

**Administrative Board of the Graduate School  
Thursday, January 21, 2016  
Room 216, Scott Hall**

**MINUTES**

Members present: James Bartlett, Mohamad Bourham, Aaron Clark, Jo-Ann Cohen, Deanna Dannels, Maureen Grasso, Peter Harries, George Hodge, Sam Jones, Susanna Lee, Alun Lloyd, Lian Lynch, Jessica Nash, William Oxenham, Sam Pardue, David Ritchie, Joe Roise, Rebecca Swanson

Others present: Melissa Nosbisch, Sharlene O'Neil, Celen Pasalar, Michael Schwalbe

Members absent: Steve Allen, Michael Carter, Helmut Hergeth, Brittany Mastrangelo, Doug Reeves, Art Rice

Dean Grasso called the meeting to order at 10:01am.

**I. Approval of Minutes**

The minutes of the January 7, 2016 were approved.

**II. Welcome**

a. Round table introductions

Dean Grasso mentioned she will be asking for updates from Faculty Senate when the new Faculty Senate representative joins us at the next meeting.

b. Dean Grasso announced that one of our College of Agriculture and Life Science representatives, Dr. Sam Pardue, will be leaving the Administrative Board because he has accepted a Dean position at the University of Georgia. The Board offered its congratulations.

**III. Administrative Board Action Items**

**A. Program Action**

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

## C. Course Actions

### IV. New Business

- a. The Department of Sociology and Anthropology requests that a posthumous Doctor of Philosophy degree be awarded to Raymond Garrett-Peters, a student enrolled in the program since Spring 2006 who died during Summer 2015 (presented by Dr. Michael Schwalbe).

A motion was made to grant the posthumous degree to Raymond Garrett-Peters. The motion was approved.

- b. Dean Grasso mentioned that a faculty member inquired about the Graduate School having an Individual Development Plan (IDP) requirement and brought it to the Board for discussion. Discussion of a proposed motion: Individual Development Plans (IDPs) provide a way in which graduate students can identify their career goals and professional development needs. Graduate students can also use their IDPs as a communication tool with their mentors which, in turn, will enhance the mentoring process. The Administrative Board of the Graduate School therefore encourages all graduate students, their mentors, and graduate programs to consider using IDPs as they plan programs of study (presented by Dean Grasso).

The Board asked Ms. Nash, the Graduate Student Association representative, to get feedback from GSA about the proposed IDPs.

Dean Grasso concluded by saying the Graduate School will compile resources to resume this discussion at a later date.

- c. Discussion of proposed revisions to section 3.3 Graduate Plan of Work of the Graduate Handbook (presented by Dr. Peter Harries).

Dr. Harries explained that he and the Graduate School team have been trying to examine each section of the Handbook and condense the material. Dr. Harries noted that he thinks the current Plan of Work is a history, and the current programming notes that it works like a history. He this is a mistake and that the Plan of Work should exist as a roadmap of how the student should move through the degree. He also mentioned that the Graduate School is currently working with IT to revise the technology behind the Plan of Work.

Dr. Lynch noted this is a tool that DGPs and advisors can use to ensure time to degree completion. She explained that registration holds will be placed on students who have been enrolled for over 10 years.

Dean Grasso stated that the Board should decide if they want to make a motion to approve now or at a future meeting. The Board decided to table this item and make a motion at the next meeting (February 4).

- d. Discussion of proposed addition of section 3.4 Annual Progress Review to the Graduate Handbook (presented by Dr. Peter Harries).

Dr. Harries explained that this requirement was buried in the old Handbook section 3.3 (Plan of Work), and that it has now been given its own section so it stands out.

Dr. Harries noted that there needs to be a regular review by the advisor to review the progress of their student. This review does not have to occur in GSOARS. Dr. Harries noted that the Graduate School is exploring the option of a check box for each student that will indicate whether or not the review was completed, but that the Graduate School is not going to collect and review all of these annual reviews.

Dr. Harries asked that any comments be sent directly to him, and stated that he will address any comments to have this item ready for a vote at our next meeting on February 4.

- e. Discussion of the elimination of 4 rules (RUL02.25.07, RUL02.25.08, RUL02.25.09, and RUL02.15.02) related to graduate education (presented by Dr. Peter Harries).

Dr. Harries noted that approximately 10 years ago, legal counsel advised that each section of the Handbook should be made a university rule. He noted that this created a lot of duplication and does not make it easy to modify the Graduate Handbook when adapting our policies. He has identified these rules that do not need to be rules, rather they can be identified as Graduate School policies.

A motion was made and approved to delete these four rules.

- f. Continuation of discussion of issues related to dual-level courses (presented by Dr. Peter Harries).

Dr. Dannels explained a recent scenario in which 4 new graduate-level courses were created because the instructor marked the undergraduate component "dual-level." Dr. Lynch and Mrs. Nosbisch confirm that this process does create 4 graduate-level courses that did not exist previously, but clarified that is the correct way to indicate that a course is dual-level and that the process assigns a single course ID to the course. Mrs. Nosbisch noted that only one course action in CIM is required, on either the undergraduate or graduate course, and explained that entering two course actions (one for each level) creates an additional course ID. The two actions later have to be manually forced together under a single course ID.

Dr. Lynch noted that we should save more dual-level discussion for when Mrs. Mastrangelo is present speak on behalf of Registration & Records. The Board noted that an additional note in CIM stating that instructors should explicitly state the different requirements for undergraduate and graduate students in the course would be helpful. Mrs. Nobsch noted that she will look into this.

## **V. Information Items**

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

The first meeting is Monday, January 25. She will collect feedback about the IDPs and proposed changes to the Plan of Work section of the Handbook. She will bring feedback to the Board. Dean Grasso noted that she doesn't want the documents circulated, but that Ms. Nash can lead discussion of the proposed changes.

The GSA Award for Conferences deadline is February 15. Encourage students to apply.

Dean Grasso asked Ms. Nash to share with GSA that a special workshop will be offered at the Graduate Research Symposium focusing specifically on NC State branding. Dr. Kittle-Autry will offer this workshop to the participants of the Graduate Research Symposium, but Ms. Nash should mention this workshop to GSA.

Dean Grasso mentioned that Dr. Marsha Carr will be at NC State offering a workshop about mentoring, for which only 38 students have registered. Ms. Nash indicated she will encourage participation.

- b. Announcement of a new resource for faculty, graduate students, and post-doctoral scholars: the National Center for Faculty Diversity and Development (NCFDD), [www.facultydiversity.org](http://www.facultydiversity.org). NC State is now an institutional member, so NC State faculty, graduate students, and post-doctoral scholars can join for a reduced rate and have access to a large variety of programs and services offered by NCFDD (presented by Dean Grasso).

Dean Grasso noted this is at no cost to faculty members because NC State pays the membership fee. Contact Dr. Katherine Stewart, Vice Provost for Faculty Affairs, ([kestewa4@ncsu.edu](mailto:kestewa4@ncsu.edu)) with any questions about this.

## **VI. Next scheduled meeting**

February 4, 2016

10:00-12:00

Scott Hall, room 216

Meeting adjourned at 11:34 am.