

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

**Friday / February 16, 2024
2:00 p.m. in SSB 201**

Members Present: Mike Anderson, COE*
Maria Pour, COE
Nicholas Loyd, COE
Wafa Hakim-Orman, COB*
Milton Shen, COB
Xiaotong Li, COB
Jodi Price, CAHS*
Dylan Baun, CAHS
Lisa Vangsness, CAHS
Joe Conway, CAHS
Lingze Duan, COS*
Larry Carey, COS
Tanya Sysoeva, COS
Nilsa Black-Meade, CON
Jeremy Elliott, CoED*
Paul Whitehead, CoED
Jon Hakkila, Chair*
David Moore, Library*
Amy Smith, Registrar*

Members Absent: Keith Hollingsworth, COE
Ming Sun, COS
Louise O’Keefe, CON*
Lenora Smith, CON
Tracy Lakin, CON (Proxy: Nilsa Black-Meade)
Hamsa Mahafza, CoED
Suzanne Simpson, OIREA*

Guests: Jim Baird, COS
Judy Schneider, Materials Science
Gabe Xu, COE
Misty McFadden, OIREA
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. Dylan Baun to approve the graduate council meeting agenda. Motion was seconded by Dr. Paul Whitehead. Motion carried.

3. Approval of the Minutes of the Meeting of January 19, 2024

Motion was made by Dr. Joe Conway to approve the minutes of the meeting of January 19, 2024. Motion was seconded by Dr. Nilsa Black-Meade. Motion carried.

4. Announcement(s)

- a. Recent Graduate School Events
 - i. Thesis/Dissertation/DNP Writing Workshop (In person) – February 12
 - ii. Thesis/Dissertation/DNP Writing Workshop (Zoom) – February 13
- b. Upcoming Graduate School Events
 - i. Graduate Poster Session Workshop – February 29, 3-4pm, SSB 201
 - ii. Dinner with the Graduate Dean – March 6, 5:30-7pm, SSB 112

Ms. Simone Frazier provided information about the graduate-focused events/items as noted above. So that faculty can encourage students to participate, she will email the announcement for the upcoming Graduate Poster Session Workshop to “All Faculty” per the request by Graduate Council.

5. Curricular Items

- a. MATERIALS SCIENCE/COE: MAE 770 – Experimental Methods in Materials Research - **Approved**
- b. MATERIALS SCIENCE/COS: MTS 660 – Introduction to Solid State Physics I - **Tabled until pre-requisites are resolved by the physics department**
- c. CAHS: CERT TECM – Technical Communication (Graduate Certificate) - **Approved**
- d. CAHS: IDOR – Industrial/Organizational (Concentration) - **Approved**
- e. CAHS: PPYL – Psychology Law (Concentration) - **Approved**
- f. CAHS: PY 607 – Professional Development in Research & Teaching - **Approved**
- g. CAHS: JUMP – BA CM, Professional Communication (MA) - **Approved**
- h. CAHS: JUMP – BA HY, History (MA) - **Approved**
- i. COB: MKT 602 – Marketing Research Design - **Conditionally approved with minimum grade changed from D- to C- for pre-requisite MKT 601**
- j. COE: MAE 569 – Introduction to Astrodynamics - **Conditionally approved with the deletion of the following phrase from the last sentence in the “Project” section of the “Evaluation & Grading” portion of the syllabus: “i.e. the harder of the two”**
- k. CoED: ORM0 – Orientation & Mobility (Concentration) - **Approved**
- l. CoED: VI – Visual Impairments (Concentration) - **Approved**
- m. COS: BYS 600 – Neuroscience - **Approved**

6. Graduate Faculty Nominations – For Membership Consideration

- a. CAHS – Jones, Keith (MFA - Graphic Design) - **Approved**
- b. CAHS – Hontz, Jack (DMA - Wind Conducting) - **Approved**
- c. CON – McCauley, Debbie (EdD - Educational Leadership) - **Approved**
- d. CON – Szuch, Angelina (DNP) - **Approved**
- e. CoED – Burton, Stephanie (Ed Specialist, MS - Early Childhood Education) - **Tabled until next meeting so that CoED representation can answer questions about nomination**
- f. CoED – Crouch, Marcia (MS - Elementary Education) - **Tabled until next meeting so that CoED representation can answer questions about nomination**

- g. COS – Sterling, Alphonse (PhD - Physics) - **Approved**
- h. COE – Collopy, Hallie (PhD - Mechanical Engineering) - **Approved**

7. Conditional Admission Policy Research

Per a request at the last Graduate Council meeting, Ms. Michelle Massey and Dr. Hakkila reviewed a few other universities' Conditional Admission policies, in terms of the number of hours students must complete as well as required coursework. Those universities researched were Clemson University, University of Tennessee System, University of Alabama, University of Alabama in Birmingham, and University of North Alabama.

Dr. Hakkila explained what was proposed at the last meeting was that instead of allowing students only one semester before having their progress assessed, they will have 12 credit hours to improve their deficiencies as is the case with the Academic Probation and Dismissal Policy.

Dr. Hakkila asked Graduate Council members whether they wanted to keep the existing policy or change to the proposed policy. After some discussion, including whether student progress is being tracked/assessed and whose responsibility it is to make those assessments, Council decided to table this topic so that they can continue to discuss how to best ensure student success.

It was also suggested that Ms. Joy Werka, Assistant Director of International Services, attend the next Graduate Council meeting to address how the Conditional Admission Policy affects international students.

8. For the Good of the Order

Dr. Maria Pour asked for a status update on the recent problems experienced with international admissions. Dr. Hakkila explained that an email consisting of the information below was sent on February 13, 2024, to help the graduate admissions team collect the necessary data to correct the problems:

"The Graduate and International Admissions Office is aware of some software glitches occurring with the Recruit CRM. Recruit was originally built to support UAH undergraduate, domestic admissions. The graduate and international admissions processes were grafted onto this existing undergraduate admissions platform.

After reporting numerous known problems to Ellucian, configuring changes necessary to facilitate graduate and international application processes have been costly and slow. With the help of the Undergraduate Admissions Office and new Admissions Director Chris Pinto, we are working together to set up a task force to review UAH's options with admissions CRMs. In the short term, we need your help and patience to keep Recruit working smoothly.

We ask that you help us identify recent problems that you may have experienced with your program's international and graduate Recruit applications. Below are a few examples of specific problems that have been reported to us, and which we are working to resolve:

- 1) One academic program is unable to see applications, and our office has had to generate and email pdfs of the application documents.***
- 2) Some academic programs have had problems with receiving recommendation letters.***
- 3) Some international students have visa delays beyond the deferral date; these students have had to reapply, and these resubmissions have clogged up the system.***

We recognize that your program might have had other problems. Will you please share these with us, so we can troubleshoot the issues? Please outline as many details as you can regarding the problems your program is encountering, and email your response to: deangrad@uah.edu

***Sincerely,
Dr. Jon Hakkila"***

Dr. Hakkila encouraged feedback to assist with this data request and shared that his long-term recommendation is to build an entirely new CRM system as soon as the next contract expires with Ellucian.

10. Reminder: Next Graduate Council Meeting - Friday, March 8, 2024, in SSB 201 @ 2:00p.m.

11. Adjourn

The meeting adjourned at 3:40 p.m.

/srk

Conditional Admission Policy Research

Clemson University

An admission status of “Accepted Conditionally” means the applicant needs to complete specified conditions within two semesters (or on an alternate timeline specified by the program) of enrollment prior to full admission. A conditionally admitted student is not officially admitted to the university or to a degree program until all conditions are met. Until all conditions are met, students will be classified as non-degree students. Specified conditions may include, but are not limited to: completing an English language proficiency program and/or completing additional academic requirements. Once the specified conditions are met, the student must reapply to the program to be granted fully admitted status.

University of Tennessee System

Students not admitted to a degree program may be admitted under non-degree or provisional status. Non-degree is for applicants who wish to take graduate classes, but do not wish to pursue a degree program. A student may be admitted under the provisional status for one semester or for one course in each of two semesters. To remain on provisional status, a student must receive permission from the Graduate School to register for a second or succeeding semester. Admission to the non-degree or degree status requires a minimum of a 3.00 GPA in all course work taken while in provisional status, including at least 6 hours of graduate work.

Under non-degree admission, there is no specific limit on the number of courses taken, but before accumulating 15 hours of graduate course work in this status, a non-degree student must apply for and be admitted to a specific program or file a Plan of Study form with the Associate Dean of the Graduate School for approval to continue taking courses. The form must include educational objectives and a list of proposed courses. A maximum of 15 hours taken before acceptance into a degree program may be applied toward a graduate degree, if approved by the student’s graduate committee. Courses must be taken within the 6-year time limit specified for the degree. Students must maintain a 3.0 GPA. International students on a non-immigrant visa may not enroll under provisional or non-degree status. Only in exceptional situations, with prior approval from the School, are students admitted to the School of Natural Resources under provisional status. Admission as non-degree is more common, but not routine.

University of Alabama (Tuscaloosa)

Exceptions to Admission Policy

Under exceptional circumstances, an applicant may be considered for admission if he or she meets **either** the GPA requirement for regular admission (GPA of 3.0) **or** the entrance exam score requirement as outlined above. If such an applicant is admitted, he or she will need to obtain **permission to continue** in the program, after the first 12 semester hours of graduate-level work have been completed. Permission to continue is earned by achieving a GPA of “B” or better (3.0) in the first 12 semester hours. If the 12 hours are completed in a term in which the total credits exceed 12, the evaluation is made on the basis of all graduate-level work completed at the end of that term of enrollment. Students admitted under this circumstance who do not meet the 3.0 requirement after their first 12 hours of graduate-level work will not receive permission to continue in their graduate program, and will be dropped from the program. Very rarely, an applicant may still be considered for admission with **permission to continue** if they meet neither the GPA or admission test score requirement. In this situation a department must submit a written justification to the Graduate School that includes the following: 1) Compelling evidence indicating the applicant’s ability to be successful in a graduate program (this might include, for example, several years of experience in the professional field with a record of excellence, or prior experience by the departmental faculty with the applicant); 2) A list of conditions for permission to continue (beyond the minimum stipulations outlined above for admission with **permission to continue**); 3) A plan to complete all conditions within the first year of graduate work; and 4) a mentoring plan to ensure the student’s success. The justification will be reviewed by the Dean of the Graduate School or their designee prior to an admission decision.

<https://catalog.ua.edu/graduate/about/academic-policies/admission-criteria/>

University of Alabama in Birmingham (UAB)

Admission with Contingencies

Students lacking one or more admission requirements may be admitted to a graduate program contingent upon submission or completion of those requirements. Graduate students admitted with contingencies have until the end of their first semester of enrollment to resolve all contingencies. Examples of contingencies that must be resolved are the submission of official transcripts, official test scores, official degree statements, required course completion, etc. Students are informed of specific requirements for continued enrollment and the time allowed for completion at the time of admission. Failure to meet the requirements during the stipulated time will result in a registration hold until the contingency is resolved and may result in dismissal from the Graduate School.

<https://catalog.uab.edu/graduate/admission/#text>

University of North Alabama

Conditional admission requirements appear to be degree-specific. Here are some examples of different conditional admission requirements by degree.

College of Arts, Sciences, and Engineering

Master of Arts Degree in English

At the discretion of the department's graduate admissions committee, applicants may be admitted on **conditional status** subject to attainment of grades which include **no more than three semester hours of C and no grades lower than C on the first three graduate courses (nine semester hours)** for which enrolled and other conditions deemed appropriate by the committee to address applicant's specific weaknesses.

<https://catalog.una.edu/graduate/arts-sciences/english-ma/>

Master of Science Degree in Criminal Justice

Any applicant failing to meet the requirements for unconditional admission to the MSCJ program may be **conditionally** admitted with recommendations of the graduate faculty in the Department of Politics, Justice, Law, and Philosophy. **Applicants granted conditional admittance must achieve a minimum GPA of 3.0 in the first nine hours (three courses) of completed graduate coursework.** Failure to make this GPA requirement will result in the student being eliminated from the program.

<https://catalog.una.edu/graduate/arts-sciences/criminal-justice-degree-ms/>

Sanders College of Business and Technology

Students may be admitted unconditionally or conditionally for graduate study. **Conditionally admitted** students must earn unconditional admission status by the time they have completed their fourth graduate course. **The student must maintain a 3.0 average or higher in the first four courses (with no more than one grade of C or below) as well as satisfy any other conditions that may have been listed on the official admission letter or summary sheet.**

<https://catalog.una.edu/graduate/business/admission/#text>