

**Administrative Board of the Graduate School
Thursday, March 3, 2016
Room 216, Scott Hall**

MINUTES

Members present: James Bartlett, Mohamad Bourham, John Dole, Peter Harries, Helmut Hergeth, George Hodge, Sam Jones, Susanna Lee, Lian Lynch, Brittany Mastrangelo, Jessica Nash, William Oxenham, Doug Reeves, Art Rice, David Ritchie, Joe Roise, Rebecca Swanson, Donald Warsing

Others present: Steve Allen, Sharlene O'Neil, Angie Smith, Carrie Thomas

Members absent: Michael Carter, Aaron Clark, Jo-Ann Cohen, Deanna Dannels, Maureen Grasso, Alun Lloyd

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

I. Welcome

- a. Welcome new temporary members: Dr. John Dole for the College of Agriculture and Life Sciences and Dr. Donald Warsing for the College of Management.

II. Approval of Minutes

The minutes of the February 18, 2016 meeting were approved.

III. Administrative Board Action Items

A. Program Action

- a. At the request of the Business Administration graduate program, a proposal to change the curriculum of the Master of Business Administration program (presented by Dr. Donald Warsing) was approved.

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

A motion was made to approve items a through h as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 535— Introduction to College Counseling and Student Development by changing the title to reflect changes in the counseling field (presented by Dr. James Bartlett).
- b. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 536— Introduction to Clinical Mental Health Counseling by changing the title to reflect the program’s name change (presented by Dr. James Bartlett).
- c. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 642— Practicum in Counseling by adjusting the credit hours (presented by Dr. James Bartlett).
- d. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 651— Internship in School Counseling by adjusting the credit hours (presented by Dr. James Bartlett).
- e. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 652— Internship in College Student Development by adjusting the credit hours (presented by Dr. James Bartlett).
- f. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 653— Internship in Clinical Mental Health Counseling by adjusting the credit hours (presented by Dr. James Bartlett).
- g. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 847— Internship in Supervision by changing the title (presented by Dr. James Bartlett).
- h. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 886— Internship in Teaching in Counselor Education by changing the title (presented by Dr. James Bartlett).

C. Course Actions

- a. At the request of the Department of Communication, a proposal to create the course COM 587—Internet & Security (presented by Dr. Susanna Lee) was approved.
- b. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 905—Advanced Topics in Small Animal Dermatology (presented by Dr. Sam Jones) was approved.

IV. New Business

- a. Discussion of and motion to approve proposed revisions to section 1.4 Directors of Graduate Programs of the Graduate Handbook (presented by Dr. Peter Harries) was approved with minor revisions.
- b. Discussion of and motion to approve proposed revisions to section 1.5 Graduate Services Coordinators of the Graduate Handbook (presented by Dr. Peter Harries) was approved with minor revisions.

V. Information Items

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

Ms. Nash announced that there were a record number of applicants (70) for the travel award and that 7 awards will be distributed. The Board discussed that graduate students feel underrepresented on various university committees, specifically the fees committees, and recommends that GSA advocate to ensure the GSA committee seats are filled so graduate student interests are represented on university committees.

- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth). No report.
- c. Report that Dr. Haritha Malladi, recent graduate, won second place in the Southern Region's 3 Minute Thesis (3MT) competition (presented by Dr. Peter Harries).
- d. Report that the Graduate School's new website launched on February 23, grad.ncsu.edu (presented by Dr. Peter Harries).

Board members identified several features of the new website that are not functioning correctly. The Graduate School will investigate these to ensure the website is functioning properly.

VI. Next scheduled meeting

March 31, 2016

10:00am-12:00pm

Scott Hall, room 216

Meeting adjourned at 10:37am.