

**Administrative Board of the Graduate School
November 30, 2017
The Graduate School
College of Textiles, room 2328**

MINUTES

Members present: Steve Allen, Fashaad Crawford, Deanna Dannels, Scott Despain, John Dole, Pierre Gremaud, Peter Harries, Karen Hollebrands, Alun Lloyd, Lian Lynch, Kathryn Meurs, Eric Money, Spencer Muse, Doug Pearce, Kyle Pysher, Doug Reeves, Art Rice, Lee Stiff, Rebecca Swanson, Desiree Unselt, Don Warsing

Members absent: Kim Allen, Denise Gonzales Crisp, Sam Jones, Adrianna Kirkman, Melissa Nobsch, George Rouskas, Jon Rust, Mike Walker, Yingjiao Xu

Others present: Bob Barnes, Charles Clift, Zhen Gu, Elizabeth Thompson, Tim Petty, Aixa Morales-Diaz

Dr. Harries called the meeting to order at 10:20 am.

I. Approval of Minutes

The minutes from the November 2, 2017 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the joint Department of Biomedical Engineering, a proposal to revise the curriculum for the Master of Science in Biomedical Engineering program (presented by Dr. Bob Barnes and Dr. Zhen Gu) was approved.
- b. At the request of the Department of Biological Sciences, a proposal to create a graduate certificate in Biology for Teachers (presented by Dr. Elizabeth Thompson) was postponed for further revision.

The discussion by the Board raised issues related to admissions criteria, especially to ensure that applicants have the relevant background to be successful at the graduate level. There also was the sense that there was a disconnect between the degrees outcomes – which were focused on teacher preparation – as compared to those for the individual courses, where those were much more focused on biologic components. There was also a concern that there was mismatch between the CIP code of the degree, and that of the subject matter and the likely instructors of record (the latter is SACSCOC issue). The issue as to whether or not they had the necessary training or collaboration with the College of Education to ensure that where elements, such as lesson plans, were involved that there was sufficient expertise was also voiced. The Board encouraged further consultation with colleagues in the College of Education, include Interim Assoc. Dean and Admin. Board member, Lee Stiff.

The Board discussed that this proposal needs more consultation with the College of Education and other revisions to the language in the proposal, the CIP code, and learning outcomes. Dr. Harries stated that voting on this proposal will be postponed until all of the concerns are addressed.

B. Course Actions

College of Sciences

- a. At the request of the Department of Biological Sciences and the Department of Marine, Earth, and Atmospheric Sciences, a proposal to drop the course ZO/MEA 750—Marine Benthic Ecology (presented by Dr. Spencer Muse) was approved.

College of Veterinary Medicine

A motion was made to approve items “a” through “k” 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 CBS 554—Trade and Agricultural Health (presented by Dr. Kate Meurs).
- b. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 610—Special Topics in Veterinary Medical Sciences (presented by Dr. Kate Meurs).
- c. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 675—Supervised Public Health Research (presented by Dr. Kate Meurs).

- d. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 730—Veterinary Histology (presented by Dr. Kate Meurs).
- e. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 731—Applied Veterinary Anatomy I (presented by Dr. Kate Meurs).
- f. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 732—Biological Light and Electron Microscopy: Principles and Practice (presented by Dr. Kate Meurs).
- g. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS/IMM 755—Immunoparasitology (presented by Dr. Kate Meurs).
- h. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 782—Marine Mammal Medicine (presented by Dr. Kate Meurs).
- i. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 790—Special Topics in Clinical Pathology (presented by Dr. Kate Meurs).
- j. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS/IMM 807—Seminary in Veterinary Microbiology/Immunology (presented by Dr. Kate Meurs).
- k. At the request of the College of Veterinary Medicine, a proposal to drop the course CBS 815—Advanced Topics in Virology (presented by Dr. Kate Meurs).

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

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 750—Techniques in Pharmacological Research by updating the course number (presented by Dr. Kate Meurs) was approved.

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

A motion was made to approve items “a” through “f” 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 710—Sampling Animal Populations by updating the prefix (presented by Dr. John Dole).
- b. At the request of the Department of Applied Ecology, a proposal to edit the course AEC 718—Community Ecology by updating the prefix (presented by Dr. John Dole).
- c. At the request of the Department of Applied Ecology, a proposal to edit the course AEC 756—Ecology of Fishes by updating the prefix (presented by Dr. John Dole).
- d. At the request of the Department of Applied Ecology, a proposal to edit the course AEC 770—Advanced Topics in Ecology I (presented by Dr. John Dole).
- e. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit PRT 512—Sport and Entertainment Venue Management- Operations and Services by updating the course number (presented by Dr. Eric Money).
- f. At the request of the College of Veterinary Medicine, a proposal to edit the course VMB 909—Case Based Radiographic Interpretation by updating the course description (presented by Dr. Kate Meurs).

III. New Business

- a. A motion to approve the awarding of graduate degrees at the December 15, 2017 commencement ceremony to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees was approved.
- b. Discussion of proposed revisions to Graduate Handbook section 3.10 Change in Degree Level or Programs (presented by Dr. Peter Harries) was postponed for a future meeting.
- c. 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).

Dr. Reeves explained how he has seen relationships between faculty and the Graduate School improve. He posits that one of the reasons for this improvement is that now, departments interact with the staff and understand that the Graduate School is a facilitator, not a dictator. He suggested a public relations campaign to promote the Graduate School as

an office and what the staff do to assist faculty as a way to build and foster relationships with the NC State community.

Dr. Harries explained that the Graduate School makes an effort to be more visible across campus and to improve communication. The monthly brown bag lunch meetings with DGPs and GSCs and focus groups that met during the Fall semester are some of these efforts.

Dr. Doug Pearce brought the subject of asking the value of having a Graduate School representative during examinations. Dr. Harries explained it's to protect the integrity of the exam process and for the representative to be the neutral agent in case of any controversy or dispute.

Dr. Lynch asked the Board to send her any other complaints they hear from their faculty so the Graduate School may continue to improve.

IV. Information Items

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

Ms. Unselt reported the Graduate School will contribute an additional \$500 per student to the GSA's travel awards and that the awards will benefit more students. The GSA is concerned with the proposed plans in the US Congress to pass the "tuition tax," and Dr. Harries stated that the Graduate School is concerned, as well, and monitoring the situation.

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

Dr. Pearce reported that Human Resources presented to the Faculty Senate. The Senate also heard another presentation about a new database to be implemented on campus and has concerns about how that database will be implemented and used on campus.

- c. Announcement that the nomination window has opened for the SREB Doctoral Scholars Program, which aims to increase diversity in the professoriate. The deadline for nominations is March 1, 2018, <https://grad.ncsu.edu/wp-content/uploads/2017/07/SREB-Doctoral-Scholars-Program-Description-2018.pdf> (presented by Dr. Peter Harries).

- d. Announcement of Diversity Enhancement Recruitment Fellowships for entering graduate students during the 2018-2019 year, which provides up to \$2,000 fellowship award. The deadline for nominations is March 20,

2018. Contact Dr. Dave Shafer (dmschafer@ncsu.edu) with any questions, <https://grad.ncsu.edu/faculty-and-staff/recruiting-resources/> (presented by Dr. Peter Harries).

V. Next scheduled meeting

December 14, 2017

10:00am-12:00pm

The Graduate School

College of Textiles, room 2328

Adjourn at 11:50 am.