

Administrative Board of the Graduate School
Thursday, October 13, 2016
Winslow Hall, Room 100

MINUTES

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

Others present: Duane Larick, Tameka Whitaker

Members Absent: James Bartlett, Helmut Hergeth, George Hodge, Melissa Nosbisch, Art Rice

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

I. Approval of Minutes

The minutes from the September 29, 2016 meeting were approved.

II. Administrative Board Action Items

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

College of Natural Resources

- a. At the request of the Department of Forestry and Environmental Resources, a proposal to revise the course NR 460/560—Renewable Natural Resource Management and Policy by adding a graduate-level offering (presented by Dr. Yu-Fai Leung) was approved.

B. Course Actions

College of Engineering

- a. At the request of the Department of Materials Science and Engineering, a proposal to create the course MSE 721—Nanoscale Simulations and Modeling (presented by Dr. Doug Reeves) 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 updated based on feedback from the previous meeting. These sections were approved with a few minor changes.

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

Dr. Harries explained that this document was drafted based on feedback from the previous meeting. The Board recommended minor changes to this document. Dr. Harries will complete the changes and send the updated document to Board members to disseminate to their DGPs and GSCs for feedback.

- c. Discussion of whether or not minor course actions should be reviewed by the Administrative Board (presented by Dr. George Hodge).

After brief discussion of minor course actions in CIM, the Board agreed that there should be a minor action section of the agenda as consent agenda items.

IV. Information Items

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

Ms. Nash announced the next GSA meeting is October 31, 2016. Ms. Nash announced that the previous GSA president, Jacob Majikes, received the results from the management survey and is distributing them to the executive board for review and discussion. Dr. Harries asked that the GSA share the results from that survey with the Administrative Board.

- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth). No report because of Dr. Hergeth's absence.
- c. Report about proposal reviews regarding budget (presented by Senior Vice Provost Duane Larick).

Dr. Larick explained that the Administrative Board should review proposals to evaluate whether the implementation schedule is realistic. It will take about 2 years for a program to complete the approval process. If a proposal does not adhere to that reality, it should be denied.

Dr. Larick explained that the Administrative Board serves an important role regarding proposal reviews, including reviewing proposed budgets. The Board should review budget sections of proposals to determine whether or not the proposed budget is reasonable and whether new funding, if required, is in place. Proposals need to better address the budget and new enrollment projections, so if the proposal does not do this adequately, the Board should determine that the proposal is not ready for approval.

Dean Grasso suggested that an appended letter of support from the college dean and Provost should be included in program proposals. The Board concluded that such a letter and the budget section from the Request to Establish be included in the Request to Plan.

- d. Announcement of Master's Thesis Awards sponsored by the Conference of Southern Graduate Schools, applications due November 4, 2016, http://www.csgs.org/awards/masters_thesis.html (presented by Dr. Peter Harries).
- e. Announcement of Master's Thesis Awards for Digital Scholarship sponsored by the Conference of Southern Graduate Schools, applications due November 4, 2016, http://www.csgs.org/awards/etd_thesis.html (presented by Dr. Peter Harries).
- f. Dr. Lian Lynch mentioned the Cashiers Office just implemented a policy requiring students to electronically sign a statement of responsibility prior to registration. Emails were sent out to Graduate Students earlier this week regarding this requirement. If anyone has questions they can be referred to student_accounts@ncsu.edu.

V. Next scheduled meeting

October 27, 2016
10:00am-12:00pm
Winslow Hall, room 100