

**Administrative Board of the Graduate School
March 1, 2018
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, John Dole, Peter Harries, Karen Hollebrands, Adrianna Kirkman, Susanna Lee, Alun Lloyd, Eric Money, Spencer Muse, Tim Petty, Kyle Pysher, Doug Reeves, Art Rice, George Rouskas, Angela Smith, Lee Stiff, Desiree Unselt, Yingjiao Xu

Members absent: Denise Gonzales Crisp, Pierre Gremaud, Sam Jones, Kathryn Meurs, Melissa Nobsch, Jon Rust, Mike Walker, Don Warsing

Others present: Jane Lubischer

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

I. Approval of Minutes

The minutes from the February 8, 2018 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the Department of Biological Sciences, a proposal to create a Graduate Certificate in Biology for Educators (presented by Dr. Jane Lubischer) was approved with minor clarifications to the Admissions Requirements section.
- b. At the request of the Department of Forestry and Environmental Resources, a request to discontinue two Natural Resources- Soil Science plans (presented by Dr. Tom Gower) was approved.

B. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Biological and Agricultural Engineering, a proposal to create the course BAE 577—Wetlands Design and Restoration (presented by Dr. John Dole) was approved.

College of Education

- a. At the request of the Department of STEM Education, a proposal to create the course EMS 791—Contemporary Research and Critical Issues in STEM Education (presented by Dr. Lee Stiff) was approved.

College of Engineering

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 Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 507—Sensors, Instrumentation, and Data Analytics for Transportation Networks (presented by Dr. George Rouskas).
- b. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 703—Economic Analysis of Transportation Systems (presented by Dr. George Rouskas).
- c. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 708—Transportation Logistics Planning and Optimization (presented by Dr. George Rouskas).
- d. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 587—Power System Transients Analysis (presented by Dr. George Rouskas) was approved.
- e. At the request of the Department of Mechanical and Aerospace Engineering, a proposal to create the course MAE 420/520—Dynamic Analysis of Human Movement (presented by Dr. George Rouskas) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Psychology, a proposal to create the course PSY/WGS 706—Psychology of Gender (presented by Dr. Deanna Dannels) was approved.

College of Natural Resources

- a. At the request of the College of Natural Resources, a proposal to create the course GIS 535—Web and Mobile GIS Protocols (presented by Dr. Eric Money) was approved.
- b. At the request of the College of Natural Resources, a proposal to create the course GIS 710—Geospatial Analytics for Grand Challenges (presented by Dr. Eric Money) was approved.
- c. At the request of the College of Natural Resources, a proposal to create the course GIS/CSC 711—Geospatial Data Management (presented by Dr. Eric Money) was approved.
- d. At the request of the College of Natural Resources, a proposal to create the course GIS 712—Environmental Earth Observation and Remote Sensing (presented by Dr. Eric Money) was approved upon clarification that a consultation with Marine, Earth, and Atmospheric Sciences was obtained when the program was approved.
- e. At the request of the College of Natural Resources, a proposal to create the course GIS 713—Geospatial Data Mining (presented by Dr. Eric Money) was approved pending positive consultations with the College of Engineering and the College of Sciences.

College of Textiles

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 Department of Textile and Apparel, Technology and Management, a proposal to create the course TTM 580—Consumer Perspectives in Fashion (presented by Dr. Yingjiao Xu).
- b. At the request of the Department of Textile and Apparel, Technology and Management, a proposal to create the course TTM 731—Decision Models and Applications in Textile and Apparel Management (presented by Dr. Yingjiao Xu).

C. Course Revisions (may be taken as consent agenda items).

A motion was made to approve all items under section “C” as consent agenda items. The motion passed and the items were approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Foreign Languages and Literatures, a proposal to edit the course FL/ECL 436/536—Perspectives on English as a New Language by cross-listing the course with ECL and making it dual-level (presented by Dr. Susanna Lee).

College of Sciences

- a. At the request of the Department of Statistics, a proposal to edit the course ST 732—Longitudinal Data Analysis by updating the course title and content (presented by Dr. Spencer Muse).

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to edit the course VMC 959—Advanced Primate Medicine by updating the course content (presented by Dr. Kate Meurs).

D. 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 Department of Economics, a proposal to edit the course ECG 740—Economic Growth and Development by updating the title and offering (presented by Dr. Steve Allen).
- b. At the request of the Department of Educational Leadership, Policy, and Human Development, a proposal to edit the course EAC 581—Advanced Instructional Design in Training and Development by updating the offering and prerequisite (presented by Dr. Lee Stiff).
- c. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 560—Theory and Practice of Partnerships for Conservation and Community Sustainability by updating the offered term (presented by Dr. Adrianna Kirkman).

III. Continued Business

- a. Discussion of proposed revisions to Graduate Handbook section 3.20 Academic Difficulty (presented by Dr. Peter Harries) was approved with minor editorial revisions.
- b. 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).

The Board identified items that should be included on a graduate audit form:

- 3 approvers: instructor, advisor, and DGP
- A justification section for the student to complete
- A check box to indicate receiving GSSP benefits

- o A statement indicating that if a student is receiving GSSP benefits, then this audit will not count toward the full-time enrollment requirement. A reminder for the student to check for full-time enrollment.

The Graduate School will draft a new form for review by the Board.

IV. New Business

- a. Discussion of proposed revisions to Graduate Handbook section 3.21 Diplomas (presented by Dr. Peter Harries).

Dr. Harries introduced that this section must be updated since the major program is now printed on the diploma. The Board discussed that the section should be edited to include a description of the printing, that co-majors will both be printed, and that minor programs will not appear on diplomas.

This section will be brought back for approval at a future meeting.

- b. Discussion of proposed revisions to Graduate Handbook section 3.4 Time Limit (presented by Dr. Peter Harries).

The Board discussed minor editorial revisions to this section. This section will be brought back for approval at a future meeting.

V. Information Items

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

Ms. Unselt provided the following updates:

- GSA received 171 applications for travel awards. Half of the applicant pool was for the \$500 award and the other half was for the \$1,500 award. There was an issue with a DGP limiting the number of applicants from the program, which is incorrect. The wording will be changed on application in the future to avoid such confusion. The GSA requests that DGPs do not filter the applications.
- The Accelerate to Industry (A2i) program application opened today.
- GSA elections are coming soon.
- Preparing the professoriate application deadline is March 15, 2018.

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

Dr. Smith provided the following updates from the last Senate meeting:

- There was discussion about the changes to transportation.

- Provost mentioned discussion regarding the 12-cell funding matrix.
 - The Academic policy committee is researching and reviewing double majors and double counting of credits.
- c. Announcement of new Memorandum of Agreement form for dual degree and other agreements that involve other institutions (presented by Dr. Fashaad Crawford).

Dr. Crawford discussed that the Substantive Change Review Team (SCRT) has updated the Memorandum of Agreement form. This form should be used when planning dual degree programs and other agreements with non-NC State entities.

- d. Announcement of 13th Annual NC State University Graduate Student Research Symposium to be held on Wednesday, March 21, 2018 at the McKimmon Center, <https://grad.ncsu.edu/research/symposium> (presented by Dr. Peter Harries).
- e. Announcement of Phi Kappa Phi Fellowships for graduating NC State seniors. Applications are due by March 26, 2018, <http://www.phikappaphi.org/grants-awards/fellowship#.WoxKf6hzYdU> (presented by Dr. Peter Harries).
- f. Announcement that the Course Inventory Management (CIM) system will be down for the day on Tuesday, March 6, 2018 for updates (presented by Dr. Peter Harries).

VI. Next scheduled meeting

March 22, 2018
10:00am-12:00pm
Winslow Hall, room 100

Meeting adjourned at 11:23 am