MINUTES
Graduate Council
September 21, 2017 * revised 9/29/17

Present: Ex officio: M. Gallo (Chair), R. Bonhomme

Voting Members: W. Allen, G. Anagnostopoulos, C. Bashur, C. Bostater, D. Carroll,
D. Carstens, J. Dshalalow, K. Hamed, H. Heck, Y. Liao, J. Martinez-Diaz,
J. Perez, Y. Sharaf-Eldeen, YJ. Sohn (non-voting) for H. Edwards,
C. Sonnenberg (non-voting) for E. Perez, L. Steelman, A. Stephane,
E. Vogt (via phone)

Guests: M. Baloga, E. Fox, H. Hefazi, D. Micus, C. Sen, R. Sippel

The meeting was called to order at 1:02 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed returning members and introduced Dr. Jean Perez, who is beginning
his 2-year-term as the voting representative for Physics/Space Sciences, replacing Dr. Perlman. He
acknowledged that Dr. Vogt was present via telephone representing the Department of Extended
Studies. Additionally, Dr. Sohn was present for Dr. Edwards (School of Arts and Communication)
and Dr. Sonnenberg for Dr. Henry Perez (College of Business).

Dr. Gallo reminded Council members that in case they are not able to attend an upcoming
meeting, it would be beneficial to have someone attend in their stead for information exchange
purposes. This will ensure that the academic unit has input to discussions and also has someone
who can communicate proceedings back to the academic unit. He stated that Roberts’ Rules of
Order does not permit a substitute to submit a proxy vote on someone’s behalf.

Dr. Gallo announced he would be working from a restructured agenda and reminded
members to review the Graduate Council calendar at their place settings, which highlights meeting
dates and submission deadlines for material.

2) ADDRESS COUNCIL MEMBERS – Dr. Raymond Bonhomme

Dr. Gallo introduced Dr. Bonhomme, Associate Provost for Graduate Programs. Dr. Gallo
advised that although the university does not have a formal Dean of the Graduate School,
Dr. Bonhomme in his role as Associate Provost, will assume this position.

Dr. Bonhomme thanked Council members for serving on this body and recognized them as
a vital part of the university’s shared governance. He stated that in May (2017), Dr. Baloga asked
him to assist her in some of her duties by looking at graduate programs in terms of needs and
structure. He said he is not interested in being Dean but is here to make recommendations to the
administration by the end of the academic year. He is looking into the visibility of graduate
programs and what is best for graduate programs moving forward. He has been designated as the point person for comments, feedback, and/or dialogue and invited Council members to provide their thoughts.

3) **DIRECTOR’S REPORT – Dr. Rosemary Layne**

Dr. Layne provided a Welcome handout for informational purposes and encouraged voting members to share it with their colleagues to assist in understanding the mission and services provided by the Office of Graduate Programs (OGP).

She summarized that OGP is responsible for graduate policy and administration. Once a student is an enrolled graduate student, OGP is the first place students and faculty may go for assistance beyond what their academic units can provide.

Dr. Layne said OGP’s mission is to provide guidance to our diverse community of graduate students and to serve as a responsive resource for academic units on all matters of graduate policy and procedures. Working in conjunction with Graduate Council, the office is responsible for developing, interpreting and communicating graduate policy and assisting academic units in guiding students to successful completion of their graduate degree programs.

Dr. Layne reported that in fall 2016, the OGP, in partnership with Evans Library, implemented the Electronic Thesis & Dissertation Submission process. For the 2016-2017 academic year, OGP processed a total of 189 electronic submissions (129 thesis students and 59 doctoral students). She publicly acknowledged the efforts of OGP staff members Susan Allison and Monica DeFelice in breaking new ground with formatting and submittal of documents at a distance for the seven DBA students in Huntsville, AL. She advised that it takes an estimated three times as long to work with students at a distance. She added that faculty support for long distance students is crucial.

4) **MINUTES OF THE APRIL 2017 GRADUATE COUNCIL MEETING**

**Unanimously Approved**

The minutes of the April 20, 2017 meeting were unanimously approved, including three abstentions, on a motion by Dr. Hamed and a second by Dr. Carstens.

5) **INFORMATION ITEM – Naming Degree Programs for Search Engine Optimization**

Request is made by Director of Enrollment Management Systems to inform Graduate Council of naming degree programs for search engine optimization. Dr. Gallo said Council members are being asked to be sensitive to the names they assign to new programs or the renaming of current programs relative to marketing considerations.

6) **INFORMATION ITEM – New Graduate Certificate Program in Data Science Including Five New Graduate Courses**
Request is made by School of Computing to inform Graduate Council of a new Graduate Certificate program in Data Science, including five new graduate courses: CSE 5310 Management and Processing of Big Data, CSE 5311 Numerical Methods for Data Analytics, CSE 5312 Software Engineering for Data Analytics, CSE 5313 Applied Machine Learning at Scale, and CSE 5640 Processing and Storage of Massive Data Sets I (all approved July 2017).

Dr. Gallo reported that Dr. Baloga approved this program and five new courses associated with the program in July as is consistent with our protocol for addressing Graduate Council related business when Council is not in session during summer months. This protocol requires the Dean of the Graduate School to act on behalf of Council.

Dr. Gallo said information about the new program, including a description of the five new courses, was included in the packet. Because the program and corresponding courses have been approved, no vote is necessary. However, Dr. Allen was present to answer any questions.

7) **GRADUATE FACULTY APPOINTMENT – DOMAGALSKI, Theresa**

*Unanimously Approved*

Request is made by Department of Extended Studies to appoint Dr. Theresa Domagalski to the Master’s level of Graduate Faculty.

Dr. Gallo noted that because Dr. Domagalski is an adjunct faculty member, and because the request is absent of any qualification, Council is to interpret this request to be at the master’s level, consistent with our practice for appointing adjunct faculty to the graduate faculty.

On a motion by Dr. Martinez-Diaz and a second by Dr. Hamed, the request made by Department of Extended Studies to appoint Dr. Theresa Domagalski to the Master’s level of Graduate Faculty was unanimously approved.

8) **CHANGING REQUIREMENTS FOR A COURSE – CSE 5683 Advanced Computer Vision**

*Unanimously Approved*

Request is made by School of Computing to remove prerequisite CSE 5283 for course CSE 5683 Advanced Computer Vision and replace with “background knowledge equivalent to CSE 2010”.

On a motion by Dr. Bashur and a second by Dr. Hamed, the request made by School of Computing to remove prerequisite CSE 5283 for course CSE 5683 Advanced Computer Vision and replace with “background knowledge equivalent to CSE 2010” was unanimously approved.

9) **CHANGING REQUIREMENTS FOR A COURSE – CIS 5200 Advanced Programming**

*Unanimously Approved*
Request is made by School of Computing to add prerequisite CIS 5100 for course CIS 5200 Advanced Programming.

Dr. Gallo said as part of this request, the School of Computing also is requesting to modify the course description. He noted that Liz Fox, Catalog and Curriculum Manager, accepted the modified course description from a structural perspective; however, Council might want to review the modified description from a content perspective to ensure that it is not a substantial change in topic content from the current description.

Dr. Allen said the prerequisite was made in order to make the sequence correct.

On a motion by Dr. Hamed and a second by Dr. Allen, the request made by School of Computing to add prerequisite CIS 5100 for course CIS 5200 Advanced Programming and modify the course description was unanimously approved.

10) CHANGING GRADUATION REQUIREMENTS – MS Degree Program in Computer Information Systems

Item Withdrawn

Request is made by School of Computing to remove final program examination option for the MS degree program in Computer Information Systems.

Dr. Gallo advised that this item was withdrawn from the agenda at the request of the School of Computing.

11) ADDING A NEW SPECIALIZATION – Design and Manufacturing Specialization in Mechanical Engineering MS Degree Program

Unanimously Approved

Request is made by the Department of Mechanical and Aerospace Engineering to add Design and Manufacturing specialization to existing MS degree in Mechanical Engineering, including three new graduate courses: MAE 5551 Advanced Design Theory and Methods, MAE 5552 Design for Manufacturing and Assembly, and MAE 5553 Advanced CAD and Design Automation.

Dr. Gallo reminded Council that because this is a specialization, by definition it will not receive its own major code. He asked to consider the three new courses first, collectively.

A question was raised about the age of the textbooks being used for the proposed three new courses. Dr. Sen said that there are more recent editions available and the syllabi can be updated to reflect that if the motion passes. Dr. Stephane supported the new courses and added that he would like to collaborate and work together with Dr.Sen on future classes and topics.

On a motion by Dr. Hamed and a second by Dr. Sharaf-Eldeen, the request made by the Department of Mechanical and Aerospace Engineering to add three new graduate courses: MAE 5551 Advanced Design Theory and Methods, MAE 5552 Design for Manufacturing and Assembly, and MAE 5553 Advanced CAD and Design Automation was unanimously approved.
Graduate Council Meeting  
September 21, 2017  
Page 5 of 5

Dr. Gallo then asked to consider the proposed specialization, noting the descriptions for two existing courses **MAE 5680** and **MAE 5850** are incorrect. He said this was an inadvertent error and the current catalog descriptions will be included as part of the proposed specialization.

A question was raised about who would be teaching the robotics coursework and Dr. Hefazi said his department is currently recruiting robotics professors.

On a motion by Dr. Hamed and a second by Dr. Sharaf-Eldeen, the request made by the Department of Mechanical and Aerospace Engineering to add Design and Manufacturing specialization to existing MS degree in Mechanical Engineering, including three new graduate courses: **MAE 5551 Advanced Design Theory and Methods**, **MAE 5552 Design for Manufacturing and Assembly**, and **MAE 5553 Advanced CAD and Design Automation** was unanimously approved.

12) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is October 19, 2017, and the submission deadline for materials is October 5, 2017.

With no further business, the meeting adjourned at 1:29 p.m.

Rosemary G. Layne, Ed.D.  
Director of Graduate Programs