

**Administrative Board of the Graduate School  
Thursday, February 4, 2016  
Room 216, Scott Hall**

**MINUTES**

Members present: James Bartlett, Mohamad Bourham, Jo-Ann Cohen, Peter Harries, Helmut Hergeth, George Hodge, Sam Jones, Susanna Lee, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Jessica Nash, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Joe Roise, Rebecca Swanson

Others present: Marie Davidian, Jacob Majikes, Melissa Nosbisch, Fredrick Semazzi, Carrie Thomas

Members absent: Steve Allen, Michael Carter, Aaron Clark, Deanna Dannels, Maureen Grasso

Dr. Harries called the meeting to order at 10:02am.

**I. Approval of Minutes**

The minutes of the January 21, 2016 meeting were approved.

**II. Welcome**

- a. Introduction of new Faculty Senate representative, Dr. Helmet Hergeth
  - i. Round table introductions of all members
- b. Brief review the role of the Administrative Board and procedures,  
<https://www.ncsu.edu/grad/about-grad/admboard-mission.html>

**III. Administrative Board Action Items**

**A. Program Action**

- a. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to create a new graduate certificate in Climate Adaptation (presented by Dr. Fredrick Semazzi) was approved.

This certificate will be a bridge the gap between climate information providers and climate adaptation users. All concerns raised by Distance Education &

Learning Technology Applications (DELTA) and the College of Humanities and Social Sciences were addressed.

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

### **C. Course Actions**

- a. At the request of the Department of History, a proposal to drop the course HI 508—Emerging Technologies and Society (proposed by Dr. Susanna Lee) was approved.

A motion was made to approve items b and c as consent agenda items. The motion passed and the drop actions were approved.

- b. At the request of the Department of Management, Innovation, and Entrepreneurship, a proposal to drop the course MBA 508—Global Management Simulation (presented by Dr. Steve Allen).
- c. At the request of the Department of Management, Innovation, and Entrepreneurship, a proposal to drop the course MBA 514—Technology, Law, and the Internet (presented by Dr. Steve Allen).

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

- d. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to create the course MEA 518—Climate Risk Analysis (presented by Dr. Jo-Ann Cohen).
- e. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to create the course MEA 519—Barriers to Climate Change Literacy (presented by Dr. Jo-Ann Cohen).

## **IV. New Business**

- a. Discussion of Individual Development Plans (IDPs) (presented by Dr. Marie Davidian).

Dr. Davidian discussed her experience with the National Institute of Health (NIH) and explained that all NIH progress reports for research or training grants must include a statement about whether or not the institution uses IDPs.

Dr. Harries suggested that the Board can vote on the below text and later determine where this item will be located on the Graduate School website. He noted that this is part of a broader conversation that we should continue at a later date. He reiterated that the Graduate School will compile a comprehensive document to illustrate the use of IDPs.

A motion to approve the following text passed: "The Administrative Board of the Graduate School encourages all graduate students, their mentors, and graduate programs to consider using IDPs as they plan programs of study."

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

A motion to approve this section with minor revisions mentioned by the Board passed and the item was approved.

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

A motion to approve this section with minor revisions passed and the item was approved.

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

Dr. Harries raised the issue of 500/700 dual-level courses, for which there are mixed opinions. Ms. Mastrangelo will query for all of these courses so the Board can review them, and we will continue this conversation at a later date.

- e. Discussion of whether or not curriculum revisions should be sent to the Administrative Board as Information Items (presented by Dr. George Hodge).

The Board agreed that the justification of the change should determine whether or not it needs the Board's approval, depending on how the change affects the program, so this will vary for each action.

- f. Discussion of whether or not non-graduate faculty instructors can be listed as Instructor on new course actions (presented by Dr. George Hodge).

The Board decided that if a course action is approved by department and college, it is acceptable with the non-graduate faculty member listed as instructor.

## **V. Information Items**

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

Ms. Nash noted that GSA is cleaning up items like the handbook and committee structure. They are trying to reorganize to provide stronger structure for the organization and prevent turnover of representatives.

GSA is still looking for judges for the Graduate Research Symposium; interested faculty should contact Dr. David Shafer at the Graduate School.

Outstanding Teaching Assistant (TA) Awards are still open until February 15.

- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth).

Dr. Hergeth explained that most of the current discussion within Faculty Senate involves making campus a more inclusive environment, not specific policy. He serves on the academic subcommittee and will bring any information related to graduate education to the Board.

- c. Report about Residency processing (presented by Dr. Peter Harries).

Dr. Harries reported that effective Fall 2016, UNC-GA will start centrally processing undergraduate, non-degree studies, and reclassification Residency applications for all UNC-system institutions. This does not immediately affect graduate students, but UNC-GA plans to begin processing graduate residency applications at a later date.

- d. Report of CIM workaround for "topical outline" field (presented by Ms. Melissa Nosbisch).

Ms. Nosbisch advised users to enter "See Syllabus" in the topical outline fields until CourseLeaf can make the fields non-required.

## **VI. Next scheduled meeting**

February 18, 2016

10:00-12:00

Scott Hall, room 216

Adjourned 11:48am