

**Administrative Board of the Graduate School
November 2, 2017
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Fashaad Crawford, Scott Despain, Peter Harries, Karen Hollebrands, Sam Jones, Alun Lloyd, Eric Money, Spencer Muse, Melissa Nosbisch, Doug Pearce, Art Rice, George Rouskas, Rebecca Swanson, Desiree Unselt, Yingjiao Xu

Members absent: Denise Gonzales Crisp, Deanna Dannels, John Dole, Pierre Gremaud, Adrianna Kirkman, Lian Lynch, Brittany Mastrangelo, Kate Meurs, Doug Reeves, Jon Rust, Lee Stiff, Mike Walker, Don Warsing

Others present: Laura Demarse, Adam Hartstone-Rose, Tim Petty

Dr. Harries called the meeting to order at 10:02 am.

I. Approval of Minutes

The minutes from the October 19, 2017 meeting were approved.

II. Administrative Board Action Items

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

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 Department of Applied Ecology, a proposal to edit the course AEC 761—Conservation and Climate Science by updating the title (presented by Dr. John Dole).
- b. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 518—Experience and the Brain by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).

- c. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 588—Neurobiology by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).
- d. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 592—Topical Problems by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).
- e. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 624—Topical Problems by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).
- f. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 792—Topical Problems by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).
- g. At the request of the Department of Biological Sciences, a proposal to edit the course BIO 824—Topical Problems by changing the prefix from ZO to BIO (presented by Dr. Spencer Muse).
- h. At the request of the College of Management, a proposal to edit the course MBA 524—Equity Valuation by updating the catalog description (presented by Dr. Donald Warsing).

III. Continued Business

- a. Update on diploma printing (presented by Dr. Peter Harries).

Dr. Harries announced that the printers can print co-majors on the diploma. The programs will be separated by an ampersand (&).

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

Dr. Harries explained that he inserted two versions of the wording as discussed at the last meeting and asked the Board for feedback.

The Board discussed confusion about the guidelines for the preliminary exam. Dr. Harries explained that the preliminary exam procedure needs to be clearly defined by the program, building upon the Graduate School's guidelines.

There is consensus that Board members favor the first option with the addition of the "whichever is later" clause and "if applicable" to the section about preliminary written exams.

A motion was made to approve the Handbook section with the discussed addendums. The motion passed and the item was approved.

IV. New Business

- a. 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.
- b. Discussion of the Graduate School hiring an individual to research and investigate scholarship and fellowship opportunities (presented by Dr. Peter Harries).

Dr. Harries explained that this subject arose at the Graduate Operations Council (GOC), and the GOC discussed that such an individual would be an asset to the university. He explained that this person would be well versed in available funding opportunities and would work with students to educate them about the opportunities and assist them in the process. This could potentially increase the number of fellowships and awards granted to NC State students.

There is an undergraduate staff person who provides this service at the undergraduate level. The Board discussed that this has been very effective at the undergraduate level, and agrees that this could be effective at the graduate level. This would be a great resource for students in programs that do not have abundant funding.

- c. Discussion of research ethics requirement for graduate students (presented by Dr. Spencer Muse).

Dr. Muse introduced this topic to the Board for discussion, after wondering why there is not a university-wide research ethics requirement for all graduate students. He explained that the National Institute of Health (NIH) requires ethics training for students on NIH training grants, and are moving toward a model that requires all students supported by NIH funds to complete ethics training. He explained that the Statistics program has its own research ethics requirement and requires their students to complete certain courses (including a specific 1-credit hour Philosophy course), but there is not a larger university requirement. He also explained that such a requirement could likely expand the number of NIH training grants on campus.

Dr. Harries explained that this fits under the Responsible Conduct of Research (RCR) wing at NC State. Dr. Demarse (Assistant Dean for

Professional Development at the Graduate School) explained that there is not an RCR federal requirement at this time. She explained that her office is working to streamline the online offerings for RCR and explained what the office currently offers related to RCR.

The Board discussed that some programs require a specific course or series, but not all programs have this requirement. Dr. Jones explains that they have a required course, but it would be helpful to take a refresher course. He suggests an introductory course, and then a more thorough specified course before beginning research.

The Board discussed that there should be a larger discussion about responsibilities for ethics training at the university in order to determine the responsibilities for the department, graduate program, Graduate School, and OREID. Dr. Harries explained that it would be challenging to establish an ethic requirement for all students. It is possible, but it would need program and departmental support to make ethics training a more widely accepted part of the culture. It will not work if it just comes down from the Graduate School. Dr. Harries stated that this is a good topic for discussion, but it will take time and thought to answer thoroughly and well.

V. Information Items

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

Ms. Unsel announced that the treasurer recently resigned, so they are currently searching for a new treasurer.

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

Dr. Pearce explained that the last meeting discussed changes to the undergraduate GEP requirements. They did not discuss anything relevant to graduate studies.

VI. Next scheduled meeting

November 16, 2017

10:00am-12:00pm

The Graduate School

College of Textiles, room 2328

Adjourn at 10:40 am.