

# Graduate Council Meeting Minutes

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Tuesday, April 2, 2024

## Members/Alternates Present:

Godev, Concepcion, Chair – Languages & Culture Studies  
Cooper, Liz – Bioinformatics and Genomics  
Lachance, Joan - Middle, Secondary and K-12 Ed - Traveling  
Lai, Gene – Finance  
McAdams, Jeff – Atkins Library  
Moller, Stephanie – Sociology  
Montanaro, Erika – Psychological Science  
Mukherjee, Pinku – Interim Dean, Graduate School  
Rasmussen, Monica – GPSG Student Representative  
Reitzel, Adam – Biological Sciences  
Sarkar, Kaus – Dance  
Smithwick, Jake – Engineering Tech and Construction Mgmt

**Also Attending:** Hall-Hertel, Katherine – Graduate School  
Krause, Sandy – Graduate School  
Watson, Johnna – Graduate School  
Wyse, Matt – Faculty Governance

**Absent:** Allan, Craig - Geography and Earth Sciences  
Brown, Dace – Public Health Sciences

## I. Report of the Chair – Concepcion Godev

### A. Approval of the March 12, 2024, Meeting Minutes

A motion was made by Moller with a second from Reitzel to approve the minutes as submitted. The motion was approved by a majority vote.

Chair Godev asked for 2-3 members of the Council to serve on a subcommittee to review the Graduate Faculty Bylaws. Adam Reitzel and Erika Montanaro volunteered to collect input from the Council and report back at the May 7 meeting.

## II. Report of the Graduate School Dean – Pinku Mukherjee

Interim Dean Mukherjee shared with the Council the funding presentation. The presentation was a collaboration between the Graduate School, Academic Affairs and the Office of Research. It has also been vetted by Chancellor Gaber.

Key points of the presentation:

- Sustain MTART funding.
- Increasing graduate student stipends and research fellowships - Starting in Fall 2024, increasing stipends for PhD students by \$1500 and \$250 for master's students
- Supporting PI's who are funded by agencies that do not allow tuition support for students.

- Growing the pool of institutional TA's and RA's

### III. Discussion Topics

#### A. Second Reading: Syllabus Review Committee – Joan Lachance and Kaus Sarkar

Lachance shared a presentation of the proposed changes to Curriculog.

- There is an existing field that can be used for internships.
- If a college wants to still require a syllabus, they may do so, but with the understanding that the Graduate Council will only be reviewing the information that is in the proposal.

A motion was made by Lai to approve the proposal with a second from Moller. The motion was approved by a majority vote.

### IV. Course and Curriculum Proposals

#### A. New Dual Degree Program: M.S., Architecture (Critical Heritage Studies Concentration), M.A., History (Public History Concentration) Originator: Emily Makas, School of Architecture/Tina Schull, History **Committee Member Assignments: All members**

There was a comment about why there are two application fees. Watson (Graduate School) provided that because two programs review each application and the student is applying to two programs, thus the need for the two fees.

There being no further comments, Sarkar made a motion to approve the proposal as submitted with a second from Smithwick. The motion was approved by a majority vote.

#### B. New Dual Degree Program – M.S., Arch (Critical Heritage Studies Concentration), M.U.D., Urban Design Originator: Emily Makas, School of Architecture/Sekou Cooke, Urban Design **Committee Member Assignments: All members**

There was a comment about why there are two application fees. Watson (Graduate School) provided that because two programs review each application and the student is applying to two programs, thus the need for the two fees.

There being no further comments, Sarkar made a motion to approve the proposal as submitted with a second from Smithwick. The motion was approved by a majority vote.

#### C. Business Analytics – Graduate Certificate Renewal Originator: Janaki Gooty. Management, Chandra Subramaniam, BISOM **Committee Member Assignments: Allan**

There was a discussion around the enrollment and graduates of the program, but it was determined that those decisions are made at a higher level.

There being no further comments, a motion was made to approve the proposal as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

D. Entrepreneurship and Innovation – Graduate Certificate Renewal

Originator: Janaki Gooty/Justin Webb, Management

Committee Member Assignments: Cooper

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

E. DSBA 6991 – Master Thesis Research

Originator: SungJune Park, Business Information Systems and Operations Mgmt

Committee Member Assignments: Lachance

A question was asked about the range of credit hours and was answered by the originator that it was an option to take more than once.

There being no further comments, a motion was made to approve the proposal as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

F. ELDT 6145 – Visual Design of Instructional Products

Originator: Beth Oyarzun, Educational Leadership

Committee Member Assignments: Lai

The reviewer made one comment about adding the Title IX statement to the syllabus. The revision was made, and the new syllabus was uploaded in Curriculog.

A motion was made by Sarkar to approve pending the revision with a second from Smithwick. The motion was approved by a majority vote.

G. ELDT 8145 – Visual Design of Instructional Products

Originator: Beth Oyarzun, Educational Leadership

Committee Member Assignments: Moller

The reviewer made one comment about adding the Title IX statement to the syllabus. The revision was made, and the new syllabus was uploaded in Curriculog.

A motion was made by Sarkar to approve pending the revision with a second from Smithwick. The motion was approved by a majority vote.

H. ELDT 8180 – LDT Project Management and Team Leadership

Originator: Beth Oyarzun, Educational Leadership

Committee Member Assignments: Montanaro

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

I. ITCS 8169 – Computer Vision

Originator: Srijan Das, Computer Science

Committee Member Assignments: Rasmussen

- The attached syllabus is missing some elements (copied from the Graduate Syllabus Guidelines):

- Course Number and Title (with distinctions for cross-listed courses; note required pre- or co-requisites)
- Instructor information (Name, office number, institution and department, office hours, contact information)
- Instructional Method: include description illustrating type of course (e.g., lecture, seminar, independent study) and approach to instruction.
- Topical outline of course content, including a calendar and due date.
- Syllabus Grading Scale needs to be updated for PhD level course (A, B, C, or U), currently listed as A-F.

The Originator submitted a new syllabus with the stated revisions above.

A motion was made by Sarkar to approve pending revisions to the syllabus with a second from Smithwick. The motion was approved by a majority vote.

- J. MEGR 7225 – Linear Systems Theory  
 Originator: Terry Xu, Mechanical Engineering  
 Committee Member Assignments: Reitzel

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- K. MEGR 7226 – Optimal Control Theory  
 Originator: Terry Xu, Mechanical Engineering  
 Committee Member Assignments: Sarkar

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- L. MEGR 7291 – Battery Management and Control  
 Originator: Terry Xu, Mechanical Engineering  
 Committee Member Assignments: Smithwick

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- M. MEGR 8225 - Linear Systems Theory  
 Originator: Terry Xu, Mechanical Engineering  
 Committee Member Assignments: Reitzel

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- N. MEGR 8226 - Optimal Control Theory  
 Originator: Terry Xu, Mechanical Engineering  
 Committee Member Assignments: Sarkar

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- O. MEGR 8291 - Battery Management and Control  
Originator: Terry Xu, Mechanical Engineering  
**Committee Member Assignments: Smithwick**

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

- P. Fire Protection and Safety Management, M.S. (Graduate Program Revisions)  
Originator: Michael Benjamin, Engineering Technology and Construction Mgmt.  
**Committee Member Assignments: Godev**


It was suggested that the program adopt the Graduate School's policy on proof of English Proficiency as it is less stringent than what the department is proposing.

The proposal was reviewed, and a motion was made to approve as submitted by Sarkar with a second from Smithwick. The motion was approved by a majority vote.

V. Other Business

Next meeting: May 7, 2024

Respectfully submitted,



Annette Parks  
Graduate Council Secretary