MINUTES
Graduate Council
April 21, 2016

Present: Ex officio: M. Gallo (Chair)
Voting Members: W. Allen, G. Anagnostopoulos, G. Boy, D. Carroll,
H. Edwards, K. Hamed, P. Jennings, C. Kaner, M. Kaya, Y. Liao,
J. Martinez-Diaz, E. Perez, E. Perlman, J.P. Pinelli, S. Rice,
T. Richardson, Y. Sharaf-Elddeen, L. Steelman, B. Webster

Guests: T. Go, E. Kalajian, D. Micus, H. Miller

The meeting was called to order at 1:02 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone and noted he would be working from a restructured agenda. He also said Dr. Koksal was at the Board of Trustees meeting and wanted to extend a very warm “Good luck for the rest of the semester” and to “have a great summer” to all.

2) MINUTES OF THE MARCH 2016 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the March 24, 2016 meeting were unanimously approved on a motion by Dr. Richardson and a second by Dr. Perez.

3) GRADUATE FACULTY APPOINTMENT – ABBAS, Haider

Unanimously Approved

Request is made by Department of Computer Sciences to appoint Dr. Haider Abbas to the Master’s level of Graduate Faculty.

On a motion by Dr. Kaner and a second by Dr. Hamed, the request made by Department of Computer Sciences to appoint Dr. Haider Abbas to the Master’s level of Graduate Faculty was unanimously approved.

4) CHANGING REQUIREMENTS FOR A COURSE - AHF 5201 Human Performance-4,
AVM 5101 Legal and Ethical Issues in Aviation, AVM 5102 Airport Development, AVM 5103 Airport Operations, AVM 5105 Aviation Planning and Analysis Techniques, AVS 5203 Impact of Aviation on Human Physiology, AVS 5204 Aviation Safety Analysis, AVS 5207 Aviation Safety Management Systems, and AVT 5302 Aviation Accident Investigation

Unanimously Approved for Eight Courses
Request is made by College of Aeronautics to change prerequisites for courses listed above.

Dr. Gallo noted that the request involves removing and/or adding prerequisites to eight courses because the change in prerequisite for AHF 5201 was approved at the September 17, 2015 Graduate Council meeting. He also noted that the catalog year listed on the academic forms is changed to 2017–2018 because the 2016–2017 catalog was published two weeks ago.

On a motion by Dr. Martinez-Diaz and a second by Dr. Rice, the request made by College of Aeronautics to change prerequisites for AVM 5101 Legal and Ethical Issues in Aviation, AVM 5102 Airport Development, AVM 5103 Airport Operations, AVM 5105 Aviation Planning and Analysis Techniques, AVS 5203 Impact of Aviation on Human Physiology, AVS 5204 Aviation Safety Analysis, AVS 5207 Aviation Safety Management Systems, and AVT 5302 Aviation Accident Investigation was unanimously approved.

5) **ADDING A NEW COURSE – WRI 5003 Preparing Academic Documents**

**Unanimously Approved**

Request is made by School of Arts and Communication to change the three-letter designation of COM 5003 Preparing Academic Documents to WRI 5003 Preparing Academic Documents. This new designation distinguishes between writing/English courses and communication courses. This is the only change being made to the course.

Dr. Edwards said this request is to clear confusion between English-based courses versus field-specific communication courses as part of a shift in distinction between the two course types. She added that although “WRI” courses exist at the undergraduate level, this will be the first at the graduate level with more to follow. Dr. Kaner said this designation will provide clarity for advisers.

On a motion by Dr. Martinez-Diaz and a second by Dr. Hamed, the request made by School of Arts and Communication to change the three-letter designation of the course COM 5003 Preparing Academic Documents to WRI 5003 Preparing Academic Documents was unanimously approved with 18 votes in favor and one abstention.

6) **ADDING A NEW MAJOR – Specialization in Petroleum Engineering in MS Chemical Engineering**

**Courses and New Major Unanimously Approved**

Request is made from Department of Chemical Engineering to add a new specialization, Petroleum Engineering, to the current M.S. program in Chemical Engineering, including request to add one new course and to reactivate an inactive course.

Dr. Gallo noted that after discussion with department head Dr. Tomadakis, the proposed course, CHE 5288 Petroleum Processing, requires “Instructor Approval” as an additional
restriction and the grading scheme on the preliminary syllabus was changed to reflect corresponding intervals for letter grades of B, C, and D. Likewise, on the syllabus for the reactivated course, CHE 5252 Catalytic Reactor Design, the grading scheme was changed to reflect corresponding intervals for letter grades of B, C, and D. In addition, Dr. Jennings clarified that CHE 5288 is co-taught, had previously been taught at the undergraduate level, and will have extra assignment requirements for graduate students.

On a motion by Dr. Richardson and second by Dr. Jennings, the request made by Department of Chemical Engineering to add one new course, CHE 5288 Petroleum Processing, and to reactivate an inactive course, CHE 5252 Catalytic Reactor Design, was unanimously approved.

Graduate Council then considered adding the new Petroleum Engineering specialty to the M.S. program in Chemical Engineering. Dr. Jennings advised that this request has drawn the interest of two Middle Eastern Embassies. He stated that only 11 to 12 universities in the United States have Petroleum Engineering and only one offers the specific specialty area of Petroleum Processing.

On a motion by Dr. Hamed and second by Dr. Jennings, the request made by Department of Chemical Engineering to add a new specialization, Petroleum Engineering, to the current M.S. program in Chemical Engineering, was unanimously approved.

7) GRADUATE POLICY REVISION / COMMITTEE ON STANDARDS REPORT (Item Tabled from February Graduate Council Meeting) – GP 1.4.1, GP 1.4.2, GP 2.6.3, GP 2.6.4, and GP 4.10

All Revised Policies Unanimously Approved

Request is made by the Office of Graduate Programs (OGP) to revise five graduate policies listed above.

Dr. Gallo noted that at the February 18, 2016 meeting, Graduate Council voted to approve the Committee on Standards’ unanimous recommendation to table this item.

He stated that the Committee on Standards revisited this item on April 14, 2016 and unanimously voted to approve new wording for the five policies (GP 1.4.1, 1.4.2, 2.6.3, 2.6.4, and 4.10) relative to the number of copies required for thesis, dissertation, and design-doctoral research project. Because the decision was unanimous, this agenda item came to Council as a motion and second.

Dr. Layne distributed minutes of the April 14, 2016 Committee on Standards meeting and summarized the discussion. She reminded council members that the request was tabled until both the workflow process and corresponding support services needed (for electronic thesis submission) have been identified and resolved.

She reported that committee members reviewed a draft workflow process that OGP and Evans Library agreed would support an Open Source application (Vimeo) for student thesis upload. This process would allow the library to receive a digital archive copy and reduce by two, the number of print copies needed for the library.
She said the draft workflow process assumes that the roles of our corresponding support services would remain substantially the same as now with respect to checking thesis format, verifying completion of graduation requirements, collecting fees, and distributing bound copies of the thesis/dissertations. Based on results of recent surveys of academic units, most would still require one or two print copies. The committee discussed the importance of increased lead time for students to begin the electronic submission process, electronic availability of thesis/dissertations to academic units, and, most importantly opt-out versus mandatory format for the “Embargo Request Form.” In general, committee members liked the workflow draft and were comfortable moving forward to recommend revised policy.

Dr. Layne stated the Committee on Standards unanimously agreed that graduate policy should be changed to reflect a fewer number of required bound copies. She said the recommended wording specifies exactly what is required of the student to meet Turn-in requirements for the degree, namely, 1) submit a signed Signature Page, 2) one archival copy (i.e., PDF/A version), and 3) the minimum number of printed copies (as required by the academic unit).

Discussion ensued about when policies would take effect, concerns about uploading large file sizes, the option of uploading partial files (to allow chapter-by-chapter access), and the cost and extra work regarding usability load. Dr. Layne said OGP and Evans Library anticipate being ready move to the electronic thesis and dissertation (ETD) submission process by fall 2016 semester. With regard to file size, Dr. Miller said she has been accepting documents and so far has not encountered a problem. She added that she is prepared to archive documents. Dr. Layne said these policy revisions were worded carefully to allow flexibility. Dr. Gallo stressed the three actions required by the student in the submission process to fulfill graduation requirements (listed in previous paragraph).

On a motion and second by the Committee on Standards, the request made to revise the following five Graduate Policies was unanimously approved:

**Graduate Policy 1.4.1 Thesis, Policy Master’s and Specialist Degrees (Registration)**

**Graduate Policy 1.4.2 Thesis, Policy Master’s and Specialist Degrees (Thesis Grades)**

**Graduate Policy 2.6.3 Dissertation Requirements for PhD/DBA Students (Dissertation Grading)**

**Graduate Policy 2.6.4 Dissertation Requirements for PhD/DBA Students (Dissertation Preparation and Defense)**

**Graduate Policy 4.10 Thesis/Design Project/Doctoral Research Project and Dissertation Registration in the Semester of Graduation**

The approved revisions to GP 1.4.1, 1.4.2, 2.6.3, 2.6.4, and 4.10 are presented on page 6 of these minutes in bold, underlined font.

8) **REMARKS FROM THE FLOOR**

Dr. Layne encouraged continued discussion about the electronic thesis and dissertation (ETD) workflow process.

Questions were raised if plagiarism services were included in the ETD process.
Dr. Layne said it is expected that the adviser checks on originality of academic content (as is now the case). She stressed that OGP checks only for formatting requirements.

Dr. Gallo said OGP and Evans Library are interested in feedback regarding the optional “Embargo Request Form” that must be signed by the student and the advisor. If the student does not submit an “Embargo Request Form,” the thesis/dissertation will be made publicly available as soon as the processing is complete. Some members of the Committee on Standards were concerned with this opt-out format and suggested that the “Embargo Request Form” should be mandatory to make sure the advisor is aware of whether or not an embargo was requested.

In response to a question about what happens when the embargo time expires, Dr. Miller said the document will, by default, become available once that time lapses. She added, in some cases, the work might be bound by a confidentiality agreement. A question was raised about how to handle placing an embargo on only certain parts of a document. There were concerns about in the case of military students, classified material might overwhelm an embargo. Dr. Miller said these situations are rare but can be handled on a case-by-case basis if needed. Dr. Webster said in the case of classified information, the student would put all of that information in an appendix and present a “sanitized version” to the university for publication purposes.

Another concern was raised about students being “trusted” to upload the embargo form – why are they responsible for this process? The scenario of what if a student uploads it and there is a disagreement with the adviser was raised. Dr. Anagnostopoulos said those that want protection should file the form. Dr. Perez stated that this form should not be optional and it can serve as a safeguard to cover any liability for the university, to protect against what the student did or did not do.

Dr. Layne invited colleagues to continue this conversation within their respective academic units. She advised that the academic deans and Vice President for Academic Affairs would make the ultimate decision about making the “Embargo Request Form” an opt-out or mandatory requirement.

9) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is September 15, 2016, and the submission deadline for materials is September 1, 2016.

With no further business, the meeting adjourned at 1:55 p.m.

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Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Approved Policy Revisions:

Graduate Policy 1.4.1 Thesis, Policy Master’s and Specialist Degrees (Registration)

“...Once students begin to register for thesis, they must register for at least three hours of thesis each semester until the thesis is successfully defended and at least five printed copies of the signed Signature Page, the archival copy, and minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs.”

Graduate Policy 1.4.2 Thesis, Policy Master’s and Specialist Degrees (Thesis Grades)

“...When the thesis is completed and the minimum five copies signed Signature Page, the archival copy, and the minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs, grades of S corresponding to the number of required thesis semester credit hours will be changed to grades of P....”

Graduate Policy 2.6.3 Dissertation Requirements for PhD/DBA Students (Dissertation Grading)

“...When the dissertation is completed and the minimum five copies signed Signature Page, the archival copy, and the minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs, grades of S corresponding to the number of required dissertation semester credit hours will be changed to grades of P (Pass)....”

Graduate Policy 2.6.4 Dissertation Requirements for PhD/DBA Students (Dissertation Preparation and Defense)

“...Requirements for the degree are not completed until five copies of the approved dissertation signed Signature Page, one archival copy, and minimum number of printed copies (as required by the academic unit) of the approved dissertation are delivered to accepted by the Office of Graduate Programs....”

Graduate Policy 4.10 Thesis/Design Project/Doctoral Research Project and Dissertation Registration in the Semester of Graduation

“...Turn-in Date is defined as the date on which the minimum five completed and signed copies signed Signature Page, the archival copy, and the minimum number of printed copies (as required by the academic unit) of the thesis/design project/doctoral research project and dissertation are accepted by the Office of Graduate Programs....”