GRADUATE POLICY COMMITTEE
MINUTES
April 5, 1999

MEMBERS PRESENT:
Karen Laughlin, Chair, English
Alan Mabe, Graduate Studies
Steve Edwards, Dean of the Faculties
Tonya Harris, Nursing
Jarrett Oeltjen, Law
Kathleen Erndl, Religion
Rajendra Arora, Elect. Eng.
Tom Vickers, Chemistry
Neil Abell, Soc. Work
Patty Phillips, Dance
Emily Haymes, Human Sciences
William Landing, Oceanography
George Bates, Biology
Billy Close, Criminology

ALSO PRESENT:
Donna Wieckowicz
Ralph Berry
Helen Livingston
John Kelsay

The meeting was called to order at 3:35 P.M. Ms. Laughlin informed the committee that she had just that day become aware that the Religion report did not include the input of two members, the departmental faculty representative and the graduate student representative from the department. She recommended that the report be sent back to the full review committee for discussion and possible revision, and be placed on the agenda for review by the GPC as early as possible in the Fall Semester.

It was moved by Ms. Harris and seconded by Mr. Vickers to postpone the review of Religion until early Fall Semester to allow the review subcommittee time to reevaluate the report. Passed

It was also suggested that the Religion department consider replacing the fifth member of the review committee with a non-GPC member from the department. The present member was appointed to the Religion review committee prior to being appointed to the GPC. The committee also discussed the possibility of approaching a third external reviewer. Since one of the external reviewers previously enlisted subsequently chose not to write a review, the committee only received two letters. Mr. Ralph Berry, chair of the Religion review subcommittee, informed the GPC that the two external reviews were sufficient for the committee to get a concise picture of the program from outside sources. He added that the external reviewers remarked that they needed more background information on the faculty in the form of a full vita. After a brief discussion the committee felt that at this point, it would not serve any purpose to add a third external reviewer.

It was moved by Mr. Vickers and seconded by Ms. Haymes to keep the number of external reviewers for the Religion review at two. Passed
Ms. Laughlin then asked the GPC if receiving only the review committee report was sufficient information to evaluate the program. The committee responded that including the letters from the external reviewers, plus pertinent information provided by the department in their internal materials would be helpful. The committee also discussed the content of materials sent to the outside reviewers. Suggestions ranged from including a full vita; developing a form to be more standardized for faculty vita; providing a five year summary, plus complete vita; and including information on library resources and funds spent on library resources. It was also suggested that to avoid the problem of an external reviewer not completing the task, more evaluations than three needed be requested. The committee agreed that full faculty vitae would be sent to external reviewers for next year’s reviews.

The committee then discussed the preliminary plan for doctoral reviews by the GPC for 1999-2000. Ms. Laughlin informed the committee that our review procedure has been on hold awaiting information from the BOR on their new review structure. Ms. Laughlin was informed that the BOR will make that decision sometime during the summer, and most likely will leave the review process up to the universities. Ms. Laughlin then requested input from the GPC on suggestions for setting up the reviews. In response to a question about including master's programs as part of doctoral program reviews, it was pointed out that the GPC is beginning a new cycle of reviews in which doctoral programs are reviewed first, and then free-standing master's programs. The committee considered a suggestion to combine the masters and doctoral reviews, but it was pointed out that a high quality doctoral program most likely has an excellent master's program. This process would also cause more work for the review committees, and place less focus on the doctoral program. It was then suggested that the review process could include comments from the program on the relationship between the master's and doctoral program. This question was included in the previous review procedures, but is less clearly spelled out in the new procedures. The idea of reviewing programs by discipline areas or colleges was also discussed. The committee decided this could present several problems: the possibility of stimulating undue competition for funding among related programs, the timing problem of requiring recently reviewed programs to be reviewed too soon, and the difficulty of finding willing and qualified faculty to serve on review committees if all of them were concentrated in a particular area. It was agreed that a tentative plan for potential program reviews could be established and placed on hold until the BOR gives FSU their schedule. Ms. Laughlin advised the committee that a plan for next year's reviews will be discussed at the April 26th meeting.

Mr. Mabe then presented to the committee for discussion the PIMS academic standards. It was pointed out that PIMS has a different academic standard than FSU. FSU stipulates that if a student falls below 3.0 they are placed on probation, while PIMS places students on probation if they fall below 2.8. A problem occurred when a PIMS student was placed
on academic probation by FSU for going below 3.0, but was not below 2.8. Ms. Livingston, Assistant Director for Student Affairs at PIMS, also informed the committee that if a student receives a grade of D or F, no matter what their overall GPA, the student may be required to repeat the entire year.

It was moved by Ms. Harris and seconded by Mr. Bates to permit the PIMS program to adhere to their program's current academic probation standard of a 2.8 GPA. Passed

Mr. Mabe presented to the committee for discussion a policy on provisional admission as it relates to the Master's program in Communication Disorders. This is a program for updating credentials of school teachers in Tallahassee and Pensacola. Several of the students are enrolled as provisional students. This is a part-time program, so it takes two terms to complete 9 hours, whereas the current policy on provisional admission requires completion in one semester of 9 hours with a 3.0 GPA. The committee asked if this is a distance learning program at the graduate level. Mr. Mabe advised that the Pensacola group could be considered distance learning. A discussion ensued regarding problems associated with a revision of the provisional admission policy and that exceptions could be authorized on an ad-hoc basis by the Dean of Graduate Studies. It was noted that new distance learning programs, or existing programs when taken off campus, must be presented to the GPC for review. The committee agreed to table the issue of provisional admission until Communication Disorders presents a general description of the program to the GPC.

Meeting adjourned at 4:55 P.M.