

**Administrative Board of the Graduate School  
January 25, 2018  
Winslow Hall, room 100**

**MINUTES**

Members present: Kim Allen, Steve Allen, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, John Dole, Pierre Gremaud, Peter Harries, Karen Hollebrands, Adrianna Kirkman, Susanna Lee, Alun Lloyd, Lian Lynch, Eric Money, Spencer Muse, Melissa Nobsch, Kyle Pyscher, Doug Reeves, George Rouskas, Angela Smith, Lee Stiff, Rebecca Swanson, Desiree Unselt, Don Warsing

Members absent: Denise Gonzales Crisp, Sam Jones, Kate Meurs, Art Rice, Jon Rust, Mike Walker, Yingjiao Xu

Others present: Richard Corley (for Art Rice), Joy Gaston Gayles, Rebecca Irwin, Tim Petty

Dr. Harries called the meeting to order at 10:01 am.

**I. Approval of Minutes**

The minutes from the January 11, 2018 were approved.

**II. Continued Business**

- a. Discussion of proposed revisions to Graduate Handbook section 3.14 Graduate Certificate Programs (presented by Dr. Peter Harries) was approved with minor editorial revisions.

Dr. Harries discussed that he added the items that were discussed at the last meeting. He noted the clarification of item B.3 that states, "400-level courses may only be used for those certificates where a course at that level has been approved by the Administrative Board as part of the GCP's approval process."

The Board discussed that there is confusion about whether or not S/U graded courses may be included and agreed that a clarifying statement be

added to this section, such as, "courses cannot be taken for credit-only if there is a graded option for the course." Dr. Harries reminded the Board that the Graduate Handbook presents guidelines for program administration, and that specific programs can enforce stricter requirements. For example, a program may determine that S/U courses cannot be part of a graduate certificate.

- b. 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 he added a note that refers to section 1.3 Graduate Faculty that discusses what happens when a faculty member leaves the university.

The Board discussed that if a student makes changes to the committee members, they must submit a new Plan of Work (POW) for approval.

The Board discussed the Graduate School Representative (GSR) requirement and that external members may fill this requirement. Thus, one of the committee members may serve as GSR if the selected program on the committee is different from the student's major program.

This item will be brought back for a vote at a future meeting.

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

Dr. Harries clarified that deleting this section does not prevent programs from enforcing a language requirement.

- d. Discussion of adding a Board member who represents the Advanced Analytics graduate program (presented by Dr. Doug Reeves) was postponed for a later meeting.

### **III. New Business**

- a. At the request of the Department of Educational Leadership, Policy, and Human Development, an extension request for Terry Lynch (presented by Dr. Joy Gaston Gayles) was approved through Spring 2020.

Dr. Gayles explained the reasons for the extension request and expressed her confidence that Terry will complete within the requested time limit.

The Board discussed the request and decided to approve an extension with through the Spring 2020 semester with the criteria that the Graduate School develops a timeline with measurable metrics through that semester. The Board also agreed that if the student does not meet the milestones, he will be terminated from the program.

- 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) was approved pending an updated request listing the "INB" prefix is routed for approval through both colleges.

Dr. Irwin explained that the program is administratively divided between two colleges because of its interdisciplinary nature. She explains that they want a new prefix for courses that is not so closely attached to either department.

Dr. Harries suggested the use of an alternate prefix, "INB" for "interdisciplinary biology." The memo that was approved by the departments and colleges identified the prefix "BIOG," but they have not discussed the "INB" prefix.

- c. Discussion of approval process for auditing graduate courses, related to Graduate Handbook section 3.16 Course Registration, <https://projects.ncsu.edu/grad/handbook/sections/3.16-course-registration.html> (presented by Dr. Peter Harries).

Dr. Harries introduced the discussion about the process by which graduate students audit courses. Currently, students can select "audit" during enrollment without instructor permission. The Graduate School proposes creating a form that requires the student obtain permission from the instructor and their advisor. A request form would reinforce university policy that requires instructor permission for audits.

This item will be brought back for a vote at a future meeting.

#### **IV. Information Items**

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

Ms. Unselt announced that GSA has a meeting next week, so she will have more updates at the next meeting. She recently spoke at a pre-game (basketball) gathering of donors, which was the first time a graduate student was ever asked to speak at one of these meetings. She also reminded the Board of the travel awards.

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

The Faculty Senate minutes were not approved at the last meeting because of the weather. At the last meeting:

- The UNC System Office delegate spoke at the last meeting and he mentioned a lot of items that are on the horizon. Faculty Senators were asked to provide input.
- They discussed identifying diversity more broadly.
- Faculty should check with their department if interested in serving on the Senate.
- Dr. Harries noted that the UNC System Office is also reconsidering the 12-cell matrix for identifying funding. A proposed plan includes removing appropriations for out of state students, which would impact graduate education.

- c. Announcement of the Alumni Association Distinguished Graduate Professorship Award for 2018 (presented by Dr. Peter Harries).

Dr. Harries announced that the nomination period is open for this award.

- d. Announcement of the Diversity in STEM Symposium (presented by Dr. Spencer Muse).

Dr. Muse announced that the Diversity in STEM Symposium will be on February 5, 2018. For more information and to register:

<https://sciences.ncsu.edu/event/diversity-in-stem-symposium/>.

**V. Next scheduled meeting**

February 8, 2018

10:00am-12:00pm

Winslow Hall, room 100

Adjourn 11:38 am.