

**Administrative Board of the Graduate School
Thursday, August 25, 2016
Room 100, Winslow Hall**

MINUTES

Members present: James Bartlett, Aaron Clark, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, John Dole, George Hodge, Susanna Lee, Yu-Fai Leung, Alun Lloyd, Lian Lynch, Jessica Nash, Melissa Nosbisch, Sharlene O'Neil, Douglas Reeves, Art Rice, David Ritchie, George Rouskas, Rebecca Swanson, Donald Warsing, Yingjiao Xu

Others present: Tyler Allen, David Dixon, Ed Sabornie, Xiangwu Zhang

Members absent: Maureen Grasso, Peter Harries, Helmut Hergeth, Sam Jones, Brittany Mastrangelo

Dr. Lian Lynch called the meeting to order at 10:00 am.

I. Welcome

- a. Introductions- Round table introductions of all members, noting the new members:
 - i. Fashaad Crawford, Office of the Provosts
 - ii. Yu-Fai Leung, College of Natural Resources
 - iii. George Rouskas, College of Engineering
 - iv. Yingjiao Xu, College of Textiles
- b. Role of the Administrative Board- Serve as advisory to the dean of the Graduate School by reviewing course actions, program actions, and policies
- c. Review of Procedures- All items are reviewed by 3 board members prior to being added to the meeting agenda. All board members are expected to review all agenda items prior to each meeting.

II. Approval of Minutes

The minutes from the April 28, 2016 meeting were approved.

III. Administrative Board Action Items

A. Program Action

- a. At the request of the College of Engineering, a proposal to revise the curriculum for the master of (MR) and master of science (MS) in Biomanufacturing programs (presented by Dr. Doug Reeves) was approved.
- b. At the request of the College of Engineering, a request to discontinue the Master of Electrical Engineering (MR) program (presented by Dr. Doug Reeves) was approved.

After brief discussion, the Board agreed that more regular cleanup of these inactive plans is necessary.

- c. At the request of the College of Education, a proposal to create a Graduate Certificate in Special Education (presented by Dr. Ed Sabornie) was approved.

Dr. Sabornie explained that this certificate intends to be one of the first programs to use the multi-tiered systems of support (MTSS) model that will be implemented state-wide by 2020. Other UNC-system schools have certificate programs in special education, but none of them have an emphasis on MTSS so this program will be unique.

- d. At the request of the Poole College of Management, a proposal to establish a dual degree partnership for the Master of Accounting program with Campbell University's Norman Adrian Wiggins School of Law Juris Doctor program (presented by Dr. Frank Buckless) was tabled until a representative from the program can be present.
- e. At the request of the College of Textiles, a proposal to establish a 3+1 Master's program with Istanbul Technical University (presented by Dr. Xiangwu Zhang and Mr. David Dixon) was approved.

Dr. Zhang explained that they have been planning this program for 3 years. He clarified that this is a 3+1+Master's program (rather than a 3+X). Different from a regular 3+X program, the students in this program will be at NC State for a full year of study and will enroll in senior design courses during the fall and spring semester.

- f. At the request of the College of Veterinary Medicine, a request to discontinue the Master of Specialized Veterinary Medicine (MR) program

(presented by Dr. Sam Jones) was tabled until a representative from the college can attend.

A motion was made to approve items g and h as consent items because of their similarity. The motion passed and the items were approved.

- g. At the request of the Department of Psychology, a proposal to change the title of the master's program concentration "Psychology in the Public Interest" to "Applied Social and Community Psychology" to mirror the previously approved PhD concentration title changes (presented by Dr. Deanna Dannels).
- h. At the request of the Department of Psychology, a proposal to change the title of the master's program concentration "Human Factors and Ergonomics" to "Human Factors and Applied Cognition" to mirror the previously approved PhD concentration title changes (presented by Dr. Deanna Dannels).

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

A motion was made to approve all items under section B as consent agenda items. The motion passed and the actions were approved.

College of Agriculture and Life Sciences

- a. At the request of the Department of Applied Ecology, a request to revise the course AEC 761—Conservation Biology by updating the prefix from BIO to AEC (presented by Dr. John Dole).
- b. At the request of the Department of Animal Science, a proposal to revise the course ANS 453/553—Physiology and Genetics of Growth and Development by updating the title (presented by Dr. John Dole).
- c. At the request of the Department of Food, Bioprocessing, and Nutrition Sciences, a proposal to revise the course FS 435/535—Food Safety Management Systems by making it dual-level and updating the course content (presented by Dr. John Dole).
- d. At the request of the Department of Food, Bioprocessing, and Nutrition Sciences, a proposal to revise the course NTR 706—Vitamin Metabolism by updating the course content (presented by Dr. John Dole).
- e. At the request of the Department of Youth, Family, and Community Sciences, a proposal to revise the course YFCS 502—Theories in Family Science by updating the course content (presented by Dr. John Dole).

- f. At the request of the Department of Youth, Family, and Community Sciences, a proposal to revise the course YFCS 585—Professional Ethics and Family Policy by updating the course content (presented by Dr. John Dole).

College of Education

- a. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ECI 571—Instructional Strategies for Students with Disabilities by updating the course content (presented by Dr. Aaron Clark).
- b. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ECI 573—Applied Behavior Analysis & Positive Behavior Intervention and Support in Schools by updating the course content (presented by Dr. Aaron Clark).
- c. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ECI 576—Teaching Functional and Life Skills to Students with Disabilities by updating the course content (presented by Dr. Aaron Clark).
- d. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ECI 585—Education of Children with Exceptionalities by updating the course content (presented by Dr. Aaron Clark).

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to revise the course ECE 466/566—Compiler Optimization and Scheduling by updating the prerequisites, catalog description, and learning objectives (presented by Dr. Douglas Reeves).

College of Humanities and Social Sciences

- a. At the request of the Department of English, a proposal to revise the course ENG 583—Studies in Rhetoric and Writing by updating the title (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Foreign Languages and Literatures, a proposal to revise FL 424/524—Linguistics for ESL Professionals by making the course dual level (presented by Dr. Deanna Dannels).
- c. At the request of the Department of History, a proposal to revise the course HI 462/562—Southern History since the Civil War by updating the description and semester offering (presented by Dr. Deanna Dannels).

- d. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/WGS 423/523—Religion and Politics in America by making it a dual-level course (presented by Dr. Deanna Dannels).
- e. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL 472/572—Women and Religion by updating the course content (presented by Dr. Deanna Dannels).

College of Sciences

- a. At the request of the Department of Chemistry, a proposal to revise the course CH 727—Biological Mass Spectrometry by cross-listing it with BIO and updating the title (presented by Dr. Jo-Ann Cohen).
- b. At the request of the Department of Mathematics, a proposal to revise the course MA 555—Introduction to Manifold Theory by updating the catalog description to more accurately reflect the course content (presented by Dr. Jo-Ann Cohen).
- c. At the request of the Department of Mathematics, a proposal to revise the course MA 755—Introduction to Riemannian Geometry by updating the catalog description and course content (presented by Dr. Jo-Ann Cohen).

College of Textiles

- a. At the request of the College of Textiles, a proposal to revise the course TT 508—Nonwoven Product Development by updating the semester offering (presented by Dr. Yingjiao Xu).
- b. At the request of the College of Textiles, a proposal to revise the course TT 581—Technical Textiles by updating the semester offering (presented by Dr. Yingjiao Xu).
- c. At the request of the College of Textiles, a proposal to revise the course TMS 762—Physical Properties of Fiber Forming Polymers, Fibers and Fibrous Structures by updating the semester offering (presented by Dr. Yingjiao Xu).

C. Course Actions

College of Agriculture and Life Sciences

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

- a. At the request of the College of Agriculture and Life Sciences, a proposal to create the course BIT 477/577—Metagenomics (presented by Dr. John Dole).
- b. At the request of the College of Agriculture and Life Sciences, a proposal to create the course BIT 478/578—Mapping the Brain (presented by Dr. John Dole).
- c. At the request of the Department of Youth, Family, and Community Sciences and Agricultural and Extension Education, a proposal to create the course YFCS 542—Applied Concepts in Early Childhood Development (presented by Dr. John Dole).

College of Engineering

- a. At the request of the Department of Nuclear Engineering, a proposal to create the course NE 523—Computational Transport Theory (presented by Dr. Doug Reeves) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Sociology and Anthropology, a proposal to create the course ANT 501—Proseminar: Introduction to Graduate Studies in Anthropology (presented by Dr. Susanna Lee) was approved.

College of Natural Resources

A motion was made to approve items a through c as consent agenda items. The motion failed and the items were discussed separately.

- a. At the request of the College of Natural Resources, a proposal to create the course EA 501—Environmental Stressors (presented by Dr. Yu-Fai Leung) was approved pending a consultation with Dr. James Bonner, Director of Graduate Programs for the Toxicology program.
- b. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course FOR 574—Forest Mensuration and Modeling (presented by Dr. Yu-Fai Leung) was approved pending that a statement about previous enrollment is added to the action.
- c. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course NR 511—Managing Natural Resources in an Arena of Conflict (presented by Dr. Yu-Fai Leung) was approved.

College of Sciences

- d. At the request of the Department of Chemistry, a proposal to create the course CH 749—Analytical Spectroscopy (presented by Dr. Alun Lloyd) was approved.

College of Veterinary Medicine

- e. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 974—Equine Dentistry and Podiatry (presented by Dr. Jo-Ann Cohen, in Dr. Sam Jones' absence) was approved.

IV. Information Items

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

Ms. Nash discussed the GSA Travel Awards and that applications are due soon. This year, the awards will promise funding in advance of the travel, whereas previously travel funds were awarded after the travel.

Mr. Allen, GSA President, asked that if any Board members have information to share or discuss with the GSA, please let them (Ms. Nash and Mr. Allen) know.

Dr. Lynch suggested that the GSA representative on the university fee committee vocalize graduate student concerns to the committee.

- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth). No report because of Dr. Hergeth's absence.
- c. Course Inventory Management (CIM) update (presented by Ms. Melissa Nosbisch).

Ms. Nosbisch advised that updated user guides are available online and encouraged faculty members to reference these guides. She announced that there will be a hands-on CIM training session for all interested Directors of Graduate Programs (DGPs).

Ms. Nosbisch reminded board members to remind faculty to enter one action for dual-level courses. The duplicate records will be merged together this semester. She also reminded board members that all effective dates should be future semesters, not the current semester.

- d. Website reminder (presented by Dr. Lian Lynch).

Dr. Lynch asked that colleges link to the Graduate School website, not to copy and paste from the Graduate School website. It is better to point directly to the Graduate School website for current information.

- e. Census Day reminders (presented by Dr. Lian Lynch)

Dr. Lynch reminded board members that Census Day is next Tuesday, August 30. Students should be correctly enrolled by that date for the semester.

- f. Online Withdrawal Process (presented by Dr. Lian Lynch)

Dr. Lynch announced that the approval routing for the withdrawal process will now be done entirely electronically. She will email screenshots and directions to the Board.

V. Next scheduled meeting

September 15, 2016

10:00am-12:00pm

The Graduate School (College of Textiles), room 2328

Adjourned at 11:07 am.