

**Administrative Board of the Graduate School  
Thursday, November 10, 2016  
Graduate School, College of Textiles, Room 2328**

**MINUTES**

Members present: Aaron Clark, Fashaad Crawford, John Dole, Maureen Grasso, Peter Harries, George Hodge, Sam Jones, Susanna Lee, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Spencer Muse, Jessica Nash, Melissa Nosbisch, Sharlene O'Neil, Doug Reeves, Art Rice, David Ritchie, George Rouskas, Rebecca Swanson, Donald Warsing

Others present: Jacob Majikes, Adrianna Kirkman, Melissa Pasquinelli, Nathan Porter, Amanda Young

Members absent: James Bartlett, Deanna Dannels, Helmut Hergeth, Yingjiao Xu

Dean Grasso called the meeting to order at 10:05 am.

**I. Approval of Minutes**

The minutes from the October 13, 2016 meeting were approved.

**II. Administrative Board Action Items**

**A. Program Actions**

- a. At the request of the College of Engineering, a proposal to create a concentration in Engineering Management Development for the Master of Engineering program (presented by Dr. Doug Reeves) was approved.
- b. At the request of the Department of Statistics, a proposal to create a concentration in Data Science for the Master of Statistics program (presented by Dr. Alun Lloyd) was approved.

Dr. Lloyd explained that a consultation was obtained from the College of Engineering and the Advanced Analytics graduate program to confirm that this concentration does not overlap with current program offerings.

- c. At the request of the School of Architecture, a proposal to create a concentration in History and Theory of Architecture for the Master of Architecture program (presented by Prof. Art Rice) was approved.

**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 Engineering*

- a. At the request of the College of Engineering, a proposal to revise the course BEC 441/541—Expression Systems in Biomanufacturing II by making the course dual level (presented by Dr. George Rouskas).
- b. At the request of the Department of Electrical and Computer Engineering, a proposal to revise the course ECE 463/563—Microprocessor Architecture by updating the course content (presented by Dr. George Rouskas).
- c. At the request of the Department of Electrical and Computer Engineering, a proposal to revise the course ECE 464/564—ASIC and FPGA Design with Verilog by updating the course content (presented by Dr. George Rouskas).

*College of Humanities and Social Sciences*

- a. At the request of the Department of English, a proposal to revise the course ENG 517—Advanced Technical Writing, Editing, and Document Design by updating the course content (presented by Dr. Susanna Lee).
- b. At the request of the Department of Psychology, a proposal to revise the course PSY 750—The Psychology of Inequality by updating the course content (presented by Dr. Susanna Lee).
- c. At the request of the Department of Psychology, a proposal to revise the course PSY 751—Intervention Planning and Evaluation by updating the course content (presented by Dr. Susanna Lee).
- d. At the request of the Department of Psychology, a proposal to revise the course PSY 758—Special Topics in Applied Social and Community Psychology by updating the title (presented by Dr. Susanna Lee).

*College of Sciences*

- a. At the request of the Department of Mathematics, a proposal to revise the course FIM 601—Seminar in Financial Mathematics by updating the course content (presented by Dr. Alun Lloyd).
- b. At the request of the Department of Statistics, a proposal to revise the course ST 435/535—Statistical Methods for Quality and Productivity Improvement by updating the course content (presented by Dr. Alun Lloyd).

*College of Veterinary Medicine*

- a. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 964—Swine and Poultry Medicine by reducing the credit hours (presented by Dr. Sam Jones).

**C. Course Actions**

*College of Engineering*

- c. At the request of the Department of Mechanical and Aerospace Engineering, a proposal to create the course MAE 426/526—Fundamentals of Product Design (presented by Dr. Doug Reeves) was approved.

*College of Natural Resources*

- a. At the request of the College of Natural Resources, a proposal to create the course EA 501—Environmental Stressors (presented by Dr. Adrianna Kirkman) was approved.
- b. At the request of the College of Natural Resources, a proposal to create the course NR 510—Military Land Sustainability (presented by Dr. Adrianna Kirkman) was approved.

*College of Sciences*

- a. At the request of the Department of Mathematics, a proposal to create the course FIM 500—Career Development for Quants (presented by Dr. Alun Lloyd) was approved.

*College of Veterinary Medicine*

- a. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 908—Advanced Small Animal Surgery (presented by Dr. Sam Jones) was approved.
- b. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 946—Extramural Business Management Experience (presented by Dr. Sam Jones) was approved.

#### **D. Minor Actions (usually taken as a consent agenda)**

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

- a. At the request of the College of Education, a proposal to revise the curriculum for the Teacher Education and Learning Sciences doctoral program by removing the previous master's requirement (presented by Dr. Aaron Clark).
- b. At the request of the Department of Entomology and Plant Pathology, a proposal to revise the course ENT 641—Agricultural Entomology Practicum by updating the offering (presented by Dr. John Dole).
- c. At the request of the Department of Entomology and Plant Pathology, a proposal to revise the course ENT 841—Agricultural Entomology Practicum by updating the offering (presented by Dr. John Dole).
- d. At the request of the College of Natural Resources, a proposal to revise the course GIS 515—Cartographic Design by updating the title (presented by Dr. Yu-Fai Leung).
- e. At the request of the College of Natural Resources, a proposal to revise the course GIS 520—Spatial Problem Solving by updating the title (presented by Dr. Yu-Fai Leung).
- f. At the request of the College of Natural Resources, a proposal to revise the course GIS 530—Spatial Data Foundations by updating the course description (presented by Dr. Yu-Fai Leung).
- g. At the request of the College of Natural Resources, a proposal to revise the course GIS 590—Geospatial Information Science Master's Project by updating the title (presented by Dr. Yu-Fai Leung).
- h. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 990—Extramural Experiences- Large Animal by updating the title (presented by Dr. Sam Jones).

#### **III. New Business**

- a. Discussion of proposed revisions to the Graduate Handbook section 3.10 Change in Degree Level or Program (presented by Dr. Peter Harries).

Dr. Harries explained that these revisions outline the requirements for transferring between degree levels and programs. He noted that he would still have the final signature of the transfer.

The Board discussed the importance of communication among the involved DGPs and the importance of having early conversations with students so this option is not used as a last resort.

Dr. Harries will edit this section using the feedback provided and bring this back to the Board for a vote at a later date.

- b. Discussion of proposed revisions to the Graduate Handbook section 3.11 Dual Master's Degrees (presented by Dr. Peter Harries).

A motion to approve this section pending minor editing passed and the revisions were approved.

- c. Discussion of proposed revisions to the Graduate Handbook section 3.12 Master's Degrees while in Doctoral Status (presented by Dr. Peter Harries).

Dr. Harries explained that these revisions were minor editorial changes and condensing material. He clarified that the numbering of items in the handbook will change once all sections have been updated. The full handbook will be brought to the Board when ready for final approval to check the numbering.

A motion to approve this section passed and the revisions were approved.

- d. Discussion of proposed revisions to the Graduate Handbook section 3.13 Accelerated Bachelor's/Master's Program (presented by Dr. Peter Harries).

Dr. Harries explained that these revisions clarify the material in this section. There are no major revisions.

The Board discussed the importance of early discussions with the student, Director of Undergraduate Programs, and Director of Graduate Programs to determine and agree upon the coursework, double-counting of credits, and the graduate Plan of Work.

A motion to approve this section passed and the revisions were approved.

- e. Reminders while reviewing graduate applications (presented by Dean Maureen Grasso).

Dean Grasso explained that colleges and units need to strive to admit students quickly. Applicants are awaiting replies from NC State and other graduate programs, and if they are kept waiting for too long, they may accept other offers.

Dean Grasso reminded the Board of the importance of enrollment projections and meeting enrollment targets. Applicants and new students are key factors in these discussions. A new university committee task force hopes to compile a report that will compare this year's enrollment to last year's enrollment.

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

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

Ms. Nash reminded the Board of the management survey that was conducted last year by GSA members.

Dr. Jacob Majikes (former GSA President), Nathan Porter, and Amanda Young presented the results of the survey which attempted to capture graduate assistants' opinions about their relationship with their manager as a mentor. The survey gathered qualitative and quantitative data from approximately 500 students that yield positive and negative feedback.

The Board applauded the GSA students for their work and hopes that the results will be distributed to the faculty for review. Dean Grasso asked that GSA share the results and the presentation with the Graduate School and asked the GSA representatives to ask other students and GSA members to provide their suggestions about how the data can be used for improvement.

- b. Report from Faculty Senate (presented by Dr. Helmet Hergeth). No report because of Dr. Hergeth's absence.

#### **V. Next scheduled meeting**

December 1, 2016  
10:00am-12:00pm  
Winslow Hall, Room 100

Meeting adjourned at 11:30 am