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## Graduate Council Meeting : 2008 : 10 : 16

Graduate Council

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**USF ST. PETERSBURG  
GRADUATE COUNCIL MEETING**

Thursday, October 16, 2008

10:00 a.m. – Nelson Poynter Memorial Library Conference Room

Attending were: Tom Ainscough (COB), Bonnie Braun (COE), Chris D'Elia (AVC, Research and Graduate Studies, Ex-Officio), Wei Guan (COB), Donna Knudsen (Graduate Studies), Jim Schnur (LIB), Zafer Unal (COE).

Regrets: Deni Elliot (CAS), Ambe Njoh (CAS).

Guest: Larry Johnson (COE)

**WELCOME AND CALL TO ORDER**

Larry Johnson, representing the Faculty Senate and outgoing chair Deanna Michael, welcomed the group and called the meeting to order at 10:12 am with quorum.

**ELECTION OF NEW OFFICERS**

Larry presided until the election of a chair. Tom agreed to serve as chair upon nomination by Jim, seconded by Zafer. No further discussion. Motion passed unanimously.

At this point, Larry turned the agenda over to Tom and left the meeting.

Jim self-nominated to serve as secretary and, hearing no objections, a consensus agreed.

**GRADUATE STUDENT REPRESENTATION**

Donna noted that our governing documents require representation by a USF St. Petersburg graduate student. Members were encouraged to check with graduate students and Donna agreed to send out an email to graduate faculty advisors. If members find an interested student, they should submit the student's name to the chair at Tom@Ainscough.com.

**REVIEW OF GRADUATE COUNCIL POLICIES AND PROCEDURES**

Prior to the meeting, Donna distributed copies of a tentative agenda and the current policies and procedures of the Graduate Council, as approved by Faculty Council on 3 March 2005 and by Academic Affairs on 4 March 2005.

Donna stated that actions of the Council generally fall into one of two areas: policy or curriculum. Most of last year's business related to curricular matters. In the past, the Council merely ratified policies coming over from Tampa. This year, the Council may want to take a proactive role developing policy, perhaps having a member or the chair sit in (or listen in by telephone) on policy meetings conducted over at USF Tampa.

Chris offered an overview of the Graduate Council's history and its structure: Since the time USF St. Petersburg received separate SACS accreditation, we have had a responsibility for self-

governance, with the USF St. Petersburg Undergraduate and Graduate Councils serving as “guardians of the curriculum.” USF St. Petersburg Graduate Studies and Graduate Council need to coordinate at the USF system level because the University currently has a Graduate Executive Coordinating Council for that purpose. The role of the USF St. Petersburg Graduate Council is “extremely critical” in shaping curriculum and policies. While under SACS probation, we cannot make substantive changes to programs or create new programs, meaning that much of the year’s activities will focus on policy matters and academic program review (with a review of Journalism and Media Studies on the horizon). Leadership on graduate initiatives must emanate from the faculty; oversight is “our responsibility.”

Tom noted that in the past year, the Council’s work tended to be reactive in nature. Chris added that we could become proactive as well, especially as possibilities may develop for multiple campuses to host components of graduate programs (such as system-wide graduate programs with faculty involvement on our campus).

### **New Business: Catalog Changes in November**

Donna said that this is a window of opportunity for graduate academic programs at USF St. Petersburg to submit changes for the 2009-2010 academic year. The process starts next month, with the Graduate Council having a role to review changes before they move on to the Board of Trustees. Donna will coordinate contacts with graduate advisors to learn about proposals.

Chris added that although we try to inform them broadly on many topics, the USF St. Petersburg Campus Board of Trustees deals primarily with financial oversight. With the USF System-level Graduate School coordinating across the campuses, substantive changes to the curriculum are approved by the University Board of Trustees, first through the ACE workgroup, then the full board. At the master’s level, BOT approval is alone sufficient; for doctoral programs, final authority rests with the Florida Board of Governors that oversees the state university system. For clarification purposes, Donna and Chris informed those in attendance that *substantive* changes required BOT approval, while *non-substantive* changes may be inserted without such approval providing that the Graduate Council and administration have approved. We must error on the side of caution, however, to get a clear answer about whether a change is substantive or not if any gray areas or uncertainties exist.

### **Adjournment**

The next agreed-upon meeting takes place on Thursday, 13 November 2008, at 10:00 am. We may elect to reschedule or postpone this meeting depending on the scope of the agenda or new business. Jim will reserve the Library Conference Room.

With no additional business, the meeting adjourned at 10:44 am.

Respectfully submitted,

Jim Schnur