

Administrative Board of the Graduate School
Thursday, February 9, 2017
Winslow Hall, Room 100

MINUTES

Members present: James Bartlett, Aaron Clark, Fashaad Crawford, John Dole, Maureen Grasso, Peter Harries, Kerry Havner, Susanna Lee, Yu-Fai Leung, Lian Lynch, Brittany Mastrangelo, Spencer Muse, Jessica Nash, Melissa Nosbisch, Art Rice, David Ritchie, George Rouskas, Rebecca Swanson, Donald Warsing, Yingjiao Xu

Others present: Ingrid Schmidt

Members absent: Deanna Dannels, Sam Jones, Alun Lloyd, Sharlene O'Neil, Doug Reeves

Dr. Peter Harries called the meeting to order at 10:02 am.

I. Approval of Minutes

The minutes from January 26, 2017 were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the Department of Art and Design, a proposal to change the title of the Fibers and Surface Design concentration within the Master of Art and Design program to Fibers and Fashion Studies (presented by Prof. Art Rice) was approved.

B. Course Actions

College of Management

- a. At the request of the Department of Business Administration, a proposal to create the course MBA 510—Critical Thinking for Managers (presented by Dr. Donald Warsing) was approved.

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

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

- a. At the request of the Department of Statistics, a proposal to revise the course ST 701—Statistical Theory I by changing the course number (presented by Dr. Spencer Muse).
- b. At the request of the Department of Statistics, a proposal to revise the course ST 702—Statistical Theory II by changing the course number (presented by Dr. Spencer Muse).
- c. At the request of the Department of Statistics, a proposal to revise the course ST 705—Linear Models and Variance Components (presented by Dr. Spencer Muse).
- d. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 948—Clinical Rotation in Veterinary Radiation Oncology by updating the grading basis (presented by Dr. Sam Jones).
- e. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 949—Equine Primary Care by updating the grading basis (presented by Dr. Sam Jones).
- f. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 955—Extramural Experiences in Lab An Med by updating the grading basis (presented by Dr. Sam Jones).
- g. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 963—Extramural Experience in Zoological Medicine by updating the grading basis (presented by Dr. Sam Jones).
- h. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 993—Equine Special Topics by updating the grading basis (presented by Dr. Sam Jones).
- i. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 994—Small Animal 4th Year Extramural Studies by updating the grading basis (presented by Dr. Sam Jones).
- j. At the request of the College of Veterinary Medicine, a proposal to revise the course VMC 997—Raptor Medicine and Rehabilitation by updating the grading basis (presented by Dr. Sam Jones).

- k. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 973—Special Topics in Epidemiology by updating the grading basis (presented by Dr. Sam Jones).
- l. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 990—Extramural Experiences- Large Animal by updating the grading basis (presented by Dr. Sam Jones).
- m. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 994—Extramural Experience in Pathology by updating the grading basis (presented by Dr. Sam Jones).
- n. At the request of the College of Veterinary Medicine, a proposal to revise the course VMP 999—Extramural in Vet International Programs by updating the grading basis (presented by Dr. Sam Jones).

III. New Business

- a. Discussion and motion to approve proposed changes to Graduate Handbook section 3.15 Minimum Registration and Residence Requirements (presented by Dr. Peter Harries) was approved with suggested minor editorial revisions.

Dr. Harries explained that the revisions the Board discussed at the last meeting have been addressed in this revised document.

- b. Discussion of proposed changes to Graduate Handbook section 3.14 Graduate Certificate Programs (presented by Dr. Peter Harries).

Dr. Harries explained that these revisions are not major substantive changes, rather more streamlined information for clarification.

The Board discussed that “transfer credit” seems to be used inconsistently throughout this section and recommended clarification of the different types of transfer credit. Dr. Harries noted that he will add clarifying language to the section.

Dr. Harries will revise the document with the suggestions from the Board and bring the item back to the Board for a vote at a later meeting.

- c. Discussion of proposed changes to Graduate Handbook section 3.20 Academic Difficulty (presented by Dr. Peter Harries).

Dr. Harries explained that these revisions are not major substantive changes, rather more streamlined information for clarification.

The Board discussed whether Academic Probation should begin earlier in certain degree programs. Dr. Harries will research and see if there is an NC State Policy or Regulation related to academic probation to determine whether the Graduate School can edit this section.

Dr. Harries will investigate this further and bring the item back to the Board for a vote at a later meeting.

- d. Discussion of proposed changes to Graduate Handbook section 3.21 Graduation (presented by Dr. Peter Harries) was approved with suggested minor editorial revisions.

Dr. Harries explained that these revisions are not major substantive changes, rather more streamlined information for clarification.

- e. Discussion of proposed changes to Graduate Handbook section 3.22 Diplomas (presented by Dr. Peter Harries) was approved with suggested minor editorial revisions.

Dr. Harries explained that these revisions are not major substantive changes, rather more streamlined information for clarification.

- f. Discussion of proposed changes to Graduate Handbook section 3.23 University Patent Agreement and Copyright Procedures (presented by Dr. Peter Harries) was approved.

Dr. Harries explained that these revisions make the section appear more concise than it was previously. The revisions include links to the related policies rather than duplicating information in multiple places.

- g. Discussion of the grading basis for 600-level and 800-level graduate courses (presented by Dr. Peter Harries).

This items was postponed until we discuss the graduate courses section of the handbook (Section 3.19).

- h. Discussion of new study abroad regulation (presented by Ms. Ingrid Schmidt).

Ms. Schmidt explained that faculty do not need to know all of the details about study abroad, they just need to be familiar with the resources available to students in International Affairs so they may forward students with further questions. Ms. Schmidt explained that these changes arose because of questions about the study abroad request versus and travel

registry. Ms. Schmidt clarified that if the travel is related to academic credit or coursework, students should register for study abroad, but explained that this can be a difficult distinction and may be different for each student.

She noted that there is an added form required to indicate that the academic unit is aware of the study and travel abroad.

She explained that there will be a Frequently Asked Questions (FAQ) portion of the website that will elaborate on the compliance and student conduct issues. If you have any suggestions for FAQ content, please forward them to Ms. Schmidt as soon as possible (irschmid@ncsu.edu).

IV. Information Items

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

Ms. Nash announced that nominations for next year's GSA executive board are now open.

Ms. Nash explained that graduate students are concerned with the recent travel ban executive order. The GSA decided to support NC State and the Graduate School's response to the ban instead of releasing its own statement in response.

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

Dr. Havner informed the Board of the meeting highlights from the past two Faculty Senate meetings:

- January 24, 2017- Chancellor Woodson attended this meeting and recognized 3 faculty members who have been accepted to the National Academy of Inventors; the Bias Incidence Response Team (BIRT) was established; two resolutions were passed by the UNC Faculty Assembly 1/6/2017
- February 7, 2017- Senior Vice Provost Duane Larick attended this meeting to speak about enrollment. He encouraged faculty to review applications and submit decisions as soon as possible; Faculty overload was discussed

Note that faculty senate minutes are available online for more details: <https://facultysenate.ncsu.edu/meetings-minutes/>.

c. Graduate School updates (Dean Maureen Grasso).

Dean Grasso explained that the Graduate School has been thinking about enrollment numbers. We should be efficient and fast in our review of students so we can recruit them. Specifically for international students, it is important to process these admissions quickly. We anticipate there could be delays in obtaining visas, regardless of the country, so we encourage timely submission of the documents.

The Graduate School has received applications from the countries included in the travel ban and has reached out to all of those students advising that we will review all of those applicants. Other institutions are affected by the travel ban, as well, but NC State is taking action.

V. Next scheduled meeting

February 23, 2017

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 11:25 am.