

**Administrative Board of the Graduate School**  
**April 19, 2018**  
**The Graduate School**  
**College of Textiles, room 2328**

**MINUTES**

Members present: Kim Allen, Steve Allen, Deanna Dannels, Pierre Gremaud, Peter Harries, Karen Hollebrands, Sam Jones, Adrianna Kirkman, Susanna Lee, Lian Lynch, Kathryn Meurs, Eric Money, Spencer Muse, Melissa Nosbisch, Tim Petty, Kyle Pysher, Doug Reeves, Art Rice, Jon Rust, Angela Smith, Lee Stiff, Desiree Unselt, Don Warsing, Yingjiao Xu

Members absent: Jo-Ann Cohen, Fashaad Crawford, Denise Gonzales Crisp, John Dole, Alun Lloyd, George Rouskas, Mike Walker

Others present: Michael Flickinger, Sugandha Singh

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

**I. Approval of Minutes**

The minutes from the March 22, 2018 meeting were approved.

**II. Administrative Board Action Items**

**A. Program Actions**

- a. At the request of the College of Engineering and the Biomanufacturing Training and Education Center (BTEC), a proposal to create an Accelerated Bachelor's and Master's program with Chemical Engineering (BS) and Biomanufacturing (MR) (proposed by Dr. Michael Flickinger) was approved.

Dr. Flickinger discussed that there is a strong undergraduate concentration in biomanufacturing, and this ABM program would allow those students to move forward in pursuing a master's program in BIOM. Many of the current students are interested in the master's program and would give them a new path to complete the graduate program. He clarified that the undergraduate program will not change. There is no change in coursework except that students will take the 500-level version of the courses instead of the 400-level version during their senior year.

- b. At the request of the College of Engineering and the College of Science, a Letter of Intent to plan a Master of Science in Foundations of Data Science (presented by Dr. Pierre Gremaud) was approved.

Dr. Harries explained that the Board reviewed and approved this item in 2017, but the proposal has been moved to the Letter of Intent format. The main change is a title change which is now "Foundations of Data Science."

## **B. Course Actions**

### *College of Engineering*

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 714—Advanced Integrated Circuit Design: Data Converters (presented by Dr. Doug Reeves) was approved.

### *College of Humanities and Social Sciences*

- a. At the request of the School of Public and International Affairs, a proposal to create the course PA 517—MPA Capstone (presented by Dr. Deanna Dannels) was approved.
- b. At the request of the Department of Sociology and Anthropology, a proposal to create the course SOC 705—Historical Materialism Approaches to Social Theory (presented by Dr. Deanna Dannels) was approved.
- c. At the request of the Department of Sociology and Anthropology, a proposal to create the course SOC 725—Gender and Crime (presented by Dr. Deanna Dannels) was approved.

### *College of Management*

- a. At the request of the College of Management, a proposal to create the course ECG 563—Applied Microeconometrics (presented by Dr. Steve Allen) was approved.

*College of Natural Resources*

- a. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course GIS 505—Introduction to Geovisualization Technologies (presented by Dr. Eric Money) was approved.

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

A motion was made to approve ECE 786 as a consent agenda item. The motion passed and the item was approved.

*College of Engineering*

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit the course ECE 786—Advanced Computer Architecture: Data Parallel Processors by updating the title and the course content (presented by Dr. George Rouskas).

*College of Humanities and Social Sciences*

- a. At the request of the School of Public and International Affairs, a proposal to edit the course PA 516—Effective Writing for Public Communications by updating the course content (presented by Dr. Susanna Lee) was approved pending clarification of the title.

**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) was approved for use effective Spring 2019.

Dr. Harries explained that the Board's feedback from previous discussions was incorporated.

- b. Discussion of common issues for course actions and the Graduate Course Syllabus checklist (presented by Dr. Peter Harries).

Dr. Harries explained that we started talking about this last time, so we've posted the course syllabus checklist to see if there are any new discussion. The Board suggested developing a list of FAQ's or common errors, and discussed ideas for best disseminating the resources.

**IV. Information Items**

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

Ms. Unsel announced that this is her last meeting. Ms. Sugandha Singh, the newly elected Vice President for Academic Affairs, will be the GSA

representative for the 2018-2019 academic year beginning with our next meeting.

She announced that GSA awarded many awards this semester (travel, teaching). They awarded 30 travel awards from approximately 170 received applications for travel awards. Dr. Bob Sowell (former dean of Graduate School) and his wife have been working with GSA to establish a fund for graduate students, funded by donors. Travel assistance awards are funds from the Graduate School. The conference awards are funded by student fees. Both awards are still merit based.

She also announced that the Executive Board is reviewing the GSA handbook to examine its policies and make sure they are doing everything they should be doing to represent graduate students.

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

Dr. Smith reported from the last Faculty Senate meeting:

- Senators are rotating on and off the Senate; as are some officers.
- Provost discussed that the university is focused on retention.
- 30,000 undergraduate applicants for Fall 2018.
- General Meeting is scheduled for October 23, 2018.

c. Announcement of Doctoral Dissertation Completion Grant for Fall 2018, <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/> (presented by Dr. Peter Harries).

Dr. Harries noted that this is geared toward domestic students who have struggled to complete the degree. The completion rate is very high, over 90%, for recipients.

**V. Next scheduled meeting**

May 3, 2018

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 10:49 am.