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12-1-2011

## Graduate Council Meeting : 2011 : 12 : 01

Graduate Council

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**MINUTES**  
**Graduate Council USFSP**  
**Thursday, Dec. 1, 2011**  
**Meeting Called to Order at 2:06 pm**

Meeting Called to Order at 3:35 PM

**Members Present:** Tina Neville – Chair, Kate Barker, Kim Stoddard, Lisa Starks-Estes (via phone), Donna Knudsen (Ex-Officio)

**Members Absent:** Veronica Carroll (Graduate Student member)

**Guest:** Jasmine James (Graduate Recruiter, College of Arts and Sciences), Jamie McHale (via phone)

**I. Overview of Agenda Items**

- A. Approval of meeting minutes
- B. Discussion and vote on the M.A. Psychology proposal

**II. Agenda Items**

- A. Approval of the previous minutes were postponed to a later date
- B. Discussion and vote on the Master's degree in Psychology  
All changes recommended by the Graduate Council at the previous meeting were made to the proposed program and the updated program proposal was submitted to the Graduate Council to be reviewed at today's meeting. Jasmine James and Jamie McHale verified these changes and the following highlights were discussed.
  - 1) Dr. McHale indicated that 4 letters of support for the new Master's program are now included as part of the proposal.
  - 2) Dr. McHale reiterated the collaboration between the USFT program and the USFSP program including the component of 8 common courses to be offered at either USFSP or USFT upon prior approval of both the program and the faculty member teaching the course.
  - 3) Dr. McHale explained that the proposed program is the only terminal Master's degree in Psychology in the USF system. USF Tampa has a Master's degree in Psychology that is enroute to a Ph.D. in Psychology but does not offer a terminal Master's degree in Psychology.
  - 4) Dr. McHale further explained that he has discussed the proposed program with the Dean at UWF and the Dean indicated that the proposed Master's degree is not a threat to the enrollment at UWF.
  - 5) Dr. Starks-Estes asked if any entry level courses could be taken by students in an interdisciplinary program and Dr. McHale explained that this option is available for the occasional student that might make such a request.
  - 6) The course syllabi were discussed and Tina Neville, Chair of the Graduate Council indicated that all syllabi now included the changes recommended by the Graduate Council. Discussion ensued regarding the syllabi and the recommendation was made that all syllabi be checked for consistency in language between the course approval form and the actual syllabi.

Discussion continued on whether courses must have prerequisites and it was determined that it is up to the individual program and faculty teaching a course to specify whether courses are restricted to only graduate students thus it is possible to have a course without a required prerequisite. A recommendation was made that this information be stated on all syllabi.

All recommendations on the syllabi that resulted from the previous Graduate Council review had been completed and specific recommendations were made at the meeting for the following syllabi:

A recommendation was made that the courses PSY 6217 (Research Methods and Measurement ) and PSY 6218 (Graduate Research Methods) need consistent verbiage on the syllabi and the proposal form. It was further recommended that the standard university information needed to be added to the course syllabi.

It was suggested that the information be added to the two syllabi above indicating that the newly hired instructor will be developing and implementing the two courses noted above and once hired will be responsible for developing the syllabi more fully. It was recommended that the outcomes should indicate program expectations and the newly hired instructor may add additional outcomes. It was further suggested that the connection between the learning outcomes and the qualifying exam for the students needs to be made very clear.

Jamie McHale noted that concurrence of the program with USF Tampa was reached via email sent by Jamie to the Chair of Psychology at USFT. A document was then signed verifying that there are no concurrence issues. It was suggested that the email from the Chair of Psychology be copied and included with each signature page for each course.

An additional recommendation was made to review all syllabi for consistency between the Curriculum Approval form and the syllabi. Jamie McHale and Jasmine James will work with Donna Knudsen to ensure that these items are consistent before moving on to the next level of approval.

It was recommended that for the course entitled Developmental Disabilities, the terminology of “mental retardation” and “learning disorders” be checked for more current terminology of “intellectual disability” and “learning disability.”

It was determined that for the course entitled, Topics in Social Psychology, needs to be verified in the state system to determine if the course will be submitted as a new course proposal or an existing course. Note: although the course has been offered recently as part of the program at USF Tampa, it does not appear in the State Course Numbering inventory for the USF System – either as an active or inactive course.

- 7) After a review of the proposal, a motion was made by Kate Barker and seconded by

Lisa Starks-Estes, that the Proposal for the Master's degree in Psychology be approved having found no substantive issues and with an understanding that all suggested edits noted above will be made. The motion passed unanimously.

- 8) A further motion was made by Lisa Starks-Estes and seconded by Kate Barker that the courses within the Master's degree in Psychology program be approved having found no substantive issues and with an understanding that all suggested edits noted above will be made. The motion passed unanimously.

**I. Announcements**

- A. Next meeting is tentatively scheduled for Jan.19, 2012 at 2:00 pm.

**The Meeting was adjourned at 3:32 PM**