

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

**Friday / August 23, 2024
2:00 p.m. in SSB 201**

- Members Present:** Mike Anderson, COE*
Maria Pour, COE
Keith Hollingsworth, COE
Nicholas Loyd, COE
Wafa Hakim-Orman, COB*
Sophia Marinova, COB
Xiaotong Li, COB
Jodi Price, CAHS*
Dylan Baun, CAHS
Ryan Weber, CAHS
Lingze Duan, COS*
Larry Carey, COS
Haihong Che, COS
Seyed Sadeghi, COS
Louise O’Keefe, CON*
Nilsa Black-Mead, CON
Lenora Smith, CON
Tracy Lakin, CON
Jeremy Elliott, CoED*
Jon Hakkila, Chair*
David Moore, Library*
Amy Smith, Registrar*
Suzanne Simpson, OIREA*
- Members Absent:** Lisa Vangsness, CAHS (Proxy: Lauren Meaux)
Paul Whitehead, CoED
Laura Senn, CoED
- Guests:** Jakobus Le Roux, COS
Judith Schneider, Materials Science
Daniel Walsh, CoED
Susan Knight, Graduate School
Simone Frazier, Graduate School
Michelle Massey, Graduate School
Audrey Jupiter, Graduate School

**Non-Voting Member*

1. Introduction of Graduate Council Members / Roll Call

A record of new members and attendance was recorded as noted above.

2. Approval of the Agenda

Motion was made by Dr. Dylan Baun to approve the Graduate Council meeting agenda. Motion was seconded by Dr. Mike Anderson. Motion carried.

3. Approval of the Minutes of the Meeting of April 19, 2024

Motion was made by Dr. Sophia Marinova to approve the minutes of the meeting of April 19, 2024. Motion was seconded by Dr. Keith Hollingsworth. Motion carried.

4. Announcement(s)

- a. Recent Graduate School Event(s)
 - i. Fall Orientation, Graduate Students – August 12, 5-7:30pm, SSB 112
 - ii. GTA Teaching Workshop – August 19, 9am-Noon, SST
- b. Upcoming Graduate School Event(s)
 - i. GRFP Grant-Writing Workshop – August 28, 10-11am, SSB 201
 - ii. Thesis/Dissertation/DNP Writing Workshop, September 12, 11am-Noon, SSB 201
 - iii. Thesis/Dissertation/DNP Writing Workshop, September 13, 11am-Noon, Zoom

Ms. Simone Frazier and Ms. Michelle Massey provided brief information about the graduate-focused events listed above.

5. Curricular Items

- a. COE: JUMP CPE MSE EE – JUMP, BS CPE to MSE Electrical Engineering (new JUMP) - **Approved**
- b. CON: NEDU – Nursing Education Concentration (add course to NUR 652 program) - **Approved**
- c. COS: SPA 689 – Selected Topics (variable credit-hour option) - **Approved 1-3 credits, rather than 1-9 credits as proposed (Note: The syllabus must be updated to list 1-3 credits. Also, both the SPA MS and PhD programs must be revised to reflect this change in variable credits to 1-3, which should have been submitted as part of this proposal.)**
- d. COS: PH 569 – Radiation Biology (new course) - **Conditionally approved with “Permission of Instructor” added as an option for non-UAH students who desire entry to this course (Note: All prerequisites and cross-listed courses [and syllabi for these courses], must be updated to reflect this change.)**
- e. COS: BSE 703 – Biotechnology Research (diverse credit hours option) - **Approved (Note: The Biotech PhD program must be revised to reflect the change in variable credits to 2-6.)**
- f. COS: CERT ASDSG – Applied Statistics & Data Science Graduate Certificate (new certificate) - **Tabled until “MA 687” (a typo) is changed to “ST 687” throughout the proposal and resubmitted to Graduate Council via Kualii.**
- g. COS: PHD CS – Computer Science PhD (add learning outcomes) - **Rejected (Note: Proposal is not necessary, as the Learning Outcomes that were added belong in assessment documents, not curricular management documents.)**

6. Graduate Faculty Nominations – For Membership Consideration

- a. COS: Sandel, Michael (PhD – Biological Sciences) - **Approved**
- b. COS: Vohra, Yogesh (PhD – Physics) - **Approved**
- c. COS: Catledge, Aaron (PhD – Materials Science) - **Approved**
- d. COE: Sisiopiku, Virginia (PhD – Civil Engineering) - **Approved**
- e. COS: Li, Can (PhD – Atmospheric & Oceanic Science) - **Approved**
- f. COE: Unnikrishnan, Avinash (PhD – Civil, Architectural and Environmental Engineering) - **Approved**
- g. COE: Kirby, Jason (PhD – Civil Engineering) - **Approved**
- h. COE: Waldron, Christopher (PhD – Civil Engineering) - **Approved**
- i. COE: Zech, Wesley (PhD – Civil Engineering) - **Approved**
- j. COE: Sherif, Muhammad (PhD – Civil Engineering) - **Approved**
- k. COE: Nazari, Rouzbeh (PhD – Civil & Environmental Engineering) - **Approved**
- l. COE: Uddin, Nasim (PhD – Civil Engineering) - **Approved**
- m. COS: Junod, Robert (PhD – Atmospheric Science) - **Approved**
- n. COE: Moffett, Mark (PhD – Mechanical Engineering) - **Approved**
- o. COS: McClain, John (PhD – Optical Science & Engineering) - **Approved**
- p. COS: Roberts, Brent (PhD – Meteorology) - **Approved**
- q. COE: Kendrick, Kip (PhD – Chemistry) Submitted by Dr. Yu Lei for Chemical Engineering - **Approved**
- r. COE: Shah, Krishna (PhD – Mechanical Engineering) - **Approved**
- s. COE: Kumar, Saroj (PhD – Aerospace Systems Engineering) - **Approved**
- t. COE: Kendrick, Kip (PhD – Chemistry) Submitted by Dr. George Nelson for MAE - **Approved**
- u. COE: Buckley, Patrick (PhD – Atmospheric Science) - **Approved**
- v. COS: Justiniano, Yo-Ann (PhD – Biotechnology Science and Engineering) - **Approved**
- w. COS: Millis, Bryan (PhD – BioSciences) - **Approved**
- x. COE: Reardon, Patrick (PhD – Physics) - **Approved**
- y. COS: Diwanji, Purva (PhD – Physics) - **Approved**
- z. COE: Lawrence, Jackson (Masters – Computer Engineering) - **Denied**
- aa. CAHS: Tenhundfeld, Nathan (PhD – Cognitive Psychology) - **Approved**
- bb. CAHS: Witt, Katherine (Doctorate: Musical Arts in Clarinet Performance) - **Approved**
- cc. COE: Hood, Phillip (Masters – Computer Engineering) - **Approved**
- dd. COB: McGee, Benjamin (Masters – Cybersecurity) - **Approved**

7. PhD Progress Reports

Ms. Michelle Massey and Dr. Hakkila began the discussion regarding an overlooked Graduate School policy that requires the documentation of Annual Progress Reports for PhD students.

Presently there is no particular format for the reports, however, after samples of reports are submitted from the various colleges, a standardized format will be developed for future use. Also, upon completion of these reports, they should be submitted for the Graduate Dean's review/signature via the standard Google Docs portal that departments currently use for other documentation requiring the Graduate Dean's signature.

Ms. Massey and Dr. Hakkila presented a document outlining suggestions to enhance and clarify the language currently used in the Graduate School Handbook (see attached document). Dr. Hakkila explained that the Annual Progress Reports are important for both faculty and students in order to clearly identify student progression toward the completion of the PhD degree. Dr.

Hakkila further mentioned that the Annual Progress Reports will also benefit departments by providing assessment data.

Further dialogue from members of Graduate Council ensued, including questions regarding whose responsibility it is to complete the reports; the timing of forming supervisory committees; the timing of when during students' academic journeys should the progress reports be completed; and how to enforce compliance.

Dr. Hakkila concluded the discussion by asking everyone to take this information back to their faculty and ask for input so that the language in the policy can be revised such that it is beneficial across the institution in ensuring that all programs have processes in place to support the academic progression of their PhD students.

8. Form 16

*Dr. Hakkila announced that, beginning Spring 2025, students will be able to use the JUMP form **OR** Form 16 (see attached document), but they will no longer be allowed to use both due to misuse.*

9. For the Good of the Order

N/A

10. Reminder: Next Graduate Council Meeting – September 20, 2024, @ 2:00 p.m. in SSB 201

11. Adjourn

The meeting adjourned at approximately 4:00 p.m.

/srk