

**Administrative Board of the Graduate School  
Thursday, January 7, 2016  
Room 216, Scott Hall**

**MINUTES**

Members present: James Bartlett, Mohamad Bourham, Aaron Clark, Jo-Ann Cohen, Deanna Dannels, George Hodge, Sam Jones, Susanna Lee, Lian Lynch, Brittany Mastrangelo, Jessica Nash, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Joe Roise, Rebecca Swanson

Others present: Steve Allen, Yu-Fai Leung, Melissa Nosbisch, Carrie Thomas (Note that Steve Allen will be representing the College of Management until a new representative is identified.)

Members absent: Alton Banks, Michael Carter, Maureen Grasso

Dr. Peter Harries called the meeting to order at 10:00am.

**I. Approval of Minutes**

The minutes from November 12, 2015 were approved.

**II. Administrative Board Action Items**

**A. Program Action**

- a. At the request of the College of Humanities and Social Sciences, a proposal to create an Accelerated Bachelor's and Master's program in Liberal Studies (presented by Dr. Deanna Dannels) was approved with understanding that further information needs to be provided on the program's website to provide clarification for prospective and current students.

**B. Course Revisions (usually taken as a consent agenda)**

- a. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 951—Companion Animal Medicine and Surgery I, reducing the number of credit hours for the course (presented by Dr. Sam Jones) was approved.

Dr. Jones noted that the College of Veterinary Medicine is currently undergoing a major curriculum revision. That is why there have been so many Veterinary Medicine courses recently approved at the Board. He also noted that this will continue for at least the next year, and should then become a normal volume of course actions.

### **C. Course Actions**

Item “a” was moved to the beginning of the course action discussion as requested by the College of Sciences representatives. Dr. Cohen explained that this MEA course action is part of a series of courses belonging to a new graduate certificate in Climate Adaptation (which has not yet been reviewed by the Board).

- a. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to create the course MEA 517—Fundamentals of Climate Change Science (presented by Dr. Jo-Ann Cohen) was approved.
- b. At the request of the Department of Computer Science, a proposal to create the course CSC 562—Graduate Introduction to Game Engine Design (presented by Dr. Doug Reeves) was approved with the suggestion that the word “graduate” be removed from the title since the number identifies the course as a graduate-level course.

A motion was made to approve items c and d as consent agenda items. The motion passed and the courses were approved after brief discussion of enrollment and reassurance that there was clear distinction between undergraduate and graduate responsibilities for HI 503, which is dual level.

- c. At the request of the Department of History, a proposal to create the course HI 503—Ancient Greek Civilization (presented by Dr. Susanna Lee).
- d. At the request of the Department of History, a proposal to create the course HI 789—Public History in International Context (presented by Dr. Susanna Lee).

A motion was made to approve items e-j as consent agenda items. The motion passed and the courses were approved.

- e. At the request of the College of Veterinary Medicine, a proposal to create the course VMB 901—Molecular Medicine (presented by Dr. Sam Jones).
- f. At the request of the College of Veterinary Medicine, a proposal to create the course VMB 909—Case Based Radiographic Interpretation (presented by Dr. Sam Jones).
- g. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 901—Advanced Small Animal Medicine (presented by Dr. Sam Jones).

- h. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 906—Equine Field Skills Elective (presented by Dr. Sam Jones).
- i. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 909—Feline Medicine (presented by Dr. Sam Jones).
- j. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 907—Cancer Pathogenesis and Diagnosis (presented by Dr. Sam Jones).

### **III. New Business**

- a. Discussion of how the Board should address new course proposals that have low anticipated enrollment.

The Board discussed that there is no university or Graduate School policy that requires a minimum number of students for a graduate-level course. There is concern of low participation and low enrollment, but Board members agree that the department/college unit is responsible for monitoring enrollment and cancelling courses due to low enrollment, if necessary. The department/college better understands enrollment numbers for that topic and course, so that unit has the ultimate decision of whether or not to cancel due to low enrollment. While reviewing course actions, Board members should trust that the department and college have approved of the listed enrollment numbers and that the enrollment numbers are appropriate and warranted.

- b. Discussion of dual-level courses.

Dr. Harries stated that dual-level courses (400/500-level) must have syllabi that clearly illustrate the different expectations for undergraduate and graduate students. SACS wants to see evidence of the different levels of teaching if undergraduate and graduate students are present in the same class. He noted that he has seen several courses lately that do not indicate the differences between undergraduate and graduate students and stated that if there are no different requirements for the different levels, the course should not be dual-level and should be taught as only one course for which undergraduate and graduate students can enroll.

The Board noted that this is an important issue that should be discussed further at a future meeting.

- c. Discussion of selecting semester of offering.

The Board discussed that it is inconvenient and difficult to identify the semester(s) that courses will be offered on a course action form, as the offering possibilities may change annually for a variety of factors. Dr. Lynch expressed the importance in

the offering being correct in the course catalog so that students may peruse the catalog to construct an accurate plan and timeline for their studies. If the information in the catalog is incorrect, students are not able to plan. Dr. Harries concluded that some foresight is imperative, and that departments should be able to suggest a semester for offering the course. Exceptions are always possible as long as the department maintains communication with students, but there must be a semester of offering in the course catalog.

d. Discussion of deleting unused courses.

Mrs. Nosbisch advised that she is currently examining courses that have not been offered since 2013 or earlier, and is emailing departments to see whether or not they plan to use the course in the future or if the course can be administratively dropped with a bulk drop action. Some courses are active in the course catalog but have not been offered in several years, and some of the courses have never been offered. Associate Deans for each college will be notified of that college's unused courses. The bulk drop action will be brought to the Board when all departments have responded.

#### **IV. Information Items**

a. Report from UGSA (presented by Ms. Jessica Nash, UGSA Vice-President)

Ms. Nash announced that the organization is now called Graduate Student Association (GSA) and that they have dropped the "U" to prevent confusion with undergraduate organizations. She highlighted some of GSA's plans for the year, including budget prioritization and a management survey. She also reminded the Board of the Graduate Research Symposium, which will be Wednesday, March 23, 2016 at the McKimmon Center and encouraged Board members to encourage students to apply.

b. Report from Faculty Senate (presented by Dr. Alton Banks).

No report from Faculty Senate as Dr. Banks was absent due to class. Dr. Helmut Hergeth will be the Spring 2016 Faculty Senate representative.

#### **V. Next scheduled meeting**

January 21, 2016  
10:00-12:00  
Scott Hall, room 216