

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

**Friday / December 1, 2023
2:00 p.m. in SSB 201**

Members Present: Mike Anderson, COE*
Maria Pour, COE
Keith Hollingsworth, COE
Nicholas Loyd, COE
Wafa Hakim-Orman, COB*
Xiaotong Li, COB
Jodi Price, CAHS*
Lisa Vangsness, CAHS
Joe Conway, CAHS
Lingze Duan, COS*
Larry Carey, COS
Tanya Sysoeva, COS
Nilsa Black-Meade, CON
Lenora Smith, CON
Tracy Lakin, CON
Hamsa Mahafza, CoED
Jon Hakkila, Chair*
David Moore, Library*
Amy Smith, Registrar*
Suzanne Simpson, OIREA*

Members Absent: Sophia Marinova, COB
Dylan Baun, CAHS (On sabbatical / Proxy: Joe Conway)
Ming Sun, COS
Louise O’Keefe, CON*
Derrick Smith, CoED*
Paul Whitehead, CoED

Guests: Amber Adcock, Office of Registrar
John Pottenger, CAHS
Judy Schneider, Materials Science
Luis Cruz-Vera, COS
Susan Knight, Graduate School
Simone Frazier, Graduate School
Michelle Massey, Graduate School

**Non-Voting Member*

1. Roll Call

A record of attendance was recorded as noted above.

2. Approval of the Agenda

Motion was made by Dr. Lisa Vangsness to approve the graduate council meeting agenda. Motion was seconded by Dr. Tracy Lakin. Motion carried.

3. Approval of the Minutes of the Meeting of November 17, 2023

Motion was made by Dr. Hamsa Mahafza to approve the minutes of the meeting of November 17, 2023. Motion was seconded by Dr. Keith Hollingsworth. Motion carried.

4. Announcement

- a. Upcoming Graduate School Events
 - i. Spring Orientation for Graduate Students – January 4, 2024

Dr. Hakkila and the graduate school staff provided information about the graduate-focused event(s)/item(s) as noted above.

5. Curricular Items

- a. (COE) MAE 675 – Mechanical Metallurgy - **Approved**
- b. (Interdisciplinary Program) PHD BTSE – Biotechnology Science & Engineering - **Approved with Registrar changing (during the meeting) the 500-level course percentage maximum to 50 percent**
- c. (CAHS) PSC 562 – Intelligence, Security, & Decision Making - **Conditionally approved with submission of revised syllabus that specifies additional learning outcomes for graduate students**

6. Graduate Faculty Nominations – For Membership Consideration

- a. College of Business
 - i. Jones, Jamie (MS) - **Approved**
- b. College of Engineering
 - i. Boateng, Jonas (PhD) - **Approved**
 - ii. Boehm, Kirk (PhD) - **Approved**
 - iii. Schillo, Kevin (PhD) - **Approved**

- 7. Probation Process** – *Ms. Michelle Massey announced that the academic probation process is coming up. She indicated that we are probably going to see the highest number of dismissals since we started tracking the academic probation process five semesters ago (approximately 33 dismissal cases, across all colleges). Students are allowed to appeal their dismissals, but per the revised policy, the earliest deadline to appeal will be in April of this next semester for consideration of readmission in the summer semester. Ms. Massey said the dismissal letters will go out first and any new probation letters will go out after that. Dr. Hakkila followed by reiterating that the purpose of this policy is not to get rid of students but, instead, to know in advance that students are in trouble and to connect them with their advisors so that, together, they can develop a plan of action to rectify their situation and put them on a path to success.*

- 8. For the Good of the Order** – *Regarding academic integrity, Dr. Hakkila shared the concern that there have been eight graduate students within the past two semesters that have been caught cheating while on assistantships. He explained that, in the process of dealing with these infractions, the academic integrity committee has implemented a process wherein the assistantship is terminated, and the students are notified via letters from the Graduate School that they must reimburse the university for the prorated amount of the tuition and fees beginning with the effective date of the termination of the assistantship through the last day of the semester in which the incident occurred.*

Dr. Mahafza recommended conducting an "academic integrity" training or workshop for graduate students before they begin their assistantships. This aims to provide guidance on related policies and guidelines, helping them understand the core principles of academic integrity and ethics. This would also assist students in becoming more aware of various types of violations and their associated consequences.

- 9. Reminder: Next Graduate Council Meeting** – *Friday / January 19, 2024 – SSB 201 @ 2:00 p.m.*

10. Adjourn

The meeting adjourned at 3:14 p.m.

/srk