

Administrative Board of the Graduate School
March 22, 2018
Winslow Hall, room 100

MINUTES

Members present: Kim Allen, Steve Allen, Jo-Ann Cohen, Fashaad Crawford, Denise Gonzales Crisp, Deanna Dannels, John Dole, Pierre Gremaud, Peter Harries, Sam Jones, Adrianna Kirkman, Susanna Lee, Alun Lloyd, Eric Money, Spencer Muse, Melissa Nosbisch, Tim Petty, Kyle Pysher, Doug Reeves, George Rouskas, Angela Smith, Desiree Unselt, Don Warsing, Yingjiao Xu

Members absent: Karen Hollebrands, Lian Lynch, Kathryn Meurs, Art Rice, Jon Rust, Lee Stiff, Mike Walker

Others present: Eugene Bressler, Richard Corley, Andrew Stringer

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

Dr. Harries recognized Board members Dr. George Rouskas and Dr. Alun Lloyd for being named Graduate Alumni Distinguished Professors.

I. Approval of Minutes

The minutes from the March 1, 2018 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Veterinary Medicine, a proposal to create a Certificate in Global Health (presented by Dr. Andrew Stringer) was approved.

Dr. Stringer discussed that there is a great deal of interest in this type of program and hopes that the program will provide a competitive advantage for NC State. This program would be restricted to Doctor of Veterinary Medicine

students and is comprised of existing courses. There is strong support from the college and the Graduate School for this program.

- b. Announcement of Landscape Architecture curriculum revision which includes 30 course actions (Prof. Gene Bressler).

Prof. Bressler explained that there are a number (30) of graduate course actions in the workflow as a result of the discontinuation of the undergraduate LAR program and a reorganization of the master's curriculum. He provided a summary of the curriculum revision, which includes course drops, new course proposals, and course revisions. This is not an action item, but a notification to Board members who will be reviewing these courses.

B. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Agricultural and Human Sciences, a proposal to create the course YFCS 537—Human Sexuality (presented by Dr. Kim Allen) was approved.

College of Engineering

- a. At the request of the College of Engineering, a proposal to create the course MAE 703—Direct Energy Conversion (presented by Dr. Doug Reeves) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of Philosophy and Religious Studies, a proposal to create the course REL 598—Special Topics in Religious Studies (presented by Dr. Deanna Dannels) was approved.

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, except for PA 540. The motion passed and the items were approved.

College of Agriculture and Life Sciences

- a. At the request of the College of Agriculture and Life Sciences, a proposal to edit the course PHY 503—General Physiology I by updating the course content (presented by Dr. John Dole).
- b. At the request of the College of Agriculture and Life Sciences, a proposal to edit the course PHY 504—General Physiology II by updating the course content (presented by Dr. John Dole).

College of Humanities and Social Sciences

- a. At the request of the Department of English, a proposal to edit the course ENG/COM 506—Verbal Data Analysis by updating the course content (presented by Dr. Susanna Lee).
- b. At the request of the School of Public and International Affairs, a proposal to edit the course PA 540—Grant Writing by updating the title and course content (presented by Dr. Susanna Lee) was approved pending addition of the discipline to the title.

College of Management

- c. At the request of the College of Management, a proposal to edit the course ECG 562—Applied Econometrics II by updating the course title and description (presented by Dr. Steve Allen).

D. Minor Actions (taken as consent agenda items).

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 Communication, a proposal to edit the course COM 536—Environmental Communication by updating the offering and course description (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Psychology, a proposal to edit the course PSY 753—Principles and Practice of Ecological/Community Psychology by updating the course number (presented by Dr. Deanna Dannels).

III. Continued Business

- a. Discussion of graduate course audit form
<https://projects.ncsu.edu/grad/handbook/sections/3.16-course-registration.html> (presented by Dr. Peter Harries).

Dr. Harries discussed that this is a draft of the form incorporating the discussion the Board had last time about the audit form. The Board discussed revisions to the instructions of the form. The Graduate School will include suggested revisions and bring this to a later meeting for final approval.

- b. Discussion of proposed revisions to Graduate Handbook section 3.21 Graduation (presented by Dr. Peter Harries) was approved.
- c. Discussion of proposed revisions to Graduate Handbook section 3.22 Diplomas (presented by Dr. Peter Harries) was approved pending minor editorial revisions.
- d. Discussion of proposed revisions to Graduate Handbook section 3.4 Time Limit (presented by Dr. Peter Harries) was approved pending minor editorial changes.

IV. New Business

- a. Discussion of common issues for course actions to develop reference and training materials (presented by Dr. Susanna Lee).

Dr. Lee started the discussion about common course action errors that Administrative Board identify when reviewing course actions. The Board discussed that an updated checklist would be helpful to campus as they work on course actions and syllabi. Note that the Graduate Course Syllabus checklist is posted online.

The Graduate School will draft a checklist and that document will be brought to a future meeting to continue this discussion.

V. Information Items

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

Ms. Unsel announced the following:

- The new student body Vice President is a graduate student, the first in school history, which is good for graduate students
- Teaching awards will be finalized on April 15, 2018
- Graduate Research Symposium was yesterday (March 21, 2018) and was successful. Feedback from graduate students indicated that they enjoy this event.

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

Dr. Smith announced the following:

- General Faculty meeting was on Tuesday (March 20, 2018). The Chancellor attended and discussed that the university is examining turnover in light of approximately 400 recent retirees.
- Panel presenters discussed academic integrity issues within new and developing technology environments
 - New methods of cheating
 - DELTA can intercept some of these issues and provide resources for faculty when these arise (testing center)
- Encourage faculty to take the COACH survey

- c. Announce new forms coming soon for academic program planning: Letter of Intent and Request to Establish (presented by Dr. Peter Harries).

Dr. Harries announced new forms for new program planning from the UNC System Office. The Letter of Intent is shorter, which will hopefully expedite the

review and approval process. This Board still expects a budget for the Letter of Intent. The Request to Establish is the more extensive document. All forms are available on the Graduate School's program development website:
<https://grad.ncsu.edu/faculty-and-staff/program-development/>.

- d. Announcement that the application window for 2018-2019 Diversity Enhancement Grants is open through April 15, 2018,
<https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/diversity-enhancement/> (presented by Dr. Peter Harries).

VI. Next scheduled meeting

April 5, 2018

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 11:21 am.