

**Administrative Board of the Graduate School**  
**January 11, 2018**  
**Winslow Hall, room 100**

**MINUTES**

Members present: Kim Allen, Steve Allen, Jo-Ann Cohen, Fashaad Crawford, Denise Gonzales Crisp, Deanna Dannels, Peter Harries, Karen Hollebrands, Sam Jones, Adrianna Kirkman, Lian Lynch, Kate Meurs, Eric Money, Spencer Muse, Melissa Nosbisch, Kyle Pyscher, Doug Reeves, Art Rice, Angela Smith, Lee Stiff, Rebecca Swanson, Desiree Unselt, Don Warsing, Yingjiao Xu

Members absent: John Dole, Pierre Gremaud, Susanna Lee, Alun Lloyd, George Rouskas, Jon Rust, Mike Walker

Others present: Lance Fusarelli, Tim Petty

Dr. Harries called the meeting to order at 10:00 am.

He announced that Dr. Jo-Ann Cohen will be working part-time at the Graduate School to assist with graduate course and curricula duties while Peter serves as interim dean. Dr. Cohen will be attending the Administrative Board meetings. Dr. Harries initiated round table introductions of all members.

**I. Approval of Minutes**

The minutes from the November 30, 2017 meeting were approved.

**II. Administrative Board Action Items**

**A. Course Actions**

*College of Agriculture and Life Sciences*

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 Agriculture and Life Sciences, a proposal to create the course BIT 479/579—High- Throughput Discovery (presented by Dr. Kim Allen) was approved.
- b. At the request of the College of Agriculture and Life Sciences, a proposal to create the course BIT 480/580—Yeast Metabolic Engineering (presented by Dr. Kim Allen) 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 557—Engineering Measurement and Data Analysis (presented by Dr. Doug Reeves) was approved.
- b. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE/MSE/PY 489/589—Solid State Solar and Thermal Energy Harvesting (presented by Dr. Doug Reeves) was approved.

*College of Humanities and Social Sciences*

- a. At the request of the Department of Sociology and Anthropology, a proposal to create the course ANT 422/522—Forensic Anthropology Crime Scene Investigation Field Methods (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 572—Venture Opportunity Analysis Analytics (presented by Dr. Steve Allen) was approved.

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

*College of Humanities and Social Sciences*

- a. At the request of the Department of History, a proposal to revise the course HI 434/534—Theory and Practice of Digital History by making the course dual-level (presented by Dr. Deanna Dannels) was approved.

**C. Minor Actions**

- a. At the request of the Department of Statistics, a proposal to revise the course ST 779—Advanced Probability for Statistical Inference by updating the title and prerequisites (presented by Dr. Spencer Muse) was approved.

### III. Continued Business

- a. Discussion of proposed revisions to Graduate Handbook section 3.10 Change in Degree Level or Programs (presented by Dr. Peter Harries).

Dr. Harries announced that we have reviewed this section previously, so it is now back for approval.

Dr. Muse asked if there is anything in this section that addresses if a 6<sup>th</sup> year PhD student drops down to a master's plan, which time limit is 6 years. Dr. Harries discussed that the only implication would be GSSP eligibility. Each case is reviewed individually, and there are circumstances for each individual that may be reviewed at that time, but the Graduate School does not aim to penalize students in these situations.

A motion was made to approve this section. The motion passed and the changes to section 3.10 were approved.

- b. Discussion of proposed revisions to Graduate Handbook section 3.14 Graduate Certificate Programs (presented by Dr. Peter Harries).

Dr. Harries announced that this section is coming back for approval. He explained that the main change here is clarification about the counting of 400-level courses. He introduced the question of whether or not we should allow 400-level courses in a graduate certificate.

The Board discussed that allowing a 400-level course means that a quarter of the certificate coursework is undergraduate. As a general principle, the courses that comprise a graduate certificate should be graduate level courses. There are currently 3 certificate programs that list 400-level courses in their requirements: math, nonwovens, and feed science.

The Board discussed that there may be exceptions to excluding 400-level courses from certificate coursework, such as if there is not an equivalent graduate-level course, but that the section should not be written to expect the inclusion of 400-level courses.

The Board discussed that as students apply to the certificate, the director of the graduate certificate program (DGCP) can encourage that students complete certain requisites prior to admission into the certificate program. Dr. Harries encourages them to do this for applicants who may not be ready for the graduate coursework.

The Board discussed that clarification about “cannot be conferred retroactively” is needed.

The Graduate School will gather more information about this subject and this item will be scheduled for a future meeting for approval.

#### **IV. New Business**

- a. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal for an extension request for Tracy Purvis (presented by Dr. Lance Fusarelli) was approved.

Dr. Fusarelli explained that Ms. Purvis’ time limit expired last semester, Fall 2017, but extenuating circumstances delayed her final exam. He requests a one semester extension through Spring 2018.

- b. At the request of the Departments of Applied Ecology and Biological Sciences, a request to create a new course prefix, “BIOG” (presented by Dr. Rebecca Irwin).

This discussion was postponed at the request of the graduate program.

- c. Discussion of adding a Board member who represents the Advanced Analytics graduate program (presented by Dr. Doug Reeves).

Dr. Reeves explained that this program does not belong to a college, so it has ambiguous representation on the Administrative Board. He explained that this is a pretty large program, having approximately 100 students per year and that they would be eager to serve on the Administrative Board.

Dr. Harries suggests that perhaps this individual could be an ad-hoc member rather than a voting member. This would allow them to attend the Board and vocalize opinions and to learn more about the other graduate program operations at NC State.

Dr. Reeves will discuss this more with the graduate program and we will bring this item back for discussion at a future meeting.

- d. Discussion of deleting Graduate Handbook section 3.5 Language Requirements (presented by Dr. Peter Harries).

Dr. Harries explained that these requirements are more specific program requirements and do not apply to all graduate programs and proposes that the section be deleted from the Handbook.

This item will be scheduled for a future meeting for approval.

- e. Discussion of proposed revisions to Graduate Handbook section 3.2a Graduate Advisor and 3.2b Advisory Committees (presented by Dr. Peter Harries).

Dr. Harries explained that 3.x will be a new section to identify and clarify the position of graduate advisor. A number will be assigned once all of the Handbook revisions are finalized.

Dr. Harries introduced the revisions to section 3.2 and the Board discussed how this may apply differently to Option B programs.

This item will be scheduled for a future meeting for approval.

## **V. Information Items**

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

Ms. Unselt will be speaking at a basketball game, so for the first time graduate students will be represented at a large sporting event.

She announced that the number of travel awards has increased, but not many students have applied yet. These awards work on reimbursement basis, so students can apply for the fund for a conference or workshop that they attended recently. She encourages students to apply.

- b. Report from Faculty Senate (presented by Dr. Angela Smith).

Dr. Smith is the Faculty Senate representative for the Spring 2018 semester. She announced that the Senate had their first meeting on January 9, 2018. The main topic of discussion was updating the strategic plan (<https://strategicplan.ncsu.edu/implementation-plan/>), and Dr. Smith will bring more information to the Board as available.

- c. Announcement of the 18<sup>th</sup> Annual Graduate Student Research Symposium at UNC Charlotte on April 6, 2018, <http://suar.orgsync.com/org/gpsguncc/GRS> (presented by Dr. Peter Harries).

Dr. Harries encourages student participation in this symposium if they are interested in presenting to a broader audience. This symposium is open to all UNC-system schools.

- d. Announcement of the Air Force Research Lab Repperger Research Internship Program, <https://www.orau.org/maryland/repperger.html> (presented by Dr. Peter Harries).

**VI. Next scheduled meeting**

January 25, 2018

10:00am-12:00pm

Winslow Hall, room 100

Adjourn 11:06 am.