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Date: Wednesday, September 25, 2019

Location: ITE Building, Conference Room 336

Subject: Graduate Faculty Council (GFC) Meeting Minutes

Attendees: Hector Aguila, Mary Anne Amalaradjou, Richard Anyah, Marina Astitha, Janet Barnes-Farrell (Alternate), Gerardo Blanco, Christopher Blesso, Daniel Bolnick, Karen Bresciano (*Ex Officio*), Preston Britner, Sandra Chafouleas (Alternate), Yongku Cho, Kenneth Couch, Jose Cruz, Caroline Dealy, Anne Delany, Amanda Denes, Ray DiCapua (Alternate), Jennifer Dineen, Jeffrey Dudas, Eliane Dutra (Alternate), Niloy Dutta, Megan Feely, Victoria Ford Smith, Jon Gajewski (Alternate), Susan Glenney (Alternate), David Gregorio, Martin Han, Amir Herzberg (Alternate), Kent Holsinger (*Ex Officio*), Michelle Judge, Min Seong Kim (Alternate), Todd Kravet, Barbara Kream (*Ex Officio*), Julia Kuzovkina (Alternate), Elaine Lee, Jacqueline Loss, Charles Mahoney (Moderator), Samuel Martinez, D. Betsy McCoach (Alternate), William Ouimet, Barbara Parziale (*Ex Officio – Secretary*), Dan Pejril, Heather Read, Victoria Robinson, Kathy Segerson (*Ex Officio*), Anji Seth, Helena Silva, Prabhakar Singh, David Solomon, Tammie Spaulding (Alternate), Ron Squibbs, Matthew Stuber (Alternate), Steven Szczepanek, Damaris Thuita (GSS), Charles Towe, Anastasios Tzingounis, Mark Urban, Penny Vlahos, Bing Wang, Xiaojing Wang, Edward Weingart, Andrew Wiemer, and Suzanne Wilson.

Absent: Zeljko Boskovic, Anna Dongari-Bagtzoglou, Valerie Duffy, Lewis Gordon, Nicole Landi, Nancy Naples, Sherri Olson, Cristian Schulthess, Richard Sosis, Gregory Sotzing, Jiong Tang, and Judith Thorpe (sabbatical).

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1. Agenda item number one (1) – Call to order. The meeting of the GFC for September 25, 2019 was called to order at 3:02 pm.
  2. Agenda item number two (2) – Welcome and Introductions. Dean Holsinger welcomed the council to the first meeting of academic year 2019-2020. Members made self-introductions.
  3. Agenda item number three (3) – Approval of Minutes. The minutes of the April 17, 2019 meeting of the GFC were presented. There was a motion to accept the minutes offered, which was seconded and the motion was adopted in favor by all members present. **Agenda item number three (3) was passed unanimously without dissent on a voice vote.**
  4. Agenda item number four (4) – Selection of Moderator.
    - a. Charles Mahoney has once again been approved as the moderator for the GFC.
  5. Agenda item number five (5) – Announcements from the Dean.
    - a. Koyel Sen is the nominee from The Graduate School for the Three Minute Thesis Competition (3MT). Please view the website and vote for the presentation you like best.

- b. Graduate student enrollment is up. Enrollment in September 2018 was 6,761. In September 2019 Graduate student enrollment is 6,863.
  - c. Two additional volunteers are needed to work with the University Senate Scholastic Standards on regarding grades of A and A+.
6. Agenda item number six (6) – Election to the Executive Committee.
- a. Currently the Executive Committee is made up of 5 elected members and 4 appointed members. The proposal is to change this to 6 elected members and 3 appointed members. Since the term for membership is 3 years, this would allow for two elected and one appointed member to rotate out each year.
  - b. There will be an upcoming election for new members for the Executive Committee.
7. Agenda item number seven (7) – Report from the Graduate Student Senate. The GSS had not yet met so there was no report.
8. Agenda item number eight (8) – New business. Proposed amendments to the GFC by-laws presented for discussion.
- A. Revision of The Graduate School By-laws. Summary of proposed changes:
- a. **Updating:** The by-laws have been updated to reflect changes that have occurred since the original by-laws were passed 30 years ago. These include changes in the administrative structure of the University (including the structure of TGS and the Research Foundation), the jurisdiction of TGS, the state-level process regarding approval of new graduate programs, and the duties/functions of the Graduate Faculty Council and the Executive Committee.
  - b. **Appointments to the Graduate Faculty:** The current by-laws do not state specific criteria for appointment to the Graduate Faculty, saying simply that they must meet criteria “set by the Graduate Faculty Council.” At this point no explicit criteria have been approved and documented. The proposed by-laws specify criteria for appointment to the Graduate Faculty, effectively codifying current practice regarding such appointments. These criteria include the “additional criteria of scholarship and productivity” that has been required to serve as doctoral major advisors. In addition, the statement that appointments are for a “fixed period of time” and “renewable” has been eliminated. This is apparently never done in practice (appointments are not reviewed once they are made). However, the additional criteria for serving as a doctoral major advisor require maintained “scholarly or creative accomplishment or successful doctoral student mentoring and training.”
  - c. **Representation on the Graduate Faculty Council (GFC):** Under the current system representatives are appointed by “content area”, which is a vague, undefined concept, and representation is “proportional”, i.e., based on size (without clear guidance on which departments should have two members). Under the proposed change, representation would now be by department or “unit” (mainly for interdepartmental/interdisciplinary programs), with one representative per department/unit.

- d. **(S)election to the GFC:** The current by-laws have a process, run by TGS, for electing members of the GFC. This is extremely cumbersome and in practice departments have effectively been determining who they want as their representative anyway. The proposed by-laws would replace TGS-run elections with a system under which departments/units would be allowed to choose their representative in any way that they want.
  - e. **Terms for GFC members:** Formal terms would be eliminated, since a department/unit would simply indicate each year who its representative for the upcoming year would be. Again, this change mainly reflects what is often done anyway.
  - f. **Composition of Executive Committee (EC):** Under the current system the EC is comprised of nine individuals, five elected and four appointed by the Dean of TGS. The odd number of elected members makes the “rotation” very awkward and confusing. Under the proposed by-laws the EC would still be comprised of nine individuals, but this would include six elected and three appointed by the Dean. This would allow for an easier rotation of three year terms for the elected people, with two people rotating off each year.
- B. Proposal regarding clarification of the credit sharing rule. (Amendment to VII.B.a)
- a. Except in the case of officially approved dual degree programs or as explicitly allowed below, the same course may not be used for credit toward more than one degree.
  - b. Up to 12 credits of graduate coursework taken while a student is an undergraduate at the University of Connecticut and used to meet the student’s undergraduate degree requirements may also be used toward meeting the requirements for a graduate degree or certificate program, provided (1) the courses are required courses for that graduate degree or certificate program (i.e., they are not electives), or (2) the courses have been approved for credit sharing for that graduate degree or certificate program by the Executive Committee of The Graduate School. These credits would not be counted as transfer credits for purposes of these by-laws and hence would not be subject to the restrictions on transfer credits described below.
  - c. Dual degree programs provide the opportunity for a student to pursue work toward two degrees simultaneously and often involve the sharing of a limited and specified number of course credits between the two degrees. These programs (and the associated credit sharing) must be approved by Executive Committee of The Graduate School.
  - d. If a student earns a certificate and is subsequently admitted to a related graduate degree program, all credits from the certificate may be counted toward the graduate degree, subject to the approval of graduate program faculty in that program.
  - e. In certain cases where the appropriate programs have obtained specific prior approval, one three-credit course may be used simultaneously to satisfy course requirements in two different certificate programs.

- C. Proposal regarding extension of time limits for part-time programs. (Amendment to VII.G.a.1)
- a. The student is expected to complete all requirements for the degree within a moderate span of time to assure continuity and adequate familiarity with developments in the field of study. The following time limits apply:
    - i. All work for the master's degree must be completed within six years from the beginning of the student's matriculation in the master's program, with the following exception. For part-time master's programs approved by the Executive Committee, the allowable time limit will automatically be extended by one semester for each additional 3 credits of coursework required beyond 33 credits.
    - ii. All work for the Ph.D. and Doctor of Musical Arts degrees must be completed within eight years of the beginning of the student's matriculation into the doctoral program.
    - iii. A student may enroll in a certificate program on either a part-time or a full-time basis. Students must complete the requirements for the certificate within three years of initial enrollment, or, for students who enroll in a certificate program while they are also pursuing a graduate degree at the University of Connecticut, within one year of either (1) the time the degree is awarded, or (2) the time allowed to complete that degree, if the student does not complete the degree within that timeframe. In all cases, with the approval of the Executive Committee of The Graduate School, programs can specify shorter time limits for completion of certificate programs.
    - iv. If a student earns a certificate and is subsequently admitted to a related graduate degree program, the terminal date associated with the degree will be determined using the date of the first certificate class as the initial date of enrollment for the degree.
  - b. Except when a waiver is explicitly granted by the Dean of The Graduate School, all coursework (including coursework taken prior to matriculation) that is included on the student's final Plan of Study must be within the above time limits. Failure to complete the work required for a degree or certificate within the periods specified or failure to maintain registration in each semester will require re-evaluation of the entire program and may result in a notice of termination.
  - c. An extension of the student's terminal date is considered only when there is substantial evidence that the student has made regular and consistent progress toward completion of program requirements. A detailed recommendation to extend the terminal date must be signed by the major advisor and submitted no later than one month before the student's current terminal date to the Dean of The Graduate School for approval.
  - d. If an extension is granted, it establishes a new terminal date for the student.

D. Proposal regarding transfer credits.

*Section VII.C.a-c: Use of Transfer Credits*

- a. Degree Students: Subject to the restrictions described below, students in a graduate degree program may apply a limited number of credits taken at the University of Connecticut prior to admission to the program or taken at another university (either prior to admission or after matriculation) to meet requirements for their graduate degree. Such credits may account for up to 25 percent of the credits required for a master's degree, provided the courses are at the graduate level. Up to ~~12 credits of University of Connecticut non-degree courses and up to~~ 30 credits of graduate-level coursework completed at other institutions may be used to meet the requirements of a doctoral degree.
- ~~b. Certificate Students: Subject to the restrictions described below, students in certificate programs may use up to six credits of advanced coursework taken at the University of Connecticut prior to admission to the program to meet the requirements of the certificate program. Certificate students may not use courses completed at other institutions to satisfy requirements for a University of Connecticut certificate program.~~
- c. To be accepted as transfer credits from another university and used to meet degree program requirements, those credits taken prior to enrollment in a given program, whether taken at the University of Connecticut or elsewhere, must satisfy the following minimum requirements:
  1. The course must be at the appropriate level and offered by an accredited institution;
  2. The grade earned in the course is "B-" or higher;
  3. The course is within the time limit for completion of the program requirements;
  4. The credits must be approved by the student's major advisor and by the Dean of The Graduate School; and
  5. The credits have not been applied toward any other degree, at the University of Connecticut or elsewhere (already completed or to be completed in the future).
- d. Certificate students may not use courses completed at other institutions to satisfy requirements for a University of Connecticut certificate program.

*Section VII.A.d-e: Credits*

- a. Master's programs: A Master's degree program represents the equivalent of at least one year of full-time study beyond the baccalaureate (or its equivalent). A minimum of 30 credits are required for a master's program, though some programs may require more. Master's degrees may be earned under either of two plans, as determined by the advisory committee. The Thesis plan emphasizes research activities while the Non-Thesis plan requires comprehensive understanding of a more general character and may culminate in a final Research Project. The Thesis plan

requires no fewer than 21 credits of advanced coursework and no fewer than nine additional credits of Master's Thesis Research ([GRAD 5950](#) or [5960](#)), as well as the writing and oral defense of a thesis. The Non-Thesis plan requires no fewer than 30 credits of advanced coursework. In addition, some programs require a comprehensive final examination.

- b. Doctor of Philosophy programs: The Doctor of Philosophy (Ph.D.) requires a minimum of 30 credits of content coursework beyond the baccalaureate (or its equivalent) or at least 15 credits of content coursework beyond the master's degree or other advanced degree in the same or a closely-related field of study (exclusive of any required Related Area), as well as satisfactory completion of at least 15 credits of GRAD 6950 (Doctoral Dissertation Research) or GRAD 6960 (Full-Time Doctoral Dissertation Research). Some programs also require a foreign language or related area (see Section VII.D). The degree will be conferred only after the advisory committee and the Graduate Faculty are convinced that the student has developed independence of judgment and mature scholarship in the chosen field.
- c. Master's degrees for doctoral students: Students admitted to study for the degree of Doctor of Philosophy may earn a Master of Arts or Master of Science degree, if one is offered specifically in their field of study, under either the Thesis or the Non-Thesis Plan. Students may also apply for this degree if they have on file a fully approved Ph.D. Plan of Study including at least 30 completed credits of suitable content coursework taken at this University and have passed a master's final examination. They also may apply for this degree if they have completed at least 30 credits on an approved Ph.D. Plan of Study, have passed the doctoral General Examination, and have been recommended by their major advisor or by the Dean of The Graduate School for award of the master's degree.
- d. Students in graduate degree programs may include on their final Plan of Study up to 12 credits of advanced coursework taken at the University of Connecticut either as an undergraduate or a non-degree student, provided those courses were either (a) not used toward another UConn degree, or (2) were approved for credit sharing under Section VII.B.
- e. Certificate programs: Graduate certificate programs typically consist of 12 to 15 credits of required coursework. In a small number of cases where detailed justification has been provided, a certificate program may require as few as nine credits. Students in certificate programs may include on their final certificate Plan of Study up to six credits of advanced coursework taken at the University of Connecticut either as an undergraduate or a non-degree student.
- f. The courses used by a student to complete all requirements for graduate degrees and graduate certificates shall consist largely of courses at the 5000 level or above. A limited number of credits at the 3000 or 4000 level (not more than six) may be used to meet requirements for graduate degrees.
- g. Course credit by examination is not allowed as a means of accumulating credits to meet the requirements for advanced degrees.

*Section III.M: Completion of Undergraduate Work in Progress*

- a. Applicants admitted on the basis of an expected baccalaureate or graduate degree at the University of Connecticut or elsewhere must have completed all requirements for that degree prior to beginning their graduate program.
- ~~b. When a University of Connecticut senior planning to enter The Graduate School has less than a full course load remaining to complete the undergraduate degree, the student may take advanced courses along with the remaining undergraduate courses and may count up to six credits of those advanced courses toward the graduate degree provided: (1) the work is completed with grades of "B" or above; (2) the student is later admitted to Regular status in The Graduate School; (3) the work is approved as part of the graduate Plan of Study; and (4) the work was not counted toward the baccalaureate degree. Notwithstanding item 1 above, satisfactory grades on a University of Connecticut transcript graded with S/U grading basis may be accepted as transfer credits.~~

*Section VII.B.a: Credit Sharing Language*

- a. Up to 12 credits of graduate coursework taken while a student is an undergraduate at the University of Connecticut and used to meet the student's undergraduate degree requirements may also be used toward meeting the requirements for a graduate degree or certificate program, provided (1) the courses are required courses for that graduate degree or certificate program (i.e., they are not electives), or (2) the courses have been approved for credit sharing for that graduate degree or certificate program by the Executive Committee of The Graduate School. ~~These credits would not be counted as transfer credits for purposes of these by-laws and hence would not be subject to the restrictions on transfer credits described below.~~