

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

**Friday / August 18, 2023
2:00 p.m. in SSB 201**

Members Present: Mike Anderson, COE*
Keith Hollingsworth, COE
Nicholas Loyd, COE
Wafa Hakim-Orman, COB*
Sophia Marinova, COB
Jodi Price, CAHS*
Lisa Vangsness, CAHS
Joe Conway, CAHS
Lingze Duan, COS*
Larry Carey, COS
Ming Sun, COS
Tanya Sysoeva, COS
Nilisa Black-Meade, CON
Lenora Smith, CON
Tracy Lakin, CON
Derrick Smith, CoED*
Hamsa Mahafza, CoED
Jon Hakkila, Chair*
David Moore, Library*
Amber Adcock, Interim Registrar*

Members Absent: Maria Pour, COE (Proxy: Aubrey Beal)
Xiaotong Li, COB
Dylan Baun, CAHS (On sabbatical / Proxy: Stephen Waring)
Louise O’Keefe, CON*
Paul Whitehead, CoED (Proxy: Hamsa Mahafza)

Guests: Suzanne Simpson, Institutional Research
Jennifer Bruzek, Education
Jakobus le Roux, Space Science
Judy Schneider, Materials Science
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. Hamsa Mahafza to approve the graduate council meeting agenda.
Motion was seconded by Dr. Sophia Marinova. Motion carried.*

3. Approval of the Minutes of the Meeting of April 21, 2023

Motion was made by Dr. Sophia Marinova to approve the minutes of the meeting of April 21, 2023. Motion was seconded by Dr. Mike Anderson. Motion carried.

4. Announcements

- a. Introduction of graduate council members for AY 2023-24
Graduate council members and others in attendance introduced themselves.

- b. Recent/upcoming Graduate School events
 - i. Hosted ASA Alabama In-Person Internship Program – June 20
 - ii. Fall Orientation for Graduate Students – August 8
 - iii. SMD Symposium – August 8-10
 - iv. GSA Mixer – August 21 / 4-5:30pm / SSB 201
 - v. Grant Writing Workshop – August 23 / 10-11am / SSB 201
 - vi. Dinner with the Graduate Dean – August 29 / 5:30-7pm / SSB 112
 - vii. Thesis/Dissertation/DNP Writing Workshop – September 7 / 11am-Noon / SSB 201
 - viii. Thesis/Dissertation/DNP Writing Workshop – September 11 / 11am-Noon / Zoom

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

- c. New Kuali processes

Dr. Rhonda Gaede provided information about the new Kuali higher education software that is currently being implemented at UAH. She explained that all voting members of Graduate Council have received notifications from Kuali Curriculum Management regarding the curricular items for discussion on the current meeting agenda.

Dr. Gaede explained that Kuali Build and Kuali Curriculum Management are two different tools and that faculty who have single sign-on capabilities at UAH can initiate forms and are able to process change forms, faculty hiring forms, etc. Kuali Curriculum Management is limited to those who have curricular roles. The link to the Kuali Curriculum Management Dashboard can be found at my.uah.edu, under the "Faculty & Advisors" section in the right-hand column. It has various levels of approvals and, depending on the processes specific to each college, the Kuali workflows can be tailored to those processes. Once curricular items appear on the Graduate Council agenda and are discussed and voted upon during the meetings, Dr. Jon Hakkila will approve or reject each item in the final stage of the workflow. Faculty can check the status of any curricular item at any time during the process by viewing the workflow in Kuali.

Dr. Hakkila asked whether there was a way to implement changes to curricular items, if necessary, after graduate council members had finalized deliberations. Dr. Gaede answered that items could be returned to any step in the workflow at any time during review, however, there are limitations as to who can make actual changes to the curricular proposals, as access is based on various levels of user roles.

Dr. Gaede shared that if there are any items at a user's level of approval, then it will be present in their Kuali "Action List." She also indicated that every curricular item is termed

a “proposal” (new course, change to course, new program, etc.) in Quali Curriculum Management. There is also a way to delete a proposal if needed.

Dr. Hakkila asked, “When a curricular proposal is approved, when will it go live in the online catalog?” Dr. Gaede responded that the online catalog will be driven completely by the curriculum management tool; there will not be any editing of the catalog outside of Quali Curriculum Management, which prevents the ability to be inconsistent. She indicated there is bad news and good news – the bad news is that UAH is changing catalog vendors and is still working with the web team on how to get the new catalog displayed. The new catalog will be similar to publishing during the days of books in that there will be a Publish function and an Addendum function, so any curricular item approved after it has been published will be labeled as an Addendum. In other words, if a user were to click on a program that has been modified, Quali will state that it has been modified and will direct that user to the corresponding Addendum.

Dr. Gaede finalized the discussion by explaining that if an item is “published,” then it is academically active and in the catalog. Addendums will go live whenever they are approved. However, Programs will not be added to the catalog until they have gone through all of the official approvals, including the UA System Board of Trustees, ACHE, and SACSCOC.

5. Curricular Items

a. College of Education

- i. ABA 608 – Organizational Behavior Mgmt – **Conditionally approved with “Permission of Instructor” added to pre-requisites**
- ii. ABA 609 – Supervision & Mgmt in ABA - **Approved**
- iii. ABA 610 – Thesis Orientation - **Approved**
- iv. ABA 611 – Thesis Proposal - **Approved**
- v. ABA 612 – Thesis Implementation - **Approved**
- vi. ABA 613 – Thesis Advancement - **Approved**
- vii. ABA 614 – Thesis Defense - **Approved**
- viii. ED 693 – Elementary Internship - **Approved**
- ix. KIN 519/419 – Exercise & Sport Biomechanics - **Approved**
- x. KIN 527 – Clinical Exercise Physiology – **Tabled until such time that a syllabus is submitted**
- xi. KIN 630 – Practicum I - **Approved**
- xii. KIN 631 – Practicum II - **Approved**
- xiii. KIN 699 – Master’s Thesis - **Approved**

b. College of Arts, Humanities, & Social Sciences

- i. HY 573 – US/Latin American Relations – **Tabled until such time that associated cross-listed course is identified and syllabi for both cross-listed courses are submitted**

6. Graduate Faculty Nominations – For Membership Consideration

a. College of Business

- i. Clarke, Nick (PhD) - **Approved**
- ii. Davis, Andrew (MS now, PhD expected from UAH 12/2023) – **Conditionally approved with graduate faculty status changed from “Full Member, Indefinite Term” to “Affiliate Member, 5-Year Term”**
- iii. DeRoy, Tiffany (PhD) - **Approved**
- iv. Shelley, Jeremy (MS) - **Conditionally approved with graduate faculty status changed from “Full Member, Indefinite Term” to “Affiliate Member, 6-Year Term”**

b. College of Engineering

- i. Blakely, Jonathan (PhD) - **Approved**
- ii. Corron, Ned (PhD) - **Approved**
- iii. Eso, Oladapo (PhD) - **Approved**
- iv. Jololian, Leon (PhD) - **Approved**
- v. Kulick, Jeffrey (PhD) - **Approved**
- vi. Loyd, Nicholas (PhD) - **Approved**
- vii. Sholes, Eric (PhD) - **Approved**
- viii. Stiltner, Brandon (MS) – **Approved**

c. College of Nursing

- i. Berberi, Valbona (DNP) - **Approved**
- ii. Jackson, Heather (PhD) - **Approved**
- iii. Manning, Karen (MD) - **Approved**
- iv. Pickford, Kisha (DNP) - **Approved**
- v. Rittenhouse, Cynthia (DNP) - **Approved**
- vi. Shahi, Diwas (MD) - **Approved**

d. College of Science

- i. Adhikari, Laxman (PhD) - **Approved**
- ii. Boves, Than (PhD) - **Approved**
- iii. Fung, Shing (PhD) - **Approved**
- iv. Maskey, Manil (PhD) - **Approved**
- v. McClain, John (PhD) - **Approved**
- vi. Nemati, Bijan (PhD) - **Approved**
- vii. Preece, Rob (PhD) - **Approved**

7. Independent Research Courses

Dr. Hakkila suggested that faculty consider adding to their independent research courses the phrase, “By Approval of Instructor Only,” because there have been cases in which students have managed to enroll in research courses who had no background in the field, and the errors have gone unnoticed until after the add/drop deadline, which resulted in the students being banned from the course and then owing for the course tuition or having to make an appeal to the Provost’s Review Committee for a retroactive withdrawal. After some dialogue, it was established that this was merely a discussion item and faculty should manage the enrollment process by being more aware of the students enrolling in their independent research courses.

8. Student Withdrawals & Academic Probation

Ms. Michelle Massey explained that, as part of the creation of the new dismissal policy, UAH does not count withdrawals for students' attempted numbers of hours while they are on probation. However, during the course of tracking this process for the last three semesters, it has been discovered that there are students who are registering for full loads of courses for a semester and then dropping all of those courses. For example, there was a student who received a probation letter after summer 2022 and, in fall 2022, registered for nine hours then dropped those nine hours; in spring, the same student registered for six hours and then withdrew, so at that point the student had registered for 15 hours, which is over the limit of what is allowed. So, the Graduate School proposes that we establish a limit on the number of withdrawals that a student is allowed while on academic probation.

9. SACSCOC Monitoring Report

Dr. Suzanne Simpson shared that, unfortunately, UAH is in a monitoring report with SACSCOC for issues with student learning outcomes. SACSCOC reported that we are not following a university-wide assessment process, so we must now review the last four years of assessment reports. OIRA will meet with individuals in each of the colleges who are writing these assessment reports starting the week of August 21, 2023. There will be eight available meetings for those individuals designated as college assessment contacts, and those individuals must sign up for one of the eight required sessions. OIRA has been asked by the President of UAH to provide him with feedback on these eight sessions. In addition to the eight assessment meetings, OIRA has already begun meeting 1:1 with certain units that have already reached out and asked for feedback. Individuals may also meet with OIRA on a 1:1 basis, outside of the eight required sessions, and broadband sessions will also be provided.

The biggest problem with the Monitoring Report results is that we are not following the university-wide assessment process, which we have been dinged on. We have also been dinged on units using the same language repeatedly. For instance, there are some units that used the phrase, "Do not need any changes;" in fact, one unit used this statement in their report 45 times. Another unit used that same statement 114 times.

SACSCOC is actually reviewing all of our reports, and now we are on a Monitoring Report for one year; if we don't meet this standard within this next year, we will only have one more year to correct it. So, we potentially have a two-year cycle; after that two-year cycle, we will also be going up for reaffirmation. Dr. Simpson explained that if we don't get this right this time (April 2024), then we have one more year to rectify it (until April 2025). We will submit our Reaffirmation Report in September 2025, so we could literally go into our reaffirmation while on probation, which is the absolute worst-case scenario.

In summary, all college assessment contacts should attend the required sessions with OIRA. OIRA will work with the colleges to fix all the errors in the report. Unfortunately, we have been provided five years of evidence, so we will have to go back five years of evidence in order to fix it. In our last reaffirmation, we were only asked to address one outcome; we are now having to work on all three outcomes for all four years. We must do our absolute best on this – 75% of our units are not doing a good job; 25% are doing a good job. There are only seven months to get this right. The issue with UAH is that we don't provide enough detail and are doing a poor job with communication – one sentence on an assessment statement does not suffice; we must

provide more detail on these using result statements, including tables with statements within that data that explain what the data actually means. Dr. Simpson said that OIRA has every unit's review for the past five years, which will be provided to each college to help them make the necessary improvements; she concluded with saying, "it's basically a matter of interpretation and semantics."

10. For the Good of the Order

n/a

11. Reminder: Next Graduate Council Meeting - Friday / September 15, 2023

12. Adjourn

The meeting adjourned at 3:59 p.m.