MINUTES
Graduate Council
September 19, 2013

Present: M. Baloga, M. Gallo (Chair)

Ex officio: M. Baloga, M. Gallo (Chair)


Guests: I. Chong, E. Kalajian, C. Young

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

1) **WELCOME – Dr. Michael Gallo**

Dr. Gallo welcomed new and returning members of Graduate Council. He noted the growth of Graduate Council representation from 17 to 20 voting members, reflecting new academic units. He reminded everyone to be mindful of Graduate Council meeting dates and deadlines for submission of materials.

2) **ADDRESS COUNCIL MEMBERS – Dr. Monica Baloga**

Dr. Baloga welcomed Dr. Gallo to his inaugural meeting as Chair and thanked all new and returning members for their commitment to serve. She reviewed roles of Graduate Council as defined in *Graduate Policy 4.2 Graduate Council*, stating that Graduate Council is responsible for graduate policy and procedures, makes recommendations to the dean, and approves curriculum. She emphasized that Graduate Council does not review business plans nor recommend number of faculty. She explained that Graduate Council has three standing committees, some busier than others. With the growth of Council membership, we may want to consider creating a curriculum subcommittee to enable increased commitment to SACS Comprehensive Standard 3.6.1 to more closely review and provide evidence of post baccalaureate curriculum rigor.

Dr. Baloga reported a revision to *Graduate Policy 1.2 Classification of Master’s and Specialist Degree Students*. The definition for provisional student was modified in August to align with federal standards. A student meeting this definition will be allowed Federal Financial Aid for up to six undergraduate deficiency courses while classified as a graduate student.
Dr. Baloga announced that we will need to give increased attention to *Graduate Policy 1.3 Program Plan, Master’s and Specialist Degrees* concerning enforcement of the deadline for submitting program plans prior to the nine credit hour mark. She is in discussions now with the Registrar and Information Technology to develop a database system where program plans will be stored. Until a mechanism is created, hardcopy program plans for Masters and PhD students will continue to reside in the academic units.

3) **MINUTES OF THE APRIL 2013 GRADUATE COUNCIL MEETING**

*Unanimously Approved*

The minutes of the April 18, 2013 meeting were unanimously approved, including three abstentions, on a motion by Dr. Richardson and a second by Dr. Harvey.

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

Dr. Layne reported the College of Business, Extended Studies Division request for a new program: Master of Science – Technology Management. An electronic vote of council members was conducted over the summer for this time-critical, targeted opportunity and resulted in approval (14 in favor, 3 no response).

She reported Graduate Policy editorial updates that occurred during the summer. *Graduate Policy 1.2 Classification of Master’s and Specialist Degree Students* was revised to align policy language with federal financial aid requirements. *Graduate Policy 1.3 Program Plan, Master’s and Specialist Degrees* and *Graduate Policy 1.8 Second and Succeeding Master’s Degree* were updated for clarity and consistency. Policy language was updated to emphasize that when receiving multiple degrees, only one half of the courses used for the first degree can be applied to a subsequent degree (whether awarded concurrent with or subsequent to the first degree).

The School of Behavior Analysis request to add new course *BEH 5249 Prepractical Field Training in Applied Behavior Analysis* was circulated electronically for consideration by Council Members. Because Dr. Jennings requested Graduate Council review, the proposed course was placed as the last item on today’s agenda.

5) **COMMITTEE ON STANDARDS – Dr. Ted Richardson**

The Committee on Standards met on June 25, 2013 and unanimously recommended revised language for *Graduate Policy 1.11.7 Appeals from Second and Subsequent Dismissals*. Dr. Layne circulated the recommended policy revision in July for electronic vote by Council Members. The revision was approved (16 in favor, one no response).

At the request of the College of Engineering, the Committee on Standards also
considered revision of Graduate Policy 4.12 Dismissal for Misconduct, Graduate Programs. It was decided that the matter should be remanded back to the academic units to consider their graduate student academic misconduct procedures and publish them in departmental handbooks.

6) GRADUATE FACULTY APPOINTMENT – WHEELER, Raymond

Approved at Masters Level

Request is made by the Department of Chemical Engineering to appoint Dr. Raymond Wheeler to the Masters level of Graduate Faculty.

There was concern about an adjunct faculty with a Biology background serving as a possible chair of a Master’s thesis committee. However, Dr. Jennings advised that internal Chemical Engineering Department policies are in place to not allow adjuncts to chair thesis committees.

On a motion by Dr. Jennings and a second by Dr. Silaghi, the request made by the Department of Chemical Engineering to appoint Dr. Raymond Wheeler to the Masters level of Graduate Faculty was approved with a vote of 13 in favor and two opposed.

7) GRADUATE FACULTY APPOINTMENT – MELENDEZ, Orlando

Unanimously Approved at Master’s Level

Request is made by the Department of Chemical Engineering to appoint Dr. Orlando Melendez to the Masters level of Graduate Faculty.

On a motion by Dr. Jennings and a second by Dr. Harvey, the request made by the Department of Chemical Engineering to appoint Dr. Orlando Melendez to the Masters level of Graduate Faculty was unanimously approved.

8) ADDING A NEW COURSE and CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MS Degree in Biomedical Engineering

Both Requests Unanimously Approved

Request is made by the Department of Biomedical Engineering to require nonthesis students to take 3 credit hours of faculty-supervised graduate project BME 5998 and 27 hours of coursework. This request included adding new course: BME 5998 Graduate Project in Biomedical Engineering. It was also requested to require all graduate students to complete BME 5900 Biomedical Engineering Seminar.
Dr. Mitra stated that the new course **BME 5998** will be graded as Pass/Fail. It was also noted that all students, PhD and MS, must complete **BME 5990**.

On a motion by Dr. Mitra and a second by Dr. Jennings, the request made by Biomedical Engineering to approve and add the new course **BME 5998** was unanimously approved.

On a motion by Dr. Vamosi and a second by Dr. Sharaf-Eldeen, the request made by Biomedical Engineering to approve changing graduation requirements for the MS degree in Biomedical Engineering was unanimously approved.

9) **ADDING A NEW COURSE and CHANGING GRADUATION REQUIREMENTS IN A MAJOR – MS and PhD Degrees in Industrial/Organizational Psychology**

**Both Requests Unanimously Approved**

All proposed changes are applicable to MS and PhD I/O program curriculum. Request is made by the School of Psychology to approve new core course **PSY 5100 Introduction to Research in I/O Psychology**. Request is also made to remove from curriculum **PSY 5422 Group and Team Development** and **PSY 5413 Personnel Law**.

Dr. Steelman noted that the requested new course, **PSY 5100** will use A-F grading. On a motion by Dr. Cosentino and a second by Dr. Maul, the request made by the School of Psychology to approve new core course **PSY 5100 Introduction to Research in I/O Psychology** was unanimously approved.

On a motion by Dr. Vamosi and a second by Dr. Harvey, the request made by the School of Psychology to change graduation requirements by adding new course **PSY 5100**, removing from curriculum **PSY 5422 Group and Team Development** and **PSY 5413 Personnel Law** for the MS and PhD Degrees in Industrial/Organizational Psychology was unanimously approved.

10) **NEW COURSES – MGT 6000, MGT 6001, MGT 6002, MGT 6003, MGT 6004, MGT 6005, MGT 6006, MGT 6007, MGT 6008, MGT 6990, and MGT 6991**

**All Courses Unanimously Approved**

Request is made by the Extended Studies Division to approve 11 new courses that will be part of the proposed Doctor of Business Administration (DBA) degree program, which is currently being prepared:

**MGT 6000 Doctor of Business Administration Introduction and Orientation**
MGT 6001 Issues in Strategic Management
MGT 6002 Organizational Behavior, Ethics and Responsibilities in Business Management
MGT 6003 Advanced Study of Human Resources in Modern Business Enterprises
MGT 6004 Advanced Study in Innovation and Entrepreneurship
MGT 6005 Advanced Study in Business Leadership
MGT 6006 Advanced Study in International Business
MGT 6007 Advanced Study in Financial Business Analysis
MGT 6008 Legal Environment in Business
MGT 6990 Research Methods 1
MGT 6991 Research Methods 2

Dr. Richardson elaborated that these courses are part of a cohort and lock-step program wherein students are required to take two courses at a time. The courses and future proposed DBA program are proposed for offering at the Redstone Arsenal only on site. He also clarified that all courses MGT 6001-6991 will have 45 class and lecture hours and that none of the courses would require prerequisitie or co-requisites.

On a motion by Dr. Harvey and a second by Dr. Vamosi, the request made by the Extended Studies Division to add all 11 new courses to the curriculum was unanimously approved.

11) ADDING A NEW COURSE TO THE CURRICULUM – BEH 5249 Prepractical Field Training in Applied Behavior Analysis

Item Tabled

Request is made by School of Behavior Analysis to add new course BEH 5249 Prepractical Field Training in Applied Behavior Analysis.

On a motion by Dr. Harvey and a second by Dr. Silaghi, discussion ensued regarding the request made by School of Behavior Analysis to add new course BEH 5249 Prepractical Field Training in Applied Behavior Analysis.

Dr. Cheng, course originator, explained that subsequent to the submission of the proposal course materials, she revised the syllabus to separate the proposed course into two separate semesters. She also clarified that first year graduate students working with children are part of a teaching hospital structure. The students are given a background check, are overseen with full time supervision, trained, and then given feedback. Pre-existing course PSY 5504 was previously used for this purpose; however, no letter grade was given. This proposed new course is based on the level of work done by the student, as a graded practical training class. Despite interpretation confusion related to the course rubric, Dr. Chong added that this course is intended to integrate students into the Scott Center culture. They need to ascertain a number of contact hours and this course will prepare them for that. Council
members had concerns about measurement of learning and structure of the course. Dr. Harvey suggested that the grading scheme be reconfigured. He also noted that this proposed course cannot be concurrent with **PSY 5250**. Dr. Gallo recommended that the discussion be tabled and that both courses can be brought back a later date.

The next meeting will be held on Thursday, October 17, 2013.

With no further business, the meeting adjourned at 2:04 p.m.

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