

## Graduate Programs Committee (GPC)

### Minutes of November 30, 2009 Meeting

Florida Atlantic University

College of Education

Dean's Conference Room

1:30-3:30pm

Members Present: Deborah Floyd, Susannah Brown, Valerie Bryan, Greg Brigman, Ali Danesh, Robert Zoeller, Hani Zainnudin, Mary Lou Duffy, and Deborah Shepherd. COE Dean Valerie Bristor, was also present.

I. Call to order conducted by Deborah Floyd, chair.

II. Old Business

Approval of November 10, 2009 minutes

**Action:** Motion to approve the minutes by Susannah Brown. Seconded by Deborah Floyd. All members present voted to approve the November 10, 2009 minutes which will be on file in the minute book located in the COE Dean's office.

III. FAU Graduate Governance Document and COE and FAU Graduate Faculty Status

A. Graduate Faculty Status Approvals

Valerie Bristor explained that she and Deborah Floyd met to discuss the ramifications of the Graduate Governance Document and the new Graduate College Approval Form 1 and agreed it would be good for the COE GPC to meet to discuss ramifications.

Requirements for University-wide Graduate Faculty status approval and reapproval (at various levels) were discussed. A list of current COE approved graduate faculty and the levels of approval was shared. The list included faculty approvals by departments, approval end dates, and categories of approval at levels A, B and C. The current College of Education graduate faculty approval process includes approval for 6 years, but that is inconsistent with the new Graduate Governance Document which limits terms of approval to 5 years. December 2014, all faculty on this list have to complete new graduate faculty status applications at both the College of Education and Graduate College levels.

Deborah Floyd mentioned that the one year waiting period before applying for graduate faculty status should be discontinued because eligible new faculty should be able to serve on dissertation committees. The committee will consider removing this requirement from the College of Education policy as the criteria are revised. This will be discussed at the January GPC meeting.

Members discussed the incongruence between the COE's 6 year Graduate Faculty cycle and the new University 5 year cycle. Graduate Faculty status for faculty listed on the

current COE graduate faculty status list should be continued through December 31, 2014. December 31, 2014, the current COE faculty on the graduate faculty status list can reapply for any level. Faculty may apply for a different level through the COE GPC at any time and the 5 year cycle will begin again after approval at a higher level.

**Action:** Motion by Valerie Bryan to coordinate the College of Education graduate faculty status application process with the Graduate College, which includes the faculty members on the COE current graduate faculty status list at the level to which they are currently assigned as of December 31, 2009. Faculty on the approved Graduate Faculty list as of December 31, 2009 will be approved for a 5 year term that expires December 31, 2014. Greg Brigman seconded. All members present voted to approve.

**Follow-up Regarding Action:** COE Faculty currently approved for Graduate Faculty status do not need to complete Form 1 from the Graduate College. Valerie Bristor will prepare a memo to the Graduate Dean with a list of approved Graduate Faculty and indicate that their expiration date will be December 31, 2014, Dr. Bristor will also send out a memo to all COE faculty on the current list to inform them of this decision and clarify exact expiration dates and levels. Also, all members of the COE GPC are encouraged to share this information with their departmental and Faculty Assembly colleagues, including the rationale for the change to this 5 year cycle.

#### B. Associate Graduate Faculty Status and Graduate Lecturer Status

Valerie Bristor clarified that, per the new Graduate Governance Document, that any faculty or adjunct with earned doctoral degrees and that teaching graduate courses meet the criteria of the Graduate College for Associate Graduate Faculty status. She recommends that the departments prepare lists of adjunct faculty teaching graduate level courses and ensure that departmental leadership is aware that Form 1 needs to be completed.

Kristie Demeo in the COE Dean's Office will type up the Form 1 for each faculty member that will need Associate Graduate Faculty Status and Graduate Lecturer Status if the department chair provides the approved list with the vote to the COE Dean and Kristi. This means that the departments' faculty will need to vote for the Associate Graduate Faculty and Graduate Lecturer status and give Valerie Bristor the list and voting results. Dr. Bristor will then ensure that Kristi prepares Form 1 which will require the signature of the appropriate department chair.

Valerie Bristor asked if the GPC needs to approve the Associate Graduate Faculty and Lecturer status.

**Action:** Motion made by Bob Zoeller that the Graduate Faculty of each department will vote for the appointments for Associate Graduate Faculty status and Graduate Lecturer. The votes will be recorded by the department chair and sent with necessary information to the COE Dean for preparation of Form 1. The Dean's office staff will type Form 1, obtain signatures and send forward to the Graduate College. Seconded by Mary Lou Duffy. All members present voted to approve.

**Followup Action:** It is important to note that department chairs will be responsible for ensuring documentation is on file in the departmental office for Associate Graduate Faculty and Graduate Lecturers. Assurances that faculty meet the criteria to hold these levels of appointment rest with the Graduate Faculty in each department. Assurances that

faculty meet the criteria for approval at the Graduate Faculty level rests with the COE Dean's office per approval of College faculty members of the COE GPC.

#### C. Graduate Faculty Emeriti

A discussion of the application process for Graduate Faculty Emeriti occurred. GPC members discussed that these faculty should be considered for graduate faculty status based upon their previous status. Valerie Bristor will discuss with Deborah Shepherd which faculty emeriti had graduate faculty status and inform the GPC.

#### D. College of Education Criteria

Deborah Floyd reminded faculty that the College of Education criteria for approval at various Graduate Faculty levels needs to be approved by the University Graduate Council no later than the end of the Spring 2010 term. The process discussed (and agreed to in October) was that the COE GPC will approve criteria (a sub-committee was formed in October); then the criteria need to go to the COE Faculty Assembly, and then finally to the University Graduate Council.

Faculty discussed the COE criteria, especially the fact that College criteria are considerably more rigorous than University criteria. Susannah Brown mentioned that some COE departments do not have doctoral programs and the criteria for Graduate Faculty Status A require service on a Doctoral committee to completion. Implementing these criteria requires some COE faculty to serve outside of their department or college in order to become Graduate Faculty Status A level. Deborah Floyd offered a number of suggestions concerning the COE criteria, including consideration that once a faculty member has Graduate Faculty status for two cycles (10 years) at the same level, they should be awarded Graduate Faculty status with an expedited application.

Mary Lou Duffy and Valerie Bryan suggested reworking the criteria. Mary Lou Duffy guided the conversation through the current criteria. After much discussion by all members present, it was agreed that the criteria below will be included in these minutes and discussed with the GPC in January for approval. Members are encouraged to review prior minutes regarding the criteria sub-committee membership and, if possible, this committee needs to meet prior to the January COE GPC meeting. All COE GPC faculty members are encouraged to discuss these proposed criteria with their respective faculty colleagues.

### **College of Education Graduate Faculty Status Criteria and Process**

#### **DRAFT FOR DISCUSSION ONLY**

##### **Level A**

1. Actively involved in research and scholarly activity as demonstrated by continuing activities such as:

- Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university
- Publications- Articles in peer reviewed journals or a book chapters

- Presentations- Peer reviewed presentations at the state, nationals or international level
- Creative Activities- Juried exhibitions of creative work at the state, national or international level
- Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal
- One book published, not subsidized by the author

To support active record of scholarship, three from the above list should be included in the application (every 5 years) and CITI training completed.

2. Actively involved in graduate teaching within discipline
3. Actively involved in graduate mentoring by serving on a doctoral committee to completion.

#### **Level B**

1. Two from the same list as evidence of scholarship and research
2. Actively involved in graduate teaching within discipline

#### **Level C**

One from the same list as evidence of scholarship and research

Faculty approved at Level A for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching/mentoring through an expedited re-approval process. Faculty approved at Level B for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching through an expedited re-approval process. Faculty approved at Level C for two cycles (10 years) may this level with a current vita evidencing active graduate teaching through an expedited re-approval process.

#### **Processes for Review and Approval:**

Graduate Faculty: Applications for Graduate Faculty membership at levels A, B, and C. shall be reviewed by the COE Graduate Programs Committee. Form 1 shall be completed by the application and on approval signed by the COE GPC chair, department chair, and COE Dean before forwarding to the Graduate College Dean. New faculty meeting these requirements for Graduate Faculty may be appointed to Graduate Faculty “on appointment” to the university if the departmental faculty, department chair, and COE Dean have evidence that the new faculty member meets or exceeds the criteria at the level appointed. In all cases of Graduate Faculty appointments, University criteria for approval at the Graduate Faculty level shall apply; however, privileges of serving on and chairing dissertation and thesis committees shall be determined by the COE GPC and their approval of appointment at Levels A, B, and C.

Associate Graduate Faculty and Graduate Lecturer: Applications for Associate Graduate Faculty and Graduate Lecturer appointments shall be reviewed and voted on by the departmental faculty. Departmental Graduate Faculty will determine if candidates meet the University criteria and at what level. Form 1 with the departmental chair’s signature and the

departmental vote shall be forwarded to the COE Dean for signature and then to the University Graduate College Dean. University criteria for appointment to these levels shall apply; however, privileges of serving on dissertation and thesis committees are subject to approval by the academic unit faculty.

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- IV. Deborah Floyd thanked members for attending this special meeting with a special thanks to Dean Bristol for her leadership. The meeting adjourned at 3:28pm.

Next GPC meeting will be held at 12-2pm on January 13, 2010 in the Office Student Academic Service, Room 232.