

Hydrologic Sciences Academic Cluster Meeting Minutes

January 21, 2014

1:00 PM – 2:30 PM, 122 Rogers Hall

**From:** Graham, Wendy D.

**Sent:** Wednesday, March 05, 2014 2:00 PM

**To:** Kaplan, David A; Jawitz, James W

**Cc:** Martinez, Christopher J; Adams, Damian C.; Boyer, Treavor H; Henson, Wesley R; Motz, Louis H; Garvin, Mary E; Graham, Wendy D.

**Subject:** Final HSAC Course List and By-Law revisions.

Hi Everyone,

Attached please find the final HSAC course revisions that everyone reviewed and approved after our meeting in January. **Mary could you please update the website with these.**

Also attached are the proposed revisions to the by-laws that clean up some of the student plan of study and petition approval procedures and create a formal Student Representative Elect to help smooth the transition between Student leaders. **Chris could you please review the proposed by-law revisions, edit that as you see fit, and let Mary know when you are ready for her to set up the qualtrix survey for members to vote on.** By-law changes have to be approved by a majority of ALL faculty HSAC members.

Thanks

Wendy

### Degree Information:

The cluster is available to both ~~Masters-S-~~ and Ph.D. degree students. The programs require graduate students to complete a core curriculum in Hydrologic Sciences, which comprises courses in the following six Topics: (1) Subsurface Hydrology; (2) Surface Hydrology~~y-~~; (3) Hydrologic Chemistry; (4) Hydrologic Ecology; (5) Hydrologic Analysis & Techniques; and (6) Hydrologic Policy & Management.

#### Core Curriculum:

~~M.S.-Masters~~ students will be expected to complete 12 credit hours by taking one subsurface hydrology course from Topic 1 and one surface hydrology course from Topic 2, and at least one course in two of the four remaining Topics. Ph.D. students will be expected to complete 18 credit hours by taking one course in each of the six Topics. Although some courses ~~may be~~ listed in multiple topic areas, no course can simultaneously count toward more than one topic area in a student's plan of study. Courses must be from at least 2 different departments.

This core curriculum requirement ensures that graduate students receive broad training in all aspects of Hydrologic Sciences, but it is flexible because students will be able to select among several designated courses in each of the six Topics.

Both ~~M.S.-Masters~~ and Ph.D. students are expected to regularly attend the Water Institute Distinguished Scholar -Seminar Series in addition to their core courses.

Petitions for variances from the published HSAC course guidelines must be submitted by the student's major advisor to the Chair of the HSAC. The Chair will then send out the petition by email to the Hydrologic Science Faculty Coordinating Committee for a vote. Upon receipt of a simple majority vote in favor, the petition will be approved.

~~M.S.-Masters~~ students choosing the Plan A (Thesis Option) must have a Supervisory Committee that consists of a minimum of two faculty members. This committee will be chaired by the student's major professor, who must be a member of the Hydrologic Sciences Academic Cluster, and at least one additional faculty member from the Hydrologic Sciences Academic Cluster must be represented on the committee. ~~must present and orally defend a thesis documenting the results of their research (max. 6 credits of Supervised Research or Thesis Research); the Thesis Supervisory Committee must consist of at least two members from the Hydrologic Sciences Academic Cluster.~~ ~~M.S.-Masters~~ students choosing the non-thesis option Plan B (Non-thesis Option) must have a major professor who is a Hydrologic Sciences Academic Cluster faculty member ~~must submit and orally defend a professional paper (max. 3 credits of "Topics in Hydrologic Sciences"), which must be approved by a committee of at least 2 members from the Hydrologic Sciences Academic Cluster.~~ ~~M.S. Students choosing Plan C (Coursework-only Option) must complete 30 hours of courses (12 in the HSAC curriculum as described above), all of which must have letter grades. The major professor of the coursework-only student must be a HSAC faculty member.~~

Ph.D. students ~~must have a~~ are required to take a comprehensive Qualifying Examination prior to admission to candidacy. This exam will consist of written and oral examinations, to be conducted by the Supervisory Committee that consists of a minimum of four faculty members. This committee will be chaired by the student's major professor, who must be a member of the Hydrologic Sciences Academic Cluster, and at least one additional faculty member from the Hydrologic Sciences Academic Cluster must be represented on the committee. ~~Ph.D. degree requirements are fulfilled when a student submits and orally defends a dissertation summarizing scholarly, original, and independent research in Hydrologic Sciences (max. 21 credits of Dissertation Research). The dissertation must be approved by the Supervisory Committee and the UF Graduate School.~~

### Summary of Degree Requirements:

#### M.S. Degree (Plan A; Thesis Option):

|                                     |            |
|-------------------------------------|------------|
| Hydrologic Sciences Core Curriculum | 12 Credits |
| Electives                           | 12 Credits |

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| <u>Thesis Research (XXX6971)</u>                           | <u>6 Credits</u>      |
| <b>TOTAL</b>   | <b>30 Credits</b>     |
| <b><del>M.S. Degree (Plan B; Non-thesis Option):</del></b> |                       |
| <del>Hydrologic Sciences Core Curriculum</del>             | <del>12 Credits</del> |
| <del>Electives</del>                                       | <del>15 Credits</del> |
| <del>Special Topics</del>                                  | <del>5 Credits</del>  |
| <del>TOTAL</del>   | <del>32 Credits</del> |

|   |                   |
|---|-------------------|
| <b>M.S. Degree (Plan C; Coursework only Option)</b> |                   |
| Hydrologic Sciences Core Curriculum                 | 12 Credits        |
| Electives   | 18 Credits        |
| <b>TOTAL</b>  | <b>30 Credits</b> |

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|---|--|
| <b>Ph.D. Degree:</b>                                |  |
| Topic 1 Courses Hydrologic Sciences Core Curriculum | 18 Credits                               |
| Electives   | 33 Credits                               |
| Departmental Electives                              | 12 Credits                               |
| Research  | <u>27 Credits (Max. 21 Dissertation)</u> |
| <b>TOTAL</b>  | <b>90 Credits</b>                        |

**Designated UF Courses in Hydrologic Sciences:**

The designated courses will include the graduate-level courses that are listed and categorized below. Be sure to check the frequency of when courses are offered as many courses are only taught in alternate years. [Please check with the department offering each course to determine whether it is taught by distance education.](#)

[Click here for printable Course Listing](#)

**Topic 1: Subsurface Hydrology**

| <u>Course Number</u> | <u>Course Name</u>                     |
|----------------------|--|
| ABE6265              | Vadose Zone Modeling                   |
| CWR5125              | Groundwater I                          |
| CWR5127              | Evaluation of Groundwater Quality      |
| CWR6525              | Groundwater II                         |
| CWR6537              | Contaminant Subsurface Hydrology       |
| ENV6052              | Immiscible Fluids in Porous Media      |
| GLY5247              | Surface water-Groundwater Interactions |
| GLY5827              | Groundwater Geology                    |
| SWS5605C             | Environmental Soil Physics             |

**Topic 2: Surface Hydrology**

| <u>Course Number</u>                            | <u>Course Name</u>   |
|---|--|
| <a href="#">ABE6254</a> <a href="#">CWR5235</a> | <a href="#">Simulation of Agricultural Watershed Systems</a> <a href="#">Open Channel Hydraulics</a> |
| <a href="#">CGN6905</a>                         | <a href="#">Urban Stormwater System Design</a>   |
| <a href="#">CWR5235</a>                         | <a href="#">Open Channel Hydraulics</a>  |
| CWR6115   | Surface Hydrology  |
| <a href="#">CWR6236</a>                         | <a href="#">Sediment Transport I</a>   |

|                    |   |
|--------------------|---|
| <del>EES6145</del> | <del>Environmental Meteorology and Oceanography</del> |
| ENV6508            | Wetland Hydrology                                     |
| ENV6932            | Storm-water control Systems                           |
| EOC6196            | Littoral Processes                                    |
| <u>ENV6932</u>     | <u>Advanced Environmental Hydrology</u>               |
| <del>EOC6934</del> | <del>Mixing and Transport in Turbulent Flow</del>     |
| <del>FOR5625</del> | <del>Forest Water Resources Management</del>          |
| <del>GLY5247</del> | <del>Surface water-Groundwater Interactions</del>     |
| <del>HOS5616</del> | <del>Agricultural Meteorology</del>                   |
| OCP6050            | Physical Oceanography                                 |
| OCP6295            | Estuarine and Shelf Hydrodynamics I                   |

### Topic 3: Hydrologic Chemistry

| <u>Course Number</u>           | <u>Course Name</u>  |
|--------------------------------|---|
| ABE6266                        | Nanotechnology in Water Research  |
| <u>ECH6726</u>                 | <u>Interfacial Phenomena I</u>  |
| <u>ECH6727</u>                 | <u>Interfacial Phenomena II</u>   |
| EES5245                        | Water Quality Analysis  |
| EES5307                        | Ecological Engineering  |
| EES6208                        | Principles of Water Chemistry I   |
| <del>EES6209</del> <u>6932</u> | <del>Principles of Water Chemistry II</del> <u>Physical and Organic Chemistry</u> |
| GLY5245                        | Hydrogeochemistry   |
| SWS5406                        | Soil and Water Chemistry  |
| SWS5424                        | Soil Chemical Analysis  |
| SWS6262                        | Soil Contamination and Remediation  |
| SWS6448                        | Biogeochemistry of Wetlands   |
| <del>SWS6454</del>             | <del>Advanced Soil and Water Chemistry</del>                                      |

### Topic 4: Hydrologic Ecology

| <u>Course Number</u> | <u>Course Name</u>                                 |
|----------------------|--|
| BOT5695              | Ecosystems of Florida                              |
| EES5305              | Ecology and General Systems                        |
| <del>EES5315</del>   | <del>Ecology and the Environment</del>             |
| EES6308              | Wetland Ecology                                    |
| EES6356              | Estuarine Systems                                  |
| <u>ENV6932</u>       | <u>Wetland Restoration and Management</u>          |
| <u>FAS5203C</u>      | <u>Biology of Fishes</u>                           |
| <u>FAS6154</u>       | <u>Aquatic Invertebrate Ecology and Physiology</u> |
| <u>FAS5276C</u>      | <u>Field Ecology of Aquatic Organisms</u>          |
| <u>FAS6171</u>       | <u>Applied Phycology</u>                           |
| <del>EES6405</del>   | <del>Environmental Toxicology</del>                |
| <u>FAS6932</u>       | <u>Fish and Limnology</u>                          |
| FOR6934              | Ecohydrology                                       |

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| PCB5307                 | Limnology  |
| <a href="#">PCB5338</a> | <a href="#">Principles of Ecosystems Ecology</a> |
| SWS5248                 | Wetlands and Water Quality                       |
| SWS5308                 | Waterborne Pathogens                             |
| <a href="#">WIS6444</a> | <a href="#">Advanced Wetlands Ecology</a>        |

### Topic 5: Hydrologic Analysis & Techniques

| Course Number           | <a href="#">Distance Education?</a> | Course Name  |
|-------------------------|-------------------------------------|--|
| ABE5646                 |                                     | Biological and Agricultural Systems Simulation                         |
| ABE5707                 |                                     | Agricultural Waste Management  |
| ABE6035                 |                                     | Advanced Remote Sensing: Science and Sensors                           |
| ABE6037                 |                                     | Remote Sensing in Hydrology  |
| ABE6252                 |                                     | Advanced Soil and Water Management Engineering                         |
| <a href="#">ABE6254</a> |                                     | <a href="#">Simulation of Agricultural Watershed Systems</a>           |
| <a href="#">ABE6933</a> |                                     | <a href="#">Data Diagnostics</a>                                       |
| CWR6126                 |                                     | Variable Density Groundwater Flow                                      |
| CWR6536                 |                                     | Stochastic Subsurface Hydrology  |
| <a href="#">EES5518</a> |                                     | <a href="#">Environmental Field Methods</a>                            |
| EES6026C                |                                     | Environmental System Dynamics  |
| <a href="#">ENV5518</a> |                                     | <a href="#">Environmental Field Methods</a>                            |
| ENV6511                 |                                     | Biological Wastewater Treatment  |
| <a href="#">ENV6932</a> |                                     | <a href="#">Wetland Treatment Systems</a>                              |
| EOC6850                 |                                     | Numerical Simulation Techniques in Coastal & Oceanographic Engineering |
| GIS5306                 |                                     | GIS applications in Environmental Systems                              |
| GLY6826                 |                                     | Hydrogeologic Modeling   |
| <a href="#">MET5504</a> |                                     | <a href="#">Weather and Forecasting</a>                                |
| <a href="#">MET6752</a> |                                     | <a href="#">Atmospheric Data Analysis</a>                              |
| OCP6168                 |                                     | Data Analysis Techniques for Coastal & Oceanographic Engineers         |
| <a href="#">SWS5721</a> |                                     | <a href="#">GIS in Land Resource Management</a>                        |
| <a href="#">SUR6384</a> |                                     | <a href="#">Airborne Sensors and Instrumentation</a>                   |

### Topic 6: Hydrologic Policy & Management

| Course Number  | Course Name   |
|--|---|
| <a href="#">AEB6413</a>                                    | <a href="#">Ecological Economics: Theory and Applications</a> |
| <a href="#">AEB6453</a>                                    | <a href="#">Natural Resource and Environmental Economics</a>  |
| <a href="#">AEB6483</a>                                    | <a href="#">Natural Resource Economics</a>                    |
| <a href="#">AEB7453</a>                                    | <a href="#">Environmental Economics</a>                       |
| EES5415  | Environmental Health  |
| EES6051  | Advanced Environmental Planning and Design                    |
| <a href="#">EES6318</a>                                    | <a href="#">Industrial Ecology</a>                            |
| EES6934/ <a href="#">SWS5246</a> / <a href="#">WIS6934</a> | Ecosystems of South Florida                                   |
| ENV5075  | Environmental Policy  |

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| ENV6441            | Water Resources Planning and Management                                |
| <del>FOR5615</del> | <del>Forest Conservation Management Policies and Issues</del>          |
| <del>FOR6934</del> | <del>Natural Resource Policy and Economics</del>                       |
| <del>FNR6628</del> | <del>Watershed Restoration and Management</del>                        |
| LAA6382            | Ecological and Environmental Policy                                    |
| LAW 6930           | Wetlands and Watersheds: Science, Law and Policy                       |
| LAW 6930           | Conservation Clinic  |
| <del>LAW6460</del> | <del>Land Use Planning &amp; Control</del>                             |
| <del>LAW6471</del> | <del>Environmental Law</del>   |
| <del>LAW6472</del> | <del>Natural Resources Law</del>                                       |
| LAW6930            | Water Law ( <u>non-Law students check with instructor in advance</u> ) |
| <del>SWS5235</del> | <del>Ecosystems of South Florida</del>                                 |
| SWS5246            | Water Resource Sustainability  |
| URP6421            | Environmental Land Use Planning and Management                         |
| <del>URP6429</del> | <del>Natural Resource Planning and Management</del>                    |
| <del>WEC6934</del> | <del>Ecosystems of South Florida</del>                                 |

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## By-Laws and Guidelines

- Article I Cluster Name
- Article II Purpose
- Article III Faculty Membership
- Article IV Student Membership
  - Section 1 Admission
  - Section 2 Plan of Study
  - Section 3 Graduate Student Funding
- Article V Hydrologic Science Faculty Committee
  - Section 1 Selection and Role of Hydrologic Sciences Faculty Committee
  - Section 2 Meetings and Responsibilities
  - Section 3 Chair
  - Section 4 Chair-Elect
- Article VI Relationships of the HSAC with Discipline Departments
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- Article VII Administrative Procedures
- Article VIII HSAC Policy
- Article IX Amendments and Quorum Policy
  - Section 1 By-laws Adoption
  - Section 2 Amendment Adoption
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  - Section 4 Electronic Voting

### **Article I: Cluster Name**

This graduate studies academic cluster shall be known as the "Hydrologic Sciences Academic Cluster" (HSAC). [Back to Top](#)

### **Article II: Purpose**

The University of Florida academic cluster for graduate studies in Hydrologic Sciences is a unique interdisciplinary program designed to broaden the skills of science and engineering students who are interested in all aspects of water; i.e., occurrence, distribution, circulation, and use on and in earth. Hydrologic Sciences deal with all issues pertinent to both quantity and quality of water. [Back to Top](#)

### **Article III: Faculty Membership**

All interested graduate faculty at the University of Florida are invited to participate in the HSAC. Applicants will be required to apply on-line at <http://www.hydrology.ufl.edu/index.asp> and submit condensed curriculum vitae for inclusion in the collective curricula vitae for the HSAC. The Hydrologic Sciences Faculty Committee (HSFC) will review all applications and approve admission by a simple majority vote. Admission will be based solely upon the demonstrated research and teaching interests of the applicant that are pertinent to the HSAC purpose.

All members shall be accorded full voting privileges, should be available for service upon HSAC committees, and are responsible for ensuring HSAC graduate students' compliance with HSAC academic

requirements and policy. [Back to Top](#)

## **Article IV: Student Membership**

### Section 1. Admission

Graduate students seeking admission into the Hydrologic Sciences Academic Cluster must meet the minimum requirements established by the UF Office of the Registrar, the UF Graduate School, and the department in which the student will receive the graduate degree. Students will not be admitted to ~~the Academic Cluster degree program until after they are admitted by a department participating in the Hydrologic Sciences Academic Cluster and unless~~ one of the Hydrologic Sciences faculty members agrees to be the student's advisor. Applicants are required to apply to the Hydrologic Sciences Academic Cluster on-line at <http://www.hydrology.ufl.edu/index.asp>.

The HSFC may establish additional qualifications for admission into the HSAC program (e.g., adequacy of undergraduate training; GRE scores; GPA, etc.). Students not meeting these requirements may be admitted on a conditional basis, and they will be allowed to make up the identified deficiencies. Graduate students will be admitted into the department in which the student's major professor holds an appointment and are subject to departmental requirements for the given graduate degree. ~~By student's petition and at the discretion of the HSFC, the HSAC requirements may be made flexible enough to allow a student to meet most of the degree requirements of both the host department and the HSAC.~~

The chair of the participating department may choose to limit the numbers of students participating in the HSAC.

### Section 2: Plan of Study

The HSAC students shall be required to complete a core course requirement. These requirements shall be posted on the official HSAC website (<http://www.hydrology.ufl.edu/curriculum/index.asp>) at all times. The student shall be required to complete a plan of study with their application for admittance into the HSAC. ~~This plan is to be submitted to the HSFC for approval by a simple majority vote. If the plan meets the published course requirements listed on <http://www.hydrology.ufl.edu/curriculum/index.asp#CourseListing> the plan of study will be approved directly by the Chair of the HSFC. Petitions for variances from the published course requirements must be submitted by the student's major advisor to the Chair of the HSAC. The Chair will then send out the petition by email to the Hydrologic Science Faculty Coordinating Committee for a vote. Upon receipt of a simple majority vote in favor, the petition will be approved.~~

### Section 3: Graduate Student Funding

Graduate students and their faculty advisor(s) shall be responsible for finding funding in a participating department or by other means. [Back to Top](#)

## **Article V: Hydrologic Sciences Faculty Committee**

### Section 1: Selection and Role of Hydrologic Sciences Faculty Committee

The HSFC shall be comprised of eight members. Six members shall be elected from among the HSAC faculty members to represent each of the six separate hydrologic areas: a) Subsurface Hydrologic Systems, b) Surface Hydrologic Systems, c) Hydrologic Chemistry, d) Hydrologic Biology, e) Hydrologic Analysis and Techniques, and f) Hydrologic Policy and Management. These members shall be elected to three-year terms by a simple majority vote of the entire HSAC Faculty membership.

~~One additional HSFC committee member shall be elected from among the active HSAC student members that are candidates for the Degree of Doctor of Philosophy within the cluster. The HSFC student member shall be elected to a one year term by a simple majority vote of active HSAC student members. The final committee member will be the Director of the University of Florida Water Institute. The University of~~



~~Florida Water Institute Director will be a permanent voting member.~~

Elections of the Faculty members will be held on a rotation schedule. Two positions reserved for area representatives ~~and the student position~~ shall be elected each year. The positions reserved for the representatives for Surface Hydrologic Systems and Hydrologic Analysis and Techniques shall be elected in the A rotation. The positions reserved for the representatives for Hydrologic Biology and Hydrologic Policy and Management shall be elected in the B rotation. The positions reserved for the representatives for Subsurface Hydrologic Systems and Hydrologic Chemistry shall be elected in the C rotation.

One additional HSFC committee member shall be elected from among the active HSAC student members that are candidates for the Degree of Doctor of Philosophy within the cluster. The HSFC student member shall be elected by a simple majority vote of active HSAC student members. In the first year after election the student shall serve as member-elect to the HSFC with no voting privileges. In the second year the student shall serve as a full member of the HSFC committee with voting privileges.

The final committee member will be the Director of the University of Florida Water Institute. The University of Florida Water Institute Director will be a permanent voting member.

## Section 2. Meetings and Responsibilities

The HSFC shall meet at least twice per year, and post meeting minutes on the web-site (<http://www.hydrology.ufl.edu/archives/index.html>). The HSFC is responsible for approving new faculty members, approving courses for inclusion into the HSAC curriculum, approving HSAC students' ~~applications for admission into the cluster, plans of study, and~~ course petitions, and promoting HSAC policy.

## Section 3. Chair

The Chair of HSFC shall, when present, preside at all meetings of the HSAC committee and the HSAC faculty. The duties of the Chair shall include, but not be limited to: (1) providing leadership and direction for the HSAC; (2) appointing committees to oversee selection and recruitment of faculty and students to join the HSAC; (3) maintaining and improving the curriculum and cluster program; and 4) other duties as shall from time to time be assigned by the HSFC.

## Section 4. Chair-Elect

The Chair-Elect shall succeed as Chair at the completion of the current Chair's term of office. In the event of absence of the Chair, the Chair-Elect shall preside at all meetings of the HSFC Committee and HSAC faculty. The Chair-Elect shall also perform such other duties as shall from time to time be assigned by the HSFC.

Each year the HSFC will select a Chair-Elect from among the 6 HSAC faculty members. The Chair-Elect will serve one year as Chair-Elect of the HSFC and the subsequent year as Chair of the HSFC. ~~The Chair is not eligible for immediate re-election as Chair-Elect at the expiration of his or her term.~~ If during this cycle, the term of office as a member of the HSAC committee of the Chair-Elect/Chair expires, this person shall automatically be entered onto the ballot for re-election to another three-year term as a member of the HSFC. In the event that person is not re-elected as a committee member and that person is about to become the Chair, then the term of the current Chair will be automatically extended by 1 year, even if that requires extending his or her term on HSAC committee by 1 year. [Back to Top](#)

## Article VI: Relationships of the HSAC with Discipline Departments

### Section 1: Faculty

The HSAC faculty shall participate in both the activities of the HSAC and their respective discipline department(s). Effort expended by the faculty member on the HSAC shall be considered to be contributing

to the overall program of the respective discipline department(s) in terms of faculty advancement, tenure, and promotion.

The Chair of the respective discipline department may choose to limit the numbers of faculty participating in the HSAC at any level deemed appropriate.

## Section 2: Graduate Students

HSAC graduate students are considered to be members of the departments and colleges of their respective Supervisory Committee Chairs. The student will receive the appropriate graduate degree in their department and college. The curriculum requirements for graduate students in the HSAC shall be determined and administered by the membership of the HSAC faculty in concert with existing departmental graduate programs. The respective departments shall be responsible for providing normal fiscal, personnel, clerical and administrative services for HSAC graduate students except for strictly HSAC matters. Departmental and college responsibilities of the student regarding research facilities and office space will be the same for all students within a given department regardless of graduate program affiliation.

The Supervisor for a candidate for the course-work only ~~Masters-S-~~ degree and the non-thesis Masters degree must be a member of the HSAC faculty. The Supervisory Committee for a candidate for the thesis ~~and non-thesis~~ M.S. degree and the Ph.D. degree within the HSAC shall be comprised of no fewer than two HSAC faculty, and must be chaired by an HSAC faculty member. [Back to Top](#)

## Article VII: Administrative Procedures

The University of Florida Water Institute will provide administrative services to the HSAC including maintaining the HSAC website and housing the HSAC student, faculty and meeting records. [Back to Top](#)

## Article VIII: HSAC Policy

In addition to UF Graduate School policies and participating department policies, the HSAC shall maintain policies relating to admission requirements, curriculum requirements, and other matters relating to students and faculty in the HSAC. Current academic requirements and policy are outlined on the official HSAC website at all times. This information will be maintained and can be modified by the HSFC to meet current course offerings. [Back to Top](#)

## Article IX: Amendments, Voting and Quorum Policy

### Section 1: Bylaws Adoption

These Bylaws and Guidelines shall be adopted by a simple majority vote of the entire voting faculty membership.

### Section 2: Amendment Adoption

Amendments to the bylaws and guidelines must be approved by a simple majority vote of the entire voting faculty membership. Proposed amendments shall be circulated to all faculty members at least two weeks prior to the vote.

### Section 3: Quorum

Faculty meetings, both physical and electronic, must be announced to the membership at least 2 weeks in advance. Faculty present at such meetings shall constitute a quorum. Binding votes at such meetings shall require a simple majority of a quorum.

### Section 4. Electronic Voting

Electronic voting by the HSAC faculty and the HSFC may be conducted at the discretion of the HSFC Chair and in accordance with these bylaws. [Back to Top](#)

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## Election of Student Representative

### A. Election of HSAC Student Member of the HSFC Representative

1. Eligible candidates should be working towards a Ph.D. ~~and be members of registered with the HSAC, and should have at least two years remaining to complete their Ph. D. program.-~~
2. Any current members of HSAC in good standing (faculty and students) may nominate eligible candidates for HSAC Student Representative.
3. Elections will be held every ~~April-March. Terms will be two years in length. In the first year the student shall serve as Student Member-Elect to the HSFC with no voting privileges. In the second year the student shall serve as a full member of the HSFC committee with voting privileges.~~
- 4-~~Terms will begin May 1 and run through April 30-of the following year.~~
5. Student ~~Members s-~~ must remain in good academic standing and progress towards receiving their degree.

### B. Duties of a HSAC Student Member of the HSFC Representative.

1. Submits his/her contact information to the ~~HSAC web administrator-Secretary,~~ and updates this contact information as necessary. Students should also verify they are receiving HSAC committee emails.
2. Attends each ~~HSFCAG~~ committee meetings or ensures that the HSAC Student Member-Elect ~~another representative of HSAC~~ attends the meetings.
3. Votes on behalf of HSAC students at ~~HSFCAG~~ meetings.
4. Informs graduate students in HSAC (through email or other effective means of communication) about HSAC announcements and decisions discussed at each meeting.
5. Informs HSAC about services, events, and issues for HSAC students.
6. Reads and responds when requested to all official HSAC correspondence.
7. ~~Ensures that there is an election for a new HSAC Student Member-Elect in April prior to the end of his/her term.~~

### C. Duties of a HSAC Student Member-Elect of the HSFC

1. The HSAC Student Member-Elect will assist the HSAC Student Member of the HSFC with HSAC duties and will exercise the authority of the HSAC Student Member in his/her absence.
2. The HSAC Student Member-Elect will take over the duties of the HSAC Student Member of the HSFC if the HSAC student representative is unable to complete his/her term.

3. The HSAC Student member-Elect will automatically become the HSAC Student Member of the HSFC on May 1<sup>st</sup> after serving one year as Student Member-Elect

~~Appoints an Alternate Student Representative, who exercises authority of the student Representative in his/her absence;~~

~~8. Prior to the completion of a term, graduation, or other vacancy, ensures the election of a replacement student representative.~~



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# Initial Report

Last Modified: 03/11/2014

1. Do you approve the adoption of the changes to the HSAC By-Laws circulated on March 10, 2014 via the file named "2014 Recommended Changes to the HSAC By-Laws.pdf"?

| # | Answer | Bar | Response | %    |
|---|--------|-----|----------|------|
| 1 | Yes    |     | 31       | 100% |
| 2 | No     |     | 0        | 0%   |
|   | Total  |     | 31       |      |

| Statistic          | Value |
|--------------------|-------|
| Min Value          | 1     |
| Max Value          | 1     |
| Mean               | 1.00  |
| Variance           | 0.00  |
| Standard Deviation | 0.00  |
| Total Responses    | 31    |