

**Administrative Board of the Graduate School
Thursday, April 27, 2017
Winslow Hall, room 100**

MINUTES

Members present: Aaron Clark, Fashaad Crawford, Deanna Dannels, John Dole, Peter Harries, Kerry Havner, Sam Jones, Susanna Lee, Yu-Fai Leung, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Spencer Muse, Melissa Nosbisch, Doug Reeves, Art Rice, David Ritchie, George Rouskas, Rebecca Swanson, Donald Warsing, Yingjiao Xu

Others present: William Barnhardt, Bryan Bell, Howard Bondell, Pierre Gremaud, Lance Fusarelli, Nancy Penrose

Members absent: James Bartlett, Maureen Grasso, Jessica Nash

Dr. Lian Lynch called the meeting to order at 10:03 am.

I. Approval of Minutes

The minutes of the March 30, 2017 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Design, a proposal to create a Graduate Certificate in Public Interest Design (presented by Prof. Bryan Bell) was approved.

Prof. Rice mentioned that this certificate will formalize collaboration between architecture and landscape architecture. The Board had no questions or concerns about this proposal.

- b. At the request of the College of Engineering and College of Sciences, a Request to Plan a Master of Science in Data Science (presented by Dr.

Howard Bondell, Dr. Pierre Gremaud, and Dr. George Rouskas) was approved.

Dr. Harries discussed that this is a proposed joint degree program and advised that Dr. Michael Rappa, Advanced Analytics, reviewed an early overview of the proposal. Dr. Rappa also provided a consultation for this Request to Plan.

Dr. Reeves stated that the College of Engineering is very pleased with this proposal and that is in support of the program. The college sees great opportunity in this program and believes that it will be successful and add a great number of applicants.

Dr. Muse explained that this program will fill a gap on campus by emphasizing the science of data rather than analytics and will serve a different need for students than the Advanced Analytics program.

Dr. Rouskas explained that this is an interdisciplinary program between Statistics, Math, and Computer Science. This program will foster collaboration between the three departments and programs and will complement the Advanced Analytics program, not conflict with that program. Dr. Reeves stated that he believes this program will collaborate and cooperate with Advanced Analytics to reduce and prevent confusion. This program does not intend to detract or negatively affect the Advanced Analytics program. There are a number of related data science programs throughout the country, which indicates a need for the field, but no other program that addresses the need in the interdisciplinary way as suggested in this proposal.

B. Course Revisions

College of Education

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 Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 510—Orientation to Professional Counseling, Identity, and Ethics by updating the title and the course content (presented by Dr. Aaron Clark).
- b. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 525—Multicultural Counseling by updating the title and course content (presented by Dr. Aaron Clark).

- c. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to revise the course ECD 652—Internship in College Counseling and Student Development (presented by Dr. Aaron Clark).
- d. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ELM 524—Issues in Elementary School Science Education by updating the course content (presented by Dr. Aaron Clark).
- e. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise the course ELM 539—Special Problems in Elementary School Science by updating the course content (presented by Dr. Aaron Clark).

C. Course Actions

College of Education

- a. At the request of the Department of Teacher Education and Learning Sciences, a proposal to create the course ECI 721—Technology and Informal Learning Environments (presented by Dr. Aaron Clark) was approved.
- b. At the request of the Department of Teacher Education and Learning Sciences, a proposal to create the course ECI 722—Theory and Research in Distance Education (presented by Dr. Aaron Clark) was approved.

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 753—Computational Methods for Power Systems (presented by Dr. George Rouskas) was approved.
- b. At the request of the Department of Mechanical and Aerospace Engineering, a proposal to create the course MAE 517—Advanced Precision Manufacturing for Products, Systems, and Processes (presented by Dr. George Rouskas) was approved.

College of Natural Resources

- a. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course FOR 408/508—Hardwood Management (presented by Dr. Yu-Fai Leung) was approved.

College of Sciences

- a. At the request of the College of Sciences, a proposal to create the prefix BSC- Biological Sciences- for use at the graduate level (presented by Dr. Alun Lloyd) was approved.

Dr. Lloyd explained that the BSC prefix will be used for courses targeted toward non-degree students, specifically teachers who enroll in departmental coursework.

The Board agreed that if there is value in differentiating between the course offerings for the various students, then the prefix should be approved. The Graduate School will monitor the use of the prefix as the department proposes course actions.

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 900—Global Health Research Project (presented by Dr. Sam Jones) was approved.

Dr. Jones noted that this research can take place abroad. Dr. Harries mentioned that the college should review the new regulation for study abroad students that was recently approved. (Ingrid Schmidt presented about this regulation to the Administrative Board at a previous meeting).

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

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 Foreign Languages and Literatures, a proposal to create the course FLS 595—Special Topics in Spanish (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Molecular Biomedical Sciences, a proposal to edit the course VMB 944—Veterinary Toxicology and Poisonous Plants by editing the course number (presented by Dr. Sam Jones).

III. New Business

- a. A Motion to approve the awarding of graduate degrees at the May 13, 2017 commencement ceremony to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees was approved.
- b. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to reinstate Nicole Tate to her

previously discontinued plan: Doctor of Philosophy in Educational Research and Policy Analysis (presented by Dr. Lance Fusarelli) was approved.

Dr. Fusarelli explained that Nicole has collected most of her data but must write her dissertation. He noted that her final defense date is scheduled for September 25, 2017 and will request regular updates from her to ensure her completion.

The Board approved an extension through the no-registration required deadline for Spring 2018.

- c. At the request of the Department of English, a proposal to reinstate Jade Phillips to her previously discontinued plan: Master of Science in Technical Communication (presented by Dr. Nancy Penrose) was approved.

Dr. Penrose explained that Jade will be completing the MS coursework this summer. The student was unaware that the 2009 non-degree studies (NDS) course would not count toward her degree requirements because it is over the 6 year time limit. Dr. Penrose confirms that Jade has successfully completed the requirements of the program and that the summer course will complete the final requirement.

The Board approved an extension through Summer 2017.

- d. At the request of the Department of English, a proposal to reinstate Emily Chavez to her previously discontinued plan: Master of Fine Arts in Creative Writing (presented by Dr. William Barnhardt) was approved.

Dr. Barnhardt explained that the MFA is a very competitive program and that requesting an extension is very rare. He stated the program typically does not allow extension requests, but since she completed her thesis previously, this situation is unique. Emily wrote and submitted her thesis to the program, which was approved, but due to personal reasons, she never completed three elective courses. The student has led a successful career without the MFA, but needs the MFA to progress further in her career.

The Board confirmed that Emily needs to submit her thesis to the Graduate School as soon as possible and approved an extension request through Fall 2017.

- e. Discussion of revisions to Graduate Handbook section 1.3 Graduate Faculty (presented by Dr. Peter Harries).

Dr. Harries explained that this is a significant change from the current handbook section and processes. He has solicited feedback from DGPs and Associate Deans. These revisions do not address evaluation of the Graduate Faculty, only the membership in the Graduate Faculty.

The Board discussed the voting process for interdepartmental graduate program faculty. There is also concern about the representation of non-tenure track faculty and staff scholars as represented in this document.

The Board discussed the need for clarification in this section related to postdoctoral scholars who may be teaching graduate courses and other individuals who may be teaching graduate courses but who are not members of the Graduate Faculty.

The Board discussed that these changes emphasize the authority of the Director of Graduate Programs and Department Head in determining membership in the Graduate Faculty.

Dr. Crawford mentioned that SACSCOC will begin more closely monitoring faculty credentials related to teaching assignments in 2020. This future change is a motivation for revision to this handbook section.

The Board will review this item further and vote on these revisions at a later meeting. Board members are encouraged to send any feedback to Dr. Harries.

IV. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Ms. Jessica Nash). No report because of Ms. Nash's absence.

Dr. Harries noted that Ms. Nash has been an exceptional student and Board member.

- b. Report from Faculty Senate (presented by Dr. Kerry Havner).
 - The Chancellor spoke at the last meeting, April 4, 2017
 - Katie Graham spoke about monitoring student athlete academics
 - Academic Policy meeting designed questions regarding issues of plagiarism and sent those to the Graduate School for review
 - Next year's executive committee members have been determined

- c. Presentation of “Mentoring Thesis and Doctoral Students: The Role of Personality Traits” (presented by Dr. Peter Harries).

Dr. Harries mentioned that this survey that was created to identify characteristics that advisees think advisors should possess, and that advisors think advisees should possess in order to be successful in their role. Note that there is some disagreement in the data, which reflects that students and advisors do not seem to agree on all characteristics. Contact Dr. Harries with any questions or if you want more information.

- d. Announcement of Director of Graduate Program (DGP) and Graduate Services Coordinator (GSC) annual workshop dates (presented by Dr. Peter Harries).

- June 14, 2017- Graduate Services Coordinator annual workshop
- August 7, 2017- New DGP/GSC workshop
- August 10, 2017- Director of Graduate Programs annual workshop

- e. Announcement of the nomination period for 2017-2018 Doctoral Dissertation Completion Grants. Nominations are due May 16, 2017 (presented by Dr. Peter Harries).

<https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/>

Dr. Harries explained that these are designed for students who need help completing the program. Dr. Lynch sent emails regarding PhD students who are approaching the end of their time limit; these would be a great target audience for the grant.

- f. Reminder that students cannot be pressured for an admissions decision prior to April 15 each academic year (presented by Dr. Peter Harries).

V. Next scheduled meeting

May 11, 2017

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 11:52 am.