

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

**Friday / September 20, 2024  
2:00 p.m. in SSB 201**

**Members Present:** Mike Anderson, COE\*  
Maria Pour, COE  
Keith Hollingsworth, COE  
Nicholas Loyd, COE  
Sophia Marinova, COB  
Xiaotong Li, COB  
Jodi Price, CAHS\*  
Dylan Baun, CAHS  
Lisa Vangsness, CAHS  
Ryan Weber, CAHS  
Larry Carey, COS  
Haihong Che, COS  
Seyed Sadeghi, COS  
Nilsa Black-Mead, CON  
Lenora Smith, CON  
Tracy Lakin, CON  
Jeremy Elliott, COEd\*  
Laura Senn, COEd  
Jon Hakkila, Chair\*  
David Moore, Library\*  
Amy Smith, Registrar\*

**Members Absent:** Wafa Hakim-Orman, COB\*  
Lingze Duan, COS\*  
Louise O’Keefe, CON\*  
Paul Whitehead, COEd  
Suzanne Simpson, OIREA\*

**Guests:** Max Bonamente, COS  
Judith Schneider, Materials Science  
Misty McFadden, OIREA  
Susan Knight, Graduate School  
Simone Frazier, Graduate School  
Michelle Massey, Graduate School  
Audrey Jupiter, Graduate School

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*\*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. Lenora Smith. Motion carried.

## 3. Approval of the Minutes of the Meeting of August 23, 2024

Motion was made by Dr. Sophia Marinova to approve the minutes of the meeting of August 23, 2024. Motion was seconded by Dr. Tracy Lakin. Motion carried.

## 4. Announcement(s)

### a. Recent Graduate School Event(s)

- i. GRFP Grant Writing Workshop – August 28
- ii. Thesis/Dissertation/DNP Writing Workshop – September 12 (In Person)
- iii. Thesis/Dissertation/DNP Writing Workshop – September 13 (Zoom)

### b. Upcoming Graduate School Event(s)

- i. 3MT Workshop – September 24, 3-4pm, SSB 201
- ii. GA Training Workshop – September 27, 10-11am, SST 109
- iii. 3MT Competition – October 14, 2-5pm, SSB 112
- iv. Dinner with the Graduate Dean – October 15, 5-7pm, SSB 112

*Ms. Michelle Massey, Ms. Simone Frazier, and Ms. Audrey Jupiter provided brief information about the graduate-focused events/topics listed above.*

### c. NSF GRFP

*In an effort to enhance graduate education focusing on doctoral programs, Dr. Hakkila announced that the graduate school is developing an NSF EPSCoR Graduate Fellowship EGFP, which is similar to a GRFP but applies to EPSCoR states that are not as research competitive and, therefore, do not receive as much state money. This program is open to any student who receives an “honorable mention” on a GRFP, and it provides EPSCoR states a chance to bring outstanding students into universities such as UAH.*

## 5. Curricular Items

- a. CAHS: EH 610 – Fiction Writing Seminar (*new course*) – **Approved**
- b. COE: ABA 620 – ABA Practicum I (*course revision*) – **Approved**
- c. COE: ABA 621 – ABA Practicum II (*course revision*) – **Approved**
- d. COE: ABA 622 – ABA Practicum III (*course revision*) – **Approved**
- e. COE: ABA 623 – ABA Practicum IV (*course revision*) – **Approved**
- f. COE: ABA 624 – ABA Practicum V (*course revision*) – **Approved**
- g. COE: READ – Reading Specialist Concentration (*temporary inactivation*) – **Approved**
- h. COS: CERT ASDSG – Applied Statistics & Data Science Graduate Cert (*new certificate*) – **Approved**

## 6. Graduate Faculty Nominations – For Membership Consideration

- a. COE: Michael, Fredrick – PhD/Materials Physics (*request to serve on supervisory committee*) – **Approved**
- b. COE: Kumar, Nilesch – PhD/Metallurgical Engineering (*request to serve on supervisory committee*) – **Approved**
- c. COE: Gholston, Sampson – PhD/Industrial & Systems Engineering (*requests to supervise student research and serve on supervisory committee*) – **Approved for “affiliate” membership, not “full” membership as requested**

## 7. PhD Progress Reports (Follow-Up Discussion)

Dr. Hakkila led the discussion around the language in red font below that, as a result of the dialogue during the last Graduate Council Meeting, was incorporated into the text currently used in the Graduate School Handbook:

### Suggestions to Enhance and Clarify the Transferred Language:

***“At least once per academic year, beginning with the year in which the supervisory committee is formed, all doctoral (except DNP) supervisory committees are required to prepare a brief report, signed by the entire committee, summarizing the progress of the student and the expected actions to be taken during the next year. The report may be prepared in tandem with the student’s initial program of study. These reports are to be submitted to the appropriate department/program chair, as well as the Graduate School for final approval by the Graduate Dean. These annual reports will become part of the student’s file. Individual colleges and/or departments may place more frequent or stringent requirements on doctoral dissertation and/or master’s thesis committees within that unit.”***

Talking points also included the following:

- *Format of progress reports that have recently been submitted for the Graduate Dean’s review and signature*
- *Need to define all program requirements*
- *Need to determine when first progress report should be submitted and when supervisory committee should be formed (timelines are related)*
- *What happens if progress report from committee is negative – would it be possible for the advisor to still award an S on 799?*
- *Main purpose of progress report is to ensure a progression check*
- *10-Year Rule will likely be removed, because it created problems unrelated to the problem that it was trying to solve; not helpful from a progression standpoint*
- *How to handle an ineffective advisor – involve HR?*
- *Require progress report after student’s fourth academic year?*
- *Is there an institutional expectation on the maximum allowed length of time to complete the PhD, and would that fourth year satisfy the expectation? How do we handle timeline of part-time students?*
- *Who should prepare the progress report?*
- *Committee chair should communicate the results of the progress report to the committee*
- *If there are questions on the final approval of the progress report, the Graduate Dean will contact the department chair for explanation of student progress and possibly ask other questions*
- *All parties must work together to ensure the student is progressing ... student, advisor, chair, faculty, potentially HR if involvement is needed*
- *Advisors must participate in their students’ growth*

## 8. For the Good of the Order

Dr. Anderson questioned Section 6.1 of the Graduate School Handbook that states, “Supervisory Committees are appointed by the department/program chair in consultation with the advisor and student, and approved by the Graduate Dean.” Dr. Hakkila was unaware of the wording regarding this procedure, as he understands it is not the current practice in any program. In order to update the wording as soon as possible, he asked graduate council members to think about suggestions on how the wording could be changed to more accurately reflect current practice.

## 9. Reminder: Next Graduate Council Meeting – October 18, 2024, @ 2:00 p.m. in SSB 201

## 10. Adjourn

The meeting adjourned at approximately 3:20 p.m.

/srk