

The University of Alabama in Huntsville
Graduate Council Minutes

March 19, 2021
2:00 PM Via Zoom

	Ellise Adams, NUR	x	Wafa Hakim Orman, BUS Assoc Dean*
	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
	Dylan Baun, HIS	x	David Moore, Library*
	Joseph Conway, EH	x	Jason O'Brien, EDU
x	Eric Fong, MGT	x	Tingting Que, FIN
x	Karen Frith, NUR	x	Janet Waller, Registrar*
x	Junpeng Guo, ECE	x	DongSheng Wu, MAT
	Robert Griffin, SCI Assoc Dean		

x Present

* Non-voting member

Proxy:

Joseph Conway is proxy for Dylan Baun.

Visitors Present: Aurora Torres, PY; Robert Preece, SPA.

Minutes

- A motion was made and seconded by various members to approve February, December, and November's minutes. The vote was unanimous to accept each as written.

Admissions Update

- The move from the CAS system to Banner Recruit will likely be in July. Faculty training for Recruit will also be available over the summer months. The College of Nursing has requested access be given to Academic Partnerships so they may continue to help nursing recruit students. No seats will need to be purchased by colleges.

- Assistantship requests will no longer be collected in the application. Instead, they will be handled through the Graduate School in coordination with the colleges.
- A new code will be created in Banner to track Conditional Admissions. Janet Waller mentioned there needs to be a clear understanding of when to use provisional vs. conditional for those who are coding students in Banner.
- For clarification, the following catalog entries are provided to explain each:
 - Conditional Admission: The Graduate School may conditionally admit applicants who do not satisfy all of the requirements for unconditional admission, but who do show reasonable potential for doing graduate work. Conditional admission requires the approval of both the Graduate Dean and the chair of the department in which the applicant plans to pursue an advanced degree. If a conditionally admitted student has an overall grade average of B (3.0) or better for all graduate work attempted up to and including the semester in which the student completes 12 semester hours of graduate work at UAH, then the student assumes the status of an unconditionally admitted student. Otherwise, the student is dismissed from the Graduate School. Under exceptional cases, a student may be readmitted upon a justified recommendation of the faculty in the student's major department and approval of the Graduate Dean.
 - Provisional Admission: A student (other than an individual with non-immigrant visa status) whose application to the Graduate School is not complete or is pending approval, may, with a departmental recommendation, be admitted to UAH on a provisional basis. Students admitted in this category may register for graduate-level courses for one semester with approval from the department(s), provided that all prerequisites for those courses have been met. Students may be admitted provisionally for one semester only unless specified otherwise by the Graduate Dean. Within that period they must complete their application materials in time to be considered for regular admission prior to the start of the next semester, usually by the 10th week of the semester. Students who do not complete the application process within the allowed period, or are subsequently not admitted to the graduate program, will not be allowed to take additional graduate classes as a degree-seeking student. Once a student gains regular admission to the Graduate School, all policies regarding conditional or unconditional admission become effective in the provisionally admitted semester. Graduate credit for courses at the 500-level or above taken as a provisional student may, with the approval of the degree department, be applied toward a graduate degree program only if the grades earned in such courses were B or higher. Students admitted provisionally are not eligible for federal financial aid. This category is not available to students with non-immigrant visa status.
- Provisional admission is also used for JUMP students.
- Further discussion regarding these admission types will follow in the minutes under Handling Graduate Student Exceptions.

Hiring Update

- Sean Lane is now the chair of the search committee for the Associate Provost of International Services and Academic Integrity, and Dean of the Graduate School and he shared the names of the committee members. In a meeting next week, the committee members will select seven to eight candidates to interview via zoom. From this group, the committee will select the final round of candidates for an in-person interview.
- Interviews for the Senior Administrative Assistant position have been held and a candidate has been selected. Human Resources is preparing an offer letter for the candidate. Interviews for the Academic Services Coordinator position will be held next week. The Director of International Services position is in the final approval stages before being posted.

Bylaws

- Yeqing Bao, Dylan Baun, and Sean Lane will be drafting bylaws for the Graduate Council.
- A Chair and a Chairperson Elect has been written into the draft bylaws. The floor was open to discussion but there were no objections.
- It was asked if the bylaws should include extending term limits, allowing for three consecutive, two-year terms instead of the current two consecutive, two-year terms. Eric Fong suggested if the bylaws included a Chair and a Chairperson Elect, longer terms may be needed to account for the duration of those positions and the availability of members. Jason O'Brien also noted a term waiver may be needed for colleges with limited tenured faculty.
- The representation of the colleges was also examined. Currently, each college will have two representatives and if a college has a doctoral program, that college may have an additional representative, for a total of three members on the Graduate Council. Members were asked to consider if the third-member practice should continue and if so, what criteria should be used to determine the third member.
- Graduate Student representation on the Graduate Council was discussed. It was suggested that student nominations could be given by each college or perhaps selected from a graduate student organization. An elected student would be a non-voting member. Karen Frith noted Nursing has graduate student involvement on their college curriculum committee and it has worked well. The Graduate Council members did not oppose the recommendation and noted the graduate handbook could provide the specifics as to how to select a student representative.
- A bylaws draft will be emailed to the members for review and comments.

Handling Graduate Students Exceptions

- Admissions has requested an edit of the graduate catalog regarding who can approve conditional admissions. As it reads now, the graduate dean and department chair can approve conditional admissions. Instead, the desired process would be for the college dean to approve the change with the chair.

“Conditional admission requires the approval of both the Graduate College Dean and the chair of the department in which the applicant plans to pursue an advanced degree.”

This would allow for college deans to become aware of exceptions and to work with faculty to address them if needed. No questions or concerns were provided by the Council regarding this change.

- It was also requested the language for provisional admissions be updated to exclude a provision for the graduate dean and have the sentence read as follows:

“Students may be admitted provisionally for one semester ~~only unless specified otherwise by the Graduate Dean.~~”

Yeqing Bao noted some departments have pre-requisite courses that may last for more than one semester. DongSheng Wu also mentioned this happens in Mathematics. It was also asked who changes provisional and conditional codes in a student’s record. It was clarified that admissions will remove provisional designations (primarily for JUMP students) and conditional students do not have a Banner code so nothing needs to be done to remove a conditional designation. It was asked why have a conditional code in Banner if the condition is assumed to be met and would likely be waived if the student had matriculated to the point of graduation. It was suggested the Banner code could begin the process of tracking this information. No decision was made on excluding the language for provisional admissions.

- It was noted that any consequences for not completing any requirements would also need to be added to the catalog.

Meeting adjourned at 3:02 PM.