

**Administrative Board of the Graduate School  
Thursday, January 26, 2017  
Winslow Hall, Room 100**

**MINUTES**

Members present: James Bartlett, Aaron Clark, Deanna Dannels, Maureen Grasso, Peter Harries, Kerry Havner, Sam Jones, Susanna Lee, Yu-Fai Leung, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Spencer Muse, Jessica Nash, Melissa Nosbisch, Sharlene O'Neil, Doug Reeves, Art Rice, David Ritchie, Rebecca Swanson, Donald Warsing, Yingjiao Xu

Members absent: Fashaad Crawford, George Rouskas

Dean Grasso called the meeting to order at 10:03 am.

**I. Approval of Minutes**

The minutes from the December 1, 2016 were approved.

**II. Administrative Board Action Items**

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

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

*College of Engineering*

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE/CSC 406/506—Architecture of Parallel Computers (presented by Dr. George Rouskas).
- b. At the request of the Department of Nuclear Engineering, a proposal to revise the course NE 401/501—Reactor Analysis and Design by updating the course content (presented by Dr. George Rouskas).

*College of Humanities and Social Sciences*

- a. At the request of the Department of Sociology and Anthropology, a proposal to revise the course ANT 483/583—Theories of Archaeological Research by updating the course content (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Foreign Languages and Literatures, a proposal to revise the course FL/ECI 427/527—Methods and Materials in Teaching English as a Second Language by making the course dual-level and updating the prerequisites (presented by Dr. Deanna Dannels).

*College of Sciences*

- a. At the request of the Department of Statistics, a proposal to revise the course ST 405/505—Applied Nonparametric Statistics by making the course dual-level and updating the course content (presented by Dr. Spencer Muse).

**B. Course Actions**

*College of Agriculture and Life Sciences*

- a. At the request of the Department of Food, Bioprocessing, and Nutrition Sciences, a proposal to drop the course NTR 520—Community Nutrition (presented by Dr. David Ritchie) 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 428/528—Human Paleopathology (presented by Dr. Susanna Lee) was approved.

*College of 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 Mathematics, a proposal to create the course FIM 650—Internship in Financial Mathematics (presented by Dr. Alun Lloyd).
- b. At the request of the Department of Mathematics, a proposal to create the course FIM 675—Project in Financial Mathematics (presented by Dr. Alun Lloyd).

*College of Veterinary Medicine*

- a. At the request of the College of Veterinary Medicine, a proposal to create the course CBS 624—Special Problems in Gastrointestinal Physiology (presented by Dr. Sam Jones) was approved.

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

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

- a. At the request of the Department of Sociology and Anthropology, a proposal to revise ANT 411/511—Overview of Anthropological Theory by updating the offered semester and prerequisites (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ECI 543—Literacy Assessment and Intensified Instruction I by updating the title and course description (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 544—Literacy Assessment and Intensified Instruction II by updating the title and course description (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 645—Supervised Practicum in Literacy by updating the title and course description (presented by Dr. Aaron Clark).
- e. At the request of the Department of Forestry and Environmental Resources, a proposal to revise the course FOR/NR 420/520—Watershed and Wetlands Hydrology by updating the prerequisites (presented by Dr. Yu-Fai Leung).
- f. At the request of the Department of Business Management, a proposal to revise the course MBA 524—Equity Valuation by updating the offering and prerequisite (presented by Dr. Donald Warsing).
- g. At the request of the Department of Forestry and Natural Resources, a proposal to revise the course NR 400/500—Natural Resource Management by updating the prerequisites (presented by Dr. Yu-Fai Leung).

### **III. New Business**

- a. Discussion of revisions to Graduate Handbook section 3.15 Minimum Registration and Residence Requirements (presented by Dr. Peter Harries).

Dr. Harries discussed that these are not substantive changes, rather mostly clarification in the language of this handbook section.

After brief discussion about the registration requirements and Electronic Thesis and Dissertation (ETD) submission, the Board decided that a table listing the deadlines would be useful in this section.

The Board discussed the requirements for full-time and half-time registration for master's thesis and dissertation students. Dr. Harries reminded the Board that non-thesis students must always be enrolled in 9 credit hours to be considered full-time.

Dr. Harries stated that he will make the suggested changes and bring this item back to the Board for approval at the next meeting.

- b. Discussion of revisions to Graduate Handbook section 3.16 Course Registration (presented by Dr. Peter Harries).

Dr. Harries discussed that these are not substantive changes, rather mostly clarification in the language of this handbook section.

Board members discussed the ability of graduate students to complete 400-level courses for graduate credit. Graduate students may enroll in and complete 400-level courses, but they cannot be listed on the Plan of Work.

The Board noted that there is no limit to the number of inter-institutional courses a graduate student may complete. Dr. Harries explained that there is a SACSCOC requirement for the number of courses that must be completed at the degree-granting institution. He will update this handbook section to include a similar requirement.

A motion was made to approve this handbook section pending the suggested changes. The motion passed and the revisions to this handbook section were approved pending the suggested changes.

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

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

Ms. Nash highlighted some of the GSA activities for Spring 2017 and noted that there has been high interest in the workshops the GSA has hosted so far. One of GSA's goals is to increase graduate student representation in student government. GSA members are running for

seats in the student senate and working with student government to get a permanent graduate student position on the president's cabinet. Applications for the GSA award for conferences are due on February 15, 2017.

Dean Grasso noted the creation of a new student organization: Black Graduate Student Association. Ms. Nash noted that GSA will reach out to the new organization.

- b. Report from Faculty Senate (presented by Dr. Kerry Havner).

Dr. Havner is the new faculty senate representative. He announced that he remains active in the field conducting research as an Emeritus Professor. Dr. Havner noted that the Faculty Senate has had many presentations lately and will bring updates to the Board.

- c. Reminder about the Southern Regional Education Board (SREB) Doctoral Scholars Program. The deadline is March 1, 2017 (presented by Dr. Peter Harries). <http://www.sreb.org/>

Dr. Harries explained that this is a national award that supports under-represented doctoral students to assist in diversifying the faculty. North Carolina is not part of the SREB, but the Provost's office has agreed to fund 5 of these awards. Dr. Harries encouraged Board members to communicate to their colleges about this award to increase under-represented doctoral students.

- d. Reminder of University Graduate Fellowships for all doctoral programs, <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/university-graduate-fellowships/>. (Presented by Dr. Peter Harries).

Dr. Harries note that these awards should be used as recruitment tools to recruit new doctoral students to NC State.

- e. Reminder about enrollment numbers (Dean Grasso).

Dean Grasso noted the importance of making admissions decisions quickly. Programs need to be more diligent with submitting decisions as many of our applicants get offers from other graduate schools. The Graduate School will continue to think about ways to maintain or increase enrollment. Dean Grasso announced that domestic and international application numbers seem to be down.

Dean Grasso announced that international enrollment numbers for Spring 2017 will be down for the Fall 2017 semester because of a potential executive order that halts entry to the country for students on several different visas.

- f. Update on scheduling of dual-level courses for future semesters (Presented by Ms. Brittany Mastrangelo).

Ms. Mastrangelo gave a brief history of this, explaining that all dual-level courses were merged onto a single course ID rather than having a separate ID for the 400-level and 500-level. This was discussed at previous Administrative Board and University Courses and Curricula Committee meetings. She will send a reminder to scheduling officers to schedule using one course ID for these courses.

**V. Next scheduled meeting**

February 9, 2017

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 11:12am.