

**Administrative Board of the Graduate School
September 28, 2017
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Fashaad Crawford, Deanna Dannels, Scott Despain, John Dole, Pierre Gremaud, Peter Harries, Karen Hollebrands, Sam Jones, Adrianna Kirkman, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Eric Money, Spencer Muse, Melissa Nosbisch, Doug Pearce, Doug Reeves, Art Rice, George Rouskas, Lee Stiff, Rebecca Swanson, Desiree Unselt, Mike Walker, Don Warsing, Yingjiao Xu

Members absent: Denise Gonzales Crisp, Lian Lynch, Kate Meurs, Art Rice, Jon Rust

Dr. Harries called the meeting to order at 10:00 am. Dr. Harries is the new interim dean of the Graduate School. He stated that the Administrative Board serves an important role at NC State encourages Board members to submit discussion items to Ms. Nosbisch for inclusion on an agenda.

I. Approval of Minutes

The minutes from the September 14, 2017 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Sciences, a Memorandum of Agreement for a 3+X program with South China Normal University (presented by Dr. Pierre Gremaud) was approved.

Dr. Gremaud explained that this agreement is very similar to the previous 3+X agreements that the Board recently reviewed and approved. He also noted that NC State already has an agreement with this institution at the undergraduate level.

The Board discussed confusion about funding distribution for these and other interdisciplinary programs. Dr. Harries explained that premium tuition is applied to administration of these programs; it must be applied to something other than courses. He stated that perhaps NC State should examine the use of this premium tuition, but that discussion will occur later and does not prevent the approval of this 3+X agreement.

The board discussed that 3+X programs are a successful recruiting tool for master's programs, and that some 3+X students continue into PhD programs.

- b. At the request of the College of Veterinary Medicine, a Request to Discontinue the Master of Veterinary Public Health program (presented by Dr. Sam Jones) was approved.

Dr. Jones explained that there is no demand for the program or expected future demand because of similar programs offered at UNC Chapel Hill.

B. Course Actions

College of Humanities and Social Sciences

- a. At the request of the Department of English, a proposal to create the course ENG 543—Introduction to Digital Humanities (presented by Dr. Deanna Dannels) was approved.

College of Natural Resources

- a. At the request of the College of Natural Resources, a proposal to edit the course GIS 510—Fundamentals of Geospatial Information Science and Technology by removing the dual-level option and updating the course content (presented by Dr. Eric Money) was approved.

College of Veterinary Medicine

A motion was made to approve items "a" through "h" 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 IMM 610—Special Topics (presented by Dr. Sam Jones).
- b. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 685—Master's Supervised Teaching (presented by Dr. Sam Jones).
- c. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 690—Master's Examination (presented by Dr. Sam Jones).

- d. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 693—Master’s Supervised Research (presented by Dr. Sam Jones).
- e. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 695—Master’s Thesis Research (presented by Dr. Sam Jones).
- f. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 696—Summer Thesis Research (presented by Dr. Sam Jones).
- g. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 699—Master’s Thesis Preparation (presented by Dr. Sam Jones).
- h. At the request of the College of Veterinary Medicine, a proposal to drop the course IMM 810—Special Topics (presented by Dr. Sam Jones).
- i. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 993—Extramural in Epidemiology, Public Health, and Public Policy (presented by Dr. Sam Jones) was approved.

C. Course Revisions

College of Natural Resources

- a. At the request of the Department of Forestry and Environmental Resources, a proposal to edit the course NR 554—Introduction to Data Analysis in Natural Resources by updating the course content (presented by Dr. Adrianna Kirkman) was approved.

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to edit the course VMB 943—Veterinary Pharmacology II by updating the title and the course content (presented by Dr. Sam Jones) was approved.
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course VMC 908—Advanced Small Animal Neurology, Ophthalmology, and Orthopedics by updating the title and 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 “c” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Applied Ecology, a proposal to edit the course AEC/FW 515—Fish Physiology by updating the prerequisites (presented by Dr. John Dole).
- b. At the request of the Department of Forest Biomaterials, a proposal to edit the course FB 601—Master’s Seminar by updating the number and grading basis to be consistent with standard seminar courses (presented by Dr. Adrianna Kirkman).
- c. At the request of the Department of Forest Biomaterials, a proposal to edit the course FB 801—Doctoral Seminar by updating the number and grading basis to be consistent with standard seminar courses (presented by Dr. Adrianna Kirkman).

III. New Business

- a. Discussion of proposed revisions to Graduate Handbook section 3.6 Comprehensive Examinations (presented by Dr. Peter Harries).

Dr. Harries explained that this is another revision to the Graduate Handbook. It includes a significant change to reduce the time requirement for a comprehensive preliminary exam from 6 years to 4 years. This change is intended to encourage students move through the program more quickly and to aid programs in monitoring student progress. Dr. Harries reiterated that DGPs reviewed this section and provided feedback.

The Board discussed that this decrease could provide a concern for part-time students who may not be progressing through the program as quickly as their full-time peers. Dr. Harries explained that this is not a firm deadline, it is a suggestion, and extension requests can be approved for students who are making progress. All extension requests are reviewed with the understanding that each student has unique circumstances. This should not discourage part-time students. Dr. Dannels suggested using a credit-hour requirement instead of a year limit to accommodate the progress of all students, full-time and part-time. Dr. Harries reiterated that like all other Handbook revisions, existing students will not be held to the changes; they are grandfathered into the previous Handbook requirements. The new Handbook sections apply to new students.

The Board discussed confusion about the oral preliminary exam and whether the Handbook should list requirements or guidelines. Listing requirements may be too strict while listing guidelines may not be strict enough.

Dr. Harries asked Board members to take this back to the college for discussion and consideration. We will not vote on this item today.

- b. Changes to graduate diplomas (presented by Dr. Peter Harries).

Dr. Harries explained that currently, graduate diplomas lists only the degree type (Master of, Master of Science, Doctor of Philosophy, or Doctor of Education), and do not list the program area of study. This is a concern for many students. Dr. Harries asks Board members to begin thinking about this issue for a later discussion. Registration and Records will gather information about this for discussion at a later meeting.

IV. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Ms. Desiree Unsel). No report.
- b. Update about Graduate Student Support Plan (GSSP) health insurance (presented by Dr. Harries).

Dr. Harries explained that there has been a great deal of confusion about summer health insurance for GSSP-supported students. The current policy states that students supported by a research assistantship (RA) will terminate the day the assistantship terminates. The Graduate School hopes to make RA coverage the same as teaching assistant (TA) coverage, so that if the student is supported by a qualifying appointment in the Spring, the insurance will remain effective through the summer.

Dr. Harries stated that if this change is approved, RA support will incur an expense for the summer health insurance, but the research administration was consulted of this suggestion and is supportive. The Graduate School will announce when any changes are made to the GSSP coverage.

- c. Report from Faculty Senate (presented by Dr. Douglas Pearce).

The next General Faculty Meeting on October 3, 2017. The main topic will be allocation of F&A funds. Previous meeting highlights:

- Announcement that the new hotel on Centennial Campus (Marriott Stateview) is opening soon: <http://www.stateviewhotel.com/>.
- Discussion about guidelines for salary increases.
- Discussion about Academic Analytics, <https://www.academicanalytics.com/>. The Senate is concerned about the use of this data. Dr. Pearce note that there seem to be discrepancies in how the data is accessed and used by faculty.

- o Dr. Dannels noted that department heads in CHASS use the data as a starting point for discussions about research productivity by comparing NC State to other institutions, but that it is not to be used for promotion and tenure discussion.
 - o Dr. Dole agreed that CALS has also found some things useful, but the data does have flaws.
 - o Dr. Harries stated that the data can be useful for various reasons, especially when you are trying to compare institutions and identify missed opportunities.
- d. Announcement of 2018-2019 University Graduate Fellowships for recruiting new graduate students (presented by Dr. Peter Harries).
<http://grad.ncsu.edu/students/fellowships-and-grants/opportunities/university-graduate-fellowships/>

The Office of the Provost funds the University Graduate Fellowships. Each graduate program has been allocated three \$4,000 Fellowships to aid recruiting efforts. Contact Dr. David Shafer (dmschafer@ncsu.edu) for more information.

- e. Update about Doctoral Dissertation Completion Grants restriction to U.S. citizens (presented by Dr. Peter Harries).
<https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/>

As an update from the September 14 meeting, Dr. Harries clarified that the reason international students are excluded from this grant is because data indicates that most international students finish in a timely manner because of other timeline restrictions and requirements.

- f. Update about Recruitment Innovation Grants (presented by Dr. Harries).
<https://grad.ncsu.edu/faculty-and-staff/recruiting-resources/>

Dr. Harries explains that the eligibility requirements have changed. Master's and doctoral students are both eligible for these grants. These awards are \$10,000 recruitment awards. Contact Dr. David Shafer (dmschafer@ncsu.edu) for more information.

V. Next scheduled meeting

October 19, 2017
10:00am-12:00pm
Winslow Hall, room 100