The University of Alabama in Huntsville
Graduate Council Meeting
Minutes

Friday / January 20, 2023
2:00 p.m. in SSB 201

Members Present:	Maria Pour, COE Yu Lei, COE Nicholas Loyd, COE Wafa Hakim-Orman, COB* Dylan Baun, CAHS Joe Conway, CAHS Jodi Price, CAHS* Tim Newman, COS John Mecikalski, COS Tanya Sysoeva, COS Lenora Smith, CON Hamsa Mahafza, CoED Paul Whitehead, CoED Jon Hakkila, Chair* David Moore, Library* Janet Waller, Registrar*
Members Absent:	Michael Anderson, COE* Sophia Marinova, COB Xiaotong Li, COB Rob Griffin, COS* Angela Hollingsworth, CON (Proxy: Lenora Smith) Tracy Lakin, CON Louise O'Keefe, CON*
Guests:	Judith Schneider, Materials Science Jakobus le Roux, COS Letha Etzkorn, COS Paul Wolf, COS Suzanne Simpson, Institutional Research Simone Frazier, Graduate School Michelle Massey, 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. Joe Conway to approve the graduate council meeting agenda. Motion was seconded by Dr. Hamsa Mahafza. Motion carried.

3. **Approval of the Minutes of the Meeting of December 7, 2022**
   Motion was made by Dr. Dylan Baun to approve the minutes of the meeting of December 7, 2022. Motion was seconded by Dr. Hamsa Mahafza. Motion carried.

4. **Announcements**
   a. Spring 2023 Graduate Student Orientation – Friday, January 6, 2023

      Dr. Hakkila provided information about the graduate-focused event listed above. He also introduced Ms. Michelle Massey, Graduate Records Coordinator, who joined the Graduate School on December 14, 2022.

5. **Curricular Items**
   a. College of Nursing
      i. Course Change: NUR 739 (DNP Project) - ***Approved with revision to syllabus to reflect 0-7 credit hours***
      ii. Course Change: NUS 799 (Dissertation) - ***Approved with revision to syllabus to reflect 0-18 credit hours***

   b. College of Science
      i. Course Change: AES 770 (Satellite Remote Sensing) - ***Approved***
      ii. Course Change: AES 799 (Doctoral Dissertation) - ***Approved***
      iii. Course Change: CH 521 (Chemical Instrumentation) - ***Approved***
      iv. Course Change: CH 540 to CH 649 (Polymer Synthesis & Character) - ***Approved***
      v. Course Change: CH 647 (Adv Biophysical Chemistry I) - ***Approved***
      vi. Course Change: CH 648 (Adv Biophysical Chemistry II) - ***Approved***
      vii. Course Change: CS 554 (Intro to Cloud Computing) - ***Approved***
      viii. Course Change: CS 596 (Special Topics) - ***Tabled***
      ix. Course Change: CS 603 (Formal Languages & Auto Theory) - ***Resubmit with addition of "or equivalent" to "New Requisite" section***
      x. Course Change: CS 613 (Computer Architectures) - ***Resubmit with addition of "or equivalent" to "New Requisite" section***
      xi. Course Change: CS 617 (Design & Analysis of Algorithms) - ***Resubmit with addition of "or equivalent" to "New Requisite" section***
      xii. Course Change: CS 637 (Deep Learning) - ***Approved***
      xiii. Course Change: CS 640 (Machine Learning) - ***Approved***
      xiv. Course Change: CS 641 (Data Mining) - ***Approved***
      xv. Course Change: CS 642 (Computer Processing of Digital Images) - ***Resubmit with changing "New Requisite" section to match CS 640 and CS 641***
      xvi. Course Change: CS 650 (The Software Engineering Process) - ***Approved***
      xvii. Course Change: CS 687 (Database Systems) - ***Resubmit with change to "New Requisite" section: delete "CS 487 or equivalent recommended"***
      xviii. Course Change: CS 690 (Advanced Operating Systems) - ***Resubmit with change to "New Requisite" section: delete "CS 487 or equivalent recommended"***
      xix. Course Change: CS 692 (Cybersecurity Capstone) - ***Approved with deletion of the word "tours" from "New Description" section and syllabus***
      xx. Course Change: CS 696 (Special Topics) - ***Tabled***
      xxi. Course Change: CS 699 (Master's Thesis) - ***Approved with change in "New Description" section from "1" to "0" hour option***

xxii. Course Change: CS 799 (Doctoral Dissertation) - ***Approved with change in "New Description" section from "1" to "0" hour option***
xxiii. New Course: AES 624 - Resubmission (Aerosols & Clouds) - ***Approved***
xxiv. New Course: CS 521 - Resubmission (Intensive Intro to Programming)- ***Approved***
xxv. New Course: CS 566-466 (Offensive Security) - ***Approved***
xxvi. New Course: CS 681 (Malware Analysis) - ***Resubmit with more detail in syllabus on Assessment/Grading, Assignments, Learning Outcomes***
xxvii. New Course: SPA 689 (Analysis of Spacecraft Data) - ***Approved***
xxviii. Program Approval: BYS PhD (PhD in Biology) - ***Tabled (needs more work)***
xxix. Program Approval: CS – Cybersecurity in CS Certificate - ***Tabled (rename)***
xxx. Program Approval: CS – Cybersecurity in CS Concentration for MS in CS - ***Tabled (rename)***
xxxi. Program Approval: CS – Masters in CS Cybersecurity Concentration - ***Approved***
xxxii. Program Approval: CS – Masters in CS - ***Approved***
xxxiii. Program Approval: CS – Masters in Software Engineering - ***Approved***
xxxiv. Program Approval: CS – Modeling and Simulation Certificate - ***Approved***
xxxv. Program Approval: CS – PhD in Computer Science - ***Approved***
xxxvi. Program Approval: CS – Software Engineering Certificate - ***Approved***
xxxvii. Program Approval: CS-ECE – Cybersecurity Certificate - ***Approved***
xxxviii. Program Approval: CS – Intensive CS Core Certificate - ***Resubmit with addition of "or equivalent" to Proposed Intensive Computer Science Core Certificate and Curricular Requirements sections in syllabus***
xxxix. Program Approval: CS – Masters in Cybersecurity CS Track - ***Tabled (check on cross-listed courses)***

6. Graduate Faculty Nominations – For Membership Consideration

a. College of Nursing
   i. Appel, Susan
   ii. Bray, Leigh Ann
   iii. Graves, Barbara
   iv. Henry, Carrie
   v. Horton, Abby
   vi. Welch, Susan

Council approved items 6.a.i.-vi. with changes to nomination forms indicating nominees will be serving on PhD committees rather than teaching. (Note: On 1/30/23, Dr. Karen Frith indicated these nominees will be teaching faculty; nomination forms were updated, adding "NUS 700-799" as courses being taught, and resubmitted for Graduate Dean's signature.)

b. College of Science
   i. Jenkins, Neal (for notification only) – ***This nomination was not approved when initially presented to Graduate Council on November 18, 2022; however, since that time, the Provost and Dean of the Graduate School approved nomination as an affiliate member on a short-term basis for one semester (Fall 2023); furthermore, they recommended that the Computer Science department review Mr. Jenkins' teaching of this course by a peer evaluation. The***

information from such a review will be helpful if Mr. Jenkins is nominated for subsequent renewal.

ii. Lantier, Louise – ***Council approved***
iii. Ludwick, Kevin – ***Council approved***
iv. Mishra, Vikalp – ***Council approved***

7. Cross-Listed Undergraduate & Graduate Syllabi

a. Rubric for developing graduate syllabi

Dr. Hakkila discussed document 7.a. above, specifically addressing the differences in rigor between the undergraduate and graduate Student Learning Outcomes and Graded Assignments.

Dr. Hakkila also explained that the college deans will contact their respective department chairs to gather syllabi for the upcoming SACSCOC review. He also stated that, going forward, if faculty have cross-listed courses with both undergraduate and graduate components, we need to have a track record established for the SACSCOC Five-Year Review whereby all syllabi clearly differentiate between the undergraduate and graduate course components.

8. Proposed Revisions to the Graduate School Policy on Academic Probation Status (APS)

Dr. Hakkila discussed the document titled, "Proposed Revisions to the Graduate School Policy on Academic Probation Status (APS)," which is a strawman that was developed to address the parameters for Academic Probationary Status and Academic Dismissal & Appeal. Student Misconduct was also addressed.

This item was tabled until the next graduate council meeting during which more discussion and a vote will take place after members have had a chance to think about the suggestions outlined in the document.

9. JUMP Committee

With regards to forming a JUMP Committee, the deans recommended that associate deans serve on this committee. Since JUMP is a graduate school entrance requirement, it would go to graduate council, and the deans felt there should be just one committee rather than multiple committees because they felt it could get confusing if there was feedback coming from different directions. Dr. Hakkila strongly recommended that all who serve on this committee will be really serious about addressing the issues with JUMP and who solicit feedback from their constituents. He said the entire process needs to be transparent and involve as many people as possible. In addition to one graduate council member and an associate dean from each college, Dr. Suzanne Simpson and Dr. Hakkila will serve on the JUMP committee to ensure that the decisions made will meet with the expectations of our accreditors.

10. Thesis/Dissertation/DNP Process

Dr. Hakkila addressed the new Thesis/Dissertation DNP Process and showed a sample of the Word and LaTeX templates. He also introduced the new manual and new signature routing form. The new process will be rolled out campus-wide next week, as soon as the website has been updated accordingly.

Dr. Tim Newman suggested there is a potential problem with the template margins, if the manuscript is printed on two sides rather than only one side.

11. For the Good of the Order

Dr. Maria Pour asked whether there was any update on the evaluation of international student transcripts. Dr. Hakkila explained that, this fall, the number of international applications has increased by a factor of five to eight across the board at universities around the United States, but the yield has remained the same. So, the amount of work has increased tremendously but the yield has not. Dr. Hakkila explained that we recently calculated our yield for this last year before Graduate Admissions rejoined the graduate school, and it was 0.54%; this percentage indicates that we have been wasting a huge amount of time and effort, while also waiving transcript evaluation fees for a large number of these students.

He also explained that many international students who arrive at UAH come here without having enough money, and they use the I-20s that our staff produced and then transfer to another institution. UAH lost almost 30 out of 84 students this fall who used our I-20s, and we issued 200-300 I-20s to international students who never arrived at UAH.

Dr. Pour suggested that waiving the fee for transcript evaluations should help enrollment in her area; however, Dr. Hakkila explained that students will eventually have to pay to have their transcripts evaluated if they ever search for a job.

Dr. Hakkila said the issue is complicated and we are trying to fix the problem, short-term, by hiring someone to clear the backlog of approximately 1,000 international student applications. He reiterated, however, that given the yield, hiring one additional person is not a long-term solution. He also expressed the desire for programs to begin marketing and establishing entrance requirements.

Dr. Hakkila finalized the discussion by explaining that the goal is to make the transcript evaluation process more efficient and productive so that UAH will have a reputation of being a premier university.

12. Adjourn

The meeting adjourned at 4:28 p.m.