

**Administrative Board of the Graduate School  
Thursday, April 28, 2016  
Room 216, Scott Hall**

**MINUTES**

Members present: Mohamed Bourham, Aaron Clark, Deanna Dannels, Peter Harries, George Hodge, Sam Jones, Susanna Lee, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, William Oxenham, David Ritchie, Joseph Roise, Rebecca Swanson, Donald Warsing

Others present: Melissa Nosbisch

Members absent: James Bartlett, Michael Carter, Jo-Ann Cohen, John Dole, Maureen Grasso, Helmut Hergeth, Jessica Nash, Douglass Reeves, Art Rice

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

**I. Approval of Minutes**

The minutes of the April 14, 2016 meeting were approved.

**II. Administrative Board Action Items**

**A. Program Action**

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

A motion was made to approve REL 408/508 separately. The motion passed and item f was considered separately.

A motion was made to approve items a, b, c, d, e, and g as consent agenda items. The motion passed and the course actions were approved.

- a. At the request of the Department of Chemistry, a proposal to revise the course CH 721—Advanced Organic Chemistry I by updating the course description (presented by Dr. Alun Lloyd).

- b. At the request of the Department of Mathematics, a proposal to revise the course MA 518—Geometry of Curves and Surfaces by updating the course title (presented by Dr. Alun Lloyd).
- c. At the request of the College of Humanities and Social Sciences, a proposal to revise the course CRD 703—Communication Networks by updating the course content (presented by Dr. Deanna Dannels).
- d. At the request of the Department of Political Administration, a proposal to revise the course PA 510—Public Administration Institutions and Values by updating the course content (presented by Dr. Deanna Dannels).
- e. At the request of the Department of Economics, a proposal to revise the course ECG 528—Options and Derivatives Pricing by updating the title and the course content (presented by Dr. Donald Warsing).
- f. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 408/508—Islam in the Modern World by making the course dual-level (presented by Dr. Susanna Lee) was approved after discussion by the Board.

The Board was concerned that the undergraduate component is a General Education Program (GEP) requirement. After discussion that the Council of Undergraduate Education (CUE) has approved this course as dual-level, the Board concluded that the distinction between the undergraduate and graduate components is sufficient and that the action warrants approval by this board.

The Board discussed that this case illustrates the need for a larger (campus-wide) discussion of processing dual-level courses in CIM. Representatives from the Undergraduate Courses and Curricula Committee (UCCC), CUE, and this board should be involved in this discussion. Dr. Harries advised that this dual-level course issue and possible committee formation will be addressed during Fall 2016.

- g. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 962—Ruminant Medicine (presented by Dr. Sam Jones).

### **C. Course Actions**

- a. At the request of the Department of Crop Science, a proposal to create the course CS 755—Applied Research Methods and Analysis for Plant Sciences (presented by Dr. David Ritchie) was approved.

- b. At the request of the Department of Youth, Family, and Community Sciences, a proposal to create the course YFCS 547—Family Life Coaching (presented by Dr. David Ritchie) was approved.
- c. At the request of the College of Engineering, a proposal to create the course EGR 506—Managing New Hi Tech Product Launches (presented by Dr. Mohamed Bourham) was approved.
- d. At the request of the College of Engineering, a proposal to create the course EGR 507—Product Life Cycle Management (presented by Dr. Mohamed Bourham) was approved.

A motion was made to approve items e and f as consent agenda items because they are related courses. The motion passed and the items were approved.

- e. At the request of the Department of Business Management, a proposal to create the course MBA 506—Data-Driven Managerial Decisions 1 (presented by Dr. Donald Warsing).
- f. At the request of the Department of Business Management, a proposal to create the course MBA 507—Data-Driven Managerial Decisions 2 (presented by Dr. Donald Warsing).
- g. At the request of the Department of Statistics, a proposal to create the course ST 542—Statistical Practice (presented by Dr. Alyn Lloyd) was approved.
- h. At the request of the Department of Statistics, a proposal to create the course ST 562—Data Mining with SAS Enterprise Miner (presented by Dr. Alun Lloyd) was approved.

### **III. New Business**

- a. A Motion to approve the awarding of graduate degrees at the May 7, 2016 commencement ceremony to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees was approved.
- b. Discussion of course of action for 500/700 dual-level courses (Dr. Peter Harries).

Dr. Harries explain that the provided spreadsheet indicates there are about 30 500/700 dual-level courses. Ms. Mastrangelo noted that there may be more, but they may be more difficult to query.

The Board discussed whether or not this board should allow and approve 500/700 dual-level listings. The Board discussed that it would be helpful to have some guidelines/principles for dual-level courses and suggests that a committee be formed to compile guidelines to distribute to colleges. This will promote consistency. This group should tackle the 400/500 level issues, 500/700 level issues, and combined sections. Dr. Harries advised that the Board will resume this discussion at the August 25 meeting.

- c. Discussion of revisions to Graduate Handbook section 2.1 Applications (presented by Dr. Peter Harries).

Dr. Harries explained this has not significantly changed from the previous, but is a lot more streamlined. A motion to approve these changes passed with minor suggestions from the Board and the item was approved.

- d. Discussion of revisions to Graduate Handbook section 2.2 Application Deadlines (presented by Dr. Peter Harries).

Dr. Harries explained that this has not changed, and that no action is needed.

- e. Discussion of revisions to Graduate Handbook section 2.3 Graduate School Admissions (presented by Dr. Peter Harries).

Dr. Harries explained that this streamlines the current section.

The Board discussed that the current policy punishes students who began a graduate program at NC State who did not do well, then returned many years later to begin a graduate program. Dr. Harries and Dr. Lynch explained that there is discussion about this with Registrar and that we may need to create a new policy to address this issue. The Board will resume this discussion next academic year.

The Board discussed the possibility for exceptions regarding the admissions GPA requirement, and reiterated that there may be exceptions to many rules, but that the Handbook should not codify the exceptions. Dr. Harries reminded the Board that all exception requests and questions should be forwarded to him.

A motion was made to approve this section with the suggestions provided by the Board. The motion passed and the item was approved.

- f. Discussion of revisions to Graduate Handbook section 2.4 International Student Admissions (presented by Dr. Peter Harries).

Dr. Harries explained that this revision includes feedback from the Office of International Services (OIS) to clarify the content, but that there are no substantive changes. A motion was made to approve this section. The motion passed and the section was approved.

- g. Discussion of Graduate Handbook section 1.7 Administrative Board of the Graduate School (presented by Dr. Peter Harries).

Dr. Harries explained that this, as well as item h, has not been reviewed or revised in a long time. The Board discussed that clarification of membership, terms, and duties is warranted. The Graduate School will compile suggestions over the summer and then bring this item back to the Board for suggestions. This will be discussed further during Fall 2016.

- h. Discussion of Graduate Handbook section 1.8 Common Administrative Board Actions (presented by Dr. Peter Harries).

The Graduate School will send suggestions to Board members for feedback, and this will be discussed during Fall 2016.

- i. Discussion of whether this Board should meet monthly as opposed to biweekly during the academic year (presented by Dr. Peter Harries).

The Board concluded that this board should continue to meet biweekly. If a meeting is not necessary, the meeting can be canceled.

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

- a. Report from GSA (presented by Ms. Jessica Nash). No report since Ms. Nash was not present.
- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth).

Dr. Harries read the report of Dr. Hergeth, received via email:

A resolution requesting an update to the *alma mater* was passed. A resolution requesting changes to the alcohol and drug policy was approved. The delegates to the faculty assembly were elected.

- c. Update about the help bubble for dual-level courses in CIM (presented by Ms. Melissa Nosbisch).

Ms. Nosbisch explained that the CIM form cannot be modified at this time, but that the help bubbles can be modified. Ms. Nosbisch and Ms. Li Marcus (Office

of Undergraduate Courses and Curricula) will work this summer to compile CIM resources.

- d. Report that this is the last Administrative Board meeting of the 2015-2016 academic year (presented by Dr. Peter Harries).
  - i. Two exiting members: Dr. Bill Oxenham (Textiles) and Dr. Mohamed Bourham (Engineering).
  - ii. Notification of perfect attendance for the 2015-2016 academic year: Dr. Susanna Lee (Humanities and Social Sciences) and Dr. David Ritchie (Agriculture and Life Sciences).

**V. Next scheduled meeting**

August 25, 2016  
10:00am-12:00pm  
Winslow Hall, room 100

Adjourned at 11:46 am.