MINUTES
Graduate Council
September 15, 2016

Present: Ex officio: M. Gallo (Chair) and M. Baloga

Guests: E. Fox, D. Micus, H. Miller, L. Savoie, R. Sippel, C. Sonnenberg

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone and introduced the five new voting members to Graduate Council. Dr. Bashur (Biomedical Engineering), Dr. Carstens (College of Aeronautics), Dr. Heck (Civil Engineering), Dr. Miller-Kermani (Department of Extended Studies) and Dr. Jean Perez (Physics/Space Sciences) who is temporarily replacing Dr. Perlman for Fall 2016.

Dr. Gallo introduced Drs. Stephane, Harvey, Cusick, Kish, and Dr. Palmer who are present in a nonvoting capacity for their respective academic units.

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 has input to the discussions and also has someone who can communicate proceedings back to their academic unit. He stated that Roberts’ Rules of Order does not permit a substitute to submit a proxy vote on someone’s behalf.

Dr. Gallo said that he would be working from a restructured agenda and reminded members to review the Graduate Council calendar at their place settings, which highlighted the dates for meetings and submission deadlines for material.

2) ADDRESS COUNCIL MEMBERS – Dr. Monica Baloga

Dr. Gallo introduced Dr. Baloga, Senior Vice President for Accreditation, Academic and Student Affairs / Chief Academic Officer. He advised that in the absence of a formal Dean of the Graduate School, the Chief Academic Officer assumes that role.

Dr. Baloga extended a warm welcome back to all present and stated that that she is excited for the new academic year.
3) **MINUTES OF THE APRIL 2016 GRADUATE COUNCIL MEETING**

**Approved**

The minutes of the April 21, 2016 meeting were approved with a vote of 11 in favor on a motion by Dr. Hamed and a second by Dr. Dshalalow.

4) **DIRECTOR’S REPORT – Dr. Rosemary Layne**

Dr. Layne distributed a welcome handout for Council Members’ use and for assisting their colleagues in understanding the mission and services provided by the Office of Graduate Programs (OGP). She said OGP’s mission is to provide guidance to our diverse community of graduate students (of which 51% are international), 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.

Dr. Layne reminded council members that at the April meeting, Graduate Council approved a revision of graduate policy to reflect 1) a fewer number of required bound copies of the thesis or dissertation and, 2) what is required of students to meet “Turn-in Requirements”. She announced that OGP in partnership with Evans Library has implemented the Electronic Thesis & Dissertation (ETD) Submission process and that systems and services are in place for the convenience of students and academic units.

She stated that OGP continues to offer format checks and guides students through turn-in requirements and deadlines. She praised Evans Library for their efforts, especially for preparing tutorials and conducting workshops to familiarize students with the ETD process.

Dr. Layne said the most important stakeholder in the partnership is each academic unit. She distributed a screen shot of the OGP website (Thesis/Dissertations) and requested that advisors direct students to checklists and ETD templates/tutorials as well as a tab that specifies the minimum number of bound thesis/dissertation copies required by each academic unit. She distributed the ETD Access Form and explained that the form and advisor’s signature are required. Drs. Layne and Miller are available to attend academic unit meetings to overview the ETD Submittal process (including permissions, embargos, licensing and access),

5) **INFORMATION ITEM – Deactivation of Flight Test Evaluation Graduate Certificate Program**

Request is made by College of Aeronautics to inform Graduate Council of deactivation of Flight Test Evaluation graduate certificate program.

Dr. Gallo stated, as indicated in the memo provided to council, that the College of Aeronautics is officially informing Council that it deactivated its Graduate Certificate program in Flight Test Evaluation.
6) GRADUATE FACULTY APPOINTMENT – ALLIGOOD, Christina

Unanimously Approved

Request is made by School of Behavior Analysis to appoint Dr. Christina Alligood to the Master’s level of Graduate Faculty.

On a motion by Dr. Anagnostopoulos and a second by Dr. Jennings, the request made by School of Behavior Analysis to appoint Dr. Christina Alligood to the Master’s level of Graduate Faculty was unanimously approved.

7) GRADUATE FACULTY APPOINTMENT – JIMENEZ-GOMEZ, Corina

Unanimously Approved

Request is made by School of Behavior Analysis to appoint Dr. Corina Jimenez-Gomez to the Master’s level of Graduate Faculty.

On a motion by Dr. Anagnostopoulos and a second by Dr. Hamed, the request made by School of Behavior Analysis to appoint Dr. Corina Jimenez-Gomez to the Master’s level of Graduate Faculty was unanimously approved.

Dr. Gallo stated that the remaining agenda categories were curriculum-related. He apprised Council that during the summer two curriculum-related administrative forms were modified and a new form was created. These forms include:

- Adding a New Major or Minor to the Curriculum (Modified)
- Adding a New Course to the Curriculum (Modified)
- Adding a New Concentration or Specialization to an Existing Major (New)

The forms are accessible via the Registrar’s web site under University Forms (Faculty and Advisor tab). He asked Council to convey this information to their academic units.

8) CHANGING REQUIREMENTS FOR A COURSE - CVE 5016 Advanced Reinforced Concrete, CVE 5025 Foundation Design, CVE 5072 Construction Contracts, Law and Specifications, and CVE 5073 Construction Cost Engineering

Unanimously Approved

Request is made by Department of Civil Engineering to change prerequisites for the four courses listed above.

Dr. Gallo noted that the request is to replace prerequisites with “Background knowledge equivalent to…” and the corresponding administrative forms for the last two courses have been updated to reflect that these changes will be included in the 2017-18 catalog, not the 2016-17 catalog.
On a motion by Dr. Heck and a second by Dr. Anagnostopoulos, the request made by Department of Civil Engineering to change prerequisites for four courses: CVE 5016 Advanced Reinforced Concrete, CVE 5025 Foundation Design, CVE 5072 Construction Contracts, Law and Specifications, and CVE 5073 Construction Cost Engineering was unanimously approved with 13 votes in favor and one abstention.

9) **CHANGING REQUIREMENTS FOR A COURSE - BUS 5662 Project Tools and Techniques**

**Unanimously Approved**

Request is made by Nathan M. Bisk College of Business to change prerequisites for the course listed above.

Dr. Gallo noted that the requested change involves expanding the current prerequisite of BUS 5661 to include the option of MGT 5113.

On a motion by Dr. Hamed and a second by Dr. Edwards, the request made by Nathan M. Bisk to change prerequisites for BUS 5662 Project Tools and Techniques was unanimously approved with 13 votes in favor and one abstention.

10) **CHANGING REQUIREMENTS FOR A COURSE - PHY 5015 Analytical Mechanics I**

**Unanimously Approved**

Request is made by Department of Physics and Space Sciences to change prerequisites for the course listed above.

Dr. Gallo noted that the request is to replace the prerequisite for the course PHY 5015 Analytical Mechanics I with “Background knowledge equivalent to ...”

On a motion by Dr. Perez and a second by Dr. Heck, the request made by the Department of Physics and Space Sciences to change prerequisites for PHY 5015 Analytical Mechanics I was unanimously approved.

11) **CHANGING GRADUATION REQUIREMENTS – Graduate Certificate Programs: Healthcare Management, Information Technology Management, and Management**

**Unanimously Approved**

Request is made by Nathan M. Bisk College of Business to change graduation requirements for three graduate certificate programs: Healthcare Management, Information Technology Management, and Management.

Dr. Gallo noted that the request is to change the graduation requirements for the three graduate certificate programs so that students are required to complete all four required courses with a minimum grade of C and also must maintain a minimum 3.0 cumulative GPA for these
four courses. He noted that the current wording on the departmental memo does not reflect the College of Business' intent. In consultation with Dr. Sonnenberg, this wording was modified to read as follows:

_All courses must be completed with a minimum grade of C. Students must complete all four of the required courses outlined by the degree program plan with a minimum cumulative GPA of 3.0._

This new wording will be reflected in the corresponding administrative forms and the catalog year also will be changed to 2017–18.

On a motion by Dr. Anagnostopoulos and a second by Dr. Bostater, the request made by Nathan M. Bisk College of Business to change graduation requirements for three graduate certificate programs: Healthcare Management, Information Technology Management, and Management was unanimously approved.

12) **ADDING A NEW COURSE – MUS 5201 Concert Choir, MUS 5203 Concert Band, MUS 5204 String Orchestra, and MUS 5205 Jazz Ensemble**

_Unanimously Approved_

Request is made by the School of Arts and Communication to add the four new 0-credit courses listed above.

Dr. Edwards said this request is intended to permit graduate students to participate in these ensembles, even though they do not need the credit for the courses. Graduate students do not pay for the course, but they do pay a materials fee.

A question was raised about the grading scheme of pass/fail and what would happen if a student failed this course. Dr. Layne advised, for example, that a student who earns two failing grades (D, F, or U) at any stage of the doctoral program would be academically dismissed.

On a motion by Dr. Edwards and a second by Dr. Anagnostopoulos, the request made by the School of Arts and Communication to add four new 0-credit courses: MUS 5201 Concert Choir, MUS 5203 Concert Band, MUS 5204 String Orchestra, and MUS 5205 Jazz Ensemble was unanimously approved.

13) **ADDING A NEW MAJOR – Option in Project Management in Information Technology for Online MBA**

_Unanimously Approved_

Request is made by Nathan M. Bisk College of Business to add an option in Project Management in Information Technology 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. He noted that the courses listed for the proposed option are all existing courses.
On a motion by Dr. Hamed and second by Dr. Edwards, the request made by Nathan M. Bisk College of Business to add an option in Project Management in Information Technology to its online MBA program was unanimously approved with 13 votes in favor and one abstention.

14) REMARKS FROM THE FLOOR

A question was raised about graduate faculty appointment levels and what criteria determines if they appear on the Graduate Council agenda for review.

Dr. Layne explained the graduate faculty nomination process [Graduate Policy 4.1.2] and clarified the levels of appointment. An individual appointed at the master’s level can chair master’s committees and can serve on master’s and doctoral committees. To supervise doctoral research projects and dissertations, a doctoral-level appointment is necessary.

15) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is October 20, 2016, and the submission deadline for materials is October 6, 2016.

With no further business, the meeting adjourned at 1:37 p.m.

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