

**Administrative Board of the Graduate School
October 19, 2017
Winslow Hall, room 100**

MINUTES

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

Members absent: Denise Gonzales Crisp, Scott Despain, Sam Jones, Kate Meurs, Doug Reeves, Jon Rust, Art Rice, Mike Walker

Others present: Richard Corley, Adam Hartstone-Rose

Dr. Harries called the meeting to order at 11:01 am.

I. Approval of Minutes

The minutes from the September 28, 2017 meeting were approved.

II. Administrative Board Action Items

A. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the College of Agriculture and Life Sciences, a proposal to create the course BIT 402/502—Biotechnology Networking and Professional Development (presented by Dr. John Dole) was approved.

College of Engineering

- a. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 758—Multiscale Characterization of Asphalt Materials (presented by Dr. George Rouskas) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Communication, a proposal to create the course COM 479/579—Climate Change Communication (presented by Dr. Deanna Dannels) was approved.
- b. At the request of the Department of English, a proposal to create the course ENG 505—Writing Program Administration: Theory, Practice, and Research (presented by Dr. Deanna Dannels) was approved.
- c. At the request of the Department of Social Work, a proposal to create the course SW 425/525—Hunger and Homelessness (presented by Dr. Deanna Dannels) was approved.

College of Management

- a. At the request of the College of Management, a proposal to create the course MBA 571—High Growth Entrepreneurship (presented by Dr. Steve Allen) was approved.

B. Course Revisions (may be taken as a consent agenda)

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

College of Humanities and Social Sciences

- a. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 402/502—Early Christianity to the Time of Eusebius by adding a dual-level component (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 412/512—Advanced Readings in the Christian Gospels by adding a dual-level component (presented by Dr. Deanna Dannels).
- c. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 413/513—The Life and Letters of the Apostle Paul by adding a dual-level component (presented by Dr. Deanna Dannels).
- d. At the request of the Department of Philosophy and Religious Studies, a proposal to revise the course REL/HI 489/589—Interpretations of Religion by adding a dual-level component (presented by Dr. Deanna Dannels).
- e. At the request of the Department of Social Work, a proposal to revise the course SW 412/512—Social Work in Schools by adding a dual-level component (presented by Dr. Deanna Dannels).

College of Management

- a. At the request of the College of Management, a proposal to revise the course MBA/MSE 577—Technology Entrepreneurship and Commercialization II by changing the credit hours and updating the course content (presented by Dr. Donald Warsing).

College of Sciences

- a. At the request of the Department of Biological Sciences, a proposal to revise the course GN/HS/ST 757—Quantitative Genetics Theory and Methods by adding a cross-listing with Horticultural Science and updating the title (presented by Dr. Spencer Muse).

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

- a. At the request of the Department of Graphic Design and Industrial Design, a proposal to edit the course ID 630—Independent Study in Industrial Design by updating the prerequisites (presented by Mr. Richard Corley) was approved.

III. Continued Business

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

Dr. Harries explained that he edited this section to address the comments raised by Board members at the previous meeting. The major concern was how part-time students perceived the language about the time limit.

Dr. Hollebrands explained that the College of Education reviewed all of the doctoral programs and found that the preliminary exam is required after 48 hours of credit. The Board discussed editing the time limit to read “4 years (or 48 credit hours)” with the parenthetical phrase to address part-time student needs.

The Board discussed that each program handles the preliminary oral exam requirement differently. Programs determine their own requirements based on the Graduate School’s guidelines. Dr. Harries recommends that the programs and departments consider how to use this exam and process proactively.

The Graduate School prompts students who have exceeded this time limit and asks for the DGP and student to submit justification for an extension beyond the time limit. A registration hold is placed on the student’s account until a justification is received from the program.

The Board discussed whether this section of the Handbook should separate the part-time requirements from the full-time requirements. The different requirements are separated in other sections of the Handbook. There is concern about whether or not that would create a loophole and more confusion.

There is consensus that this section still needs revision before approval. Dr. Harries will further revise the document given the Board's feedback. This discussion will be continued at a future meeting.

IV. New Business

- a. Discussion of changes to graduate diplomas (presented by Dr. Peter Harries).

Ms. Mastrangelo explained that she gathered information from NC State's peer institutions and the printing of diplomas varies. The current diplomas show only "Master of Science" or "Doctor of Philosophy" and do not display the program title. The diploma vendor confirmed that it is about a 50-50 split as to whether or not institutions print the program title on the diploma. She distributed sample diplomas for the Board members to review both options.

The Board discussed the difference between co-majors and dual-majors. Currently, with co-majors, the primary degree program is the only program that would print on the diploma. A dual-degree or double major student would get two diplomas. Ms. Mastrangelo will go back to the vendor and ask about both co-majors printing on the diploma.

A motion was made to approve this diploma change pending the ability to print both majors for co-majors. The Graduate School will work with Registration and Records to resolve this issue. The motion passed and the diplomas will be printed with program titles for December 2017 graduates.

- b. Discussion of the role of the Graduate School and the relationship between graduate programs and/or departments and the Graduate School (presented by Dr. Doug Reeves) was postponed because of Dr. Reeves' absence.

V. Information Items

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

Ms. Unselt announced that she is working with the Graduate School to explore new fundraising opportunities to increase funding for student travel awards.

- b. Report from Faculty Senate (presented by Dr. Douglas Pearce). No report.
- c. Announcement of the 3rd annual Three Minute Thesis competition on October 31, 2017 at 3:00 pm in the Duke Energy Hall of Hunt Library, <https://grad.ncsu.edu/research/three-minute-thesis/> (presented by Dr. Peter Harries).
- d. Announcement of the 13th annual NC State University Graduate Student Research Symposium on Wednesday, March 21, 2018. Nominations will be accepted from Directors of Graduate Programs through February 6, 2017, <https://grad.ncsu.edu/research/symposium/> (presented by Dr. Peter Harries).
- e. Announcement of the Conference of Southern Graduate Schools Master's Thesis Award for an outstanding master's thesis. Nominations are due by November 7, 2017, <http://www.csgs.org/awards/master-thesis-award/> (presented by Dr. Peter Harries).
- f. Announcement of the Conference of Southern Graduate Schools Master's Thesis Award for Digital Scholarship for innovative use of digital technology. Nominations are due by November 7, 2017, <http://www.csgs.org/awards/etd-masters-thesis-awards/> (presented by Dr. Peter Harries).

Dr. Harries clarified that this award targets students who use digital technology for the thesis or dissertation.

VI. Next scheduled meeting

November 2, 2017

10:00am-12:00pm

Winslow Hall, room 100

Adjourn at 11:45 am.