MINUTES
Graduate Council
March 26, 2020

Present: Ex officio: R. Bonhomme; M. Gallo

Voting Members: W. Allen, C. Bostater, D. Carroll, D. Carstens, H. Edwards,
T. Kiguradze, J. Martinez-Diaz, E. Perez, J. Perez, B. Webster

Guests: M. Baarmand, C. Johnston, M. Ruane

The meeting was called to order at 1:02 p.m. (via Zoom)

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo remarked that he would be working from the agenda sent via email on March 24 and now projected on the computer screen with some slight alterations he made.

2) MINUTES OF THE FEBRUARY 2020 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the February 20, 2020 meeting were approved on a motion by Dr. E. Perez and a second by Dr. Carstens with eight votes in favor, including two abstentions.

3) ELECTION OF GRADUATE COUNCIL CHAIR

Dr. Gallo stated that although he endeavored to follow protocol outlined in Roberts’ Rules of Order, given current circumstances (COVID-19), this election will be conducted via an anonymous poll through Zoom. He appointed Dr. Layne to serve as teller and to count and report the votes in this capacity. He launched the poll containing nominee names: Dr. David Carroll and Dr. Heidi Edwards. Of 10 votes cast, the tally was 10 votes for Dr. Edwards. Based on the results of the votes cast, he announced that Council officially has elected Dr. Edwards to serve a minimum 2-year term as Graduate Council chair effective with the fall 2020 academic year.

4) CHANGING GRADUATION REQUIREMENTS – MS Degree Program in Human Factors in Aeronautics

Unanimously Approved

Request is made by College of Aeronautics to change graduation requirements for its MS degree program in Human Factors in Aeronautics by changing the course sequence for AVS 5205 Aviation Statistics and for AHF 5201 Human Performance I.

Dr. Gallo said the request is to exchange the semesters when AVS 5025 and AHF 5201 are taken. Dr. Layne advised that of the 127 graduate programs, seven of the programs have curriculum identified by year and term. She noted that the two College of Aeronautics requests
brought forth for today’s consideration are two such degree programs. For consistency of recordkeeping in graduate and undergraduate programs, a changing graduation requirements form for this type of curriculum change is required in programs that have specified curriculum by year/term.

On a motion by Dr. Edwards and a second by Dr. Martinez-Diaz, the request made by College of Aeronautics to change graduation requirements for its MS degree program in Human Factors in Aeronautics by changing the course sequence for AVS 5205 Aviation Statistics and for AHF 5201 Human Performance I was unanimously approved.

5) **CHANGING GRADUATION REQUIREMENTS – MSA Degree Program in Aviation Safety**

**Unanimously Approved**

Request is made by College of Aeronautics to change graduation requirements for its MSA degree program in Aviation Safety by changing the course sequence for AVS 5205 Aviation Statistics and for AVT 5301 Complex Aviation Systems.

Dr. Gallo said the request is to exchange the semesters when AVS 5205 and AVT 5301 are taken.

On a motion by Dr. Carstens and a second by Dr. H. Perez, the request made by College of Aeronautics to change graduation requirements for its MSA degree program in Aviation Safety by changing the course sequence for AVS 5205 Aviation Statistics and for AVT 5301 Complex Aviation Systems was unanimously approved.

6) **CHANGING GRADUATION REQUIREMENTS – MS Degree Program in Civil Engineering**

**Unanimously Approved**

Request is made by the Department of Mechanical and Civil Engineering to change graduation requirements for its MS degree program in Civil Engineering by modifying the current required courses for students in the Construction Management specialization.

Dr. Gallo said the specific request is to remove two current courses for Construction Management, namely, CVE 5035 Design Concepts in Urban Hydrology and CVE 5061 Pavement Design, and replace them with CVE 5074 Leading Construction Operations. He noted that the two current courses are listed via an “or” clause, which means that students would take one, but not both courses. As a result, the current request if approved will maintain the required number of courses for the Construction Management specialization within the MS degree program in Civil Engineering.

On a motion by Dr. H. Perez and a second by Dr. Allen, the request made by Department of Mechanical and Civil Engineering to change graduation requirements for its MS degree program in Civil Engineering by modifying the current required courses for students in the Construction Management specialization was unanimously approved.

7) **REMARKS FROM THE FLOOR** - none
8) **ANNOUNCEMENTS**

Dr. Gallo said given that (a) the submission deadline for the April meeting is one week from today, (b) there currently are no pressing agenda items, and (c) the absence of Dr. Layne’s two staff members coupled with the graduation-related workload in the form of thesis and dissertation format checks that now falls solely on Dr. Layne, the April meeting of Graduate Council is postponed until September 17, 2020 and the submission deadline for materials is September 3, 2020.

Dr. Gallo stated that he sincerely enjoyed the past five years as Graduate Council Chair. He said that he entered this position with the mindset that his job as Chair was to make the job of Council members easy – and he hoped that his work has reflected this. Given our current environmental circumstances, he parted with a quote from Ralph Waldo Emerson and stated his wish for all….to scatter joy and not pain, and to remain healthy.

With no further business, the meeting adjourned at 1:22 p.m.

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