and Construction Surveying with Lab*⁵ (3-credit lecture, 1-credit lab, existing courses) SUR 3205, SUR 3205L

*Introduction to Geodesy*⁵ (3 credits, existing course) SUR 3530

Positioning with GPS with Lab^{5,6} (2-credit lecture, 1-credit lab, existing courses) SUR 4531, SUR 4531L

*Legal Aspects of Surveying*³ (3 credits, existing course) SUR 4403

¹ SUR 2104C, Fundamentals of Surveying, may be substituted

² Requires MAC 2311, Calculus with Analytical Geometry 1, as a prerequisite

³ Requires SUR 2101/SUR 2101L, Plane Surveying with Lab, as a prerequisite

⁴ Requires SUR 2101/SUR 2101L, Plane Surveying with Lab, and MAP 3305, Engineering Mathematics 1, as prerequisites, and STA 4032, Probability and Statistics for Engineers, as a corequisite

⁵ Requires SUR 3643, Surveying Data Analysis, as a prerequisite

⁶ Requires SUR 3530, Introduction to Geodesy, as a prerequisite

The Minor in Geomatics Engineering is intended to be available to all full-time students of Florida Atlantic University pursuing a declared major, provided all prerequisites are met. This minor provides graduates of a bachelor's degree program with an additional credential to their list of knowledge and skills. It is anticipated that this minor, plus an additional 6 credits of surveying and mapping-related coursework, will meet the post-secondary educational requirements for admission to the licensing examination for Professional Surveyor and Mapper in the State of Florida. This minor is expected to be attractive to students with majors such as Civil Engineering and in the Geosciences.

3. Terminate B.S.N./M.S. Combined Degree Program *withdrawn by College of Nursing before November 30 meeting*

The College of Nursing is proposing terminating its B.S.N./M.S. dual-degree program, as curricular changes related to accreditation have reduced the need for the program, an external reviewer has recommended the College reduce programs and there have been administrative difficulties tracking and placing current students. The College is proposing suspending admission beginning in spring 2013 and ending the program upon current students' graduation. **The UUPC approved the proposal.**

4. Revisions to GIS Certificate and termination of the Advanced GIS Certificate *Senate approved, November 30*

The Department of Geosciences is proposing removing the elective element of its GIS Certificate and delineating all required courses, as well as eliminating its Advanced GIS Certificate with the intent of proposing a graduate-level certificate, all detailed in the memo below. **The UUPC approved the change and termination.**

FROM: Russ Ivy, Chair, Geosciences

RE: GIS Certificate and Advanced GIS Certificate

The Department of Geosciences faculty has voted to:

1) Make changes to the GIS Certificate requirements. The certificate program currently has three courses that are required with a fourth course coming from a menu of four courses. We have

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

found that students who do not choose GIS 4037C as their fourth course are sometimes disadvantaged in developing rudimentary skills in GIScience. Therefore, we are streamlining the program to make the fourth course required (GIS 4037C) instead of from a menu. This will not create bottlenecks in finishing the certificate program, as GIS 4037C is offered every semester.

2) Drop the current Advanced GIS Certificate in lieu of the development of a graduate-level GIS certificate (under development).

Item 6.


University Graduate Council: Consent Agenda 11/07/2012					senate
	Senate Version			30-Nov	approved?
<u>ENC 6258</u>	Scientific Communication	Science	2	Change	yes
<u>GIS 6125</u>	Spatial Data	Science	3	New	yes
<u>CHM 5716</u>	Materials Chemistry	Science	3	New	yes
<u>GLY 6456</u>	Envirnomentals Geophysics	Science	3	New	yes
<u>ISC 5453</u>	Nonlinear Dynamics in Complex Systems	Science	3	New	yes
<u>EDA 6946</u>	Spring School Leaders Intership	Education	N/A	Change	yes
<u>EDA 6945</u>	Fall School Leaders Internship	Education	N/A	Change	yes
<u>EDA 6947</u>	Summer School Leaders Internship	Education	N/A	Change	yes
					yes
<u>SOW 6979</u>	Thesis Research	CDSI	N/A	Change	yes
<u>SOW 6971</u>	Thesis Proposal	CDSI	N/A	Change	yes
					yes
<u>ACG 7886</u>	Scientific Method in Business	Business	3	New	yes
					yes
<u>BUL 6644</u>	Advanced Administrative Law	Business	3	New	yes
<u>MAN 7886</u>	Scientific Method in Business	Business	3	New	yes
<u>ACG 5205</u>	Advanced Accounting 1	Business	N/A	Change	yes
<u>ACG 5215</u>	Advanced Accounting 2	Business	N/A	Change	yes

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

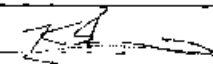

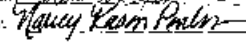
<u>ACG 6941</u>	Internship	Business	3	Change	yes
<u>ECP 6705</u>	Advanced Mangerial Economics	Business	3	Change	yes
<u>TAX 6835</u>	Deferred Compensation Taxation	Business	3	Change	yes
<u>TAX 6875</u>	Contemporary Tax Topics	Business	3	Change	yes
<u>TAX 6877</u>	IRS Practice & Procedures	Business	3	Change	yes
<u>Memo</u>	Change Track Name- Admistrative & Financial Leadership in Nursing and Healthcare	Nursing	N/A	N/A	yes
<u>Memo</u>	Change Program Name- Master of Science (MS) Major in Nursing	Nursing	N/A	N/A	yes
<u>Proposal</u>	Program Revision- Mental Health Counseling Program	Education	N/A	N/A	yes

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Item 7.a. Medicine: Thesis track requirement

 FLORIDA ATLANTIC UNIVERSITY Graduate Programs—COURSE CHANGE REQUEST¹		UGPC APPROVAL _____ UFS APPROVAL _____ SCNS SUBMITTAL _____ CONFIRMED _____ BANNER POSITION _____ CATALOG _____
DEPARTMENT: BIOMEDICAL SCIENCE	COLLEGE: CES COLLEGE OF MEDICINE	
COURSE PREFIX AND NUMBER: MS PROGRAM REQUIREMENT	CURRENT COURSE TITLE:	
CHANGE TITLE TO: CHANGE DESCRIPTION TO: Thesis-track Requirement: Responsible Conduct of Research Certification All Biomedical Science thesis students must receive certification of completion of the Responsible Conduct of Research program. The RCR program, which is offered jointly through the Graduate College and Division of Research, covers the nine instructional areas of RCR. All RCR requirements are mandatory in order to receive certification of completion.	CHANGE PREREQUISITES/MINIMUM GRADES TO: CHANGE COREQUISITES TO: CHANGE REGISTRATION CONTROLS TO: *Please list both existing and new prerequisites, specify AND or OR, and include minimum passing grade.	
Should the requested change(s) cause this course to overlap any other FAC courses, please list them here.	Please consult and list departments that might be affected by the change(s) and attach comments.	

Faculty contact, email and complete phone number:
 Mahyar Kouri Shirazi, Ph.D., Associate Professor, email: mkoorish@fau.edu; tel: 561-297-0935

Approved by: Department Chair:  College Curriculum Chair: _____ College Dean:  UGPC Chair:  Graduate College Dean: _____ UFS President: _____ Provost: _____	Date: _____ 11-7-12 11-7-12 11/7/12	1. Syllabus must be attached; see guidelines for requirements: see: <u>http://www.fau.edu/graduate/requirements/syllabus2011.pdf</u> 2. Review Provost Memorandum: Definition of a Credit Hour http://www.fau.edu/graduate/definition_credit_hour_memo_2012.pdf 3. Consent from affected departments (attach if necessary)
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Email this form and syllabus to UGPC@fau.edu one week before the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website or at the meeting.

FAC Change Request September 2012

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Item 7.b.

Tuition Benefits Policy for Graduate Students

(Formerly: Eligibility Guidelines for Graduate Assistants to Receive Tuition Benefits)

Draft 11-14-12

Graduate assistants are eligible to receive tuition benefits for up to 27 credit hours in a given academic year, provided all requirements listed below are met:

1. The appointment period must be continuous within the official beginning and ending dates of the academic semester or summer session.
2. The level of tuition benefit available to students is driven by the FTE of the appointment.
 - a. To receive 100% tuition benefits in the fall and spring semesters, students must have a 0.5 FTE appointment (20 hours per week) and be classified as full-time graduate students. (Refer to the *Full-Time Graduate Student Classification Status* section below.)
 - b. For students who have met the conditions in (a) above during the previous fall or spring semester, a minimum FTE appointment and enrollment status during the summer term are not required to receive 100% tuition benefits.
 - c. Students not fulfilling the 0.5 FTE employment condition receive 50% tuition benefits with an appointment of at least a 0.25 FTE and classification as at least a half-time graduate student.
3. All credit hours paid by this tuition benefit must be necessary to complete the graduate degree.
4. The number of credit hours for which graduate students can receive tuition benefits is set at 10% above the published credit hour total for the degree program. Courses taken to remove deficiencies as indicated on the Plan of Study are allowable and do not count toward the 10% limit.
5. An approved Plan of Study is required to receive tuition benefits beyond the second semester of the assistantship. Students receiving tuition benefits as part of an assistantship are required to file a Plan of Study and obtain final approval from the Graduate College by the end of the second semester of the assistantship.
6. Students must maintain a cumulative GPA of 3.00 based on the degree requirements as stipulated on the approved Plan of Study.

All graduate assistants receiving tuition benefits for the first time in fall 2013 or beyond will be subject to this policy. Graduate assistants who received tuition benefits prior to the fall 2013 term will not be held to this policy until fall semester 2015. Their benefits will be governed by the 2009 *Eligibility Guidelines for Graduate Assistants to Receive Tuition Benefits*.

Graduate assistants who resign or terminate their assistantship prior to completing the continuous employment period will forfeit all their tuition benefits for the term in which they were employed and must repay the university the full amount of tuition paid by this benefit.

Programs requiring enrollment in 30 credit hours in an academic year (as indicated in the university catalog) will be granted tuition benefits to cover these credits.

University Faculty Senate Meeting Minutes Friday November 30, 2012

The last day to receive tuition benefits in any given semester is the "last day to drop/add courses without consequences" as indicated in the FAU academic calendar. After this date students will not be eligible to receive tuition benefits in that semester.

To use tuition benefits for graduate research assistants, prior approval by the Dean of the Graduate College is required. If allowed by the funding source, the Principal Investigator(s) shall budget for research assistants at the in-state tuition rate. Should a non-Florida resident be employed, the non-resident fee will be funded by the university's tuition waiver budget.

To use tuition benefits to support graduate assistants employed in non-academic offices, prior approval by the Dean of the Graduate College is required.

To use tuition benefits to support graduate teaching assistants and graduate assistants employed in the academic colleges, the College Deans will be provided tuition benefit budgets each year by the Provost based on past use and projected needs prior to budget construction.

In order to award an assistantship, both the stipend and accompanying tuition benefit must be available. The amount of the tuition benefit cannot be manipulated, reduced, or eliminated to fulfill this requirement.

Graduate assistants may not work more than a total of 20 hours per week for all appointments combined during the fall and spring semesters. However, graduate assistants may work additional hours with prior approval by the Dean of the Graduate College using Form 10 – Request to Waive a University Requirement.

Graduate assistants in their last semester of study are to enroll only in the number of credit hours necessary to fulfill their degree requirements. Graduate assistants who have completed all degree requirements as listed on their Plan of Study but must remain enrolled in order to complete their thesis or dissertation are to enroll only in one thesis/dissertation credit hour. Graduate assistants who take reduced credit hours under these conditions can petition to be classified full-time graduate students using the procedure as outlined in the section below entitled *Full-Time Graduate Student Classification Status*. International students affected by this policy must submit the Reduced Course Load form in the ISSS Office in order to remain in compliance with U.S. Immigration laws.

A reduced enrollment status can impact disbursement of financial aid and qualification for health insurance, depending upon the rules of the lending institution and insurance provider. It is the responsibility of the student to know the enrollment status requirements of individual lending institutions and insurance providers.

It is the student's responsibility to pay all student fees.

Exceptions to these requirements may only be made with prior approval by the Dean of the Graduate College.

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

Full-Time Graduate Student Classification Status

A full-time degree-seeking graduate student must be enrolled in at least 9 credit hours during the fall and spring semesters (6 credit hours during the summer term). A half-time graduate student must be enrolled in at least 5 credit hours during the fall and spring semesters (3 credit hours during the summer term).

As stipulated below, graduate students may petition to take fewer credit hours and maintain full-time graduate student status. Students must meet the eligibility guidelines to submit the petition (Form 10 – Request to Waive a University Requirement) and satisfy at least one of the four conditions below:

1. Master's degree students who have completed all required course work as listed on their approved Plan of Study, and are only enrolled in thesis credits, may petition to be classified as full-time graduate students with an enrollment of at least 3 credit hours.
2. Doctoral degree students who have advanced to candidacy and have completed all required course work as listed on their approved Plan of Study, and are only enrolled in dissertation credits, may petition to be classified as full-time graduate students with an enrollment of at least 3 credit hours.
3. All graduate students who have completed all course work and thesis/dissertation credits as listed on their approved Plan of Study, and are only enrolled to satisfy continuous enrollment requirements to complete their thesis or dissertation, may petition to be classified as full-time graduate students with an enrollment of at least 1 credit hour.
4. Under exceptional circumstances, graduate students in their last semester of study, as verified by their approved Plan of Study, may petition to be classified as full-time graduate students with an enrollment of the remaining credits hours needed to complete their degree.

The following eligibility guidelines must first be satisfied prior to submitting the petition to seek full-time graduate student status. A separate petition must be submitted for each term in which this status is being sought. The student must have:

- a. an approved Plan of Study on file in the Graduate College.
- b. maintained continuous enrollment during the previous 12-month period.
- c. enrolled in the minimum number of credit hours as stipulated by one of the four applicable conditions above.

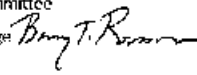
Memo from Dean Rosson

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**



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MEMORANDUM

To: University Faculty Senate (UFS) Steering Committee
From: Barry T. Rosson, Dean of the Graduate College 
Date: November 16, 2012
Re: Tuition Benefits Policy for Graduate Students

The University Graduate Council (UGC) held its final meeting for the fall semester on Wednesday, November 14, 2012. Because the UGC will not be meeting in December, the Tuition Benefits Policy for Graduate Assistants could not be considered further until January 2013. As a result, the University Faculty Senate (UFS) would not be able to consider the document until after assistantship offer letters would begin to go out to prospective graduate students. In recognition of this time constraint, the document is being forwarded to the UFS Steering Committee without a formal vote of approval by the UGC. The UGC did vote to send the document forward to the UFS in this way so that it could be considered prior to the end of the fall semester.

I will be present at the upcoming UFS Steering and full UFS meetings to answer any questions about the draft policy. A working group composed of UGC members and college deans has been meeting since early in the spring 2012 semester to develop this draft policy. Many members of that working group will likely be present as well.

Memorandum from Professor William Rhodes

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**



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MEMORANDUM

To: Dr. William McDaniel, President
University Faculty Senate
Dr. Deborah Floyd, Chair
University Graduate Council

From: Dr. William Rhodes *WTR*
Member, University Graduate Council
Member, Graduate Programs Committee
Chair, College of Engineering & Computer Science Graduate Studies Committee

Date: 29 November 2012

Re: Faculty Governance in the Revision of Tuition Benefits Policy for Graduate Students

Along with many others I am concerned with the appearance on the 30 November UFS meeting agenda of Item 7(d), the "GPC Action Item" concerning tuition benefits policy changes for graduate students. I ask respectfully that the UFS refer this issue to the UGC with instructions that the UGC thoroughly review the changes proposed by Dean Rosson, make revisions deemed appropriate, and approve the policy before it is returned to the UFS for action and ultimate transmittal to the Provost.

It is not proper that these policy changes appear on the agenda as an action item of the GPC: it has been the UGC, not the GPC that has been informed at different times by Dean Rosson on the progress of his Working Group; the GPC has never taken action on this issue. Further, I contend that the 14 November motion of the UGC to forward the tuition benefits issue to the UFS without recommendation was not approved. By the time the vote was taken in the last seconds of the meeting, there was almost certainly no quorum present. Dr. Poulson, acting chair for the meeting, inappropriately credited Woody Hamlin, who had already left the room, with a "yea" vote because, she said, "he made the motion." I know that Dr. Zilouchian and I did not vote in favor of the motion, and there was no call for abstentions.

A review by a faculty-based committee is extremely important given that changes incorporated by Dean Rosson in the revised policy would considerably reduce the flexibility that academic units have in hiring graduate student assistants and that would shift authority for many of these hires from the academic units to the Dean of the Graduate College. Dean Rosson has maintained tight control over the policy changes, and in their current form they reflect quite clearly what he wants and what he does not want included.

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**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

It may be asserted by the administration that budgetary matters make approval of the proposed changes urgent. Such an assertion would not be valid. From the very beginning two separate issues have been improperly conflated: (a) policy regarding tuition waiver allocation for graduate student assistants and (b) budget considerations limiting the money available for waivers. The latter issue has been exploited as justification for a revised policy that would give the Graduate Dean much greater authority over many graduate student assistant hires, and the suggested urgency of the financial situation has been used to justify conveying the proposed changes to the Provost without proper vetting, possible revision, and approval by responsible faculty bodies. The budget, over which the administration clearly has control, can be adjusted so as to contain graduate student assistant tuition waiver costs during the coming fiscal year without removing from academic units control that they currently have over important academic aspects of student hires.

**University Faculty Senate Meeting
Minutes
Friday November 30, 2012**

E-mail from UGC Chair Floyd on 11-30-2012

Bill and colleagues:

In preparation for our meeting this afternoon (and in light of the concerns expressed about governance and processes), I am offering these excerpts from two documents approved by graduate faculty regarding graduate governance matters.

First, is the Graduate Governance Document (adopted 2009). You will see the yellow highlight regarding the authority and responsibility of the Graduate Faculty (with the academic authority vested in the University Graduate Council). The authority and responsibilities... *"shall include adoption of Graduate College policies and procedures"*.

Second, the Graduate Programs Committee Governing Procedures (approved by the Graduate Council in 2011) defines responsibilities that are focused on courses, admissions and programs with their recommendations going forward to Graduate Council. The the GPC's policy focus is limited to *"policies and procedures regarding graduate student admission and degree completion requirements."*

Nancy and I talked this morning and agreed that a case could be made that if the graduate tuition policy is a "Graduate College policy" then the Graduate Council should be charged with voting this up or down. Nancy said that the GC voted to move this forward to the University Steering level, although efforts to obtain evidence from the tape recording of the meeting have not been successful.

I hope this is helpful. See you in a few hours.

All the best,
deb