MINUTES
Graduate Council
September 17, 2015 (rev. 10/15/15)

Present: Ex officio: M. Gallo (Chair), S. Koksal


Guests: L. Garcia-Shelton, D. Micus, H. Miller, C. Sonnenberg

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo noted handouts: a revised agenda and a Graduate Council calendar, which identified dates for meetings and submission deadlines for material.

He welcomed both returning and new members and announced five new members to Council: Dr. Edwards (School of Arts and Communications), Dr. Liao (Chemistry), Dr. Perez (College of Business), and Dr. Yumiceva (Physics/Space Sciences) as temporary substitute for Dr. Perlman. He welcomed back Dr. Carroll (Biology) and Dr. Sharaf-Eldeen (Mechanical/Aerospace Engineering), who are returning to Council from leave last semester, and Dr. Cosentino (Civil Engineering) who is on a rotating basis every other semester with Dr. Pinelli.

Lastly, he said as a reminder, in the event Council members are unable to attend a meeting, it would be beneficial to have someone attend in their stead for information exchange purposes. This will ensure that their academic unit has input to the discussions and also has someone who can communicate proceedings of the meeting back to their academic unit. Please note, though, that Roberts’ Rules of Order does not permit their substitute to submit a proxy vote on their behalf.

2) ADDRESS COUNCIL MEMBERS – Dr. Semen Koksal

Dr. Koksal welcomed everyone and wished all a productive and happy academic year.

3) MINUTES OF THE APRIL 2015 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the April 16, 2015 meeting were unanimously approved on a motion by Dr. Richardson and a second by Dr. Jennings.
4) **DIRECTOR’S REPORT – Dr. Rosemary Layne**

Dr. Layne welcomed returning Graduate Council members, greeted new members, and thanked both for accepting service on Graduate Council.

Dr. Layne introduced the Office of Graduate Programs (OGP) by explaining who we are (staff members Monica DeFelice and Susan Allison), where we are located (Academic Quad 402, Room 100), and how we can assist faculty members (handout listing mission and service of the office). She explained that once a graduate student is an enrolled student, Graduate Programs is the first place students and faculty go for assistance beyond what their academic units can provide.

OGP’s mission is to provide guidance to our diverse community of graduate students and to serve as a responsive resource for academic units on all matters of graduate policy and procedures. Working in conjunction with Graduate Council, the office is responsible for developing, interpreting and communicating graduate policy and assisting academic units in guiding students to successful completion of their graduate degree programs.

5) **GRADUATE FACULTY APPOINTMENT – DUDHIA, Jimy**

**Unanimously Approved at Master’s Level**

Request is made by the Department of Marine and Environmental Systems to appoint Dr. Jimy Dudhia to the master’s level of Graduate Faculty.

Dr. Gallo reminded Council members that a request at the master’s level is consistent with Graduate Council’s practice with respect to graduate faculty appointments for faculty external to the university.

On a motion by Dr. Hamed and a second by Dr. Boy, the request made by the Department of Marine and Environmental Systems to appoint Dr. Jimy Dudhia to the master’s level of Graduate Faculty was unanimously approved.

6) **GRADUATE FACULTY APPOINTMENT – VAN der WESTHUYSEN, Andre**

**Unanimously Approved at Master’s Level**

Request is made by the Department of Marine and Environmental Systems to appoint Dr. Andre Van der Westhuysen to the master’s level of Graduate Faculty.

Dr. Gallo said that request at the master’s level is consistent with Graduate Council’s practice with respect to graduate faculty appointments for faculty external to the university.
On a motion by Dr. Jennings and a second by Dr. Martinez-Diaz, the request made by the Department of Marine and Environmental Systems to appoint Dr. Andre Van der Westhuysen to the master's level of Graduate Faculty was unanimously approved.

7) **GRADUATE FACULTY APPOINTMENT – YOUNG, Stephen**

*Unanimously Approved at Master’s Level*

Request is made by the School of Psychology to appoint Dr. Stephen Young to the master’s level of Graduate Faculty.

On a motion by Dr. Richardson and a second by Dr. Hamed, the request made by the School of Psychology to appoint Dr. Stephen Young to the master’s level of Graduate Faculty was unanimously approved.

8) **GRADUATE FACULTY APPOINTMENT – ARAGON, Patrick**

*Unanimously Approved at Master’s Level*

Request is made by the School of Psychology to appoint Dr. Patrick Aragon to the master’s level of Graduate Faculty.

A request at the master’s level is consistent with Graduate Council’s practice with respect to graduate faculty appointments for visiting professors.

On a motion by Dr. Jennings and a second by Dr. Martinez-Diaz, the request made by the School of Psychology to appoint Dr. Patrick Aragon to the master’s level of Graduate Faculty was unanimously approved.

9) **CHANGING REQUIREMENTS FOR A COURSE - PSY 5596 Supervised Clinical Experience**

*Approved*

A request is made by the School of Psychology to alter credit of **PSY 5596 Supervised Clinical Experience**. Dr. Gallo noted that this request was modified slightly subsequent to its submission to OGP. Instead of requesting a change from 1 credit to 0–1 credits, the change will now be from 1 credit to 0 credits. This change was approved by the proposer, Dr. Garcia-Shelton, and has the support of the College of Psychology faculty.

A question was raised about the grading system and the need to request this change. Dr. Garcia-Shelton explained that this course is supervised, the students are graded A-F, but it does not count towards their GPA. Dr. Garcia-Shelton noted the importance of tracking clinical hours because they are critical to state licensing. She stated that this course has not
been counted as a practicum, the core Clinical Psychology faculty can control who takes this course because only they are the ones supervising, and it is typically taken by first year students.

A council member asked if there were any other courses in existence that are with a zero to one credit designation. Dr. Layne said that ENS 5009 Internship has a range of 0-3 credits; however, it is Pass/Fail graded. In response to how this designation would impact a faculty load, Dr. Garcia-Shelton replied that teaching this course would be folded into supervision responsibilities. A question was asked regarding how success was going to be determined since the credit hour is 0 whether the student earns an A or an F. Dr. Garcia-Shelton answered that nurses and psychologists at the respective work site give extensive evaluations and that will determine the student’s grade. Dr. Layne clarified that two failing grades (D, F, or U) will result in the student’s dismissal (Graduate Policy 3.6 Academic Dismissal for Psy.D. Students).

On a motion by Dr. Hamed and a second by Dr. Richardson, the request made by the School of Psychology to alter the credit of PSY 5596 Supervised Clinical Experience from 1 credit to 0 credit was approved with 10 votes in favor, 0 opposed, and 7 abstentions.

10) **CHANGING REQUIREMENTS FOR A COURSE - PSY 5430 Emotions in the Workplace**

*Unanimously Approved*

A request is made by the School of Psychology to add prerequisite PSY 5415 for course PSY 5430 Emotions in the Workplace. Dr. Gallo stated that Dr. Steelman has confirmed that this request is appropriate for all students regardless of who teaches the course.

On a motion by Dr. Edwards and a second by Dr. Cosentino the request made by the School of Psychology to add prerequisite PSY 5415 for course PSY 5430 Emotions in the Workplace was unanimously approved.

11) **CHANGING REQUIREMENTS FOR A COURSE - AVS 5201 Aviation Meteorology and Practice**

*Unanimously Approved*

Request is made by the College of Aeronautics to change the prerequisite OCN 2407 for AVS 5201 Aviation Meteorology and Practice from optional to required.

Dr. Rice explained that Dr. Utley felt this OCN course would provide a solid foundation to help students feel better prepared for his AVS course. A concern was raised about students that transfer into the program without completing this prerequisite course. Dr. Rice said that a comparable course can be transferred in to meet that requirement.
On a motion by Dr. Rice and a second by Dr. Richardson, the request made by the College of Aeronautics to change the prerequisite OCN 2407 for AVS 5201 Aviation Meteorology and Practice from optional to required was unanimously approved.

12) **CHANGING REQUIREMENTS FOR A COURSE - AHF 5201 Human Performance I**

Unanimously Approved

Request is made by the College of Aeronautics to remove prerequisite AHF 5101 for course AHF 5201 Human Performance I.

Dr. Rice stated the course instructor, Dr. Carstens, thought that students did not need the prerequisite because this requirement would discourage students from signing up for her course and since she has started teaching this course, the content and material have changed.

On a motion by Dr. Hamed and a second by Dr. Rice the request made by the College of Aeronautics to remove prerequisite AHF 5101 for course AHF 5201 Human Performance I was unanimously approved.

13) **CHANGING REQUIREMENTS FOR A COURSE - AVM 5103 Airport Operations**

Unanimously Approved

Request is made by the College of Aeronautics to remove prerequisite AVM 4701 for course AVM 5103 Airport Operations.

On a motion by Dr. Rice and a second by Dr. Cosentino, the request made by the College of Aeronautics to remove prerequisite AVM 4701 for course AVM 5103 Airport Operations was unanimously approved.

14) **CHANGING REQUIREMENTS FOR A COURSE - AVM 5101 Legal and Ethical Issues in Aviation**

Unanimously Approved

Request is made by the College of Aeronautics to remove prerequisite AVM 4302 for course AVM 5101 Legal and Ethical Issues in Aviation.

On a motion by Dr. Rice and a second by Dr. Hamed, the request made by the College of Aeronautics to remove prerequisite AVM 4302 for course AVM 5101 Legal and Ethical Issues in Aviation was unanimously approved.

15) **CHANGING REQUIREMENTS FOR A COURSE - CSE 5210 Formal Languages and Automata Theory**
Unanimously Approved

A request is made by Department of Computer Sciences and Cybersecurity to replace the prerequisite **CSE 2010** for **CSE 5210 Formal Languages and Automata Theory** with the restriction “Background knowledge commensurate with CSE 2010.” Dr. Gallo advised that in the future, please include a cover memo as part of your submissions to OGP that summarizes what is being submitted and requested of Council.

Concerns were raised about how to enforce a prerequisite. Dr. Shoaff replied that the course description will let the student know what type of knowledge is needed before registering for the course. It was noted by a fellow Council member that the Registrar is responsible for enforcing prerequisites.

On a motion by Dr. Martinez-Diaz and a second by Dr. Jennings, the request made by Department of Computer Sciences and Cybersecurity to replace the prerequisite **CSE 2010** for **CSE 5210 Formal Languages and Automata Theory** with the restriction “Background knowledge commensurate with CSE 2010” was unanimously approved.

16) **CHANGING REQUIREMENTS FOR A COURSE - BEH 5251 Intensive Practical Training in Behavior Analysis**

Unanimously Approved

A request is made by the School of Behavior Analysis to replace prerequisites **BEH 5101** and **BEH 5103** for **BEH 5251 Intensive Practical Training in Behavior Analysis** with the restriction “Equivalent background knowledge to **BEH 5101** and **BEH 5103**.” This request did not have an accompanying memo. Dr. Gallo noted that this form has been reconstituted after it was submitted to OGP. The changes, as denoted by Dr. Layne’s initials and confirmed by Dr. Wilder from SBA, include filling in of various boxes at the top of the form to reflect exactly what is being requested. The gratuitous phrase “and enrollment in master’s program or program chair approval” will be deleted.

Dr. Martinez-Diaz explained that this is a way for students to benefit from online courses, to practice Behavior Analysis throughout the world.

On a motion by Dr. Hamed and a second by Dr. Cosentino, the request made by the School of Behavior Analysis and to replace the prerequisites **BEH 5101** and **BEH 5103** for **BEH 5251 Intensive Practical Training in Behavior Analysis** with the restriction “Equivalent background knowledge to **BEH 5101** and **BEH 5103**” was unanimously approved.

17) **CHANGING REQUIREMENTS FOR A COURSE - BEH 6304 Complex Human Behavior**

Unanimously Approved
A request is made by the School of Behavior Analysis to replace the prerequisite BEH 5100 for BEH 6304 Complex Human Behavior with the restriction “Equivalent background knowledge to BEH 5100.” This request did not have an accompanying memo and has been reconstituted after it was submitted to OGP. The changes, as denoted by Dr. Layne’s initials and confirmed by Dr. Wilder from SBA, include the filling in of various boxes at the top of the form to reflect exactly what is being requested.

Dr. Martinez-Diaz said that this course is taken by Ph.D. students and it does not make sense for them to re-take the course if they have taken it at another university. He said that second year Master’s students may take this course also.

On a motion by Dr. Martinez-Diaz and a second by Dr. Cosentino the request made by the School of Behavior Analysis to replace the prerequisite BEH 5100 for BEH 6304 Complex Human Behavior with the restriction “Equivalent background knowledge to BEH 5100” was unanimously approved.

18) **ADDING A NEW COURSE TO THE CURRICULUM – AVS 5301 Multicultural Team Operations in Aviation**

*Approved with Conditions*

A request is made by the College of Aeronautics to add a new course AVS 5301 Multicultural Team Operations in Aviation (3 credit hours).

Concerns were about the course description not reflecting anything about Aeronautics, but having more of a Business or Industrial/Organizational feel. Dr. Rice assured Council members that this course is clearly aviation oriented, even though that may not be reflected in the syllabus. He explained this course addresses different cultures mixed with different languages interacting in the aviation industry, specifically real world problems such as safety in the cockpit. Dr. Boy showed his support by underscoring the importance of cockpit management. Dr. Rice offered to work with Dr. Winter (course originator) to revise the course description and syllabus to address all raised concerns.

On a motion by Dr. Rice and a second by Dr. Hamed, the request made by the College of Aeronautics to add AVS 5301 Multicultural Team Operations in Aviation was approved with 14 votes in favor and three opposed, with the understanding of a revised syllabus and course description*.

19) **ADDING A NEW COURSE TO THE CURRICULUM – BME 5100 Tissue Structure and Function and BME 5105 Drug Delivery**

*Both Courses Unanimously Approved*
A request is made by the Department of Biomedical Engineering to add two new courses BME 5100 Tissue Structure and Function (3 credit hours) and BME 5105 Drug Delivery (3 credit hours). This request does not have an accompanying memo. Dr. Gallo reminded Council that in the absence of a specific grading system, Council is to imply that the proposed course will follow the university’s undergraduate grading system of A = 90–100, B = 80–89, C = 70–79, D = 60–69, and F < 60, as defined in the section “Grading and Hours” in the “Academic Overview” of the online 2015–2016 catalog.

Dr. Layne agreed to check for inclusion of a grading scheme on the preliminary syllabus for all new courses being presented to Graduate Council.

On a motion by Dr. Cosentino and a second by Dr. Hamed, the request made by the Department of Biomedical Engineering to add BME 5100 Tissue Structure and Function and BME 5105 Drug Delivery was unanimously approved.

20) **ADDING A NEW COURSE TO THE CURRICULUM – CHE 5300 and BME 5300 Biomaterials**

Unanimously Approved

Request is made by the Department of Chemical Engineering to add the cross-listed course CHE 5300 and BME 5300 Biomaterials (3 credit hours). Dr. Gallo stated that Council is reminded that a cross-listed course is one that is shared by and listed in two or more academic units for collaboration and interdisciplinary purposes. In such cases a separate three-letter prefix aligned to the corresponding academic unit is used so the transcript is denoted correctly with respect to the student’s major. Council also is reminded that academic policy prohibits students from taking a cross-listed course under one prefix and then taking it again under the second prefix. For definitions of dual-numbered, bi-level, and cross-listed courses, please refer to the November 2013 minutes, which are posted online. Council also is to assume that the proposed course will follow the university’s undergraduate grading system as mentioned in the previous discussion.

On a motion by Dr. Jennings and a second by Dr. Richardson, the request made by the Department of Chemical Engineering to add the cross-listed course CHE 5300 and BME 5300 Biomaterials was unanimously approved.

21) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MS in Aviation Human Factors and MSA in Applied Aviation Safety**

Unanimously Approved

A request is made by the College of Aeronautics to propose a nonthesis option for two of their current on-campus, thesis-only master’s degree programs: MS in Aviation Human
Factors and MSA in Applied Aviation Safety. Both of these programs presently are 36-hour thesis-only on-campus programs. Dr. Gallo clarified that under “Summary of Program Requirements,” the Thesis entry indicates a maximum of 6 credit hours. This does NOT mean students may take less than 6 hours of thesis. It means that no more than 6 hours of thesis may be applied to the program. You cannot get to 36 hours unless you have 6 hours of thesis.

Dr. Martinez-Diaz noticed a credit hour difference between the thesis (36) and nonthesis (33) options. Dr. Rice offered to adjust the credit hours for directed research from three hours to six, to even out the credits between the programs, bringing the nonthesis option to 36 total credit hours for both the MS and MSA programs.

On a motion by Dr. Richardson and a second by Dr. Rice, the request made by the College of Aeronautics to propose a nonthesis option for two of their current on-campus, thesis-only master’s degree programs: MS in Aviation Human Factors and MSA in Applied Aviation Safety was unanimously approved.

22) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – PhD in Aviation Sciences**

**Unanimously Approved with Conditions**

Request is made by the College of Aeronautics to propose a change in graduation requirements for the PhD in Aviation Sciences by removing **AVM 5101 Legal and Ethical Issues in Aviation** as a required/core course and replacing it with new course **AVS 5301 Multicultural Team Operations in Aviation**. **AVM 5101** will remain as an elective course. This request complements the new course request for **AVS 5301** approved in item 18 above.

On a motion by Dr. Rice and a second by Dr. Cosentino the request made by the College of Aeronautics to propose a change in the graduation requirements for the PhD in Aviation Sciences was unanimously approved, with the understanding that the new course **AVM 5301** will have a revised syllabus and course description.

23) **ADDDING A NEW MAJOR – MBA Cybersecurity Option**

**Unanimously Approved**

A request is made by the Nathan M. Bisk College of Business to add an option in Cybersecurity to its online MBA program. Dr. Gallo reminded Council that because this is an option (as opposed to a specialization), by definition it will receive its own major code.

Dr. Sonnenberg explained that this option was created to meet market demands and does not have any new courses associated with it. This option was designed to manage a cybersecurity area; it is not heavy in the technical area. Dr. Shoaff showed his support for this option by saying that this is a different path, not as technical as the Computer Sciences
Cybersecurity area in his department. This is more of a broad overview of databases and networks.

On a motion by Dr. Perez and a second by Dr. Richardson, the request is made by the Nathan M. Bisk College of Business to add an option in Cybersecurity to its online MBA program was unanimously approved.

24) **GRADUATE POLICY REVISION**

*Unanimously Approved*

Request is made by the School of Arts and Communication to revise **Graduate Policy 1.6.3 Oral Examinations** to reflect the new policy for Oral Doctoral Examinations, allowing each academic unit to decide whether to open the thesis or design project defense to anyone. Dr. Gallo reminded Council that this request initially was presented to the Committee on Standards and to Council at their respective April 2015 meetings, but was remanded back to the proposer for clarification language because it was unclear if the request also pertained to the oral final program examination (FPE).

Dr. Edwards confirmed that this request was meant to be an option, not a requirement. Dr. Gallo added that all departments can apply this choice if they wish to do so.

On a motion by Dr. Edwards and a second by Dr. Martinez-Diaz the request made by the School of Arts and Communication to modify **Graduate Policy 1.6.3 Oral Examinations**, allowing each academic unit to decide whether to open the thesis or design project defense to anyone was unanimously approved.

25) **ANNOUNCEMENTS**

Dr. Sharaf-Eldeen thanked everyone for their well wishes and support during his absence last academic year.

Dr. Gallo announced that the next Graduate Council meeting is October 15, 2015, and the submission deadline for materials is October 1, 2015.

With no further business, the meeting adjourned at 2:27 p.m.

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