

**Administrative Board of the Graduate School
Thursday, May 11, 2017
Winslow Hall, room 100**

MINUTES

Members present: James Bartlett, Fashaad Crawford, Deanna Dannels, John Dole, Maureen Grasso, Peter Harries, Karry Havner, Sam Jones, Susanna Lee, Alun Lloyd, Brittany Mastrangelo, Spencer Muse, Jessica Nash, Melissa Nosbisch, Sharlene O'Neil, Art Rice, David Ritchie, George Rouskas, Yingjiao Xu

Others present: Steve Allen, Leisa Bolles, David Dixon, Lindsay Gentile, Dennis Hazel, Rebecca Irwin, Adrianna Kirkman, Nancy Penrose, Martha Reiskind, Desiree Unselt

Members absent: Aaron Clark, Yu-Fai Leung, Lian Lynch, Doug Reeves, Rebecca Swanson

Dean Grasso called the meeting to order at 9:58 am.

I. Approval of Minutes

The minutes of the April 27, 2017 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Agriculture and Life Sciences and the College of Sciences, a proposal to change the title of the Zoology graduate program to Biology (presented by Dr. Martha Reiskind) was approved.
- b. At the request of the College of Humanities and Social Sciences, a Memorandum of Agreement for a 3+2 program with Zhejiang University for the Master of Science in Technical Communication graduate program (presented by Dr. Nancy Penrose and Mr. David Dixon) was approved.
- c. At the request of the College of Humanities and Social Sciences, a Memorandum of Agreement for a 3+2/4+2 program with Nanjing Normal University for the Master of Science in Technical Communication graduate program (presented by Dr. Nancy Penrose and Mr. David Dixon) was approved.

- d. At the request of the Poole College of Management, a proposal to change the title of the Global Innovation Management graduate program to Management (presented by Dr. Steve Allen) was approved.
- e. At the request of the College of Natural Resources, a proposal to create a Graduate Certificate in Military Land Sustainability (presented by Dr. Dennis Hazel) was approved.

B. Course Actions

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 765—Probabilistic Graphical Models for Signal Processing and Computer Vision (presented by Dr. George Rouskas) was approved.

College of Natural Resources

- a. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create the course PRT 560—Theory and Practice of Partnerships for Conservation and Community Sustainability (presented by Dr. Adrianna Kirkman) was approved.

C. Course Revisions

College of Veterinary Medicine

- a. At the request of the Department of Molecular Biomedical Sciences, a proposal to edit the course VMB 933—Veterinary Pharmacology I by updating the course content (presented by Dr. Sam Jones) was approved.

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

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

- a. At the request of the College of Sciences and the College of Veterinary Medicine, a proposal to edit the course IMM/CBS/MB 783—Advanced Immunology by updating the offered years (presented by Dr. Sam Jones).
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 635—MR Advanced Reading by changing the prefix and title (presented by Dr. Sam Jones).
- c. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 680—MR Special Topics by changing the prefix and title (presented by Dr. Sam Jones).
- d. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 681—MR Seminar by changing the prefix and title (presented by Dr. Sam Jones).

- e. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 682—Seminar- Poultry Medicine by changing the prefix (presented by Dr. Sam Jones).
- f. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 683—MR Other Special Topics by changing the prefix and title (presented by Dr. Sam Jones).
- g. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 550—Human Behavior in Outdoor Settings by updating the title (presented by Yu-Fai Leung).
- h. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 801—Doctoral Seminar in Parks, Recreation, and Tourism Research by updating the title (presented by Dr. Yu-Fai Leung).
- i. At the request of the Department of Psychology, a proposal to edit the course PSY 764—Industrial Psychology by updating the prerequisite (presented by Dr. Deanna Dannels).
- j. At the request of the Department of Statistics, a proposal to edit the course ST 520—Statistical Principles of Clinical Trials by updating the title and prerequisites (presented by Dr. Spencer Muse).

III. New Business

- a. Announcement of new protocol of student attendance for extension requests (presented by Dr. Peter Harries).

Dr. Harries announced that the student, in addition to the advisor, will be required to appear before the Administrative Board in the future when requesting a time limit extension. There will be exceptions to the student appearance rule for sensitive issues. This requirement will be added to the Graduate Handbook.

- b. Discussion of revisions to Graduate Handbook section 1.3 Graduate Faculty (presented by Dr. Peter Harries) was approved with minor editorial changes.

Dr. Harries explained that he made the suggested revisions that were given by the Board at the last meeting. The Board discussed that the Handbook outlines minimum requirements, and the graduate program can always require stricter processes.

- c. Discussion of Student Senate Resolution 99 entitled “An Act to Establish Increased Transparency in Graduate Student Funding” (presented by Dr. Peter Harries).

Dr. Harries explained that this resolution suggests more transparency about graduate assistantship salaries. Students referenced the University of Toronto website that displays student assistantship data.

Ms. Unsel explained that she was confused about the funding process when she applied to the graduate program.

The Board discussed that graduate programs are responsible for providing funding information, and that aggregate data from the Graduate School would not provide beneficial information to students. The Board suggests various ways for graduate programs to promote transparency about student funding in the initial award letter or contract upon admission to the program.

IV. Information Items

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

Ms. Nash introduced the new GSA representative, Desiree Unsel. Ms. Nash will begin work as a software scientist at Virginia Tech after she graduates.

Ms. Unsel will be entering her 4th year in the Genetics graduate program and will provide GSA updates to the Board during her term next year.

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

No report.

- c. Announcement of the National Academies of Sciences, Engineering, and Medicine committee meeting at NC State on May 22-23, 2017 (presented by Dean Grasso).

NC State is hosting the Committee on Revitalizing Graduate STEM Education for the 21st Century meeting at the Park Alumni Center. Board members are welcome to attend the open sessions, but must register online because space is limited. The open sessions will also be available online: www.NAS.edu/GradEd

Registration link: <http://www.surveygizmo.com/s3/3538556/Registration-Revitalizing-Graduate-STEM-Education-for-the-21st-Century>

- d. Announcement of the Industry Immersion program to be held July 30, 2017-August 4, 2017. Applications are due May 31, 2017 (presented by Dr. Peter Harries). <https://grad.ncsu.edu/students/professional-development/industry-immersion-program/>

Dr. Harries explained that the professional development team is offering new programming including that that targets students interested in careers in industry to better prepare our students for life after graduation. Applications are

open to all colleges and programs. The Graduate School is hoping to offer this program on a regular basis.

V. Next scheduled meeting

August 24, 2017

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 10:56 am.