Florida Gulf Coast University  
Graduate Affairs Team  
Minutes from the Meeting  
October 12, 2011 10-11:30 WH227

<table>
<thead>
<tr>
<th>In Attendance</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Cathy Duff (AA)</td>
<td>Harvey Heckes (CPS)</td>
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<td>Claude Villiers by phone (ENG)</td>
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<td>Tina Gelpi (CHP)</td>
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<td>Mary Kay Hartung (Library)</td>
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<td>Jaffar Ali Shahul-Hameed (CAS)</td>
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<td>Greg Tolley (Director, Graduate Studies)</td>
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<td>Tom Valesky (COE)</td>
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<td>Arthur Rubens (BUS)</td>
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1. Introductions. Claude Villiers phoned in but did not attend entire meeting due to poor telephone connection.
2. Meeting was called to order by Howard Smith, Senate Executive group.
3. Smith reviewed new Senate forms for team reporting, team responsibilities including monthly reports and an annual report of activities, organizational support from Senate, and role of Team Senate Liaison. C. Villiers is a Senate member and will be asked to be GAT Senate Liaison [He subsequently agreed.]
4. GAT organizational issues. T. Gelpi as previous Chair conducted the meeting. J. Shahul-Hameed agreed to serve as Chair with help from all Team members, especially returning members for continuity.
   It was stated that G. Tolley attends Senate as ex officio and will help represent decisions and issues emanating from GAT. Team members other than the Chair will rotate duties as recorder.
   **Meetings schedule:** T. Gelpi will email Team members to seek a better meeting time. (J. Shahul-Hameed teaches at this time.) Meetings may take place twice monthly at first, as the Team agenda is formulated with issues coming from the Graduate Studies Office or Senate.
   **Discussion:** New position Assoc. V.P. for Research and Graduate Studies is currently advertised, closing date Nov. 1, 2011. No Search & Screen committee appointed yet. T. Valesky suggested there is a role for GAT in the Search process.
5. Old Business:
   a. GAT-approved policy and bylaws changes before submittal to Faculty Senate (Informational). Tolley distributed items **that GAT had approved last AY** and that will go before Senate:
      **General Graduate Academic Policy (GGAP) changes:**
      (1) GGAP document. B. Student Admission. 5. & 6. Applying graduate courses taken while an undergraduate to Graduate degree. G. Tolley will reword B. 5 regarding 9 credit hours and 12 credit hours for clarity.
      (2) GGAP B. General Degree Requirements. 1. Master’s Degree, 2. Ed. S., and 3. Doctoral Degree Requirements: Sec. a in each of 1-3 changed to “... another regionally accredited college or university into the graduate college program at FGCU. Transfer courses must be applicable toward the graduate degree begin sought at FGCU, should be considered current with respect to the field of study, and must be approved by the college dean( or designee).”
Sec. c in each of 1-3 changed to “all credit hours (excluding transfer credits) earned within the last seven(7) academic years prior to graduation.”

(3) GGAP Appeal Reconsideration for Admission. G. Tolley brought proposed change, but Team decided that coordination with previous GAT attempted language regarding a process for Appeals of Admission Denials and with proposed Senate bylaws change be made. MK Hartung located 2009 GAT draft and minutes related to a Graduate Student Appeal Process. (Draft & Minutes April 21, 2009 – attached to these minutes)

(4) GGAP I. A. 1. C. “A graduate degree from a regionally accredited institution or non-U.S. equivalent institution. Same change to GGAP II. B. 1. Master’s, 2. Ed. S, and 3. Doctoral. (G. Tolley to check “foreign v.s “U.S.” with International Studies.)

(5) Senate Bylaws Change: related to graduate students appeals. (Postponed for clarification and coordination with other policies. G. Tolley to review.)

b. 10% admission exception regulation (information only). On 8/14/11 B.O.T. amended FGCU Regulation PR3.005 adding “C. Exceptions to the Above Requirements “ describing the University’s 10% rule for allowing up to 10% of total graduate admissions for applicants not meeting the minimum University requirement for admission, under prescribed circumstances. GAT Team members noted that other documents related to graduate student appeals for reconsideration of application denials should conform to this policy change. G. Tolley to review with Vee Leonard.

c. New process for reviewing program-level changes in graduate policy. G. Tolley distributed April 2011 flowchart approved by Provost for University decision-making on proposed program-level graduate policy changes.– item postponed until next meeting.

6. Adjourned at 11:50 p.m.

Next meeting: TBD

Minutes recorded by M.K. Hartung