MINUTES
Graduate Council
January 21, 2016

Present: Ex officio: M. Gallo (Chair)

Voting Members: W. Allen, G. Anagnostopoulos, C. Bostater, J. Dshalalow, H. Edwards,
K. Hamed, P. Jennings, E. Kalajian (non-voting) for J.P. Pinelli,
C. Kaner, M. Kaya, Y. Liao, J. Martinez-Diaz, E. Perez, E. Perlman,
S. Rice, T. Richardson, Y. Sharaf-Elddeen, L. Steelman

Guests: T. Conway, E. Fox, B. Kish, D. Micus, H. Miller, J. Pritchard

The meeting was called to order at 1:01 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone and wished them a Happy New Year. He referenced the
restructured agenda, noting the removal of one agenda item at the request of the respective
academic unit.

He apprised all present of several new and returning members: Dr. Allen representing
the Department of Cybersecurity and Data Sciences, Dr. Kaner representing the Department of
Computer Science as a temporary substitute for Dr. Shoaff who is on sabbatical, Dr. Pinelli
who has been alternating with Dr. Cosentino because of scheduling conflicts is representing
Civil Engineering, and Dr. Perlman has returned from his leave of absence and is representing
Physics and Space Sciences.

Dr. Gallo reminded Graduate Council members to have someone attend the meeting in
their stead for information exchange purposes in case they are not able to attend. This will
ensure that the academic unit will have input to the discussions taking place and someone to
relay the proceedings of the meeting back to their academic unit. He noted that Robert’s Rules
of Order does not permit substitutes to submit a proxy vote upon someone’s behalf.

2) MINUTES OF THE NOVEMBER 2015 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the November 19, 2015 meeting were unanimously approved with a vote
of 14 in favor and two abstentions on a motion by Dr. Richardson and a second by Dr. Hamed.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne
Dr. Layne stated that her report concerns administration of our thesis and dissertation program. She provided a handout Spring 2016-Fall 2016 Graduation Deadlines for Final Program Examination and Submitting Thesis, MS Design Projects, Dissertations, DRPs. She asked for council members’ continued assistance in communicating to students and colleagues these deadlines, as well as the importance of early format checks.

She referred to pages 5 & 6 of the Graduate Council packet, which included a memo from her outlining graduate policy revisions for consideration at the February 2016 meetings of Committee on Standards and Graduate Council. She introduced this item today to give council members the opportunity to obtain feedback from their respective academic units.

She stated that graduate policy requires a minimum five completed, printed and signed copies of the thesis/design project/DRP/dissertation to be accepted by the Office of Graduate Programs (OGP) by the announced turn-in deadline, in order to meet degree requirements. OGP partners with Evans Library and the Registrar’s Office to ensure a smooth turn-in process. OGP is responsible for collecting the manuscripts and notifying the Registrar’s Office. Evans Library sends the manuscripts out for binding, ensuring that bound copies are available for circulation and in the university archives.

From time to time a student or academic unit has suggested reducing the number of bound copies of thesis and dissertations. Evans Library has advised that they need only one bound copy as well as one digital copy. The overarching issue is how and when to transition to a digital submission process. She stressed that Evans Library will be responsible for developing electronic submission infrastructure under the leadership of Dr. Sohair Wastawy, Dean of Libraries, and Dr. Holly Miller, Assistant Dean of Scholarly Content and Faculty Engagement.

Dr. Layne stated that Graduate Council’s task is to consider revision of graduate policies noted in her memo. She requested that council members take this item back to their academic units and begin conversations with their colleagues.

Discussion ensued regarding cost to the student and availability of bound copies for the academic units. Dr. Kalajian pointed out that nowhere in policy does it mention “bound” (copies) – only printed. Dr. Gallo said a minimum one hard copy is being proposed; however the department can choose how many copies they would like. Dr. Gallo said this topic will be further discussed at the February 2016 Committee on Standards meeting.

4) **GRADUATE FACULTY APPOINTMENT – ALBANEZ BASTOS FILHO, Carmelo Jose**

**Unanimously Approved**

Request is made by Department of Computer Sciences and Cybersecurity to appoint Dr. Albanez Bastos Filho to the Master’s level of Graduate Faculty.
On a motion by Dr. Dshalalow and a second by Dr. Kaner, the request made by Department of Computer Sciences and Cybersecurity to appoint Dr. Albanez Bastos Filho to the Master’s level of Graduate Faculty was unanimously approved.

5) **CHANGING REQUIREMENTS FOR A COURSE – BME 5100 Tissue Structure and Function, BME 5105 Drug Delivery, and BME 5500 Tissue Engineering and Regeneration**

   **Unanimously Approved**

   Request is made by Department of Biomedical Engineering to change prerequisites for three courses: BME 5100 Tissue Structure and Function, BME 5105 Drug Delivery, and BME 5500 Tissue Engineering and Regeneration.

   Dr. Leyne said the language in the course description, “equivalent background knowledge”, was intended as advisory to the student.

   On a motion by Dr. Hamed and a second by Dr. Richardson, the request made by Department of Biomedical Engineering to change prerequisites for three courses: BME 5100 Tissue Structure and Function, BME 5105 Drug Delivery, and BME 5500 Tissue Engineering and Regeneration was unanimously approved.


   **Unanimously Approved**

   Request is made by Department of Mechanical and Aerospace Engineering to change prerequisites for 27 courses listed above.

   Dr. Gallo said the language in the course description, “equivalent background knowledge”, was intended as advisory to the student and Dr. Kalajian added that this phrasing
alerts students of the expectations of the course instructor and cautions them that they need to be prepared for the course content.

Concerns were raised about the vague programming language used in the course restrictions for MAE 5150 Computational Fluid Dynamics. Dr. Kalajian assured members that the academic department knows best what prerequisite knowledge the students need.


7) **ADDING A NEW COURSE TO THE CURRICULUM – BIO 5024 Field Ecology 4**

Unanimously Approved

Request is made by Department of Biological Sciences to reactivate old course BIO 5024 Field Ecology 4.

Dr. Jennings asked if a course that’s not been in the catalog, needs to go to Graduate Council for review. Ms. Fox responded that all active courses are listed in the catalog and because deactivated courses no longer show, the course would need to be reactivated by Graduate Council.

On a motion by Dr. Hamed and a second by Dr. Perlman, the request made by Department of Biological Sciences to reactivate old course BIO 5024 Field Ecology 4 was unanimously approved.

8) **ADDING A NEW COURSE TO THE CURRICULUM – COM 5001 Introduction to Preparing Professional and Academic Documents**

Unanimously Approved
Request is made by the School of Arts and Communication to add course **COM 5001 Introduction to Preparing Professional and Academic Documents**.

Dr. Edwards explained that this course’s issued grades of S/U are consistent with those of an existing course, **COM 5003 Preparing Academic Documents**. This requested course is not discipline-specific, but based on the student’s ability to fulfill course requirements.

On a motion by Dr. Edwards and second by Dr. Kaya, the request made by the School of Arts and Communication to add course **COM 5001 Introduction to Preparing Professional and Academic Documents** was unanimously approved.

9) **ADDING A NEW COURSE TO THE CURRICULUM – HCD 5805 Tangible Interactive Systems**

Item Withdrawn

Request made by the School of Human-Centered Design, Innovation, and Art to add course **HCD 5805 Tangible Interactive Systems** was withdrawn at the request of Dr. Boy.

10) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - MS in Civil Engineering**

Both Requests Unanimously Approved

Request is made by Department of Civil Engineering to change graduation requirements for MS in Civil Engineering, includes request to change course requirements and deactivate **CVE 5019 Design of Timber Structures**.

Dr. Gallo explained that the first part of the request is to change the graduation requirements in the MS - Civil Engineering program (Structures specialization) by replacing the currently-required **CVE 5019 Design of Timber Structures** with **CVE 5016 Advanced Reinforced Concrete**. The second part of the request is to deactivate **CVE 5019**.

On a motion by Dr. Perlman and a second by Dr. Richardson, the request made by Department of Civil Engineering to change graduation requirements for MS in Civil Engineering, including request to deactivate **CVE 5019 Design of Timber Structures** was unanimously approved.

11) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - MS and PhD in Biomedical Engineering**

Unanimously Approved

Request is made by Department of Biomedical Engineering to change graduation requirements for MS in Biomedical Engineering and PhD in Biomedical Engineering.
BME is proposing to restructure the MS degree program to support three areas of specialization: Biomechanics, Biomedical Instrumentation/Imaging/Computational, and Biomaterials—Tissue Engineering. The 30 credit hour program consists of a 9 credit hour core, a 6 credit hour area of specialization, a 3-credit specialization elective course, and 6 credit hours of approved electives. For the thesis option, students would take 6 credit hours of BME 5999, and for the nonthesis option students would take 6 credit hours of electives. Dr. Gallo advised that the PhD program request is for information purposes only and does not require Graduate Council action.

On a motion by Dr. Kaya and second by Dr. Hamed, the request made by Department of Biomedical Engineering to change graduation requirements for MS in Biomedical Engineering was unanimously approved.

12) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - MS in Supply Chain Management**

**Unanimously Approved**

Request is made by Department of Extended Studies to change graduation requirements for MS in Supply Chain Management through the removal of program prerequisites BUS 5601 Essentials of Business Development 1 and BUS 5602 Essentials of Business Development 2.

On a motion by Dr. Perez and second by Dr. Richardson, the request made by Department of Extended Studies to change graduation requirements for MS in Supply Chain Management through the removal of program prerequisites BUS 5601 Essentials of Business Development 1 and BUS 5602 Essentials of Business Development 2 was unanimously approved.

13) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - MA in Professional Behavior Analysis**

**Both Requests Unanimously Approved**

Request is made by School of Behavior Analysis to change graduation requirements for MA in Professional Behavior Analysis, includes three new courses: BEH 5028 Capstone in Professional Behavior Analysis 1, BEH 5029 Capstone in Professional Behavior Analysis 2, and BEH 5030 Capstone in Professional Behavior Analysis 3.

On a motion by Dr. Kaner and a second by Dr. Richardson, the request made by School of Behavior Analysis to add three new 1-credit courses: BEH 5028 Capstone in Professional Behavior Analysis 1, BEH 5029 Capstone in Professional Behavior Analysis 2, and BEH 5030 Capstone in Professional Behavior Analysis 3 was unanimously approved.
Dr. Gallo advised that the second part of this request is to change graduation requirements. Instead of requiring the current 3-credit course BEH 5027 Capstone Project in Professional Behavior Analysis, the request is to require either BEH 5027 or the proposed three new 1-credit courses.

On a motion by Dr. Kaner and a second by Dr. Hamed, the request made by School of Behavior Analysis to change graduation requirements for MA in Professional Behavior Analysis was unanimously approved.

14) **ADDING A NEW MAJOR – Graduate Certificate in Flight Test Engineering**

**Unanimously Approved**

Request is made by Department of Mechanical and Aerospace Engineering to add a Graduate Certificate Program in Flight Test Engineering.

Dr. Richardson asked if Extended Studies site Patuxent River, MD could be added as a site to offer this program (other than Main Campus Melbourne, which was listed on the form). Dr. Kish, chair of the Flight Test Engineering program, said that he had met with representatives from Patuxent and they expressed the desire to offer this certificate program. He enthusiastically approved to amend the form to include all Extended Studies sites. Dr. Ka'ajian added that the assessment measures and business plan for this certificate program were reviewed and approved by Drs. Baloga and McCay.

On a motion by Dr. Hamed and a second by Dr. Sharaf-Eldeen, the request made by Department of Mechanical and Aerospace Engineering to add a Graduate Certificate Program in Flight Test Engineering, as amended to include program availability at ESD sites, was unanimously approved.

15) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is February 18, 2016, and the submission deadline for materials is February 4, 2016.

With no further business, the meeting adjourned at 1:53 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs