MINUTES
Graduate Council
March 24, 2016

Present: Ex officio: M. Gallo (Chair)
Guests: E. Fox, E. Kalajian, D. Micus, H. Miller

The meeting was called to order at 1:03 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo introduced Dr. Sonnenberg, who was present in a nonvoting capacity for Dr. Perez (College of Business); Dr. Doule, who was present in a nonvoting capacity for Dr. Boy (School of Human-Centered Design, Innovation, and Art); and Dr. Mu, who was present in a nonvoting capacity for Dr. Anagnostopoulos (Department of Electrical and Computer Engineering).

2) MINUTES OF THE FEBRUARY 2016 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the February 18, 2016 meeting were unanimously approved on a motion by Dr. Richardson and a second by Dr. Edwards.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne advised that at the February 18, 2016 Graduate Council meeting, the Office of Graduate Programs (OGP) requested to revise graduate policy to reduce (from five to one) the minimum number of printed copies of thesis/design project/DRP/Dissertations required to meet graduation requirements. Because the academic deans have supported a move to a digital platform, there became a need to establish a workflow process for the digital copy. The recommendation from the Committee on Standards was unanimous to table the request until both the workflow process and corresponding support services needed have been identified and
resolved. Therefore, Graduate Council unanimously agreed to table the item.

She reported that several actions have occurred toward that goal. OGP staff has met with Evans Library staff to streamline the previously-suggested submission process and to establish a Vireo test site to enable OGP staff to become familiar with the digital submission platform. In addition, the Copy Center is taking a look into bringing binding on campus. This will provide a convenient option for academic units and students who chose to also receive bound copies. Dr. Layne has also communicated with the Registrar’s Office and the Office of Student Financial Services to ensure that our current procedures can be modified, if needed, to clear students for graduation. Dr. Layne said she is confident that at the April 14, 2016 Committee on Standards meeting she will be able to recommend updated policy language to accommodate a digital submission process, putting closure on this matter by the end of April.

4) **GRADUATE FACULTY APPOINTMENT – KIMBERLIN, Ralph**

**Unanimously Approved**

Request is made by Department of Mechanical and Aerospace Engineering to appoint Dr. Ralph Kimberlin to the Master’s level of Graduate Faculty. An abridged vita was provided and Dr. Gallo advised all to reference a note from Dr. Layne stating that Dr. Kimberlin’s full vita is on file and available for view in the Office of Graduate Programs.

Concerns were expressed about the number of publications produced by Dr. Kimberlin, showcasing a stronger technical background. To ease concerns, it was noted that he has served as a thesis adviser to 73 students.

On a motion by Dr. Hamed and a second by Dr. Sharaf-Eldeen, the request made by Department of Mechanical and Aerospace Engineering to appoint Dr. Ralph Kimberlin to the Master’s level of Graduate Faculty was unanimously approved.

5) **CHANGING REQUIREMENTS FOR A COURSE - CIS 5230 Operating Systems, CIS 5410 Computer Networks for Information Specialists 1, CIS 5420 Computer Networks for Information Specialists 2, and CIS 5740 Web Programming.**

**Unanimously Approved for All Requested Courses**

Request is made by Department of Computer Sciences and Cybersecurity to change prerequisites for four courses: **CIS 5230 Operating Systems, CIS 5410 Computer Networks for Information Specialists 1, CIS 5420 Computer Networks for Information Specialists 2, CIS 5740 Web Programming.** The request involves removing and/or adding prerequisites to the four courses.

On a motion by Dr. Allen and a second by Dr. Carroll, the request made by Department of Computer Sciences and Cybersecurity to change prerequisites for four courses: **CIS 5230 Operating Systems, CIS 5410 Computer Networks for Information Specialists 1, CIS 5420**
Computer Networks for Information Specialists 2, and CIS 5740 Web Programming was unanimously approved.

6) **CHANGING REQUIREMENTS IN A MAJOR – MS in Biotechnology (nonthesis)**

**Unanimously Approved**

Request is made by Department of Biological Sciences to change graduation requirements for MS in Biotechnology.

Dr. Gallo explained the request was to change the graduation requirements for the nonthesis master’s degree program in Biological Sciences/Biotechnology. The requested change involved increasing the number of core courses from three to five by requiring BIO 5576 in addition to BIO 5501 and BIO 5016, and then requiring students to select two additional courses instead of one from the same list of courses. All courses currently exist in the catalog, and the program remains a 30-credit-hour program.

On a motion by Dr. Perlman and a second by Dr. Hamed, the request made by Department of Biological Sciences to change graduation requirements for MS in Biotechnology (nonthesis) was unanimously approved.

7) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - PhD in Science Education and PhD in Mathematics Education**

**Approved**

Request is made by Department of Education and Interdisciplinary Studies to change graduation requirements for PhD in Science Education and PhD in Mathematics Education.

Dr. Gallo said the request is to require students to present a dissertation seminar and prepare a manuscript based on the work undertaken for the dissertation and submit it for publication to a peer-reviewed journal.

He noted that after consulting with the department head, Dr. Hamed, the dissertation seminar requirement was amended to be open to anyone, which is consistent with current policy, and will not be restricted to faculty, staff, and students as described in the provided packet materials.

He advised it is important for Council to recognize that the proposed graduation requirements cannot be monitored by the Registrar’s office and therefore must be monitored by the academic unit. One suggested way in which this may be done is the academic unit head not sign the Examination Report until these criteria have been met.

Dr. Hamed explained that the intent of this request was to put students into a scholarly frame of mind by contributing to the body of scholarly works and sharing that knowledge with others. He said to put them in that mind set, the department would like his PhD students to submit a manuscript consistent with writing a peer-reviewed journal article.
Discussion ensued regarding how many DEIS students have currently submitted for publishing. Dr. Perlman said Physics and Space Sciences PhD students are required to have at least one paper in the publication process and that it (the paper) can be used as a chapter in the dissertation. Dr. Allen said that PhD students in his academic area are strongly encouraged to publish. Dr. Dshalalow said the Department of Mathematical Sciences doctoral students are required to have two papers accepted for publication prior to graduation.

On a motion by Dr. Martinez-Diaz and a second by Dr. Carroll, the amended request made by Department of Education and Interdisciplinary Studies to change graduation requirements for PhD in Science Education and PhD in Mathematics Education was approved with a vote of 14 in favor, one opposed, and two abstentions.

8) **ADDING A NEW MAJOR – MBA in Global Supply Chain Management**

**Unanimously Approved**

Request is made by College of Business to add an MBA in Global Supply Chain Management to its online MBA offerings.

It was noted that because this is an online Master’s program in the College of Business, there is a capstone experience rather than a final program examination as stipulated in Graduate Policy 1.6.

On a motion by Dr. Richardson and second by Dr. Martinez-Diaz, the request made by College of Business to add an MBA in Global Supply Chain Management to its online MBA offerings was unanimously approved with 16 votes in favor and one abstention.

9) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is April 21, 2016 and is the final meeting of the 2015-2016 academic year. The submission deadline for materials is April 7, 2016.

With no further business, the meeting adjourned at 1:30 p.m.

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