MINUTES
Graduate Council
April 19, 2018 *revised 4/27/18

Present: Ex officio: M. Gallo (Chair)
Voting Members: W. Allen, G. Anagnostopoulos, C. Bashur, C. Bostater, D. Carroll,
D. Carstens, N. Daher (via phone), J. Dshalalow, H. Edwards, K. Hamed,
H. Heck, P. Jennings, Y. Liao, J. Martinez-Diaz (via phone), E. Perez,
J. Perez, Y. Sharaf-Eldeen, L. Steelman, A. Stephane, B. Webster

Guests: E. Fox, C. Johnston, K. Myers-Kemp, R. Sippel

The meeting was called to order at 1:09 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo announced that he would be working from a restructured agenda and Dr. Nick Daher and Dr. Jose Martinez-Diaz were present via telephone representing the Department of Extended Studies and the School of Behavior Analysis.

2) MINUTES OF THE MARCH 2018 GRADUATE COUNCIL MEETING
Unanimously Approved

The minutes of the March 22, 2018 meeting were unanimously approved on a motion by Dr. Hamed and a second by Dr. E. Perez.

3) ADDING A NEW SPECIALIZATION – Nanoscience/Nanotechnology Specialization to Chemical Engineering MS Program
Both Requests Unanimously Approved

Request is made by Department of Chemical Engineering to add Nanoscience/Nanotechnology Specialization to the MS degree program in Chemical Engineering, including adding a new graduate course CHE 5563 Materials Characterization Lab.

Dr. Gallo addressed the new course request first and advised that the Grades to be Issued on the Adding a New Course form will be A, B, C, D, F as confirmed by Dr. Tomadakis.

On a motion by Dr. Sharaf-Eldeen and a second by Dr. Jennings, the request made by Department of Chemical Engineering to add new graduate course CHE 5563 Material Characterization Lab was unanimously approved.

Dr. Gallo then addressed the new specialization request, advising that the proposed new specialization will comprise a minimum of 12 credit hours. The overall master’s degree will still
require a minimum of 30 credit hours (NOTE: CHE 5100 Chemical Engineering Seminar is 0 credits.)

On a motion by Dr. Jennings and a second by Dr. Hamed, the request made by Department of Chemical Engineering to add Nanoscience/Nanotechnology Specialization to the MS degree program in Chemical Engineering was unanimously approved.

4) **CHANGING GRADUATION REQUIREMENTS –Certificate Programs in Applied Behavior Analysis Assistant and Applied Behavior Analysis and Adding 11 New Graduate Courses (listed below)**

**All Requests Unanimously Approved**

Request is made by School of Behavior Analysis to change graduation requirements for its Certificate Programs in Applied Behavior Analysis Assistant and Applied Behavior Analysis and adding 11 new graduate courses:

- **BEH 5041 Introduction to Concepts and Principles of Behavior Analysis (3) *
- **BEH 5043 Measurement and Experimental Design in Behavior Analysis (3) *
- **BEH 5044 Ethics for Behavior Analysts 1 (1) *
- **BEH 5045 Ethics for Behavior Analysts 2 (1) *
- **BEH 5046 Ethics for Behavior Analysts 3 (1)
- **BEH 5047 Introduction to Assessment and Intervention (1) *
- **BEH 5048 Assessment and Behavior Change Procedures for Skill Acquisition and Performance Improvement (3) *
- **BEH 5049 Assessment and Behavior Change Procedures for Behavior Reduction (3) *
- **BEH 5050 Supervision and Management Fundamentals (1) *
- **BEH 5051 Advanced Personnel and Supervision Management (1)

Dr. Gallo addressed the proposed new courses first. He advised that the 11 new courses eventually will replace eight current courses, **BEH 5011–BEH 5018**, but they are not to be considered a one-to-one replacement for the courses currently offered in BANNER. Once the School of Behavior Analysis identifies which current courses are to be deactivated, the catalog and curriculum director, Ms. Liz Fox, will add them to the deactivated course list for Graduate Council review. Dr. Gallo introduced Dr. Kristin Myers-Kemp, who was present to answer any questions. Because there were no objections, all 11 courses were presented collectively.

On a motion by Dr. E. Perez and a second by Dr. Hamed, the request made by School of Behavior Analysis to add 11 new graduate courses (listed above) was unanimously approved.

Dr. Gallo then discussed the proposed graduation requirement changes for the Graduate Certificate Program in Applied Behavior Analysis Assistant (8002). The proposed changes were to increase the current 12-hour program to 16 hours and replace the current set of required courses with 8 of the 11 new courses (designated by a *).

Dr. Gallo reported that Dr. Martinez-Diaz has advised that although the Behavior Analysis Certification Board requires only 15 credit hours for Board Certification for the Applied Behavior Analysis Assistant program, the request here is for 16 credit hours because this would be best for those students who wish to continue to the 8003 certificate program.
Dr. Myers-Kemp summarized the proposed changes and the impetus behind them. She said a job analysis was done to assess differences between competencies required in the 4th and 5th edition task lists. The courses cover slightly different content in a different manner. Ethics was split into three stand-alone courses to allow students who need only one or two of the courses to take what they need, versus being required to take all three. In response to a question about the number of credit hours needed for graduate certificate programs, Dr. Gallo responded that generally graduate certificate programs are 12-15 credit hours. Another question was asked about the difference between the two certificate programs (8002 & 8003). Dr. Myers-Kemp replied that the two certificate programs have different levels of certification. She added that the Behavior Analysis (8003) certification allows the recipient to practice independently. In response to a question about the number of students in the certificate programs, she replied that up to 2,000 students are in the program at any given time. Dr. Myers-Kemp said the certificate programs have instructors and co-instructors and are offered at a special reduced rate thanks to negotiations made by Dr. Martinez-Diaz.

On a motion by Dr. Hamed and a second by Dr. Carroll, the request made by School of Behavior Analysis to change graduation requirements for its Graduate Certificate Program in Applied Behavior Analysis Assistant (8002) was unanimously approved.

Dr. Gallo then addressed the proposed graduation requirement changes for the Graduate Certificate Program in Applied Behavior Analysis (8003). The proposed changes were to increase the current 18-credit-hour program to 21 credit hours and replace the current set of required courses with the 11 new aforementioned courses.

On a motion by Dr. Hamed and a second by Dr. Bashur, the request made by School of Behavior Analysis to change graduation requirements for the Graduate Certificate Program in Applied Behavior Analysis (8003) was unanimously approved.

5) **GRADUATE POLICY REVIEW/ COMMITTEE ON STANDARDS REPORT**

**Committee on Standards’ Recommendation Approved**

Dr. Gallo introduced the April 12, 2018 Committee on Standards (CoS) report relative to the review of Graduate Policy 4.2, which, in part, addresses Graduate Council membership. He advised that the Committee on Standards reviewed this policy and the corresponding minutes of that meeting were attached to today’s handout material.

Dr. Gallo said the Committee on Standards was unanimous in its recommendation that no changes be made to Graduate Policy 4.2 at this time. However, the Committee also indicated that although no changes to policy are needed, each academic unit head has the discretion to appoint a designated alternate to serve in the stead of an absent primary Graduate Council representative, and that this designated alternate would have full voting rights. Thus, each academic unit would have an appointed primary and alternate Graduate Council representative.

Dr. Gallo said because the recommendation from the Committee on Standards was unanimous, this agenda item came to Council as a motion and second.

Prior to opening up the discussion, Dr. E. Perez summarized the discussion from the CoS meeting. He said that prior to the CoS meeting, committee members asked Dr. Layne for
information on the make-up of graduate programs and colleges to assist in some of the
considerations in regards to proportional representation. He added that the Committee on
Standards thought it was best to leave the policy “as is” and go with the status quo (i.e., one voting
representative from each academic unit offering graduate programs). There were two reasons for
this. First, after investigation of the academic units affected the merger and the academic units not
affected by the merger, the committee could not find any other mechanism to make it fair, and
second, this body (Graduate Council) has always looked out for the best interests of the university
versus individual colleges and departments.

Several concerns were shared. One Council member voiced that after the merger of the
College of Science with the College of Engineering and Computing, many academic units are
being represented by different interests and having a designated alternate would not solve this.
Dr. E. Perez responded that while there may be other solutions, the CoS reviewed the distribution
of all 139 graduate programs within the colleges and the Department of Extended Studies. He
added that some of the 21 College of Business programs are different from each other with
entirely different coursework and the same is true with the Department of Extended Studies. He
summarized that CoS saw a lot of folks representing a lot of different programs. He assured all
present that this recommendation was not rubber stamped by Committee on Standards.

Dr. Bashur said that the Department of Biomedical Engineering has three quite different
specialty areas. Dr. Carroll responded that we all are serving as representatives of larger groups. In
his case, he brings agenda items and information back to his academic group and discusses with
them. He said that, as a Graduate Council, our thinking and decision-making will not change
whether we have 20 or 12 voting representatives.

Dr. Jennings said he does not think that the newly-formed academic units have gotten
together to talk about the organizational changes. He believes the new academic units need time
within the unit. Dr. Bashur concurred that the interests are still separate at this time. Dr. Edwards
suggested to see how things settle out over the next year. She said maybe those that have served
can be included in the discussion. Dr. J. Perez was concerned that the road can be bumpy going
from 20 representatives down to 12.

Dr. Carroll said each unit would have two people as Graduate Council representatives,
one voting member and an alternate representative. For example, College of Science can have one
and College of Engineering the other. The College of Science representative can attend for
science-related issues and the College of Engineering representative can attend for engineering-
related material and to answer engineering-related questions. Representation would depend on the
area of agenda items – whether science or engineering focused.

Dr. Anagnostopolous said maybe the super departments need time to figure out what their
needs are. Dr. Bostater asked if department heads have a vote. Dr. Layne answered that
department heads are considered ex-officio members and can break a tie in voting situations. Dr.
Gallo added that in the past, ex-officio members and others, have regularly attended Graduate
Council meetings and have offered input and voted when called upon to do so.

On a motion and second made by the Committee on Standards, the recommendation
made by the Committee on Standards to not revise Graduate Policy 4.2 Graduate Council was
approved with 13 votes in favor, two opposed, and three abstentions.
6) **REMARKS FROM THE FLOOR**

Dr. Gallo said “as a result of Council’s decision to not change Graduate Policy 4.2, eight members from the two colleges that are being merged will no longer be a part of Council beginning in fall 2018. For those of you who will not be here in the fall, I thank you for your commitment to Council and your participation at our meetings. If you would like to continue your service, I encourage you to lobby your academic unit head to appoint you as the unit’s primary representative to Graduate Council or its designated alternate.”

7) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is September 20, 2018, and the submission deadline for materials is September 6, 2018. He wished all in attendance a safe, peaceful, restful, and healthy summer break.

With no further business, the meeting adjourned at 1:57 p.m.

[signature]

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