

November 13, 2015

9:30-11:30am

ADM 204

I. Roll Call

- | | |
|--|---|
| <input type="checkbox"/> Arlene Schmuland (LIB, Chair) | <input type="checkbox"/> Andrew Metzger (CoENG) |
| <input type="checkbox"/> Anthony Paris (FS) | <input type="checkbox"/> Hsing-Wen Hu (COE) |
| <input type="checkbox"/> Bogdan Hoanca (FS) | <input type="checkbox"/> Cindy Knall (COH) |
| <input type="checkbox"/> Sam Thiru (CAS) | <input type="checkbox"/> Peter Olsson (CTC) |
| <input type="checkbox"/> Jervette Ward (CAS) | <input type="checkbox"/> Clayton Trotter (CBPP) |
| | <input type="checkbox"/> Mei Rose (CBPP) |

Ex-Officio Members

- Susan Kalina (OAA)
- Lora Volden (Registrar)
- Gianna Niva (Scheduling and Publications)
- Elisa Mattison (Graduate School)

II. Approval of Agenda (pg. 1)

III. Approval of Meeting Summary (pg. 2-3)

IV. Administrative Reports

- A. Vice Provost, Susan Kalina
- B. University Registrar, Lora Volden
- C. Graduate School, Elisa Mattison (pg. 4)
- D. GAB Chair, Arlene Schmuland

V. Program/Course Action Request - Second Readings

VI. Program/Course Action Request - First Readings

Add [EE A627](#) [Fundamentals of Smart Grids](#) (Stacked with EE A427)

Chg [EDSE A623](#) [Language and Literacy: Best Practices in Assessment and Intervention](#)

VII. Old Business

VIII. New Business

- A. Prefix Approval Process (pg. 5)
- B. Reconsideration of GAB/UAB decision not to review student learning outcomes

IX. Informational Items and Adjournment

October 23, 2015

9:30-11:30am

→ [Join Skype Meeting](#)

Audio Conference: 786-6755, Passcode: 46450

I. Roll Call

(x) Arlene Schmuland (LIB, Chair)	(x) Andrew Metzger (CoENG)
(e) Anthony Paris (FS)	(e) Hsing-Wen Hu (COE)
(x) Bogdan Hoanca (FS)	(x) Cindy Knall (COH)
(x) Sam Thiru (CAS)	(x) Peter Olsson (CTC)
(x) Jervette Ward (CAS)	(e) Clayton Trotter (CBPP)
	(x) Mei Rose (CBPP)

Ex-Officio Members

() Susan Kalina (OAA)
() Lora Volden (Registrar)
(x) Gianna Niva (Scheduling and Publications)

Jennifer Stone served as a proxy for Jervette Ward

II. Approval of Agenda (pg. 1)

Approved

III. Approval of Meeting Summary (pg. 2-3)

Approved

IV. Administrative Reports

- A. Vice Provost, Susan Kalina
No report
- B. University Registrar, Lora Volden
No report
- C. GAB Chair, Arlene Schmuland
No report

V. Program/Course Action Request - Second Readings

VI. Program/Course Action Request - First Readings

[Add EE A617 Green Electrical Energy Systems](#)

Waive first reading, approve for second on the basis that the chair will review the recommended changes

VII. Old Business

VIII. New Business

IX. Informational Items and Adjournment

Graduate Academic Board

November 13, 2015

Graduate School Report:

- **Graduate Assistantships:**
Rescinded for spring 2016 (as of 11/9/15): Statewide has rescinded the requirement for graduate assistant contract letters to include a criminal background check. Revised contract letters are now on the Graduate School website.
- The **Graduate Student Association** (GSA) is still recruiting for a GAB representative to replace Lyle Hjort.
- A **Graduate Council** subcommittee is working on consistent UAA Project Formatting requirements.
- **Graduate faculty advisors** must recertify **FERPA** on a yearly basis. **It is no longer necessary to send a copy of the updated FERPA cert to Charese Gearhart-Dekreon.** Statewide now automatically transfers FERPA training completion data into the Banner database, if you provide the FERPA training system with exactly the same UA ID, first name and last name that are in your employment records. The process runs at 5 a.m. every day. So if the situation isn't an emergency that must be resolved before 5 a.m. the next day, you don't need to send copies of your future FERPA training certificates to me.

Next time you complete FERPA training, if UAOnline gives you the "You must complete FERPA training" message after 5 a.m. on the day after you completed the training, then send Charese a copy of your certificate attached to an e-mail message saying that the automatic upload process did not work for you.

If a people have any apostrophes in their names, the automatic process won't work. The programming that creates the certificate has some kind of problem with apostrophes, so O'Leary ends up as O//. So anyone who has an apostrophe should go ahead and send a copy of the certificate to Charese.

New faculty advisors must send the initial copy of their certificate to their college dean for approval and processing by the Office of the Registrar.

Faculty Initiator
1. Memo to the Provost
2. Coordination email to the faculty listserv
3. Receive approval from the following:

**Department
Chair**

**College
Curriculum Committee**

**College
Dean/Director**

Provost

**UAB/GAB/Faculty
Senate**

Informational
Agenda Item

Forwarded to be
Entered into
Banner

Office of the Registrar