

**The University of Alabama in Huntsville  
Graduate Council Meeting  
Minutes**

**Friday / October 21, 2022  
2:00 p.m. in SSB 201**

**Members Present:** Michael Anderson, COE\*  
Maria Pour, COE  
Sophia Marinova, COB  
Wafa Hakim-Orman, COB\*  
Xiaotong Li, COB  
Dylan Baun, CAHS  
Jodi Price, CAHS\*  
Tim Newman, COS  
John Mecikalski, COS  
Tanya Sysoeva, COS  
Angela Hollingsworth, CON  
Tracy Lakin, CON  
Hamsa Mahafza, COEd  
Paul Whitehead, COEd  
Jon Hakkila, Chair\*  
David Moore, Library\*  
Janet Waller, Registrar\*

**Members Absent:** Yu Lei, COE  
Nicholas Loyd, COE  
Joseph Conway, CAHS (Proxy: Dylan Baun)  
Rob Griffin, COS\*  
Louise O'Keefe, CON\*  
Lenora Smith, CON (Proxy: Angela Hollingsworth)

**Visitors:** Ginny Cockerill, IR  
Judith Schneider, Materials Science  
Audrey Jupiter, Graduate School  
Joy Werka, Graduate School  
Susan Knight, Graduate School

\* Non-Voting Member

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**1. Roll Call**

*A record of attendance was recorded as noted above.*

**2. Approval of the Agenda**

*Motion was made by Dr. Sophia Marinova to approve the graduate council meeting agenda.  
Motion was seconded by Dr. Angela Hollingsworth. Motion carried.*

**3. Approval of the Minutes of the Meeting of September 16, 2022**

*Motion was made by Dr. Tim Newman to approve the minutes of the meeting of September 16, 2022. Motion was seconded by Dr. Dylan Baun. Motion carried.*

**4. Announcements**

- a. 3MT Workshop – October 11
- b. 3MT Competition – November 2

*Dr. Hakkila provided updates about graduate-focused events, as listed above.*

**5. Curricular Items**

- a. College of Education
  - i. Course Change: KIN 619 to KIN 519
  - ii. Course Change: KIN 627 to KIN 528

*Dr. Paul Whitehead provided commentary on items 5.a.i. and ii. After discussion, Dr. Whitehead tabled and withdrew both items for revision and future re-submission in order to address issues of graduate rigor.*

- b. College of Science
  - i. New Course: BYS 567/467

*As there was no representative at the meeting from BYS, Dr. Hakkila provided commentary on item 5.b.i. Council approved.*

- c. Materials Science
  - i. Program Change – Masters in MS

*Dr. Judith Schneider provided commentary on item 5.c.i. Decision was made to remove 400-level courses from paperwork and resubmit for approval at next graduate council meeting.*

**6. Graduate Faculty Nominations – For Membership Consideration**

- a. College of Nursing
  - i. Barber, Rachel
  - ii. Beckman, Beth
  - iii. Burchill, Christian
  - iv. Hampton, Connie
  - v. Lippe, Megan
  - vi. Mapp, Illa
  - vii. Melton, Natasha
  - viii. Ratcliff, Carol
  - ix. Sano, Jeffrey
  - x. Williams, Laura

*Council approved all graduate faculty nominations listed above from the College of Nursing.*

- b. College of Science
  - i. Ashokkumar, Lavanya
  - ii. Bacon, Gregory
  - iii. Biswas, Keka
  - iv. Delugach, Cathy
  - v. Preston, Kevin
  - vi. Quattlebaum, Stephen

*Council approved College of Science graduate faculty nominations for 6.b.i. (Lavanya Ashokkumar), 6.b.iii. (Keka Biswas), and 6.b.v. (Kevin Preston).*

*Council did not approve College of Science graduate faculty nominations for 6.b.ii. (Gregory Bacon), 6.b.iv. (Cathy Delugach), and 6.b.vi. (Stephen Quattlebaum). These three nominees do not have terminal degrees, and it was determined that insufficient justification had been provided with the original requests. Therefore, council requested more specific credentialing documentation for future consideration.*

**7. SACSCOC Fifth-Year Review: 400/500 Level Course Syllabi and Graduate Rigor**

*In anticipation of the university's next SACSCOC reaffirmation, Dr. Jon Hakkila discussed the importance of demonstrating that we are compliant and are clearly delineating between undergraduate and graduate rigor. He showed the SACSCOC standards document for 9.6 and 9.7 and specifically reviewed with council the "Questions to Consider" and "Sample Documentation" sections of standard 9.7. Dr. Hakkila also commented that it is important how we demonstrate the way we interpret the SACSCOC guidelines and ensure that we follow our own guidelines. He shared the example of the UAH Graduate Handbook in that, during a recent review, he found that approximately one-third of the information in the Handbook is incorrect and inconsistent when compared to the way we currently address certain academic scenarios. We need to decide on some consistent rules that will support our reaffirmation process and adhere to best practices. It was also decided that IR will provide council accessibility to the five-year SACSCOC review report so that members can see what items the university has been dinged on.*

**8. New Thesis and Dissertation Process**

*Dr. Hakkila explained that the Graduate School is short-handed currently, as two employees recently accepted external positions that resulted in two openings for which we are recruiting. So, right now there is no one copy editing the theses, dissertations, and DNP papers. He explained that, when implemented, the new process will be much better than the old process, as the new process will result in the student uploading to ProQuest before being copyedited, thus streamlining the final approval process as well as increasing our publications. Doing beta testing this semester. There is a revised LaTeX template that can be used, but the Word template is still being revised. The Thesis/Dissertation Handbook is also still being revised. Currently we are in an intermediary stage but are working toward finalization of the new procedures.*

**9. JUMP: Form Sub-Committee**

*In order to address the revisions needed to JUMP, Dr. Hakkila announced that he is planning to put together an advisory sub-committee. The suggestions formulated by the sub-committee will be fully vetted through the undergraduate program, the deans, and academic affairs. There will be more specifics on this in the near future, but in the meantime, Dr. Hakkila asked council to consider whether they might like to serve on this new committee. Dr. Hakkila reminded council that the original idea behind JUMP was not to double count courses but to enable students to*

*spend less time in graduate school. He further reminded council that JUMP is not a program; it is an alternate set of admission requirements to graduate school.*

**10. Academic Probation and Dismissal Policy: Collecting Constituent Recommendations. Action Awaiting Hiring of Graduate Records Coordinator.**

*Once again, Dr. Hakkila shared with graduate council the document reflecting the revisions made to the Academic Probation and Dismissal Policy that is serving as a placeholder. He reviewed issues to be considered in finalizing this policy, including the need for:*

- an appeals process,*
- a time limit (like 12 credits or three semesters, whichever comes first),*
- a decision as to whether a grade of "F" or two C's/D's would facilitate an automatic dismissal,*
- a course repeat policy,*
- how to deal with academic bankruptcy,*
- determining whether there are additional constraints applied to appeal letters,*
- the implications of the withdrawal deadline occurring so late each semester, and*
- considering how ethics, high academic standards, and our reputation are reflected externally.*

*Dr. Hakkila reminded council that this policy is an opportunity to interact with students and help them.*

**11. For the Good of the Order**

*The question was asked about when faculty would receive the request to review their 400/500-level syllabi. Dr. Hakkila advised that it most likely will be sometime in January.*

**12. Adjourn**

*The meeting adjourned at 3:24 p.m.*