

**Administrative Board of the Graduate School
Thursday, February 18, 2016
Room 216, Scott Hall**

MINUTES

Members present: Aaron Clark, Deanna Dannels, Peter Harries, Helmut Hergeth, Sam Jones, Susanna Lee, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Joseph Roise, Rebecca Swanson

Others present: Steve Allen, Melissa Nosbisch, Sharlene O'Neil

Members absent: James Bartlett, Mohamad Bourham, Jo-Ann Cohen, Maureen Grasso, George Hodge, Jessica Nash, Donald Warsing

Call to order at 10:00am by Dr. Peter Harries

I. Welcome

Dr. Warsing is absent, so his welcome will be postponed.

- a. Dr. Donald Warsing will be serving as the College of Management representative until a new member is elected.

II. Approval of Minutes

The minutes of the February 4, 2016 meeting were approved.

III. Administrative Board Action Items

A. Program Action

- a. At the request of the Department of English, a proposal to change the curriculum of the Master of Fine Arts in Creative Writing program (presented by Dr. Deanna Dannels) was approved.

A motion was made to approve items b and c as consent agenda items because they involve concentrations within the same program. The motion passed and the items were approved.

- b. At the request of the Department of Psychology, a proposal to change the title of the PhD program concentration "Psychology in the Public Interest" to "Applied Social and Community Psychology" (presented by Dr. Deanna Dannels).
- c. At the request of the Department of Psychology, a proposal to change the title of the PhD program concentration "Human Factors and Ergonomics" to "Human Factors and Applied Cognition" (presented by Dr. Deanna Dannels).

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

Items a through h were tabled at the request of the College of Education.

- 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).
- i. At the request of the Department of Science, Technology, Engineering, and Math Education, a proposal to revise EMS 570—Methods and Materials for Teaching Mathematics by changing the length of the course (presented by Dr. Aaron Clark) was approved.
- j. At the request of the Department of Business Management, a proposal to revise the course MBA 511—Data Security and Privacy by changing the title to accurately reflect updated content (presented by Dr. Steve Allen) was approved.
- k. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to revise the course MEA 716—Numerical Weather Prediction by changing its prerequisite (presented by Dr. Alun Lloyd) was approved.

C. Course Actions

- a. At the request of the Department of Applied Ecology, a proposal to create the course AEC 502—Introduction to Biological Research (presented by Dr. David Ritchie) was approved.
- b. At the request of the Department of Economics, a proposal to create the course ECG 530—Topics in Labor Economics (presented by Dr. Steve Allen) was approved.
- c. At the request of the Department of Economics, a proposal to create the course ECG 708—Advanced Game Theory (presented by Dr. Steve Allen) was approved subject to a change in the title.

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

- d. At the request of the College of Engineering, a proposal to create the course EGR 503—Statistical Engineering using Six Sigma DMAIC Process (presented by Dr. Doug Reeves).

Question about “DMAIC” and Reeves is not sure what that means. Ask to confirm whether or not “Six Sigma” is trademarked, will confirm.

- e. At the request of the College of Engineering, a proposal to create the course EGR 505—Managerial Finance for Engineers (presented by Dr. Doug Reeves).
- f. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 924—Equatorial Zoology and Medicine in Galápagos (presented by Dr. Sam Jones) was approved.

IV. New Business

- a. Discussion of proposed revisions to section 1.2 Graduate Student Responsibilities of the Graduate Handbook (presented by Dr. Peter Harries).

Dr. Harries noted that these proposed Handbook revisions were reviewed by Graduate Services Coordinators and Directors of Graduate Programs. This item has been expanded from the current Handbook. A motion was made to approve this item pending minor clarifications. The motion passed and this item was approved.

- b. Discussion of proposed revisions to section 1.4 Directors of Graduate Programs of the Graduate Handbook (presented by Dr. Peter Harries).

Dr. Harries mentioned this section was reorganized in a more logical way, and information was added that was recommended by Directors of Graduate Programs and Graduate Services Coordinators.

After discussion, the Board concluded that there should not be a motion to approve this item at this time. Rather, Board members should discuss this item further and later present a motion to approve.

- c. Discussion of proposed revisions to section 1.5 Graduate Services Coordinators of the Graduate Handbook (presented by Dr. Peter Harries).

Dr. Harries note this is similar to the above section, section 1.4. Dr. Harries explained that this was presented to all Graduate Services Coordinators who provided feedback.

After discussion, the Board concluded that there should not be a motion to approve this item at this time. Rather, Board members should discuss this item further and later present a motion to approve.

- d. Discussion of Special Topics courses offered more than 3 times (presented by Dr. Peter Harries).

Dr. Harries reminded the Board that if a course is offered more than 3 times as a Special Topics course, the department/program should propose a new course through the course action process. He explained that the Graduate School has identified a number of these courses that have been offered more than 3 times.

After discussion, the Board concluded that Graduate School should follow up with affected departments and encourage them to propose new courses for these special topics courses.

V. Information Items

- a. Report from GSA (presented by Ms. Jessica Nash). No report.
- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth). No report.
- c. Notification of new UNC-GA forms for academic program planning (presented by Ms. Melissa Nosbisch).

The new forms will be posted on the Graduate School website. Please contact the Graduate School (Dr. George Hodge or Ms. Melissa Nosbisch) to ensure that you have the correct forms before you begin planning.

VI. Next scheduled meeting

March 3, 2016
10:00-12:00
Scott Hall, room 216

Adjourn 11:10am.