MINUTES
Graduate Council
November 21, 2013

Present: S. Koksal, M. Gallo (Chair)

Voting Members: R. Baggs, D. Carroll, P. Cosentino, S. Cusick, J. Dshalalow,
E. Perlman, T. Richardson, Y. Sharaf-Eldeen, L. Steelman, A. Varnosi

Guests: M. Baloga, E. Kalajian, N. Nesnas, C. Young

The meeting was called to order at 1:05 p.m.

1) WELCOME – Dr. Michael Gallo

Dr. Gallo welcomed Dr. Semen Koksal, Vice President of Academic Affairs, to the
meeting and informed all present that she has recently assumed the role of Dean of Graduate
Programs.

2) ADDRESS COUNCIL MEMBERS – Dr. Semen Koksal

Dr. Koksal stated that she is looking forward to working with Graduate Council and
extended thanks to Dr. Monica Baloga for her service and for Dr. Baloga enabling a smoother
transition for her.

3) MINUTES OF THE OCTOBER 2013 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the October 17, 2013 meeting were unanimously approved on a motion
by Dr. Maul and a second by Dr. Sharaf-Eldeen.

4) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne reported the Department of Mechanical and Aerospace Engineering’s three
requests for new courses were circulated electronically in October and November for
consideration by Council Members. All three courses resulted in approval: MAE 5810 Road
Vehicle Dynamics was approved (18 in favor, 2 no opinion), MAE 5820 Automotive
Powertrains was approved (18 in favor, 2 no opinion), and MAE 5850 Automotive
Manufacturing Processes was approved (17 in favor, 2 no opinion, 1 no response).
During the voting process, a Graduate Council member contacted Dr. Layne with the concern that it is hard to fit multiple electronic reviews into his schedule. Time is allocated to review things for Graduate Council days before the meeting; time to review things in the interim is not predictable. Additionally, he felt that it is very helpful to hear the input of others (especially those in related fields) when voting.

Dr. Layne explained that electronic voting for proposed courses was initiated several years ago because too much meeting time was being taken up by curriculum matters. Generally, if it is one course that seems to be of a routine nature, she will circulate it electronically. In respect of council members’ schedules and to provide opportunity for reflective review, she will place requests for multiple new courses on the Graduate Council Meeting agenda. She stated that this is a judgment call and welcomed input of other Graduate Council members. She said that if fellow council members are not comfortable with these arrangements, to please email her with other suggestions.

5) GRADUATE POLICY REVISIONS

Revision to 4.5.3 Dual Numbered and Bi-Level Courses Unanimously Approved

Unanimously Agreed to Table Discussion for GP 1.9 Undergraduate Courses for Graduate Credit and GP 2.2.2 PhD Course Requirements

Request is made by Dr. Monica Baloga, Associate Vice President, Institutional Effectiveness, to add clarifying statements to the following graduate policies:

GP 1.9 Undergraduate Courses for Graduate Credit, GP 2.2.2 PhD Course Requirements, and GP 4.5.3 Dual Numbered and Bi-Level Courses.

Rationale for requested revision: To demonstrate compliance with SACS Comprehensive Standard 3.6.1 (Post-baccalaureate program rigor) which states “The institution’s post-baccalaureate professional degree programs, master’s and doctoral degree programs, are progressively more advanced in academic content than undergraduate programs.” In the rationale for this standard, the Resource Manual for the Principles of Accreditation further explains, “Requirements in courses not specifically designed for graduate credit but that allow both undergraduate and graduate enrollment ensure that there is a clear distinction between the requirements of undergraduate students and graduate students.”

Dr. Layne introduced minutes from the Committee on Standards meeting and noted that the Committee agreed in principle with the revisions for GP 4.5.3 Dual Numbered and Bi-Level Courses; however, their decision was postponed until definitions of Dual-Numbered and Bi-Level courses are clearer.

Subsequent to the Committee on Standards meeting, Drs. Gallo and Layne prepared a handout of definitions for Dual-Numbered and Bi-Level courses. Dr. Layne distributed this handout to Graduate Council members to facilitate today’s discussion. A copy of this handout is attached to these minutes.

Dr. Gallo noted that the proposed GP 4.5.3 changes effectively makes policy commensurate with current practice. He noted that course instructors of dual numbered
courses currently distinguish between course requirements for undergraduate and graduate students on their syllabus. He also stated that the Office of Graduate Programs stopped maintaining a list of bi-level courses several years ago because the designation and maintenance of such courses reside with the academic unit.

Dr. Kalajian provided the history for the creation of bi-level courses. He stated that it was done for economic reasons, that at the time, there was not enough faculty available to teach. He also noted that undergraduates paid a different course rate than graduates.

The recommended revision to Graduate Policy 4.5.3 reads as follows: A special case arises when a course is dual-numbered, meaning that undergraduate and graduate students attending the same lectures are registered under two different course numbers. All dual-numbered courses must ensure that there is a clear distinction in the syllabi between the requirements of undergraduate students and graduate students. Normally, in such cases, the stipulations listed above will apply, just as if the undergraduate student were enrolled in the graduate course and regardless of any additional requirements that might be placed on the graduate students relative to the undergraduates attending the same lectures. An exception is made in the case of bi-level courses, which are dual-numbered courses deemed by the academic unit to be equally appropriate at either the undergraduate or the graduate level, and hence suitable for enrollment by undergraduates regardless of grade point average, subject only to the usual prerequisites and similar requirements, including permission of the instructor. Bi-level courses will be so designated by the academic unit with the approval of the Graduate Council, and a list of approved bi-level courses will be maintained in the Office of Graduate Programs. These courses are the only courses in which students registered for graduate credit and undergraduates with averages below 2.75 may be in attendance in the same classroom without special permission. Once any dual-numbered course has been taken by an undergraduate student, the course may not be repeated in a later term for credit toward a graduate degree.

On a motion by Dr. Vamosi and a second by Dr. Maul, the request for revised language for GP 4.5.3 Dual Numbered and Bi-Level Courses was unanimously approved.

The Committee on Standards unanimously recommended to maintain currently policy for GP 1.9 Undergraduate Courses for Graduate Credit, GP 2.2.2 PhD Course Requirements.

Discussion ensued about GP 1.9 Undergraduate Courses for Graduate Credit and GP 2.2.2 PhD Course Requirements. Faculty members were concerned about the use of undergraduate courses affecting program plan requirements for PhD students. Dr. Gallo recommended to table the discussion on both policies. Dr. Gallo recommended an ad hoc committee of both undergraduate and graduate faculty members be formed to discuss all possible angles and implications to revising these policies.

On a motion by Dr. Perlman and a second by Dr. Cusick, discussion for GP 1.9 Undergraduate Courses for Graduate Credit and GP 2.2.2 PhD Course Requirements was unanimously tabled for a later date.
6) **ADDING A NEW COURSE TO THE CURRICULUM – BEH 5248 Prepractical Field Experience in ABA and BEH 5249 Prepractical Field Experience in ABA**

**Both Courses Unanimously Tabled**

Request is made by the School of Applied Behavior Analysis to add two new courses **BEH 5248 Prepractical Field Experience in ABA** and **BEH 5249 Prepractical Field Experience in ABA**.

On a motion by Dr. Maul and a second by Dr. Carroll, discussion ensued regarding the request made by School of Behavior Analysis to add two new courses.

Dr. Ivy Chong was not present to answer questions and Dr. Harvey was not briefed on the material to answer any questions. Other Graduate Council members had questions about course grading and how it fits into the curriculum for the program.

On a motion by Dr. Jennings and a second by Dr. Sharaf-Eldeen, the request made by the School of Applied Behavior Analysis to add two new courses **BEH 5248 Prepractical Field Experience in ABA** and **BEH 5249 Prepractical Field Experience in ABA** was unanimously tabled for discussion at a later date.

7) **GRADUATE FACULTY APPOINTMENT – ESKRIDGE, Thomas**

**Unanimously Approved at Master’s Level**

Request is made by the Department of Computer Sciences to appoint Dr. Thomas Eskridge to the Masters level of Graduate Faculty.

On a motion by Dr. Jennings and a second by Dr. Cusick, the request made by the Department of Computer Sciences to appoint Dr. Thomas Eskridge to the Masters level of Graduate Faculty was unanimously approved.

8) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – Specialized Masters Programs**

**Unanimously Approved**

Request is made by Extended Studies Division to approve revisions in 14 masters programs to reflect degree specialty. MS Programs to be revised: *Acquisition and Contract Management, Human Resources Management, Logistics Management, Logistics Management / HDRL Concentration, Management, Management / Acquisition and Contract Management Concentration, Management / Human Resources Management Concentration, Management / Information Systems Concentration, Management / Logistics Management Concentration, Management / Transportation Management Concentration, Public Administration, Systems*

Dr. Gallo suggested voting en bloc for all 14 master’s program requests. He turned attention to proposed program changes for the MS Management/ Human Resources Management Concentration (page 44 of the packet). Course MGT 5101 Leadership Theory and Effective Management was listed twice in the program plan, once in the core course list and once in elective courses. He clarified that it is a core course only, not an elective choice.

Dr. Richardson noted that these revisions are requested to make more of a distinction between management core courses and specialization core courses in the respective program field. He also addressed concerns about 1000 level courses listed as pre-requisites. He clarified that graduate students in the program will not receive credit for these courses, but will take them as a deficiency if needed.

On a motion by Dr. Vamosi and a second by Dr. Maul, Extended Studies Division to approve revisions in 14 masters programs to reflect degree specialty was unanimously approved.

9) ADDING A NEW SPECIALIZATION and NEW COURSES – MS in Aerospace Engineering with Specialization in Flight Mechanics and Controls

Both Requests Unanimously Approved

Request is made by the Department of Mechanical and Aerospace Engineering to approve new MS specialization in Flight Mechanics and Controls, including five new courses: MAE 5801 Advanced Flight Dynamics and Control, MAE 5802 Multivariate Feedback Control Systems, MAE 5803 Nonlinear Control Systems, MAE 5804 Guidance and Navigation of Aerospace Vehicles, and MAE 5805 Spaceflight Mechanics and Controls.

On a motion by Dr. Maul and a second by Dr. Cusick, the request made by the Department of Mechanical and Aerospace Engineering to approve new MS specialization in Flight Mechanics and Controls, which includes five new courses: MAE 5801 Advanced Flight Dynamics and Control, MAE 5802 Multivariate Feedback Control Systems, MAE 5803 Nonlinear Control Systems, MAE 5804 Guidance and Navigation of Aerospace Vehicles, and MAE 5805 Spaceflight Mechanics and Controls was unanimously approved.

10) ADDING A NEW MAJOR – MS in Flight Test Engineering

Item Tabled

Request is made by the Department of Mechanical and Aerospace Engineering to approve an MS degree in Flight Test Engineering using existing MAE courses.

Dr. Gallo noted that because the Adding a New Major to the Curriculum form (page
76 of the packet) is incomplete (missing signatures from Drs. Baloga and McCay), this agenda item will not be brought to the table for discussion. Thus, the request made by the Department of Mechanical and Aerospace Engineering to approve an MS degree in Flight Test Engineering using existing MAE courses was tabled for a later date.

11) **REMARKS FROM THE FLOOR**

Dr. Gallo advised council members to take note of Graduate Programs submission deadlines for Graduate Council materials, which is the first Thursday of the respective meeting month. He stated that late submissions will not be placed on the agenda for that month’s graduate council meeting.

Dr. Gallo said that any documents submitted to the Office of Graduate Programs for Graduate Council consideration must be accompanied by a cover memo that provides an overview and rationale. Forms must contain all required signatures.

The next meeting will be held on Thursday, January 16, 2014. The deadline for material submission is January 2, 2014.

With no further business, the meeting adjourned at 2:07 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Graduate Council Meeting
November 21, 2013
Supplement to Agenda Item 5: Graduate Policy Revisions (pp. 5–8)
Graduate Policy 4.5 Undergraduates Taking Graduate Courses

Definitions for Dual-Numbered and Bi-Level Courses (Graduate Policy 4.5.3)

1. **Dual-numbered courses** are defined as courses in which undergraduate and graduate students meet in the same class at the same time but register under two different course numbers—undergraduate students register for the undergraduate-numbered course and graduate students register for the graduate-numbered course. One purpose of dual-numbered courses is to facilitate teacher-economy. Examples of dual-numbered courses are as follows: *(Note: Courses extracted from 2013–14 University Catalog.)*

   - BIO 4904 / BIO 5904 Field Biology and Evolution of the Galapagos Islands
   - EDS 4051 / EDS 5051 Methods and Management of Middle and High School Teaching
   - EDS 4071 / EDS 5071 Methods and Strategies for Teaching Middle and High School Science
   - EDS 4072 / EDS 5072 Methods and Strategies for Teaching Middle and High School Mathematics
   - MAE 4250 / MAE 5250 Physical Principles of Nuclear Reactors
   - MAE 4260 / MAE 5260 Nuclear Reactor Engineering
   - MAE 4270 / MAE 5270 Nuclear Criticality and Reactor Safety
   - MAE 4280 / MAE 5280 Radiological Engineering
   - MTH 4101 / MTH 5101 Introductory Analysis

2. **Bi-level courses** are defined as dual-numbered courses that have been identified by an academic unit to be *equally appropriate at either the undergraduate or graduate level*. The added emphasis (in italics) in this definition implies that undergraduate students may enroll in bi-level courses without having to satisfy any minimum GPA requirement, but still must satisfy any corresponding prerequisites and similar requirements, including permission of the instructor. The added emphasis in this definition also implies that a bi-level course may be designated as a *required* undergraduate course, which would then permit undergraduate students with GPAs less than 2.75—and without special permission—to meet in the same class with students who have registered for the course for graduate credit. The following is an example of a graduate course (bi-level) approved at the October 17, 2013 Graduate Council Meeting and its undergraduate counterpart approved by the Undergraduate Curriculum Committee.

   - BIO 5413 (3 credits) Applied Geographic Information Systems for Biological Research
   - BIO 4413 (4 credits) Applied Geographic Information Systems for Biological Research

Independent of dual-numbered and bi-level courses, we also have courses that are *cross-listed* in two or more departments for collaboration and interdisciplinary purposes. In such cases a separate three-letter prefix aligned to the corresponding academic unit is used so the transcript is denoted correctly with respect to the student’s major. Examples of cross-listed courses are as follows: *(Note: Courses extracted from 2013–14 University Catalog.)*

   - EDS 5070 Educational Statistics / MTH 5070 Educational Statistics
   - MTH 5009 Introduction to Probabilistic Models / ORP 5002 Stochastic Operations Research Models
   - MTH 5007 Introduction to Optimization / ORP 5001 Deterministic Operations Research Models