

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

Friday / February 21, 2025 / 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
Xiaotong Li, COB
Jodi Price, CAHS*
Dylan Baun, CAHS
Lisa Vangsness, CAHS
Ryan Weber, CAHS
Lingze Duan, COS*
Larry Carey, COS
Haihong Che, COS
Seyed Sadeghi, COS
Yeow Chye Ng, CON*
Lenora Smith, CON
Tracy Lakin, CON
Amanda Aguilar, COEd
Laura Senn, COEd
Jon Hakkila, Chair*
David Moore, Library*
Amy Smith, Registrar*
Suzanne Simpson, OIREA*

Members Absent: Maria Pour, COE (Proxy: Aleks Milenkovic)
Nilsa Black-Mead, CON (Proxy: Lenora Smith)
Jeremy Elliott, COEd*

Guests: Lauren Milam, CON
April Urban, Library
Letha Etzkorn, COS
Tim Newman, COS
Tathagata Mukherjee, COS
Sivaguru Ravindran, COS
Aleks Milenkovic, COE
Judy Schneider, Materials Science
Zeke Aguilera, Registrar's Office
Susan Knight, Graduate School
Simone Frazier, Graduate School
Michelle Massey, Graduate School
Mary Grace Thacker-McCarthy, Graduate School
Emmalee Harris, Graduate School
Audrey Jupiter, Graduate School/International Services
Joy Werka, International Services
Gianna Hudson, International Services/Study Abroad

**Non-Voting Member*

1. Roll Call

A record of new members and attendance was recorded as noted above. After roll call, Dr. Hakkila introduced Dr. Yeow Chye Ng, new graduate council attendee from the College of Nursing, and Ms. Gianna Hudson, new Study Abroad Coordinator who recently joined the International Services team.

2. Approval of the Agenda

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

3. Approval of the Minutes of the Meeting of January 17, 2025

Motion was made by Dr. Lenora Smith to approve the minutes of the meeting of January 17, 2025. Motion was seconded by Dr. Lisa Vangsness. Motion carried.

4. Announcement(s)

a. Recent Graduate School Event(s)

- i. Thesis/Dissertation/DNP Writing Workshop – February 6, 11am-Noon, SSB 201
- ii. Thesis/Dissertation/DNP Writing Workshop – February 7, 11am-Noon, Zoom

b. Upcoming Graduate School Event(s)

- i. Graduate Poster Session Workshop – February 27, 3-4pm, SSB 201
- ii. Dinner with the Graduate Dean – March 4, 5-7pm, SSB 112
- iii. GRFP Grant Writing Workshop – March 5, 10-11am, SSB 201
- iv. Graduate Poster Session Competition – March 26, 2-5pm, SSB 112

Ms. Simone Frazier and Ms. Michelle Massey provided information about the recent and upcoming graduate-focused events/topics listed above.

OLD BUSINESS

5. Number of Graduate Certificates Awarded

Dr. Hakkila shared a document (attached) that provided data about how many certificates exist at UAH by college and by name of certificate for academic years 2021-22, 2022-23, and 2023-24. This information should be used to evaluate how effective our certificates are so that we can determine how to get more students to enroll in these certificate programs and to encourage faculty to develop certificate programs that produce students. Dr. Hakkila recommended that programs should think more holistically in developing certificates that can be used across a variety of disciplines and to also align the requirements of degree programs with the requirements of certificates in order to increase student enrollment. Ms. Amy Smith confirmed that students who successfully complete certificate programs do, in fact, receive printed certificates of completion and that the certificate programs and their grades also appear on students' transcripts.

6. Assessment of Non-Thesis Master's Programs

Dr. Hakkila stated that the assessment of non-thesis master's programs is one of the biggest holes in our assessment this year, because we have non-thesis master's programs that have no common requirements and, therefore, no way to assess the programs. In the past, there were capstones that provided a means for assessment, but most of those have been removed.

He said that we need to realign all of the pieces, including the assessment piece, the ability for the registrar's office/degree auditors to be able to ensure that all of the program requirements have been completed, and

we need to ensure that for each program, the catalog outlines the requirements so that the courses required are very clear to students. Whether through the pdf POS or online via Degree Works, the assessment piece needs to be encapsulated into the assessment process so that all involved know when the requirement(s) have been satisfied.

Dr. Suzanne Simpson confirmed that the majority of our programs cannot assess their students, because they do not have common courses at the master's and doctoral levels to be able to count enough students to assess.

Dr. Hakkila said that programs should always have a goal and should be built on learning outcomes.

Dr. Jodi Price asked Dr. Hakkila whether he is having conversations with the programs that are problematic, because she felt that discussion within Graduate Council does not necessarily mean that the necessary information is being relayed to the problematic departments. Dr. Hakkila responded by asking Dr. Simpson whether OIREA has addressed this, to which Dr. Simpson replied that they have done their due diligence and have talked with each of the assessment contacts but that this is a curriculum issue and/or an issue that is beyond the control of OIREA since her team cannot change the curriculum. She continued saying that OIREA has guided faculty as best as possible to get what is needed for the assessment reports but she does not feel that it is enough for a solid framework.

Dr. Hakkila agreed that a determination needs to be made as to who communicates this information and also agreed with Dr. Simpson that this is a curriculum issue, which is the responsibility of the faculty. He said he felt one way of communicating this information is for Graduate Council members to transmit the information back to their departments/colleges but also said that maybe that's not a good approach. Dr. Price weighed in that Graduate Council members do not know which programs are problematic. It was agreed that OIREA will compile a list of programs that are problematic, and that their office, along with Dr. Hakkila, will contact the departments to discuss what needs to be done.

Dr. Letha Etzkorn commented that if curricular changes have to be made in order to get SACSCOC accredited, then there's not enough time. Dr. Hakkila agreed that this cannot be remedied immediately, but said that if we acknowledge the problem and we are in the process of trying to address the problem to correct it, then we should at least be able to expect some leniency from SACSCOC.

NEW BUSINESS

- 7. 3MT Presentation by Lauren Milan, CON: "Voices that Matter: Ensuring Safe Motherhood for All"**
College of Nursing master's student and winner of the UAH 2024 Three-Minute Thesis (3MT) competition, Lauren Milan, showcased her 3MT presentation (slide attached). Lauren will represent UAH on March 20, 2025, in the regional 3MT competition in Dallas, Texas.
- 8. Presentation by April Urban, Salmon Library: "Open Access and the Salmon Library"**
During an interactive presentation (attached), Dr. April Urban, Instructional Services & Scholarly Communications Librarian/Librarian II, discussed the following topics: Her Role; Open Access (OA); OA Publishing; Read and Publish Agreements; LOUIS: UAH's Institutional Repository; Open Data; Open Educational Resources; Openness and Professional Development; and Open Education Week.
- 9. Curricular Items**
 - a. CAHS: EH 611 – Poetry Writing Seminar (new course) – **Approved**
 - b. CAHS: MOSC – Social Science (concentration change) – **Approved**
 - c. CAHS: MPY – Psychology, General (concentration change) – **Approved**

- d. CAHS: PPHF – Human Factors (concentration change) – **Approved**
- e. COB: MBA MGT – MBA Accounting (new concentration) – **Approved**
- f. COB: MS MSBA – MSBA Accounting (new concentration) – **Approved**
- g. COB: MSIS IS – MSIS Accounting (new concentration) – **Approved**
- h. COEd: ED 509 – Classroom & Behavior Management (course change) – **To Be Resubmitted; this course is apparently cross-listed with an unspecified 300-level course, which must be renumbered as a 400-level course and then cross-listed with this course. Once done, the two cross-listed proposals should be submitted at the same time for approval.**
- i. COEd: ED 573 – Teaching Natural & Health Science (course change) – **To Be Resubmitted; this course is apparently cross-listed with an unspecified 300-level course, which must be renumbered as a 400-level course and then cross-listed with this course. Once done, the two cross-listed proposals should be submitted at the same time for approval.**
- j. COEd: ED 574 – Teaching Elementary Mathematics (course change) – **To Be Resubmitted; this course is apparently cross-listed with an unspecified 300-level course, which must be renumbered as a 400-level course and then cross-listed with this course. Once done, the two cross-listed proposals should be submitted at the same time for approval.**
- k. CON: NUR 733 – Informatics for Advanced Nursing Practice (course change) – **Approved**
- l. CON: NUR 742 – Project Evaluation Methods for Advanced Nursing Practice (course change) – **Approved**
- m. CON: Nursing Psychiatric/Mental Health Nurse Practitioner (new graduate certificate/program change) – **Approved**
- n. COS: BTBC – Biological Sciences & Chemistry (concentration change) – **Approved**
- o. COS: BTCB – Chemical Engineering & Biological Sciences (concentration change) – **Approved**
- p. COS: BTCC – Chemistry & Chemical Engineering (concentration change) – **Approved**
- q. COS: CS 717 – Advanced Algorithm Design/Analysis (course inactivation) – **Approved**
- r. COS: MA MA – Mathematical Sciences MA (program change) – **Approved**
- s. COS: MS CH – Chemistry (program change) – **Approved**
- t. COS: MS MA – Mathematical Sciences (program change) – **Approved**
- u. COS: MSSE CS – Computer Science (program change) – **HOLD until MSSE CPE is rewritten and submitted for approval to verify that the two programs' requirements match; once done, will review alongside MSSE CPE.**
- v. COS: PHD BTSE – Biotechnology Science and Engineering (program change) – **Approved**
- w. COS: PHD CS – Computer Science (program change) – **Approved**
- x. COS: SPA 663 – Computational Fluid Dynamics and Magnetohydrodynamics (course change) – **Approved**
- y. COS: MA 614 – Numerical Linear Algebra (course change) – **Approved**

10. Graduate Faculty Nominations – For Membership Consideration

- a. CAHS: Neuschatz, Jeffrey – PhD/Cognitive Psychology (request to serve on supervisory committee) – **Approved**
- b. COE: O'Brien, David – PhD/Aerospace Engineering (request to serve on supervisory committee) – **Approved**
- c. COEd: Mann, Davina – MA/Elementary Education (request to teach graduate course) – **Approved**
- d. CON: Craighead, Jocelyn – DNP/Nursing (request to serve as DNP mentor) – **Approved**
- e. COS: Pollux, Bart – PhD/Biology (request to serve on supervisory committee) – **Approved**
- f. COS: Bothun, Geoffrey – PhD/Chemical Engineering (request to serve on supervisory committee) – **Approved**
- g. COS: Mason, John – PhD/Physics (request to serve on supervisory committee) – **Approved**

11. Policy Revision: Academic Probation Status & Dismissal

Ms. Michelle Massey explained the following proposed change (in red font). Initially, it was said that the change would only affect non-thesis students, but Dr. Mike Anderson mentioned that sometimes students complete their thesis during the same semester that they complete coursework, so it was agreed that the change should allow for both master's thesis and non-thesis students to apply for graduation in their last semester while on active probation status. This proposed revision will allow students who are on probation but are at the end of their program to apply for graduation, assuming their final grades will lead to the resolution of their GPA to a 3.000 or better. Students who seek a dissertation may not schedule a defense until they have resolved their GPA.

Academic Probationary Status

Any time a student's overall graduate GPA drops below a 3.000, the student will be placed on Academic Probationary Status (APS). A student on APS ~~is not a candidate for a degree and~~ may not schedule a ~~masters or~~ doctoral defense.

A student can remove APS by raising their overall graduate GPA to a 3.000 or greater within the 12 hours attempted immediately following the semester in which they are placed on APS. These 12 hours must be attempted within the next three consecutive fall and spring semesters, or within one year if courses are also attempted during summer. This timeline can be extended only by having an appeal approved by the Graduate Dean.

Conditional admission is a form of APS. Conditionally admitted students must maintain a 3.000 average through the semester in which the first 12 semester hours are completed.

12. Transcript Evaluation Requirement to Support International Transfer Credit on Programs of Study

Dr. Hakkila explained that, recently, the Graduate School and the Registrar's Office realized they were inadvertently assuming the other had verified the validity of foreign transcripts. He called attention to the following three major issues with foreign transcripts:

- 1. Determining the equivalent GPA*
- 2. Translating the foreign transcript into English, having a paper trail, and determining who within UAH has responsibility for the transcript translation and its accuracy*
- 3. Determining the accuracy of the credit-hour conversion from the foreign institution to UAH*

Dr. Hakkila said that, going forward, if a student wants to transfer credits from a foreign institution into a POS at UAH, a transcript evaluation for specific coursework will be required, which is not the same as a transcript evaluation for admissions. Once the transcript evaluation is complete, the Registrar's Office will notify Dr. Hakkila that it is ready for review/approval.

Below is text from the document that was provided in support of this discussion:

Transcript Evaluation Requirement to Support International Transfer Credit on Programs of Study

The Graduate School is implementing a requirement regarding the transfer of graduate credit from foreign institutions.

Graduate students who intend to include transfer credits from a college or university in a foreign country on their UAH program of study will be required to provide a course-by-course evaluation of their transcripts. Students must request this evaluation no later than one year from the semester in which they are admitted to the program. UAH only recognizes the following evaluation agencies:

- Educational Credential Evaluators (ECE)*
- World Education Services (WES)*
- SpanTran*

This requirement will be listed on the Graduate Admissions webpage as well as in the UAH catalog under the following pages:

- Degree Requirements, General Doctoral*
- Degree Requirements, Masters*
- Admissions Requirements, International Students*

Communication about this requirement will also be provided to students through the Graduate Admissions Application.

The Graduate School will develop a Kuali form for students to list the intended transfer credits and attach a copy of the completed evaluation results. Transfer credits must reflect the actual credit-hour equivalency listed on the evaluation. Approvals will include the student advisor, members of the supervisory committee, the department chair, and the Graduate Dean. The Registrar's Office will receive a copy of the form to verify that the evaluation has been requested and the transfer credit approved to support the final degree audit.

13. For the Good of the Order

Transition from Recruit to Slate – *During a Q&A session, Ms. Mary Grace Thacker-McCarthy provided the following information:*

- Student application processing within Slate will begin about one month from now.*
- We lose access to Recruit entirely on March 31.*
- During the transition, applications in the "Completed" stage and awaiting review will be manually moved into Slate.*
- Application reviewers will be invited to an in-person training session on Friday, March 21, at 9am in*

SSB 201; training videos will also be offered at some point in the future.

- *Right now, we are working on the applications module. After a couple of months, we will be ready to launch the communications module by which departments will be able to communicate directly with students from within Slate. Right now, students are receiving basic communications from the Graduate School regarding application status; we are also working now on getting students' inquiry emails functional.*
- *Departmental communications within Recruit will cease to exist on March 31 when we lose entire access to Recruit. Vital communications may be set up within Slate to be effective April 1; we will need to contact our Slate consultant to find out what will be required to make that happen.*
- *Applications for students is live now in Slate meaning new applications are being input into Slate; students can currently access in-process applications through Recruit.*

14. Reminder: Next Graduate Council Meeting – March 28, 2025, @ 2:00 p.m. in SSB 201

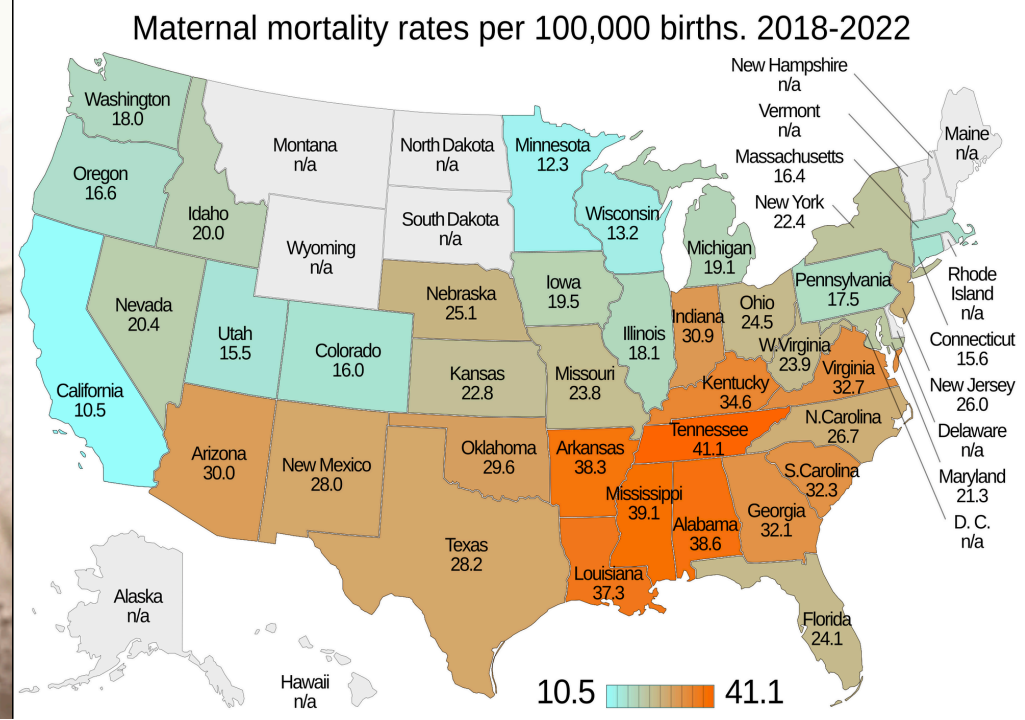
15. Adjourn – The meeting adjourned at approximately 4:15 p.m.

/srk

College	Certificate Name	2021-22	2022-23	2023-24
Nursing	Post-Master's Family Nurse Practitioner		4	1
	Nursing Education		3	
	Post-Masters Adult-Gerontology Acute Care Nurse Practitioner		x	x
Business	Enterprise Resource Planning			
	Cybersecurity		1	2
	Federal Contracting		9	3
	Supply Chain Management			
	Tech and Innovation		2	
	Human Resource Management			
	Business Analytics			4
CAHS	Technical Communication		10	9
	Teaching English as a Second Language			2
	User Experience		1	4
	Intelligence and Security		1	3
Education	Autism Spectrum Disorders			
Science	Data Science			
	Software Engineering - Computer Science Track			
	Geographic Information Systems & Remote Sensing			
Engineering				



Shalon Irving





Open Access and the Salmon Library

April Urban, PhD, MLS

February 21, 2025



My Role as Scholarly Communications Librarian

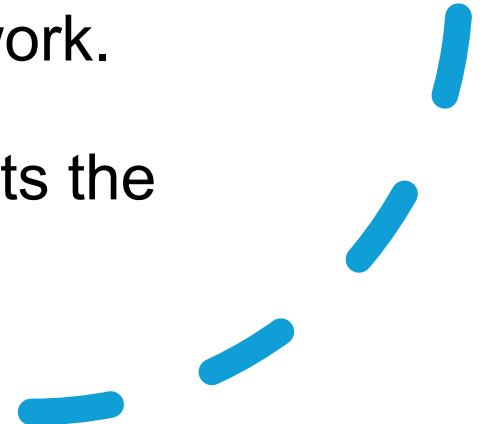
- Co-coordinate LOUIS, our institutional repository
- Promote open access and open data at UAH
- Promote faculty's adoption and creation of Open Educational Resources (OER) for teaching

What is Open Access (OA)?

“Open Access is the free, immediate, online availability of research articles combined with the rights to use these articles fully in the digital environment.”
([SPARC](#))



- While predatory journals exist, many OA articles are **peer-reviewed** and as credible as those published in subscription-based journals.
- OA removes barriers to the public's access to research and thereby increases the impact of scholars' work.
- All OA articles have a **Creative Commons (CC) license**, which sets the terms for attribution and sharing.



Navigating OA Publishing

Articles can be OA in two main ways: by publishing in open access journals or depositing in an institutional repository (IR).

- **Article Processing Charges (APCs):** The fee charged to authors to publish their work as OA.
- **Gold OA:** Fully open access journals. **Hybrid OA** refers to when a subscription-based journal publishes select articles as OA.
- **Green OA:** Sharing an article (pre- or postprint) in an IR.

Read and Publish Agreements

A read and publish agreement (also known as a “transformative agreement”) refers to a deal between an academic library and scholarly journal publisher: in exchange for the Library’s subscription payment, the publisher waives APCs.

The Salmon Library has read and publish agreements with **two publishers:**

- **The Association for Computing Machinery (ACM)**
- **Cambridge University Press**

Institutional Repository: LOUIS

UAH's institutional repository, [LOUIS](#), preserves and shares research by UAH researchers.

Sharing your publication in LOUIS depends on your agreement with the publisher and what it allows.

The Library can assist with understanding copyright and depositing your work.

- Email louis@uah.edu to ask questions or to get the process started.

Open Data

Open Data is “research data that can be freely used, reused, and redistributed by anyone” ([SPARC](#)). It can include:

- Datasets, statistics, survey results, software code, metadata

Open Data accelerates research by encouraging the reuse and re-analysis of existing data. Open Data should be **replicable**.

UAH researchers can:

- Share their data in LOUIS
- Use the [DMPTool](#) to ensure that their preservation and sharing of data complies with funding mandates

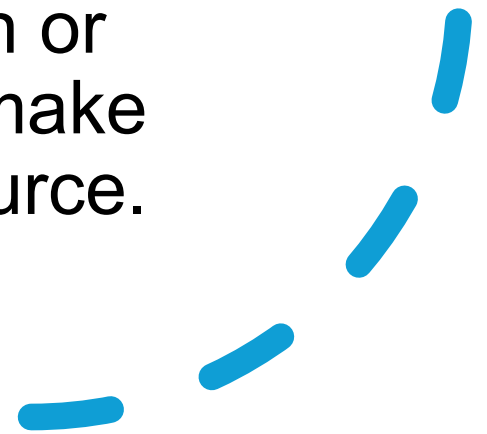
What are OER (Open Educational Resources)?

OER are **learning and teaching resources** that are free, accessible, and openly licensed.

- OER include: textbooks, syllabi, learning modules, assessments, and multimedia.

OER are different from OA in two ways:

- Specifically intended for teaching.
- Often licensed for adaptation or remixing – other users can make changes to the original resource.



Openness and Professional Development


OA, Open Data, and OER provide **numerous benefits** for scholars, especially graduate students and early career academics.

- Authors retain the rights to their work.
- **The Open Access Citation Advantage:** Data shows that OA publications have higher article views and citations than non-OA publications. (Source: [Brainard, Science, 2024](#))
- Adapting or creating OER increases the scholar's visibility. They may also publish, or present at conferences, in the field of the scholarship of teaching and learning (SoTL).

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Upcoming Event: Open Education Week

The Library and ETLC are hosting **Open Education Week, March 3-7**

- Daily emails about OER and affordable course materials and support on campus
 - **Lunch and Learn Thursday, March 6, 12:00-1:30 (SST 129):** free sandwiches and chatting about OER, open to all faculty
- 
- A series of blue dashed lines in the bottom right corner, arranged in a curved, upward-pointing shape.

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My Questions for You

- What attitudes about OA have you encountered in your college/department or on campus?
 - Does your college/department provide APC funding for researchers?
 - Have you received any questions about OA from graduate students or early-career faculty?
- 
- A series of four blue curved line segments are arranged in a dashed, upward-curving path in the bottom right corner of the slide.

Thank You!

April Urban
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