

**Administrative Board of the Graduate School
August 24, 2017
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Denise Gonzales Crisp, Deanna Dannels, Scott Despain, John Dole, Maureen Grasso, Pierre Gremaud, Peter Harries, Karen Hollebrands, Adrianna Kirkman, Alun Lloyd, Lian Lynch, Kate Meurs, Eric Money, Spencer Muse, Melissa Nosbisch, Sharlene O'Neil, Doug Pearce, Doug Reeves, Art Rice, George Rouskas, Lee Stiff, Rebecca Swanson, Desiree Unselt, Don Warsing, Yingjiao Xu

Others present: Jennifer Dirienzo, Zhilin Li

Members absent: Fashaad Crawford, Sam Jones, Brittany Mastrangelo, Jon Rust

Dean Grasso called the meeting to order at 10:02 am.

I. Welcome

- a. Introductions- round table introductions
- b. Role of the Administrative Board- Dean Grasso explained that this Board is advisory to the Dean of the Graduate School and that the Graduate School disseminates information to the university by communicating with this Board.
- c. Review of Procedures- Ms. Nosbisch explained the routing of action items and the review of items by the Graduate School and Administrative Board. Items are first reviewed by the Graduate School, then by 3 Board members via email correspondence, then finally placed on the agenda for vote by the full Board.

II. Approval of Minutes

The minutes of the May 11, 2017 meeting were approved.

III. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Humanities and Social Sciences, a Memorandum of Agreement for a Dual Degree Partnership with Campbell University for the Master of Social Work program (presented by Dr. Deanna Dannels) was approved.

Dr. Dannels explained that there is an existing partnership with Campbell University from the College of Humanities and Social Sciences for the Master of Public Administration program and expects that this will be a successful partnership, as well.

- b. At the request of the Poole College of Management, a proposal to create a Graduate Certificate in Tax Analytics and Technology (presented by Prof. Jennifer Dirienzo) was approved.

Prof. Dirienzo explained that the college conducted market research and consulted with industry professionals while developing this proposal. These technical courses will benefit practitioners. The program believes that this will be attractive to current students and non-degree students who have backgrounds in accounting.

- c. At the request of the College of Sciences, a Memorandum of Agreement for a 3+X program with Nanjing Normal University for the Master of Financial Mathematics graduate program (presented by Dr. Zhilin Li) was approved.

This agreement will participate with the existing GTI structure and programming at NC State. NC State has similar agreements with other universities, and this agreement is formalizing the relationship with Nanjing Normal University and the Mathematics programs. This type of agreement is designed to boost recruitment and enrollment of international students.

- d. At the request of the College of Sciences, a Memorandum of Agreement for a 3+X program with Huazhong University of Science and Technology for the Master of Financial Mathematics graduate program (presented by Dr. Zhilin Li) was approved.

This agreement is very similar to item c (above), but formalizes the relationship with Huazhong University of Science and Technology.

B. Course Actions

College of Design

- a. At the request of the School of Architecture, a proposal to create the course ARC 563—Public Interest Design Seminar: Case Studies and Current Issues (presented by Prof. Art Rice) was approved.

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to drop the course ECE 520—Digital Asic Design (presented by Dr. Doug Reeves) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of History, a proposal to create the course HI 535—Spatial History (presented by Dr. Deanna Dannels) was approved.

College of Management

A motion was made to approve items “a” through “l” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Accounting, a proposal to create the course ACC 560—Tools for Tax Analytics (presented by Dr. Steve Allen).
- b. At the request of the Department of Accounting, a proposal to create the course ACC 561—Database Management in Tax (presented by Dr. Steve Allen).
- c. At the request of the Department of Accounting, a proposal to create the course ACC 562—Forecasting Effective Tax Rates and Scenario Analysis-Introduction (presented by Dr. Steve Allen).
- d. At the request of the Department of Accounting, a proposal to create the course ACC 563—Forecasting Effective Tax Rates and Scenario Analysis-Advanced Application (presented by Dr. Steve Allen).
- e. At the request of the Department of Accounting, a proposal to create the course ACC 564—Project Management and Process Documentation in Tax (presented by Dr. Steve Allen).
- f. At the request of the Department of Accounting, a proposal to create the course ACC 565—Visual Analytics in Tax (presented by Dr. Steve Allen).
- g. At the request of the Department of Accounting, a proposal to create the course ACC 566—Database Management Applications in Tax (presented by Dr. Steve Allen).

- h. At the request of the Department of Accounting, a proposal to create the course ACC 567—Enterprise Resource Planning for Tax (presented by Dr. Steve Allen).
- i. At the request of the Department of Accounting, a proposal to create the course ACC 568—Analysis of Unstructured Data in Tax (presented by Dr. Steve Allen).
- j. At the request of the Department of Accounting, a proposal to create the course ACC 569—Advanced Visual Analytics in Tax (presented by Dr. Steve Allen).
- k. At the request of the Department of Accounting, a proposal to create the course ACC 570—Data Security and Warehousing in Tax (presented by Dr. Steve Allen).
- l. At the request of the Department of Accounting, a proposal to create the course ACC 571—Enterprise Resource Planning- Advanced Applications (presented by Dr. Steve Allen).

College of Natural Resources

- a. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create the course PRT 502—Sport and Entertainment Venue Management- Operations and Services (presented by Dr. Eric Money) was approved.

Dr. Money explained that this course is for a proposed Graduate Certificate in Sports Entertainment and Venue Management, which is currently under review by the Graduate School. Dr. Reeves noted that the College of Engineering is currently offering a course in Facilities Engineering, which may be an interest for students who enroll in this course.

- b. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create the course PRT 511—Sport and Entertainment Venue Management- Facilities (presented by Dr. Eric Money) was approved.
- c. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create the course PRT 701—Research Methods in Parks, Recreation, and Tourism Management (created by Dr. Eric Money) was approved.

College of Veterinary Medicine

A motion was made to approve items “a” through “c” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the College of Veterinary Medicine, a proposal to drop the course SVM 603—Seminar- Small Animal Surgery (presented by Dr. Kate Meurs).
- b. At the request of the College of Veterinary Medicine, a proposal to drop the course SVM 685—Supervise Teaching (presented by Dr. Kate Meurs).
- c. At the request of the College of Veterinary Medicine, a proposal to drop the course SVM 693—Supervised Research (presented by Dr. Kate Meurs).

C. Course Revisions

College of Agriculture and Life Sciences

- a. At the request of the Department of Entomology and Plant Pathology, a proposal to edit the course PP 727—Ecology of Soil Ecosystems by updating the course description and course content (presented by Dr. John Dole) was approved.

Dr. Dole explained that the department wishes to add a cross-listing with ENT to this course action. Since that prefix is in the same department, no additional approval is required.

College of Engineering

- a. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to edit the course CE 548—Engineering Properties of Soils I by removing the laboratory component and updating the course content (presented by Dr. George Rouskas) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Psychology, a proposal to edit the course PSY/WGS 406/506—Psychology of Gender by removing the dual-level component and dropping PSY 506 (presented by Dr. Scott Despain) was approved.

College of Management

A motion was made to approve items “a” and “b” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the College of Management, a proposal to edit the course MBA 570—Opportunity Evaluation and Value Creation by updating the course content (presented by Dr. Donald Warsing).

- b. At the request of the College of Management, a proposal to edit the course MBA/MSE 576—Technology Entrepreneurship and Commercialization I by updating the title and course content (presented by Dr. Don Warsing).

College of Natural Resources

- a. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 705—Qualitative Research Methods in Conservation and Community Sustainability by updating the course description and course content (presented by Dr. Adrianna Kirkman) was approved.

College of Sciences

- a. At the request of the Department of Biological Sciences, a proposal to edit the course ZO 410/510—Animal Behavior by adding a dual-level component (presented by Dr. Spencer Muse) was denied.

The Board discussed that there is still much confusion about this course action concerning the desired course prefixes. The college should address all concerns and submit a new course action later.

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

A motion was made to approve items “a” through “o” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Sociology and Anthropology, a proposal to edit the course ANT 416/516—Research Methods in Cultural Anthropology by updating the prerequisites (presented by Dr. Deanna Dannels).
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 684—Internship by updating the course prefix (presented by Dr. Kate Meurs).
- c. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 686—Food Animal Health Teachings by updating the course prefix and title (presented by Dr. Kate Meurs).
- d. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 754—Epidemiology II by updating the course title (presented by Dr. Kate Meurs).

- e. At the request of the College of Management, a proposal to edit the course MBA 541—Supply Management by updating the course description (presented by Dr. Steve Allen).
- f. At the request of the Department of Physics, a proposal to edit the course PY 552—Condensed Matter Physics I by updating the course title (presented by Dr. Spencer Muse).
- g. At the request of the Department of Physics, a proposal to edit the course PY 753—Condensed Matter Physics II by updating the course title (presented by Dr. Spencer Muse).
- h. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 701—Classical Sociological Theory by updating the prerequisites (presented by Dr. Deanna Dannels).
- i. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 707—Quantitative Sociological Analysis by updating the prerequisites (presented by Dr. Deanna Dannels).
- j. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 711—Research Methods in Sociology I by updating the prerequisites (presented by Dr. Deanna Dannels).
- k. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 713—Applied Research by updating the prerequisites and the allowed completions (presented by Dr. Deanna Dannels).
- l. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 731—Survey of Family Sociology by updating the prerequisites (presented by Dr. Deanna Dannels).
- m. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 736—Social Stratification by updating the prerequisites (presented by Dr. Deanna Dannels).
- n. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC 738—Race and Ethnic Inequality by updating the prerequisites (presented by Dr. Deanna Dannels).
- o. At the request of the Department of Sociology and Anthropology, a proposal to edit the course SOC/WGS 739—Social Psychology of

Inequality by updating the prerequisites (presented by Dr. Deanna Dannels).

IV. Information Items

- a. Postdoctoral salary change discussion (presented by Dean Grasso).

Dean Grasso explained that REG 10.10.08 (<https://policies.ncsu.edu/regulation/reg-10-10-08/>) which affects postdoctoral salary payment was updated on August 8 and establishes a minimum for payment.

- b. Reminder about deadlines for semester review of actions (presented by Dean Grasso).

- September 15- for Spring effective dates (courses)
- February 1- for Summer effective dates (courses)
- March 15- for Fall effective dates (courses)
- **March 15-** the date by which the Graduate School must receive all items for consideration during the current academic year

- c. Report from Graduate Student Association (GSA) (presented by Ms. Desiree Unsel).

GSA has not yet had their first meeting of the academic year. Ms. Unsel will provide updates at future meetings. She is currently working with Hunt Library to display the work of the research contest winners. Travel award deadlines are September 15, 2017.

- d. Report from Faculty Senate (presented by Dr. Douglas Pearce). No report.

- e. Announcement of Graduate Recruitment Workshop on September 12, 2017. Registration deadline is September 5, 2017, <https://www.surveymonkey.com/r/2017-GRADUATE-RECRUITMENT-WORKSHOP> (presented by Dr. Peter Harries).

Dr. Harries explained that this enrollment workshop will be held in Hunt Library. This workshop is open to anyone who has interest in recruitment, not just Directors of Graduate Programs.

- f. Announcement of the Fall 2017 Visit NC State program, November 12-14, 2017. Travel expenses covered for all participants. Applications are due October 2, 2017. <https://grad.ncsu.edu/faculty-and-staff/recruiting-resources/visit-nc-state/> (presented by Dr. Peter Harries).

Dr. Harries explained that travel expenses are covered for all participants and the program is designed to give students a great experience at NC State. Contact Dr. Dave Shafer at the Graduate School for more information.

- g. Enrollment update (presented by Dr. Peter Harries).

Dr. Harries explained that applications and enrollment were not negatively impacted as much as the university projected. Admissions increased by about 10%. Dr. Harries thanks all departments and units across the university for their efforts in retaining and increasing enrollment.

Dean Grasso explained that the NC Legislature changed the way funding is awarded for enrollment. Enrollment will now be measured by actual enrollment at Census Day, not enrollment projections.

V. Next scheduled meeting

September 14, 2017

10:00am-12:00pm

The Graduate School

College of Textiles, room 2328

Meeting adjourned at 11:06am.