

**The University of Alabama in Huntsville  
Graduate Council Meeting  
Minutes**

**Friday / April 21, 2023  
1:00 p.m. in SSB 201**

**Members Present:** Mike Anderson, COE\*  
Yu Lei, COE  
Sophia Marinova, COB  
Dylan Baun, CAHS  
Joe Conway, CAHS  
Tim Newman, COS  
John Mecikalski, COS  
Tanya Sysoeva, COS  
Angela Hollingsworth, CON  
Tracy Lakin, CON  
Louise O’Keefe, CON\*  
Lenora Smith, CON  
Hamsa Mahafza, CoED  
Paul Whitehead, CoED  
Jon Hakkila, Chair\*

**Members Absent:** Maria Pour, COE  
Nicholas Loyd, COE  
Wafa Hakim-Orman, COB\*  
Xiaotong Li, COB  
Jodi Price, CAHS\*  
Rob Griffin, COS\*  
David Moore, Library\*  
Janet Waller, Registrar\*

**Guests:** Paul Wolf, Biology  
Judith Schneider, Materials Science  
Michelle Massey, Graduate School  
Susan Knight, Graduate School

*\*Non-Voting Member*

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**1. Roll Call**

*A record of attendance was recorded as noted above.*

**2. Approval of the Agenda**

*Motion was made by Dr. Angela Hollingsworth to approve the graduate council meeting agenda.  
Motion was seconded by Dr. Tim Newman. Motion carried.*

**3. Approval of the Minutes of the Meeting of March 24, 2023**

*Motion was made by Dr. Lenora Smith to approve the minutes of the meeting of March 24, 2023.  
Motion was seconded by Dr. Tim Newman. Motion carried.*

#### 4. Announcements

- a. Events since last graduate council meeting
  - i. Dinner with the Graduate Dean – April 3
  - ii. Graduate Poster Session Competition – April 5
  - iii. Graduate Catalog editing completed – April 14

*Dr. Hakkila and the graduate school staff provided information about the graduate-focused events listed above.*

#### 5. Curricular Items

- a. College of Science
  - i. New Program: PhD, Biology - **Conditionally approved with the following changes: (1) Drop concentrations within Biology; and (2) State that qualifying exams and proposals are expected by the end of students' third year in the program.**

#### 6. Graduate Faculty Nominations – For Membership Consideration

- a. College of Engineering
  - i. Brophy, Christopher (PhD) - **Approved**
- b. College of Science
  - i. Acharya, Deepak (PhD) - **Approved**
  - ii. Ellenburg, Walter (PhD) - **Approved**
  - iii. Freitag, Brian (PhD) - **Approved**
  - iv. Hansberger, Jeffrey (PhD) - **Approved**
  - v. Helle, Michael (PhD) - **Approved**
  - vi. Kaulfus, Aaron (PhD) - **Approved**
  - vii. Moriarity, Debra (PhD) - **Approved**
  - viii. Naeger, Aaron (PhD) - **Approved**
  - ix. Ranganath, Heggere (PhD) - **Approved**
  - x. Reardon, Patrick (PhD) - **Approved**

#### 7. Programs of Study

- a. Financial Aid / Course Program of Study (CPoS) Report
- b. Reminder to define Program of Study within students' first 18 hours of coursework

*Mrs. Michelle Massey spoke to items 7.a. and 7.b., reminding graduate council members that the graduate school is now sending emails to students and their respective advisors if students appear on the CPoS Report that it receives daily from Financial Aid. Mrs. Massey also provided a brief description of what this report means and explained that students receiving financial aid must be registered for courses that are listed on their Programs of Study, which is why the graduate school strongly encourages students to define their Programs of Study prior to the 18-hour requirement.*

- c. Request for catalog Program of Study pages / List of electives

*Dr. Hakkila requested that the various programs submit to the graduate school lists of the various courses that are commonly used in their Programs of Study, as well as lists of*

*electives, that don't appear in the catalog; having these lists would make it much easier for students and advisors to navigate acceptable courses for Programs of Study.*

**8. Zero-Credit-Hour Process**

*Dr. Hakkila reminded council that for the zero-credit-hour option to work, students MUST meet the deadlines for all required paperwork and for defending their theses/dissertations. He asked council to remind their faculty that the deadlines are the key to making the zero-credit-hour option work.*

*Dr. Hakkila also reminded council that if their departments have not yet implemented the zero-credit-hour option via the course change process, then they can still use the one-credit-hour option (or the lowest hourly option they have available); however, the zero-credit-hour option costs the student nothing, so it's ideal.*

**9. Time-to-Degree Completion**

- a. Time limit
- b. Transfer credit
- c. Leave of absence / Continuous enrollment
- d. Course expiration

*Dr. Hakkila discussed the issues and various causes for each of the interrelated items above. He explained that he has learned that the 10-year rule for time-to-degree completion was implemented because, at the time, there was no dismissal policy. He also explained that different programs across campus handle these issues in different ways, and that it's important that we establish some common ground for handling these issues that will provide a balance between ensuring that students progress through their programs in order to graduate and allowing students the time they need to complete their degrees.*

**10. Kualii**

*Dr. Hakkila commended Dr. Rhonda Gaede, Interim Associate Provost, for advancing the transition to Kualii for processing forms. To date in the graduate school, the graduate assistantship letters have been automated via Kualii, which should enable departments to process offer letters more quickly in order to hire better students. In addition, the thesis/dissertation/DNP Project signature form is almost completely developed in Kualii. Mrs. Michelle Massey commented that Kualii will enable this signature form to be routed to ALL committee members simultaneously, thereby speeding up the signature process. Dr. Hakkila wrapped up the discussion by telling council that one of the goals of the graduate school is to continue to work more efficiently and, as a result, make everyone's jobs easier.*

**11. Graduate School Office Space**

*Dr. Hakkila announced that Samantha Bassie has begun working in the graduate school as International Admissions Coordinator. He also announced that with the addition of Samantha, the graduate school has physically reorganized so that, now, everyone in the graduate school, including graduate admissions, and international services is located in SSB Suite 218. The Office of Diversity, Equity, and Inclusion staff have moved across from the graduate school into SSB Suite 222.*

**12. Reminder, Re: College Elections for 2023-24 Graduate Council Representatives**

*Dr. Hakkila asked council to remind their respective colleges to hold graduate council elections to replace members whose terms end this spring. Ms. Susan Knight will also email a reminder to each college Dean's assistant.*

**13. For the Good of the Order**

*n/a*

**14. Adjourn**

*The meeting adjourned at 2:10 p.m.*