MINUTES
Graduate Council
January 18, 2018

Present: Ex officio: M. Gallo (Chair), R. Bonhomme

Voting Members: W. Allen, C. Bashur, C. Bostater, D. Carstens, N. Daher (via phone),
J. Dshalalow, H. Edwards, K Hamed, H. Heck, P. Jennings, Y. Liao,
J. Martinez-Diaz, E. Perez, J. Perez, L. Steelman, A. Stephane, B. Webster

Guests: M. Bonhomme, E. Fox, C. Johnston, R. Sippel

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone back and wished all a Happy New Year. He announced that
he would be working from a restructured agenda and that Dr. Nick Daher (Department of
Extended Studies) was present via telephone.

2) MINUTES OF THE NOVEMBER 2017 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the November 16, 2017 meeting were unanimously approved on a motion
by Dr. Hamed and a second by Dr. Heck.

3) GRADUATE FACULTY APPOINTMENT – NEOGI, Natasha Anita

Unanimously Approved

Request is made by School of Computing to appoint Dr. Natasha Anita Neogi to the
Master’s level of Graduate Faculty.

Consistent with Graduate Council’s practice with respect to graduate faculty appointments
for adjunct faculty and faculty external to the university, the request is made to appoint Dr. Neogi
at the master’s level.

On a motion by Dr. Hamed and a second by Dr. Jennings, the request made by School of
Computing to appoint Dr. Natasha Anita Neogi to the Master’s level of Graduate Faculty was
unanimously approved.

4) CHANGING REQUIREMENTS FOR A COURSE – 62 ESD Courses (listed below)

All Categories and Courses Unanimously Approved
Request is made by Department of Extended Studies to change the requirements for 62 courses which are listed by category as follows:

(a) Remove Course Prerequisites and Add the Restriction “Background knowledge equivalent to …” the Prerequisite Course

- MGT 5001 Managerial Accounting (p. 16)
- MGT 5002 Corporate Finance (p. 17)
- MGT 5003 Public Finance (p. 18)
- MGT 5007 Intermediate Managerial Statistics (p. 19)
- MGT 5008 Finance Seminar (p. 20)
- MGT 5018 Policy and Strategy for Business (p. 21)
- MGT 5037 Global Economic Environment of Business (p. 23)
- MGT 5042 International Business (p. 24)
- MGT 5047 New Venture Development (p. 25)
- MGT 5048 Marketing Analysis and Strategy (p. 26)
- MGT 5049 International Marketing (p. 27)
- MGT 5050 Advanced International Marketing (p. 28)
- MGT 5052 Planning & Modeling for Emergency Operations & Disaster Relief (p. 29)
- MGT 5053 Project and Program Risk Mitigation (p. 30)
- MGT 5064 Cost and Economic Analysis (p. 31)
- MGT 5066 System Analysis and Modeling (p. 32)
- MGT 5068 System Engineering Management (p. 33)
- MGT 5069 Advanced Techniques in Supply Chain Management (p. 34)
- MGT 5088 Project and Program Risk Management (p. 36)
- MGT 5089 Multiple Project Management (p. 37)
- MGT 5101 Leadership Theory and Effective Management (p. 40)
- MGT 5105 Interpersonal Relations and Conflict Resolution (p. 41)
- MGT 5112 Seminar in Contemporary Issues in Human Resources Management (p. 42)
- MGT 5119 Accounting for Nonprofit Entities (p. 43)
- MGT 5131 Productivity Measurement and Improvement (p. 44)
- MGT 5133 Advanced Analytical Methods for Management (p. 45)
- MGT 5136 Investment Analysis (p. 46)
- MGT 5140 International Finance (p. 47)
- MGT 5141 Implementing Statistical Process Control (p. 48)
- MGT 5146 Management of Innovation (p. 49)
- MGT 5148 Design and Analysis of Experiments (p. 50)
- MGT 5149 Economics for Business (p. 51)
- MGT 5150 Management of Software Systems (p. 52)
- MGT 5151 Database Systems Management (p. 53)
- MGT 5152 Computer Systems Administration (p. 54)
- MGT 5153 Telecommunications Systems Management (p. 55)
- MGT 5154 Advanced Management Information Systems (p. 56)
- MGT 5155 Security in the Enterprise (p. 57)
- MGT 5156 Host-Based Security (p. 58)
- MGT 5157 Secure Networks and Communication (p. 59)
- MGT 5163 Marketing in An Internet-Based Environment (p. 61)
- MGT 5171 Managerial Decision Modeling (p. 63)
- MGT 5212 Advanced Procurement and Contract Management (p. 64)
Category (a) Continued

- MGT 5213 Contract Changes, Terminations, and Disputes (p. 65)
- MGT 5214 Cost Principles, Effectiveness and Control (p. 66)
- MGT 5217 Contract and Subcontract Formulation (p. 67)
- MGT 5218 Contract Negotiations and Incentive Contracts (p. 68)
- MGT 5270 Special Topics in Contracts Management (p. 70)
- MGT 5305 Healthcare Quality Management (p. 71)
- MGT 5310 Healthcare Nursing Management (p. 72)

(b) Remove Course Prerequisites and Add the Restriction “Background knowledge equivalent to ...
...” a Course Different than the Prerequisite Course

- MGT 5162 Survey of Information Technologies for eBusiness (p. 60)
- MGT 5166 Projects in eBusiness (p. 62)

(c) Remove Course Prerequisites and Add the Restriction “Must be taken during last 12 hours of
program” without Adding Required Background Knowledge

- MGT 5090 Practicum for Project Management (p. 38)
- MGT 5093 Practicum of Quality Management (p. 39)
- MGT 5220 Contract Management Research Seminar (p. 69)

(d) Remove No Course Prerequisites and Add the Restriction “Must be taken during last 12 hours of
program”

- MGT 5020 Applied Management Project (p. 22)
- SPC 5080 Space Missions (Capstone Project) (p. 35)
- MGT 5901 Master of Public Administration Capstone Project (p. 73)
- MGT 5902 Human Resources Management Capstone Project (p. 74)
- MGT 5903 Logistics Management Capstone Project (p. 75)
- MGT 5904 Systems Management Capstone Project (p. 76)
- MGT 5905 Technology Management Capstone Project (p. 77)

Dr. Gallo asked Council to note that the courses were organized into four separate
categories based on the type of change being requested, and each category was to be treated
separately with its own motion and second. He advised that corrections to the corresponding
administrative forms have been made where needed and in consultation with Liz Fox, Manager of
Catalog and Curriculum, as well as with Extended Studies administrators.

Category “a”

Dr. Gallo introduced the first category, group “a”, which consisted of 50 courses where
the request was to remove the current course prerequisites and to add the restriction “Background
knowledge equivalent to … [the prerequisite courses]”. A representative example of this is
MGT 5001 Managerial Accounting where the prerequisite MGT 5000 was being removed and
the restriction “Background knowledge equivalent to MGT 5000” was being added.

Questions were raised about how background knowledge was determined by the academic
unit. Dr. Mary Bonhomme said the review process is done on a one-on-one basis. The department
interviews the student in conjunction with reviewing the student’s undergraduate transcripts.

Ms. Fox said that previously, prerequisites at the graduate level were not enforced.
However, Ms. Fox and Dr. Edwards noted that graduate level courses are now being looked at.
Ms. Fox added that prerequisites are often an impediment for off-campus graduate students who
are trying to register.

On a motion by Dr. Hamed and a second by Dr. Martinez-Diaz, the request to change requirements for the first category of courses, group “a”, which consisted of 50 courses where the request was to remove the current course prerequisites and to add the restriction “Background knowledge equivalent to ... [to the prerequisite courses]” was unanimously approved.

**Category “b”**

Dr. Gallo introduced the second category, group “b”, which consisted of two courses: **MGT 5162 Survey of Information Technologies for eBusiness** and **MGT 5166 Projects in eBusiness**. The request was to remove the current course prerequisites and add the restriction “Background knowledge equivalent to ...” but the “equivalent” knowledge is with respect to a course that is different from the current prerequisite.

On a motion by Dr. Hamed and a second by Dr. E. Perez, the request to change requirements for the second category of courses, group “b”, by removing the current course prerequisites and adding the restriction “Background knowledge equivalent to ...” a course that is different from the current prerequisite was unanimously approved.

**Category “c”**

Dr. Gallo introduced the third category, group “c”, which consisted of three courses: **MGT 5090 Practicum for Project Management**, **MGT 5093 Practicum of Quality Management**, and **MGT 5220 Contract Management Research Seminar**. The request was to remove the current course prerequisites and add the restriction “Must be taken during last 12 hours of program” without adding the restriction of “equivalent background knowledge.”

A question was raised about whether the restriction could be enforced. Dr. M. Bonhomme said technically no; however, there are stop gap measures in place. She said sites run “short report cards” to ensure that students are at the appropriate place in the program. She said that because these are capstone courses, we want to ensure they are taken near the end of the program. All students are part time so this is about 1 1/2 years into the program. Dr. Daher said the department doesn’t want their students to take these courses too early in their program because the courses are based on an integrative approach.

Dr. J. Perez raised a question about the restriction wording, why is 12 “credit” hours not being used? After discussion, Dr. M. Bonhomme and Dr. Daher were open to modifying the restriction language to include the word “credit”.

On a motion by Dr. Hamed and a second by Dr. Carstens, the request to change requirements for the third category of courses, group “c”, by removing the current course prerequisites and add the restriction “Must be taken during last 12 credit hours of program” without adding the restriction of “equivalent background knowledge” was unanimously approved.

**Category “d”**

Dr. Gallo introduced the last category, group “d” which consisted of seven courses: **MGT 5020 Applied Management Project**, **SPC 5080 Space Missions (Capstone Project)**, **MGT 5901 Master of Public Administration Capstone Project**, **MGT 5902 Human Resources Management**
5) **ADDING A NEW COURSE – MAE 5705 Weapon Systems Flight Test**

*Unanimously Approved*

Request is made by Department of Mechanical and Aerospace Engineering to add new course **MAE 5705 Weapon Systems Flight Test**.

Dr. Gallo said the course will be an elective course to the M.S. Flight Test Engineering program. He advised that the title of the course has been modified by making “System” plural, namely, “Systems” per Dr. Kish, the originator of the new course request. A copy of the preliminary syllabus was also provided.

On a motion by Dr. Hamed and a second by Dr. E. Perez, the request made by Department of Mechanical and Aerospace Engineering to add new course **MAE 5705 Weapon Systems Flight Test** was unanimously approved.

6) **ADDING A NEW COURSE – AVS 5806 Theories and Theoretical Models Applied to Aviation Research**

*Unanimously Approved*

Request is made by College of Aeronautics to add new course **AVS 5806 Theories and Theoretical Models Applied to Aviation Research**.

On a motion by Dr. Carstens and a second by Dr. Hamed, the request made by College of Aeronautics to add new course **AVS 5806 Theories and Theoretical Models Applied to Aviation Research** was unanimously approved.

7) **CHANGING GRADUATION REQUIREMENTS – PhD degree program in Aviation Sciences**

*Unanimously Approved*

Request is made by College of Aeronautics to change graduation requirements for the PhD degree program in Aviation Sciences.

Dr. Gallo said the request is to reduce the number of core credit hours for the PhD Aviation Sciences program from 18 hours to 12 hours. The 6-hour reduction in core will be replaced by 6 credit hours of electives to maintain the current minimum 51-credit-hour program.
Furthermore, the 6-hour reduction in core will be done by removing **AVS 5301**, **AVS 6010**, and **AVS 6200** as core courses (-9 hours) and adding **AVS 6001** as a core (+3 hours).

No questions were raised and Dr. Layne remarked that the memo was very well written and the academic unit’s request was clearly stated. She wanted to give kudos.

On a motion by Dr. Carstens and a second by Dr. Allen, Request is made by College of Aeronautics to change graduation requirements for the PhD degree program in Aviation Sciences was unanimously approved.

8) REMARKS FROM THE FLOOR

Dr. Hamed said students are having trouble registering for the required zero-hour final program examination (FPE) course (xxx 0002). He said, what if the decision to allow a student to take the FPE is past the registration deadline for that term?

Dr. Layne reminded Council that graduate policy regarding final program examinations has not changed. Rather, the zero-hour course is a procedure that works in consort with graduate policy. She reported that she had spoken with Acting Registrar Caroline Johnston, who has agreed to bring an updated information item to the February 2018 Graduate Council meeting.

Questions were raised about who should register for the course, where to find it, deadlines for registration and whether students with capstone courses need to register. Dr. Gallo said all nonthesis students who need to take a FPE must register. Ms. Johnston advised there is no deadline to register. The course is not visible in the dynamic schedule; however, it can be found in PAWS every semester. In the event of a student not passing a final program exam, the Registrar’s Office has created additional FPE course numbers for future attempts (i.e. 0003, 0004) and the student will only be charged the examination fee once per term. Students with capstone courses do not need to register for the FPE course.

9) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is February 15, 2018, and the submission deadline for materials is February 1, 2018.

With no further business, the meeting adjourned at 1:38 p.m.

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