

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

**Friday / March 24, 2023
2:00 p.m. in SSB 201**

- Members Present:** Mike Anderson, COE*
Maria Pour, COE
Yu Lei, COE
Nicholas Loyd, COE
Sophia Marinova, COB
Wafa Hakim-Orman, COB*
Dylan Baun, CAHS
Joe Conway, CAHS
Jodi Price, CAHS*
Tim Newman, COS
Rob Griffin, COS*
John Mecikalski, COS
Tanya Sysoeva, COS
Angela Hollingsworth, CON
Tracy Lakin, CON
Louise O’Keefe, CON*
Lenora Smith, CON
Paul Whitehead, CoED
Jon Hakkila, Chair*
David Moore, Library*
- Members Absent:** Xiaotong Li, COB (On sabbatical / Proxy: Wai Mok)
Hamsa Mahafza, CoED
Janet Waller, Registrar*
- Guests:** Suzanne Simpson, Institutional Research
Simone Frazier, Graduate School
Michelle Massey, Graduate School
Susan Knight, Graduate School

**Non-Voting Member*

1. Roll Call

A record of attendance was recorded as noted above.

2. Approval of the Agenda

Motion was made by Dr. Lenora Smith to approve the graduate council meeting agenda. Motion was seconded by Dr. Dylan Baun. Motion carried.

3. Approval of the Minutes of the Meeting of February 17, 2023

Motion was made by Dr. Angela Hollingsworth to approve the minutes of the meeting of February 17, 2023. Motion was seconded by Dr. Louise O’Keefe. Motion carried.

4. Announcements

- a. Events since last graduate council meeting
 - i. Graduate School Appreciation Night with Men's Basketball – February 23
 - ii. Dinner with the Graduate Dean – February 27
 - iii. Graduate Poster Session Workshop – March 9
- b. Events occurring prior to next graduate council meeting
 - i. Dinner with the Graduate Dean – Monday, April 3 (5:30-7pm in SSB 112)
 - ii. Graduate Poster Session Competition – Wednesday, April 5 (2-5pm in SSB 112)

Dr. Hakkila and the graduate school staff provided information about the graduate-focused events listed above.

5. Curricular Items

- a. College of Arts, Humanities, and Social Sciences
 - i. Program Change: HY CCC Certificate - **Approved**
- b. College of Engineering
 - i. Course Change: CPE 699 (Thesis) - **Approved**
 - ii. Course Change: CPE 799 (Dissertation) - **Approved**
 - iii. Course Change: EE 514-EE 414 (Analog & Digital) - **Conditionally approved with changes to reflect graduate rigor in graduate syllabus**
 - iv. Course Change: EE 619 (Introduction to Radar Systems) - **Approved**
 - v. Course Change: EE 648 (Digital Signal Processing) - **Approved**
 - vi. Course Change: EE 699 (Thesis) - **Approved**
 - vii. Course Change: EE 701 (Advanced Linear Control Theory) - **Approved**
 - viii. Course Change: EE 706 (Kalman Filter Techniques for Controls & Signal Processing) - **Approved**
 - ix. Course Change: EE 725 (Advanced Radar Techniques) - **Approved**
 - x. Course Change: EE 744 (Coding Theory & Spread Spectrum) - **Approved**
 - xi. Course Change: EE 799 (Dissertation) - **Approved**
 - xii. New Course: EE 517-EE417 (Photovoltaic Fundamentals)) - **Conditionally approved with changes to reflect graduate rigor in graduate syllabus**
 - xiii. New Course: EE 518-EE 418 (Nonlinear Dynamics & Chaos)) - **Conditionally approved with changes to reflect graduate rigor in graduate syllabus**
 - xiv. New Course: EE 521-EE 421 (Antenna Design & Analysis)) - **Conditionally approved with changes to reflect graduate rigor in graduate syllabus**
 - xv. New Course: EE 525-EE 425 (Fundamentals of Radar Systems)) - **Conditionally approved with changes to reflect graduate rigor in graduate syllabus**
 - xvi. New Course: EE 723 (Radar Tracking) – **Approved**
- c. College of Nursing
 - i. Program Change: DNP - **Approved**
 - ii. Program Change: MSN - **Approved**
 - iii. Program Change: Joint Nursing Science PhD - **Approved**
- d. Materials Science
 - i. Course Change: MTS 699 (Thesis) - **Approved**
 - ii. Course Change: MTS 799 (Dissertation) - **Approved**

6. Graduate Faculty Nominations – For Membership Consideration

- a. College of Business
 - i. Smith, Will (MSBA) - **Approved**

- b. College of Engineering
 - i. Banish, Michael (PhD) - **Approved**
 - ii. Elliott, Steve (PhD) - **Approved**
 - iii. Farrington, Phillip (PhD) - **Approved**
 - iv. Patrick, Jonathan (MS) - **Approved**

- c. College of Science
 - i. Ramachandran, Rahul (PhD) - **Approved**
 - ii. Twigg, Pamela (PhD) - **Approved**

7. Graduate Student Handbook – Under Review

Dr. Jon Hakkila explained that the graduate school has received permission from UA System Counsel to remove the Graduate School Handbook from the UAH website in order to make corrections; in process of removing links from catalog that link to the UAH website. Will move student-facing material into the catalog and incorporate policy material within the Graduate Council By-Laws or University policies.

8. Graduate School Policy on Academic Probation Status (APS)

Dr. Jon Hakkila referred to the document that outlines the revisions to “Academic Probationary Status” and “Academic Dismissal and Appeal” and stated that the information in this document is what will appear in the new catalog. He mentioned that the biggest thing that was added is the three-semester timeline that will enable us to review and dismiss students who have not been dismissed prior, allowing us to correct our enrollment records and to determine how to readmit a student who was never dismissed. Also, per the suggestion of the Graduate Council, wording was added about the potential for students to be dismissed per the UAH Code of Conduct, in addition to academic reasons. Dr. Michael Anderson asked if there is an estimate of how many students will be dismissed per this policy; Dr. Hakkila and Michelle Massey estimated that approximately 25-30 students per college are currently on APS. It is hoped that this list will allow programs and advisors to proactively work with these students to prevent them from being dismissed.

9. JUMP Committee

Dr. Jon Hakkila referred to the document titled, “JUMP Committee/March 2023” that lists the members of this new committee and the colleges they represent. He stated that Michelle Massey, Graduate Records Coordinator, will attend meetings to take notes since she will be involved in implementing procedures and/or policies that are adopted. Dr. Hakkila explained that every JUMP program that currently exists will be grandfathered in; any changes the committee makes will be effective going forward. He said the goal of the committee is not to end the JUMP program but to ensure that we follow the rules and expectations of both our accreditor and within UAH. Dr. Hakkila thanked all who volunteered to serve on this new JUMP committee and stated that meetings will begin this Spring.

10. Graduate Admissions & Marketing

Dr. Hakkila provided an update on Graduate Admissions, reminding Council that only two graduate admissions employees remained (and one of those has since left UAH), when the Graduate School reassumed responsibility for the unit in January. He also mentioned that the Graduate School has made an offer to a candidate for the International Admissions Coordinator position.

Also, given the barriers the Graduate School has encountered with gaining access and support to Recruit, Dr. Hakkila shared that there are plans to purchase and implement software program Slate, which will be used by Graduate Admissions. Slate is being used by almost every graduate school in the state, including UAH sister universities UA and UAB. To this point, the Graduate School has participated in a couple of demos with Slate and plans to meet with UAH's OIT Department in the near future for planning purposes.

Dr. Hakkila again reminded Council about the inefficiency and ineffectiveness of the process that Graduate Admissions had been using to process international applications; largely due to the fact that Graduate Admissions was waiving the application fees, they received and processed approximately 1,000 international applications for Spring semester that yielded only 54 enrolled students.

Dr. Hakkila also discussed a few problem areas in the Graduate School, namely:

- *Marketing – The Graduate School has a line to hire a marketing employee who will work with OMC to implement marketing and recruitment plans across all colleges to target potential full-time students. To this end, the Graduate School is also working on both international and exchange agreements to help with recruiting.*
- *Stipends – Faculty Senate has been pushing a proposal to raise stipends. Dr. Hakkila explained that the issue is that stipends are mostly funded by the colleges, however, there is a rule that states the Graduate Council can approve the amounts of stipends, but that would mean Graduate Council would be determining how the colleges spend their own money. In order to affect stipend amounts, buy-in from the Deans is needed.*
- *Waivers – Before waivers can be offered, Dr. Hakkila again explained that the Graduate School must wait until the state budget is approved. With the suggestion by the UAH Provost, the Graduate School has tried to develop a plan to know in advance what is going to happen with tuition and what the programmatic needs are, so that the number of assistantships to be offered is determined earlier in the year. The Graduate School has also reserved some funds for summer waivers as well as funds for emergency needs and new programs. Dr. Hakkila said the ultimate goal is to develop a process around stipends so that colleges have the financial information at an earlier date and colleges have a way to communicate their concerns and ask for relief.*

11. Graduate Financial Aid Issue

Dr. Hakkila mentioned that the Graduate School has discovered a number of students have been denied federal financial aid by the Financial Aid Office because the students are taking courses not listed in their Programs of Study (POS). He explained that some programs are very prescriptive, so it's easy for the Registrar and Financial Aid to verify that those courses count. However, if students take courses that are not prescriptive and if they do not develop a POS within their first 18 credit hours, then those courses are not recognized even if their programs plan to count the courses. The Registrar must be notified in advance to count those courses, because they must be entered into the system. However, both the Registrar and Financial Aid have stated that it is not their responsibility and that the Graduate School must assume this responsibility. Dr. Hakkila requested that members of Graduate Council share with their college advisors that it is extremely important that a POS be developed and submitted to the Graduate School during the first 18 credit hours of a student's participation in a program.

12. College Elections for 2023-24 Graduate Council Representatives

Dr. Hakkila reminded Council that College elections for graduate council members should be held as soon as possible, rather than waiting until the Fall semester. The Graduate School will reach out to the Deans to request they hold these elections so that new members can be voted in to replace those whose terms end this Spring.

13. For the Good of the Order

Dr. Paul Whitehead encouraged Graduate Council members to support the "Hope Walks Here/#StopSuicide" event on Sunday, April 2, 2023, beginning at 1:00 p.m. at the UAH Charger Union. Susan Knight will email the flier to Graduate Council members who will help to distribute the event information among their respective colleges.

Dr. Suzanne Simpson requested that all faculty credentialing forms be submitted to assessment@uah.edu. She also mentioned that UAH's SACSCOC document will be uploaded on Wednesday, March 29th and that UAH should learn the outcome by June 2023.

14. Adjourn

The meeting adjourned at 3:34 p.m.