

The University of Alabama in Huntsville
Graduate Council Minutes

January 22, 2021
2:00 PM Via Zoom

x	Ellise Adams, NUR	x	Wafa Hakim Orman, BUS Assoc Dean*
x	Michael Anderson, ENG Assoc Dean	x	Sean Lane, Acting Dean of GC *
x	Jennifer Bail, NUR	x	Phillip Ligrani, MAE
x	Yeqing Bao, Int'l Srvs Assoc Dean*	x	Matthew Niemiller, BIO
x	Dylan Baun, HIS	x	David Moore, Library*
	Joseph Conway, EH	x	Jason O'Brien, EDU
x	Eric Fong, MGT		Tingting Que, FIN
x	Karen Frith, NUR	x	Janet Waller, Registrar*
x	Junpeng Guo, ECE	x	DongSheng Wu, MAT
x	Robert Griffin, SCI Assoc Dean		

x Present

* Non-voting member

Proxy:

None

Visitors Present:

John Mecikalski, Elizabeth Barnby, Aurora Torres, Bruce Stallsmith, Susan Alexander
Rob Preece, Joe Ng, John Pottenger

Faculty Handbook, Chapter 6

- Dr. Sean Lane provided a brief background regarding the Faculty Senate's desire to change the portion of the Faculty Handbook's Chapter 6 which pertained to the Graduate Council. The Graduate Council previously opposed the changes in March and again reaffirmed their position in December. The President and Provost have since reviewed the proposed changes and declined the Faculty Senate's proposal. However, Dr. Lane had a productive meeting with Faculty Senate Leadership recently and is optimistic about being able to work together going forward.

- In review of the Faculty Senate's desire for greater transparency, it was suggested the Graduate School could post minutes as pending after each meeting to provide faculty with an opportunity to review the minutes prior to the next meeting. Minutes would continue to have a motion for approval at the following meeting and the minutes could be updated as finalized.

Summary of changes to the Graduate School

- Dr. Lane provided an overview of the changes made to the Graduate School for the visitors. It was explained the admissions and marketing staff have moved under the VP of Student Affairs and the staff remaining were Joy Werka who is helping international students and faculty and Ms. Audrey Jupiter who is the resource manager. New positions will be created to help current graduate students, with an emphasis on providing greater support for those students. New positions include an academic services coordinator, a senior administrative assistant, and an international student service director. These new positions will overlap so that one individual is not responsible for an entire area to minimize the disruption when one employee is not available.
- A nationwide search is underway to find a new Associate Provost of International Services and Academic Integrity, and Dean of the Graduate School. Interviews will be taking place this spring, and it is expected that the position will likely be filled this summer (July or August).
- The application processing portal will be changed, moving away from Liaison and the CAS system to Banner Recruit. The move will also reduce the application cost for applicants. The CAS structure charges an additional fee on top of UAH's application fee of \$60.00 for the additional services they provided. This fee would be removed when changed to Banner Recruit.
- An enhanced email marketing campaign will be developed for professional masters degrees this spring. Research-based masters and doctoral programs will be added at a later time by the Graduate School in coordination with college faculty due to the nature of those programs.
- Over the next six months a working group of faculty, staff, and students will be created to look at current processes and identify opportunities to streamline and improve the services provided to our international and graduate students. Student health insurance will also be reviewed.

Discussion about spring tasks

- A draft version of the Graduate School handbook was provided by Dr. David Berkowitz before he retired. Upon completion of the handbook, it was recommended by Dr. Lane that the Graduate Council create official bylaws for the

council using the handbook for guidance. By a show of hands, the Graduate Council supported creating bylaws.

- A possible change for the future is to have a faculty chair and chair-elect for the Graduate Council.
- Election of Graduate Council members will take place with the colleges this spring.

Curriculum approval

- Under the current Graduate Handbook, the committee as a whole provides input regarding curriculum approvals. A possible solution to reduce the number of approvals to review during meetings is to consider a tier of the kinds of requests, grouping simpler tasks, such as course name changes and prerequisites separately from approvals that may involve more substantial changes, such as new programs or major notifications of a program. For these significant program changes, it is important to solicit input or to announce to faculty across the university in advance of Graduate Council meetings so that interested individuals can have an opportunity to attend council meetings to ask questions about specific proposals. Course changes would also be provided on the agenda and the Graduate Council will continue to follow the handbook when providing input.
- A brief summary was provided about the proposed curriculum changes:
 - COB Changes: An example of these larger changes were the college's desire to change their certificate programs from 18 credit hours to 15 credit hours, allowing students to stack certificates to receive a master's degree, moving to add concentrations to their MBA degree, and to replace a marketing course to a more relevant project management course for a current concentration.
 - COE Changes: Electrical engineering's current guideline requires two 500 level courses and they would like to increase the total number to four courses, and two can be taken from the math minor and two can come from electrical engineering.
 - CAHS Changes: Communications Arts deleting Burkean Theory and Criticism because the faculty member who taught the course has retired.
 - Please see attached agenda below for complete course numbers.
- Dr. Karen Frith indicated a tiered system would provide an efficiency that is needed and she was in support of the idea.

Open discussion

- Mr. David Moore asked if students will still be submitting thesis and dissertations through ProQuest. Dr. Lane indicated a GTA has been hired to help manage the process for the time being, but some issues regarding the delayed response was because there is no dedicated staff to fulfill the role with the changes that were

mentioned earlier. Dr. Lane asked Mr. Moore to review the process with his library staff to see if improvements can be made. Mr. Moore indicated it had been a while since it had been done and would be glad to review the process.

- Dr. Lane asked for patience during this transition process, but he is also open to reviewing current processes to improve efficiency, such as the thesis and dissertation process, as well as student health insurance. If anyone has particular issues, please contact him directly as he is working towards providing a good foundation for whomever is hired for this position.

Future meetings

- Graduate Council meetings are normally held on the third Friday of each month at 2:00 pm unless there is a conflict.
- February's meeting has a conflict and is rescheduled to February 19, 10:00 am
- March and April's meetings are normally scheduled and will be held on March 19 and April 16 at 2:00 pm.

Meeting adjourned at approximately 2:55.

Graduate Council Meeting Agenda – January 22, 2021

1. Reports
 - a. Update about Faculty Handbook Chapter 6
 - b. Update about Graduate School Changes
2. Discussion about spring tasks
 - a. Bylaws
 - b. Graduate School Handbook
 - c. Elections
3. Curriculum Approval
 - a. Education
 1. Course approvals M.Ed. concentration in orientation and mobility – EDC 682, EDC 561, EDC 560, EDC 662, EDC 663, EDC 692
 - b. Engineering
 1. Course changes/approvals – EE 514, CPE 614, EE 521, MAE 520, MAE 544, MAE 541
 2. Course deletions/inactive – MAE multiple
 3. Program change – M.S.E.E. (courses allowed)
 - c. Business
 1. Certificate changes – Analytics, Cybersecurity, ERP, FCPM, HRM, SCM, TIM
 2. MBA Concentration changes – Analytics, Cybersecurity, Information Systems, Marketing, SCM, TIM
 3. Course changes/approvals – IS 692, ECN 545, ECN 575, ECN 611, MKT 470/570, MSC 510, MSC 611, MSC 615, MSC 641, MSC 693
4. Open discussion – Other issues?