

USF ST. PETERSBURG
GRADUATE COUNCIL MEETING
THURSDAY, March 18, 2010

CALL TO ORDER

The meeting was called to order by Chairperson, Michael Sampson (COE) at 11:00 a.m. in COQ 201

Attending were: Jerry Lander (COB), Michael Sampson (COE), Donna Knudsen (Graduate Studies), Jim Schnur (LIB), Deni Elliott (COA)

Regrets: Wei Guan (COB) Sabbatical; Bonnie Braun (COE); Monica Postelnicu Ancu (CAS)

Guest: Ernie Gonzalez, Ph.D., Director, Office of Institutional Research, Planning and Effectiveness. Ernie was representing the Planning, Budget and Effectiveness Committee (PEBC)

APPROVAL OF MINUTES FROM FEBRUARY 25TH MEETING

After review, the Council accepted the minutes as presented for February 25, 2010 on a unanimous voice vote. Jerry will submit these minutes for placement on the webpage to Donna Knudsen, Director of Graduate Studies and to Brianne Reck, President of the Faculty Senate.

NEW BUSINESS

Program Review (ALCs)

Ernie Gonzalez discussed the development of Academic Learning Compacts. In 2004, the Florida Board of Governors resolved that universities, through their boards of trustees, will establish guidelines and procedures for the development and implementation of Academic Learning Compacts to ensure student achievement in baccalaureate degree programs in the State University System (see #PG 05.02.15). In accordance with state and regional policies, USF St. Petersburg (USFSP) has advanced a program of student learning outcomes assessment since 2001. In 2005, USFSP initiated Academic Learning Compacts as its primary academic assessment mechanism to be used for all degree programs.

The ALCs articulate a mission statement for each degree program in support of their college's mission. These documents identify expected program outcomes, describe assessments that gage these outcomes with clear criteria of success, and follow these assessments with reports recording the use of results for improvement of the program. The ALCs serve to state and openly communicate each program's goals, objectives, assessments, and developmental strategies. The Academic Learning Compacts at USFSP provide strategies and processes for assessing student learning in content/discipline skills, communication skills, critical thinking skills, and civic engagement.

The Planning, Effectiveness and Budget Committee (PEBC) conducts annual reviews of ALCs. Each spring the PEBC provides feedback to the chair/coordinator of each academic program area with recommendations for changes to be made the following academic year beginning in the fall semester. Each spring, it is the responsibility of the program chair/coordinator to initiate and coordinate conversations with program faculty and 1) make changes to their ALCs for the following academic year, 2) provide a summary statement about their program as a whole, and 3) obtain sign-off by their respective college deans. Original copies of materials that are referenced in a checklist are to be kept on file by the academic program areas.

Ernie suggested the possibility of the Graduate Council coordinating this process and to maintain the documents in one place. In other words, centralize the process for Graduate Programs under the jurisdiction of the Graduate Council. Much discussion ensued. It was concluded that it was not in the charge of the Graduate Council to oversee the process (please see "Review of Charge" in our October 15, 2009 minutes). The role of the Graduate Council is one of broad stewardship. The Provost can request that the Graduate Council review and advise on the status of a particular program.

The PEBC will continue to conduct and coordinate the annual reviews of ALCs. However, a signed copy of each program review signed by the Program Coordinator or Chair and by the Dean of the respective colleges will be maintained in the office of the Director of Graduate Studies (Donna Knudsen). Also, copies of the results of specific accreditations by outside agencies such as NCATE, AACSB, and ACEJM will be maintained in the Director of Graduate Studies office.

Graduate Studies Open House

Donna Knudsen announced that the first “Graduate Studies Open House” will be held Saturday, April 10th. She asked that the members of the Graduate Council promote it within their colleges and encourage undergraduate students to attend. She also suggested that current graduate students attend to mix and mingle with potential graduate students. Application fees will be waived for students attending the event.

Processing of New Courses

Michael Sampson reported on a recent meeting with Norine Noonan regarding the processing of new courses for USFSP. The processing of new courses goes through USF Tampa and it seems like they fall into a black hole and do not get processed. Now that Linda Crossman is our Registrar the process has improved for undergraduate courses. Linda is going to try to establish access to the state numbering system directly from our campus. This would help the process for both undergraduate and graduate courses.

Next Meeting

Our next regular meeting is scheduled for Thursday, April 15th at **10:30 AM** in COQ 201.

Chris Meindle (CAS) and Deanna Michaels (COE) will present requests for changes in their respective Masters programs on April 15th in COQ 201.

ADJOURNMENT

The meeting was adjourned at 12:15 AM.

Respectfully submitted,

Jerry Lander