

# Alcorn State University

## GRADUATE COUNCIL

### Minutes of Meeting Held Wednesday, February 8, 2017

The Graduate Council met on Wednesday, February 8, 2017, in the Academic Affairs Inner Conference Room in the Walter Washington Administration Building. Dr. Donzell Lee presided.

*Present:* Dr. Jermiah Billa, Dr. Sandra Barnes, Dr. Robert Carr, Dr. Akash Dania, Dr. Rebecca Fairchild, Dr. Latoya Hart, Dr. Dickson Idusuyi, Dr. Larry Konecky, Dr. Donzell Lee, Dr. Keith McGee, Dr. Victor Njiti, Ms. Julia Odom, Dr. Babu Patlolla, Dr. Blanche Sanders, Dr. Cynthia Scurria, Dr. Debra Spring, Dr. Johnny Thomas, Dr. Donna Williams, Dr. Helen Wyatt and Dr. Ping Zhang.

*Absent:* Dr. Janelle Baker, Dr. Tamia Herndon

*Alternate Reps:* Mr. Alfred Galtney, Dr. Poindexter (Rep for Dr. Voletta Williams) Mrs. Belinda Smith

**Call to Order:** Dr. Lee called the meeting to order at 3:05 p.m. The Agenda was approved as printed. Dr. Lee orchestrated round table introductions of council members before proceeding with the meeting.

**Approval of Minutes:** The Graduate Council April 27, 2016 minutes were reviewed and unanimously approved by the body.

### **Graduate Faculty**

Listed below are names of applicants who applied for graduate faculty membership and were approved by the Graduate Council:

#### **School of AREAS**

##### Advanced Technologies

Dr. Carrie Ford.....Assistant Professor, New Appointment, ASU Associate Member

##### Agriculture

Dr. Dovi Alipoe.....Professor, Reappointment, ASU Full Member

Dr. Leonard Kibet.....Assistant Professor, New Appointment, ASU Associate Member

Dr. Melissa Mason.....Adjunct, New Appointment, ASU Professional Affiliate

Dr. Tahir Rashid.....Assistant Professor, Reappointment, ASU Full Member

#### **School of Arts and Sciences**

##### Mathematics and Computer Science

Dr. Yonghua Yan.....Assistant Professor, New Appointment, ASU Associate Member

## Unfinished Business and General Orders

- a) Graduate Council Policy Sub-Committee – The appointment of council members to serve on the policy committee was revisited. Representatives appointed from each school will remain as follows:

Dr. Janelle Baker, School of Nursing  
Dr. Akash Dania, School of Business  
Dr. Victor Njiti, School of A.R.E.A.S.  
Dr. Voletta Williams, School of Arts and Sciences  
Dr. Helen Wyatt, School of Education and Psychology

- b) IRB Application Revision and Posting – Mr. Alfred Galtney, Director of Sponsored Programs, gave an overview of charge of the Institutional Review Board and its role in the governance of human subjects used in research. The Common Rule was explained which is federal guidance that details policies and procedures for this process. Sponsored Programs is in the process of adding three additional members to the IRB Committee. This office is reorganizing to develop a new website that will provide comprehensive information, revising the IRB Application and Consent Form, creating a central location for submission of IRBs for review, and drafting an umbrella clause to address all policies related to this process. Dr. Patlolla posed the question regarding maintenance of documents of human subjects and if any problems have been encountered. Mr. Galtney stated no problems have been experienced in the past in maintaining the privacy of documents. Dr. Debra Spring inquired about IRB training for students and it was shared NIH training is currently done by students. Other options are being explored such as CITI training. Following the presentation, Dr. Lee asked the council to accept Mr. Galtney's report. The IRB report was accepted by council members.
- c) Substitution of Courses – There was a lot of discussion generated by council members regarding the need for a policy to regulate requests for approval of course substitutions. Following a detailed deliberation by council members, Dr. Lee gave the charge to an ad hoc committee to reconstitute guidelines and brainstorm reasonable limits. Dr. Victor Njiti was appointed chair of this committee and asked to present a draft of a substitution policy at the next council meeting.

## New Business

### Policies and Procedures

- a) Admission Requirements for International Students – The Institution of Higher Learning has upgraded its Tuberculosis Chest X-Ray Policy to include a second test, interferon gamma release assays (IGRA-Blood Test). These tests must be performed in the United States prior to the start of classes for all international students.
- b) Policy on Approval of Courses and Programs – Each department was asked to review and discuss the requirements in this policy and the process for implementing New Course and Program Approval Regulations.

- c) Policy on Credit Hours – All academic unit personnel must familiarize themselves with the Credit Hours Policy, especially components relative to graduate credit hours.
- d) Policy on New Common Rule – A copy of this policy governing the IRB process was disseminated to all council members as FYI.

Good of the Order

Adjournment - Meeting adjourned at 3:51 p.m.