

Research Methods Course Approval

November 20, 2023

The purpose of this document is to provide a plan for approval of non-REM methods courses to count towards minimum research methodology requirements for on-campus PhD and EdD students, under the purview of the College of Education Faculty Policy Council (FPC) and the College Curriculum Committee (CCC). This document outlines the following:

1. Current research methodology requirements
2. History of changes to approval process for non-REM methods courses
3. Approval process for non-REM methods courses

Current research methodology requirements

In the College of Education (COE), doctoral students are required to take a number of research methodology-focused courses to fulfill their degree requirements. The minimum research methodology requirements are set as follows:

*PhD and EdD students enrolled in on-campus programs must complete a minimum of 12 credit hours to meet the college-wide requirement for preparation in research methodology. For all doctoral students, two 3-credit foundations courses are required and the remaining 6 credits must be selected from the below list of approved courses, with the proviso that the COE Associate Dean overseeing graduate education has the authority to approve substitute and alternative courses.*¹

Foundations coursework (6 hours) includes the following courses:

1. EDF 6475 – Qualitative Foundations of Educational Research (3 credits)
2. EDF 6400 – Quantitative Foundations of Educational Research Overview (3 credits)²

Students may take the rest of their required courses (6 hours) from the following categories as required by their program and/or as chosen in consultation with their advisor:

1. Quantitative REM Courses
2. Qualitative REM Courses
3. Program Evaluation REM Courses
4. Non-REM Methods Courses

Courses falling under the last group are covered by the following policy:

*COE faculty offering a research methods course can propose the course to be considered by an FPC ad-hoc committee of three representatives (one from each School) in consultation with the Dean for approval and addition to the list of Non-REM methods courses.*³

This document is concerned with formalizing the process for approving non-REM methods courses from group four (4).

¹<https://education.ufl.edu/faculty-policy/files/2022/09/COE-Doctoral-Research-Requirements.pdf>

²*COE Minimum Research Methodology Requirements for Doctoral Students:* EDF 6403 (6 credits) can also be taken to fulfill this requirement because EDF 6403 is equivalent to the combination of EDF 6400 and EDF 6402 in one 6 credit course to be taken in one semester.

³<https://education.ufl.edu/faculty-policy/files/2022/11/REM-Courses-APPROVED.pdf>

History

FPC Meeting: September 29, 2021

FPC is charged with establishing a new college-wide procedure for approving non-REM methods courses. Accordingly, an ad hoc committee comprised of members from all three COE schools is formed and charged with the following:

- reviewing research requirements at our peer institutions
- collecting information from UF faculty on their research methods needs
- collecting data from the Associate Dean's office on research requirement exemptions filed
- drafting recommendations to update our policy (if necessary)

FPC Meeting: March 21, 2022

The ad hoc committee presents a proposal for minimum research requirements. Also discussed is how non-REM methods courses may be added to the list of approved research methods courses (including both currently taught courses and those that might be proposed in the future). Motion made and approved to circulate proposed minimum requirements and list of non-REM courses for potential approval to faculty for comment before April meeting.

FPC Meeting: April 18, 2022

After report on faculty feedback, FPC discusses minimum research requirements and process for approval of non-REM methods courses. The following motions pertaining to the document *Minimum Research Methodology Requirements for Doctoral Students* are approved:

1. FPC votes to add language that says: "At the direction of FPC, a periodically appointed ad-hoc committee will review the content of the required 6 hours of foundations courses to ensure they are meeting the needs of the College."
2. FPC votes to establish ad hoc committee of representatives from each school to meet in consultation with REM and the Dean to approve non-REM methods courses.

FPC Meeting: November 21, 2022

Given guidance that "COE faculty offering a research methods course can propose the course to be considered by an FPC ad-hoc committee of three representatives (one from each School) in consultation with the Dean for approval and addition to the list of Non-REM methods courses, FPC discusses process by which this committee will work, both in the short- and long-term.

Decided that school directors should be consulted in regards to current courses requesting approval and that the ad hoc committee should also consider long-term feasibility (including potential to fold process into the work of the CCC).

FPC Meeting: April 10, 2023

FPC votes to approve final language for *Minimum Research Methodology Requirements for Doctoral Students*:

"COE faculty offering a research methods course can propose the course to be considered by an FPC ad-hoc committee of three representatives (one from each School) in consultation with the Dean for approval and addition to the list of Non-REM methods courses."

This motion also approves ad hoc committees' recommendation to place process under the purview of the CCC. With affirmative vote, the ad hoc committee is disbanded. For 2023-2024 year, the CCC is charged with formalizing the process by which non-REM methods courses may be approved.

Process

Courses may come to CCC under one of three conditions:

1. New course seeking approval AND seeking approval as a non-REM methods course
2. Existing course seeking approval as a non-REM methods course
3. New course NOT seeking approval as a non-REM methods course

The distinct submission processes for the first two conditions, (1) and (2), are outlined below. The CCC process post-submission, which is the same for both groups, is outlined afterwards. The third condition does not fall under the purview of this policy; courses in condition (3) will proceed through CCC under existing policies.

(1) New course seeking approval as a non-REM methods course

1. On the CCC submission page, choose option **New course seeking approval as non-REM methods course** from list of options
2. Submit the course through the AAT system (make note of the tracking number)
3. After AAT submission, go to and follow prompts on *Non-REM methods course approval* page to submit course information and materials
 - **NOTE:** In the section asking whether the course is linked to a course currently under review in the AAT system, fill out the information (most importantly tracking number) so that materials can be linked
4. Make changes as requested by CCC to:
 1. Support submission and approval to UCC
 2. Make course eligible for non-REM methods course status

NOTE: Existing courses seeking a change of title or purpose need to be submitted under this process since they still need to be approved by the UCC.

(2) Existing course seeking approval as a non-REM methods course

Existing courses — meaning those that are currently taught under existing course numbers and titles — do not need CCC approval as such. Because approval for status as a non-REM methods course is internal to the COE, these courses do not need to use the AAT tracking system, go through the formal CCC process of course approval, or be sent to the UCC.

Faculty wishing to have an existing course approved as a non-REM methods course should do the following:

1. On the CCC submission page, choose option **Existing course seeking approval as non-REM methods course** from list of options
2. Follow prompts on *Non-REM methods course approval* page to submit course information and materials.
3. Make changes as requested by CCC to make course eligible for non-REM methods course status

NOTE: If it is determined that changes required for course to meet non-REM methods status are substantial enough to fundamentally alter the course, then the CCC may determine that the course needs to go through the standard CCC process, either as a course alteration or as a new course. The faculty who submits the course may decline; in this situation, the course will remain under its current status without approval as a non-REM methods course.

Post-submission process

Submissions for non-REM methods course approval will be processed in the same schedule as CCC submissions. When a course is submitted, the following will occur:

1. The CCC exec committee (Chair, Dean's representative, and Secretary) will reach out to directors from each COE school informing them that a course has been submitted for approval as a non-REM

methods course in order that faculty can consult with their appointed CCC representatives and/or be prepared to attend the CCC meeting at which the course will be reviewed.

2. The CCC exec committee will assign courses to members of the CCC under current processes. Courses seeking approval as non-REM methods courses will be flagged as such.
 1. (1) *New courses*: CCC committee members will both evaluate the course for submission to the UCC AND its appropriateness as a non-REM methods course
 2. (2) *Existing courses*: CCC committee members will review the course for its appropriateness as a non-REM methods course
3. Notifications:
 1. Faculty submitting the course will be notified and invited to attend CCC meeting to discuss their course and hear feedback, per current CCC policy.
 2. All school directors will be notified so that they may reach out to faculty who may wish to attend.
 3. All COE faculty will be invited to attend the CCC meeting, per current CCC policy. It will be noted on the meeting agenda sent in advance of the meeting what courses, if any, are requesting non-REM approval.
4. At the meeting, CCC committee members will discuss courses seeking non-REM methods course approval. The following decisions are to be voted on by appointed CCC representatives from the three COE schools:
 1. (1) *New courses*:
 - a. changes, if any, necessary for submission to UCC
 - b. changes, if any, necessary for approval as non-REM methods course OR for approval as-is as a non-REM methods course
 2. (2) *Existing courses*:
 - a. changes, if any, necessary for approval as non-REM course OR for approval as-is as a non-REM methods course
5. In alignment with current policy, CCC committee members can either
 1. Request resubmission to approve changes; or
 2. Accept courses conditional on changes being made, with final approval ceded to CCC exec committee;
 3. Approve as is.

Whether submitting faculty attend or not, they will be provided with minutes of the discussion pertinent to their submission after the meeting, also per current CCC policy.

6. Once a course is approved as a non-REM methods course (and, in the case of a new course, by the UCC), it will be added to the list of approved non-REM methods courses and on-campus doctoral students will be able to count it toward meeting their research methodology requirements as outlined in the *COE Minimum Research Methodology Requirements for Doctoral Students* document.