Minutes
Graduate Council
March 28, 2013

Present: Ex officio: M. Baloga, M. Sohn (Chairperson)
Voting Members: M. Baarmand, D. Carroll, S. Cusick, E. Dshalalow, M. Harvey,
P. Jennings, G. Maul, K. Mitra, J.P. Pinelli, T. Richardson,
V. Sharma, J. Strother, A. Vamosi, B. Webster

Guests: E. Kalajian, S. Koksal, T. Marcinkowski, C. Young

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

1) ADDRESS COUNCIL MEMBERS – Dr. Monica Baloga

Dr. Baloga reported that the Dismissal Appeals Committee of the Graduate Council held its final meeting (of three) on March 14, 2013 in accordance with Graduate Policy 4.12.1.1 Appeal Procedure for Academic Misconduct Dismissals. At this meeting the student participated by telephone conference and provided additional information. The Dismissal Appeals Committee voted to affirm the academic misconduct dismissal decision made by the Nathan M. Bisk College of Business in December 2012. Dr. Baloga expressed appreciation to committee chair Dr. Steve Cusick; committee members Dr. Marc Baarmand, Dr. Mark Harvey, Dr. Jean-Paul Pinelli, and Dr. Ted Richardson; and to Dr. Rosemary Layne for guidance and recordkeeping.

Dr. Baloga also touched upon the graduate council membership model. She reported feedback from the colleges that four are in favor of the new model for equalizing representation while one college is in support of retaining the current model. She will continue to work with the committee in the fall to satisfy everyone across the board.

2) MINUTES OF THE FEBRUARY 2013 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the February 21, 2013 meeting were unanimously approved on a motion by Dr. Maul and a second by Dr. Harvey.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne reported that one proposed new course from the Department of Electrical
and Computer Engineering has been sent to Council members for email consideration. The course, ECE 5529 Audio Processing in Wireless Communications drew questions regarding missing or inconsistent information. Dr. Kepuska (the course originator), has responded to those questions. Dr. Layne issued a gentle reminder to those council members who have not yet returned their response to do so no later than Friday, April 5.

Due to questions that arose from this proposed new course, Dr. Layne reminded Council Members that the electronic voting process approved by Graduate Council in March 2007 requires only a preliminary syllabus with a limited number of items, such as the name of text(s) if one is required for the course and names of reference texts if they are required for the course. Inclusion of a grade scheme is recommended (but not required). Dr. Layne advised that Dr. Harvey had previously forwarded to her a list of critical, recommended, and optional components for developing a syllabus with the idea that Graduate Council might want to help quantify what should be included in material submitted to Graduate Council members with the Adding a New Course to the Curriculum form. Council Members decided that Committee on Standards may want to review this material at the April meeting.

The second item in the Director’s Report was a reminder from Registrar Cookie Young that the April meeting of Graduate Council is the last meeting to submit substantive material for the 2014-2015 University Catalog.

4) **ELECTION OF GRADUATE COUNCIL CHAIRPERSON**

Ballots containing the nominee names: Dr. Michael Gallo, Dr. Paul Jennings, and Dr. Barry Webster were handed out by appointed tellers Dr. Rosemary Layne and Ms. Sarah Parsons. Of 14 votes cast, the tally was eight votes for Dr. Gallo, four for Dr. Webster and two for Dr. Jennings. Dr. Sohn declared that Dr. Gallo received enough votes (majority vote) to become the elected Graduate Council Chair for 2013/2014 and 2014/2015. Per Graduate Policy 4.2.1 Dr. Gallo will co-preside with Dr. Sohn at the April meeting.

5) **CHANGING RESTRICTIONS IN A COURSE – CVE 5074 Leading Construction Operations**

**Unanimously Approved**

The request is made by the Department of Civil Engineering to remove the prerequisite course CVE 4070 Construction Engineering for course CVE 5074 Leading Construction Operations.

On a motion by Dr. Richardson and a second by Dr. Jennings, the request made by the Department of Civil Engineering to remove restriction CVE 4070 from course CVE 5074 was unanimously approved.
6) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MPA (Master of Public Administration) and MS Degree Programs in Human Resources Management, Logistics Management, and Systems Management**

**Unanimously Approved**

The request is made by the Department of Extended Studies to change graduation requirements in MPA (Master of Public Administration) and MS degree programs in Human Resources Management, Logistics Management, and Systems Management (four degree programs total). The proposed changes include four new capstone courses with attached syllabi and rubric assessments: **MGT 5901 Masters of Public Administration Capstone Project, MGT 5092 Human Resources Management Capstone Project, MGT 5093 Logistics Management Capstone Project, and MGT 5094 Systems Management Capstone Project.**

On a motion by Dr. Maul and a second by Dr. Vamosi, the request made by the Department of Extended Studies to change graduation requirements in MPA (Master of Public Administration) and MS degree programs in Human Resources Management, Logistics Management, and Systems Management was unanimously approved.

7) **REMARKS FROM THE FLOOR**

Dr. Mi:ra had questions about developing a new online program and online and continuing education courses. He was advised to contact Online Learning first and was apprised of the required forms to let all appropriate parties know. This material may be brought forth to Graduate Council at a later date.

The next meeting will be held on Thursday, April 18, 2013.

With no further business, the meeting adjourned at 1:24 p.m.

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