

**Administrative Board of the Graduate School
Thursday, September 29, 2016
Room 2328, College of Textiles- The Graduate School**

MINUTES

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

Others present: Louis Hunt, Kathy Krawczyk

Dean Grasso called the meeting to order at 10:00am.

I. Approval of Minutes

The minutes from the August 25, 2016 meeting were approved.

II. Administrative Board Action Items

A. Program Action

- a. 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. Kathy Krawczyk) was approved.
- b. At the request of the College of Sciences, a proposal to edit the degree code for the Master of Financial Mathematics (presented by Dr. Jo-Ann Cohen) was approved.
- c. 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 approved.

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

College of Agriculture and Life Sciences

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

- a. At the request of the Department of Animal Science, a proposal to revise the course ANS 440/540—Animal Genetic Improvement by merging the undergraduate and graduate levels onto one record (presented by Dr. David Ritchie).
- b. At the request of the Department of Animal Science, a proposal to revise the course ANS 452/552—Comparative Reproductive Physiology and Biotechnology by merging the undergraduate and graduate levels onto one record (presented by Dr. David Ritchie).
- c. 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 merging the undergraduate and graduate levels onto one record (presented by Dr. David Ritchie).
- d. At the request of the Department of Animal Science, a proposal to revise the course ANS/NTR 561—Equine Nutrition by updating the prerequisites (presented by Dr. David Ritchie).
- e. At the request of the Department of Entomology and Plant Pathology, a proposal to revise the course ENT/AEC 509—Biology of Aquatic Insects by cross-listing the course with Applied Ecology (presented by Dr. David Ritchie).

College of Design

- a. At the request of the Department of Architecture, a proposal to revise the course ARC 523—Building Energy Modeling and Simulation by updating the term offering (presented by Prof. Art Rice) was approved.

College of Humanities and Social Sciences

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

- a. At the request of the Department of Sociology and Anthropology, a proposal to revise the course ANT 475/575—Environmental Archaeology by updating the title and course content (presented by Dr. Susanna Lee).
- b. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 407/507—Islamic History to 1798 by updating the course content (presented by Dr. Susanna Lee).

College of Management

- a. At the request of the Department of Business Management, a proposal to revise the course MBA 536—Experience Innovation and Strategic Design by updating the title and course content (presented by Dr. Donald Warsing) was approved.

College of Sciences

- a. At the request of the Department of Mathematics, a proposal to revise the course MA 540—Uncertainty Quantification for Physical and Biological Models by changing the year offering (presented by Dr. Alun Lloyd) was approved.

College of Veterinary Medicine

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

- a. At the request of the College of Veterinary Medicine, a proposal to revise the course VMB 960—Veterinary Radiology and Radiobiology by reducing the credit hours (presented by Dr. Sam Jones).
- b. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 961—Companion Animal Medicine and Surgery II by reducing the credit hours and updating the title and description (presented by Dr. Sam Jones).
- c. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 978—Equine Lameness and Imaging by updating the title (presented by Dr. Sam Jones).

C. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Applied Ecology, a proposal to create the course AEC 503—Foundations of Ecology (presented by Dr. John Dole) was approved.
- b. At the request of the Department of Biological and Agricultural Engineering, a proposal to create the course BAE 478/578—Agricultural Waste Management (presented by Dr. John Dole) was approved.
- 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 551—Research Methods in Youth, Family, and Community Sciences (presented by Dr. John Dole) was approved.

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 505—Neural Interface Engineering (presented by Dr. George Rouskas) was approved.
- b. At the request of the Fitts Department of Industrial and Systems Engineering, a proposal to create the course ISE/OR/TE 562—Simulation Modeling (presented by Dr. George Rouskas) was approved.

College of Natural Resources

- a. At the request of the College of Natural Resources, a proposal to create the course EA 505—Environmental Assessment Law and Policy (presented by Dr. Yu-Fai Leung) was approved.

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

- b. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course FOR 504—The Practice of Silviculture (presented by Dr. Yu-Fai Leung) was approved.
- c. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course FOR 506—Silviculture Laboratory (presented by Dr. Yu-Fai Leung).
- d. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course FOR 532—Wildland Firefighter (presented by Dr. Yu-Fai Leung).

College of Sciences

- a. At the request of the Department of Statistics, a proposal to create the course ST 563—Introduction to Statistical Learning (presented by Dr. Jo-Ann Cohen) was approved.

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to create the course VMB 961—Success in the Clinics (presented by Dr. Sam Jones) was approved.
- b. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 906—Bovine Assisted Reproduction Techniques (presented by Dr. Sam Jones) was approved.

III. New Business

- a. Discussion of revisions to Graduate Handbook sections 1.7 and 1.8 Administrative Board of the Graduate School (presented by Dr. Peter Harries).

Dr. Harries explained that this document was drafted based on feedback at the end of last year's meeting. He explained that the biggest change is that each college may have up to 2 members serving on the Board.

Any suggested revisions or comments should be sent to Dr. Harries. He will modify the document and bring back this item at a later date for approval by the Board.

- b. Discussion of old courses applying to graduate student grade point average (GPA), REG 02.45.02 Grades and Credit in Graduate Courses (presented by Dr. Peter Harries).

Dr. Harries explained that if a student begins a program but does poorly, terminates the program, then returns years later to complete that degree, the low grades factor into the current GPA. This can negatively affect the student as it becomes difficult to meet the minimum GPA requirement. Dr. Harris proposes that the Graduate School initiate a policy that waives GPA from old courses taken outside of the current graduate program, since those older courses are unrelated to the current program of study.

Dr. Louis Hunt explained that at the undergraduate level GPA's can be reset when a student enters a new program. There are various tools at our disposal if we want to initiate a similar "grade amnesty" policy for graduate students.

Dr. Harries stated that the Graduate School will draft a policy revision to address this issue. Any suggestions or comments should be sent to Dr. Harries and this item will be brought back to the agenda at a later date for approval by the Board.

- c. Discussion of whether or not concentrations should have different CIP codes than the major program (presented by Dr. George Hodge) was postponed for a later meeting.

IV. Information Items

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

Ms. Nash announced that GSA sent 2 representatives to Legislative Action Days in Washington, DC in early September to discuss issues related to graduate education. Topics discussed included graduate student health insurance and student visas. Students are concerned about proposed changes to health insurance. Dean Grasso noted that there are committees on campus concerned with this, as well.

Ms. Nash announced that there is a new GSA subcommittee to discuss student fees, particularly college-specific fees. This subcommittee was initiated by GSA representatives, not just the executive board, which illustrates increased graduate student involvement in the organization.

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

Dr. Hergeth explained feedback from the Faculty Senate about Dean Grasso's presentation at a recent meeting. Dean Grasso's presentation was about faculty as mentors for graduate students.

Dr. Harries explained that it is important to identify the faculty members who are not serving as good mentors, for example by not moving students through the program in a timely manner, because poor mentoring can be detrimental for students.

Dr. Dannels mentioned that she shared the performance data provided by the Graduate School with programs in the college and that she received positive responses. She suggests the approach, "here is the data, do what you want with it" so the programs can assess the neutral data and they move forward as they desire. This way, the Graduate School is providing data, but is not telling the programs how to conduct business within their programs.

c. Report of the online withdrawal system (Dr. Lian Lynch).

Dr. Lynch announced that the online withdrawal process is live. The screenshots were posted for all board members to see. She explained that the Leave of Absence request is embedded in this process and that the Graduate School hopes to include the termination process eventually. She noted that you can check the status of and action at any time. Beginning Monday, October 3, DGPs will receive a weekly email of withdrawal notifications listing approvals and denials. Contact Dr. Lynch with any questions.

d. Announcement of the Peer Writing Program, <https://grad.ncsu.edu/peer-writing-groups/> (presented by Dr. Peter Harries).

Dr. Harries announced that this is a new program attempting to form writing groups for students from various areas. A trained peer will lead each workshop. Dr. Harries suggested that this will be a recurring opportunity.

- e. Announcement of the Spring/Summer 2017 Doctoral Dissertation Completion Grants application deadline of October 14, 2016, <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/> (presented by Dr. Peter Harries).

The target audience is students who are struggling with finishing the dissertation and need the additional assistance.

- f. Announcement of the Southern Regional Education Board (SREB) Doctoral Scholars Program application deadline of March 1, 2017, https://grad.ncsu.edu/wp-content/uploads/2016/08/SREB_Doctoral_Scholars_Description.pdf (presented by Dr. Peter Harries).

Dr. Harries announced that this is a scholarship program designed to create more PhD students from underrepresented minority status. NC State is funding 5 scholars per year. Contact Dr. David Shafer at the Graduate School with any questions.

- g. Announcement of changes to the Graduate Catalog, <http://www.grad.ncsu.edu/catalog/default.asp> (presented by Ms. Melissa Nosbisch).

Ms. Nosbisch announced that the Graduate Catalog page will soon display information for each graduate program, rather than the current display of departments. DGPs will soon be prompted to update their program page. The Board had no concerns about this transition.

- h. Dr. Cohen mentioned the racial climate town hall meeting tonight at Stewart Theatre and encouraged all to attend.

V. Next scheduled meeting

October 13, 2016
10:00am-12:00pm
Winslow Hall, room 100

Adjourn at 11:30 am.