

**Administrative Board of the Graduate School  
February 8, 2018  
Winslow Hall, room 100**

**MINUTES**

Members present: Kim Allen, Steve Allen, Jo-Ann Cohen, Fashaad Crawford, John Dole, Pierre Gremaud, Peter Harries, Adrianna Kirkman, Susanna Lee, Alun Lloyd, Kate Meurs, Eric Money, Spencer Muse, Melissa Nosbisch, Kyle Pysher, Doug Reeves, Art Rice, George Rouskas, Rebecca Swanson, Desiree Unslet, Mike Walker, Don Warsing

Members absent: Denise Gonzales Crisp, Deanna Dannels, Karen Hollebrands, Sam Jones, Lian Lynch, Jon Rust, Angela Smith, Lee Stiff, Yingjiao Xu

Others present: Aaron Clark (for Karen Hollebrands and Lee Stiff), Tim Petty, Scott Townsend (for Denise Gonzales Crisp)

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

**I. Approval of Minutes**

The minutes from the January 25, 2018 meeting were approved.

**II. Administrative Board Action Items**

**A. Minor Actions (taken as consent agenda items).**

A motion was made to approve items "a" through "c" as consent agenda items. The motion passed and the items were approved.

- a. At the request of the College of Management, a proposal to edit the course BUS 554—Project Management by updating the prefix (presented by Dr. Steve Allen).
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course VMC 928—Topics in Wild Reptile Medicine by updating the title and course description (presented by Dr. Kate Meurs).

- c. At the request of the Department of Agricultural and Human Sciences, a proposal to edit the course YFCS 585—Professional Ethics and Family Policy by updating the course description (presented by Dr. John Dole).

### **III. Continued Business**

- a. 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 addressed the changes mentioned last time by the Board. The Board noted a few more editorial revisions.

A motion was made to approve this section pending the minor editorial revisions. The motion passed and this item was approved.

- b. Discussion of proposed revisions to Graduate Handbook section 3.20 Academic Difficulty (presented by Dr. Peter Harries).

Dr. Harries explained that this was reviewed a while ago, but was never approved by the Board.

The Board discussed that there are several instances that need clarification, and suggested linking to the Reinstatement Form. Dr. Harries clarified that reinstatement occurs when a student has been terminated from their graduate program. This is different from academic warning and probation and the reinstatement of GSSP benefits in those situations.

Dr. Harries explained that the Graduate School receives several reinstatement requests each semester and that they are all reviewed on an individual basis considering the student's specific situation.

This item will be held and brought back to a future meeting for approval. Please send any other comments to Peter and/or Melissa.

- 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 continued the discussion of audit process at the graduate level. The Board confirmed that instructors would like to have control of students auditing their courses.

Dr. Harries stated that an electronically-routed form is preferable and the goal, but that would not be immediate. We would begin with a paper form to route for approval.

This item will be brought back to a future meeting for more discussion and approval.

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

Dr. Reeves announced that after speaking with the Advanced Analytics program, the program is interested in being represented by the interdisciplinary representative (currently Alun Lloyd) on the Board instead of seeking additional representation.

Dr. Harries explained that the purpose of the interdisciplinary representative is to represent programs that are interdisciplinary in nature and may not be represented by a single college. He assured the Board that this representative will continue to serve on the Board and represent all of these programs.

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

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

Ms. Unsel announced that students are applying for the GSA travel awards and that she expects to receive more applications before the application window closes. She also announced that GSA started a regular trivia challenge and they are working on the annual GSA formal, both of which encourage graduate students to socialize with students outside of their program.

- b. Report from Faculty Senate (presented by Dr. Angela Smith). No report.
- c. Announcement that the Graduate Faculty changes were approved (presented by Dr. Peter Harries).

Dr. Harries announced that these changes, related to Handbook section 1.3 that the Board approved last year, were finally approved by the Chancellor. The Graduate School is working on implementing those changes.

- d. Announcement of Graduate School Fellowships deadlines in March for the 2018-2019 academic year, <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/> (presented by Dr. Peter Harries).

- Collier Scholarship, up to \$5,000
- Warren-Wolfpack Fellowship, up to \$5,000
- Wilkinson Graduate Ethics Fellowship, \$5,000
- SREB Doctoral Scholars Program, \$25,000 for first year
- University Graduate Fellowships, \$4,000 (no deadline)

The Board suggests that it is a good idea to have something on the graduate program application that asks whether or not the applicant a varsity athlete. Otherwise, it is difficult to know that they were an athlete (Collier Scholarship and Warren-Wolfpack Fellowship are for former athletes). Dr. Harries will consider how we may be able to incorporate this question into the application process.

- e. Update about Graduate School staff position for fellowships and scholarships (Presented by Dr. Peter Harries)

Dr. Harries reminded the Board that the Graduate School is considering creating a new staff position to identify fellowship and other funding opportunities for graduate students. The Graduate School is moving forward on the creation of this position and will provide more information soon.

- f. Enrollment update (Presented by Dr. Peter Harries)

Dr. Harries explained that enrollment is down about 6% from the same time last year, and that there seems to be a continuous decrease in enrollment, specifically in the international student population. He is hopeful that the new application program, SLATE, which launches on February 15, will enable more effective communication to prospective students, and encourage enrollment at NC State. Annabelle Fernandez is working with colleges and programs to personalize their SLATE communications.

- g. Announcement of exiting Board member (Presented by Dr. Peter Harries).

Dr. Harries announced that today is Rebecca Swanson's (DELTA representative) last meeting due to her upcoming retirement. He thanked her for her years of service to the Administrative Board and valuable contributions to the Graduate School.

**V. Next scheduled meeting**

March 1, 2018

10:00am-12:00 pm

Winslow Hall, room 100

Adjourn at 10:35 am