The University of Alabama in Huntsville
Graduate Council Meeting
Minutes

Friday / December 13, 2024
2:00 p.m. in SSB 201

Members Present:	Maria Pour, COE
	Nicholas Loyd, COE
	Wafa Hakim-Orman, COB*
	Sophia Marinova, COB
	Jodi Price, CAHS*
	Dylan Baun, CAHS
	Lisa Vangsness, CAHS
	Ryan Weber, CAHS
	Haihong Che, COS
	Nilsa Black-Mead, CON
	Lenora Smith, CON
	Tracy Lakin, CON
	Amanda Aguilar, COEd
	Laura Senn, COEd
	Jon Hakkila, Chair*
	David Moore, Library*
	Amy Smith, Registrar*
Members Absent:	Mike Anderson, COE*
	Keith Hollingsworth, COE
	Xiaotong Li, COB (Proxy: Sophia Marinova)
	Lingze Duan, COS*
	Larry Carey, COS
	Seyed Sadeghi, COS
	Louise O'Keefe, CON*
	Jeremy Elliott, COEd*
	Suzanne Simpson, OIREA*
Guests:	Misty McFadden, OIREA
	Susan Knight, Graduate School
	Simone Frazier, Graduate School
	Michelle Massey, 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. Nilsa Black-Mead. Motion carried.

3. **Approval of the Minutes of the Meeting of November 15, 2024**
Motion was made by Dr. Tracy Lakin to approve the minutes of the meeting of November 15, 2024. Motion was seconded by Dr. Ryan Weber. Motion carried.

4. **Announcement(s)**
   a. Recent Graduate School Event(s)
      N/A

   b. Upcoming Graduate School Event(s)
      i. Spring Orientation: International Students – January 6, 9-11am, SSB 201
      ii. Spring Orientation: Graduate Students – January 6, 3:30-5pm, SSB 112

   Ms. Simone Frazier provided information about the graduate-focused events/topics listed above.

5. **Curricular Items**
   a. CAHS: CERT UEXP – User Experience / Graduate Certificate *(change)* – ***Approved***
   b. CAHS: PY 608 – Graduate Practice Teaching & Career Exploration *(inactivate)* – ***Approved***
   c. COB: ACC 520 – State & Local Taxation *(inactivate)* – ***Approved***
   d. COB: ACC 580 – Professional Certification *(inactivate)* – ***Approved***
   e. COB: ACC 614 – Cost Management *(inactivate)* – ***Approved***
   f. COB: FIN 500 – Investment Practicum *(inactivate)* – ***Approved***
   g. COB: FIN 620 – Seminar in Behavioral Finance *(inactivate)* – ***Approved***
   h. COB: IS 520 – Web Portals & Applications *(inactivate)* – ***Approved***
   i. COB: IS 600 – Information Systems Management *(inactivate)* – ***Approved***
   j. COB: MGT 600 – Organizational Theory, Behavior & Environment *(inactivate)* – ***Approved***
   k. COB: MKT 600 – Survey of Marketing Management *(inactivate)* – ***Approved***
   l. COB: MKT 606 – Marketing in High Technology Environments *(inactivate)* – ***Approved***
   m. COE: CE 550 – Environmental Control *(inactivate)* – ***Approved***
   n. COE: CE 552 – Industrial Waste Treatment *(inactivate)* – ***Approved***
   o. COE: CE 572 – Soil Dynamics *(inactivate)* – ***Approved***
   p. COE: CE 574 – Applied Mechanics of Solids *(inactivate)* – ***Approved***
   q. COE: CE 578 – Matrix Methods in Structural Mechanics *(inactivate)* – ***Approved***
   r. COE: CE 586 – Advanced Cementitious & Composite *(inactivate)* – ***Approved***
   s. COE: CE 603 – Advanced Concrete Design *(inactivate)* – ***Approved***
   t. COE: CE 646 – Erosion & Sedimentation *(inactivate)* – ***Approved***
   u. COE: CE 654 – Environmental Transport *(inactivate)* – ***Approved***
   v. COE: CE 660 – Structural Dynamics *(inactivate)* – ***Approved***
   w. COE: CE 672 – Theory of Elasticity *(inactivate)* – ***Approved***
   x. COE: CE 679 – Hypervelocity Impact Phenomena *(inactivate)* – ***Approved***
   y. COE: CE 756 – Hazardous Waste Remediation *(inactivate)* – ***Approved***
   z. COE: CE 762 – Wave Motion Cont Elastic Bodie *(inactivate)* – ***Approved***
   aa. COE: CE 765 – Random Vibration Elastic Systems *(inactivate)* – ***Approved***
   bb. COE: CE 773 – Theory of Shells *(inactivate)* – ***Approved***

cc. COE: CE 774 – Finite Element Analysis II *(inactivate)* – **Approved**
dd. COE: CPE 536 – Internals of Modern Operating Systems *(inactivate)* – **Approved**
ee. COE: CPE 561 – Translation Systems *(inactivate)* – **Approved**
ff. COE: CPE 590L – Selected Topics Laboratory *(inactivate)* – **Approved**
gg. COE: CPE 610 – Selected Topics in Computer Engineering *(inactivate)* – **Approved**
hh. COE: CPE 715 – Selected Topics in Computat Th *(inactivate)* – **Approved**
ii. COE: CPE 720 – Selected Topics in VLSI Design *(inactivate)* – **Approved**
jj. COE: CPE 735 – Selected Topics in Operating Systems *(inactivate)* – **Approved**
kk. COE: CPE 740 – Special Topics Computer Networks *(inactivate)* – **Approved**
ll. COE: CPE 760 – Selected Topics Compiler/Translate S *(inactivate)* – **Approved**
mm. COE: EE 541 – Optics I *(inactivate)* – **Approved**
nn. COE: EE 607 – Robotic Systems Control *(inactivate)* – **Approved**
oo. COE: EE 618 – VLSI Circuits *(inactivate)* – **Approved**
pp. COE: EE 632 – Fourier Optics *(inactivate)* – **Approved**
qq. COE: EE 633 – Electro-Optical Engineer *(inactivate)* – **Approved**
rr. COE: EE 700 – Sampled Data Control Systems *(inactivate)* – **Approved**
ss. COE: EE 711 – Antenna Theory *(inactivate)* – **Approved**
tt. COE: EM 699 – Master's Thesis *(inactivate)* – **Approved**
uu. COE: EM 779 – Selected Topics in Engineering Management *(inactivate)* – **Approved**
vv. COS: CS 658 – Software Proc & Prod Improvement *(inactivate)* – **Approved**

6. **Graduate Faculty Nominations – For Membership Consideration**
    a. COS: Morris, Molly – PhD/Biological Sciences *(request to serve on supervisory committee)* – **Approved**
    b. COS: Ebeling, James – PhD/Biological Resources Engineering *(request to serve on supervisory committee)* – **Approved**
    c. COS: Land, Jay – PhD/Electrical Engineering *(request to serve on supervisory committee)* – **Approved**
    d. COS: Ehlert, Steven – PhD/Physics *(request to serve on supervisory committee)* – **Approved**
    e. COS: Swaminathan, Kankshita – PhD/Biology *(request to serve on supervisory committee)* – **Approved**
    f. COS: Sayeed, Alqamah – PhD/Atmospheric Science *(request to serve on supervisory committee)* – **Approved**
    g. COS: Zou, Ying – PhD/Space Physics *(request to serve on supervisory committee)* – **Approved**
    h. CAHS: Grimsley, Reagan – MA/History *(requests to teach graduate courses and to serve on supervisory committee)* – **Approved**
    i. CON: Adams, Ellise – PhD/Nursing Science *(request to be DNP Mentor)* – **Approved**
    j. CON: Saxon, Angela – DNP *(request to be DNP Mentor)* – **Approved**
    k. CON: Peters, Olivia Elliott – MD/General Practitioner & Pediatrics *(request to be DNP Mentor)* – **Approved**
    l. COEd: NeSmith, Adam – EdD & EdS/Curriculum & Instruction *(request to teach graduate courses)* – **Approved**

7. **Assessment Ideas for Non-Thesis Masters**
    Dr. Hakkila initiated this discussion by asking what mechanisms can be established to ensure students who are in non-thesis masters' programs can be assessed, or, that their programs can be assessed. Suggestions made of acceptable forms of assessment mechanisms by those attending graduate council were common courses, capstones, skill or knowledge learned in a class, projects that might appear in a rubric, tests/quizzes/assignments used solely for assessment, and creating a zero-credit-hour course to be used only for assessment purposes; non-acceptable methods of assessment mechanisms mentioned for non-thesis programs were grades and exit interviews. Dr. Hakkila stated that assessments must be based on program outcomes or learning outcomes, and that mid-term progression reports could be largely beneficial in measuring assessment showing that students actually learned the outcomes that their programs indicated they would learn. In summary, the suggestion was made that OIREA provide Dr. Hakkila a list of programs to meet with in order to discuss how they plan to address their assessment issues.

8. **Spring 2025 Meeting, Re: Catalog Edits**
   To address best practices, as well as to prepare for the upcoming SACSCOC review, Dr. Hakkila announced that he intends to hold a meeting with those in the colleges who are responsible for the accuracy of the information in their respective catalog pages. The primary goals of the meeting will be to ensure that all involved in this process (1) understand the catalog publishing cycle, catalog editing deadlines, and catalog editing process; (2) ensure that courses are aligned; and (3) ensure that additional requirements, such as extra exams and GPS requirements, are included in the catalog. The meeting will be scheduled for late January or early February 2025.

   With regards to the catalog publishing cycle, Ms. Amy Smith explained that the new catalog is published online during June of each year; edits are made prior to that during March and April each year. Throughout each academic year, curricular items that have been approved and are active for the current year's catalog will go into the "Addendum" section of the catalog, which is considered to be a part of the current year's catalog. As the next June rolls around, items in the current year's Addendum section will roll into the newest published catalog. She also explained that the effective term of a particular curricular item determines the catalog that it goes into. For example, if a curricular item has a current academic year's effective date, once approved it will be added to the Addendum section of the current year's online catalog (meaning the item is active but was not in the first, published catalog of the year).

   The question was asked about how to make sure that students know there is an Addendum section of the catalog; this issue will be researched.

9. **For the Good of the Order**
   N/A

10. **Reminder: Next Graduate Council Meeting** – *January 17, 2025, @ 2:00 p.m. in SSB 201*

11. **Adjourn**
    The meeting adjourned at approximately 2:45 p.m.

    /srk