

**Administrative Board of the Graduate School  
May 3, 2018  
Winslow Hall, room 100**

**MINUTES**

Members present: Steve Allen, Jo-Ann Cohen, Deanna Dannels, John Dole, Pierre Gremaud, Peter Harries, Sam Jones, Adrianna Kirkman, Susanna Lee, Alun Lloyd, Lian Lynch, Eric Money, Tim Petty, Kyle Pysher, Doug Reeves, Art Rice, Lee Stiff, Don Warsing

Members absent: Kim Allen, Fashaad Crawford, Denise Gonzales Crisp, Karen Hollebrands, Kathryn Meurs, Spencer Muse, Melissa Nosbisch, George Rouskas, Jon Rust, Angela Smith, Desiree Unselt, Mike Walker, Yingjiao Xu

Others present: Hollylynn Lee, Laura Bottomley, Sugandha Singh

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

**I. Approval of Minutes**

The minutes from the April 19, 2018 meeting were approved.

**II. Administrative Board Action Items**

**A. Program Actions**

- a. At the request of the Department of Science, Technology, Engineering, and Mathematics Education (STEM), a proposal to create a Graduate Certificate in Mathematics Teaching and Learning (presented by Dr. Hollylynn Lee) was approved.
- b. At the request of the College of Education and the College of Engineering, a Letter of Intent to plan a PhD in Engineering Education program (presented by Dr. Laura Bottomley) was approved.

## **B. Course Actions**

### *College of Agriculture and Life Sciences*

- a. At the request of the Department of Agricultural and Resource Economics, a proposal to create the graduate-level prefix "ARE" for Agricultural and Resource Economics (presented by Dr. John Dole) was provisionally approved pending confirmation from the Economics program head that there has been a consult and they are okay with this prefix.

### *College of Design*

A motion was made to approve the College of Design courses (a-q) as a consent agenda item. The motion passed and the items were approved.

- a. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 504—Landscape Architecture International Design Studio (presented by Prof. Art Rice).
- b. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 506—Landscape Architecture Design + Build Studio (presented by Prof. Art Rice).
- c. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 507—Landscape Architecture Advanced Topics Design Studio (presented by Prof. Art Rice).
- d. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 509—Landscape Architecture Design Fundamentals (presented by Prof. Art Rice).
- e. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 513—Landscape Architecture Digital Media 1 (presented by Prof. Art Rice).
- f. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 514—Landscape Architecture Digital Media 2 (presented by Prof. Art Rice).
- g. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 515—Advanced Landscape Architecture Digital Design Media (presented by Prof. Art Rice).
- h. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 523—Landscape Architecture Plant Identification (presented by Prof. Art Rice).

- i. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 524—Planting Design Applications in Landscape Architecture (presented by Prof. Art Rice).
- j. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 525—Landscape Architecture Field Studies (presented by Prof. Art Rice).
- k. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 528—Landscape Architecture Construction Materials and Methods (presented by Prof. Art Rice).
- l. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 534—Landscape Architecture Theory and Criticism (presented by Prof. Art Rice).
- m. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 540—Research and Strategic Thinking (presented by Prof. Art Rice).
- n. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 543—Landscape Performance and Metrics (presented by Prof. Art Rice).
- o. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 545—City Planning and Design- Building Great Communities (presented by Prof. Art Rice).
- p. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 546—The Landscape Imperative (presented by Prof. Art Rice).
- q. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 550—Landscape Architecture Professional Practice (presented by Prof. Art Rice).

*College of Engineering*

- a. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 405/505—Railroad System Planning, Design, and Operation (presented by Dr. Doug Reeves) was approved.
- b. At the request of the Department of Biomedical Engineering, a proposal to drop the course ECE 536—Digital Control Systems, formerly known as

BME 436/536 (presented by Dr. Doug Reeves) was postponed for a future meeting agenda.

*College of Humanities and Social Sciences*

- a. At the request of the Department of Sociology and Anthropology, a proposal to create the course SOC 755—Global Institutions and Markets (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 761—Contemporary Debates in Food & Environment (presented by Dr. Deanna Dannels) was approved.

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

A motion was made to approve all the course revisions as a consent agenda item. The motion passed and the items were approved.

*College of Design*

- a. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 501—Landscape Architecture Introduction Design Studio by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).
- b. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 502— Site Planning and Design Studio by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).
- c. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 503—Landscape Architecture Design Development & Construction Documentation Studio by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).
- d. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 508—Landscape Architecture Design Research Project by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).
- e. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 510—Introduction to Landscape Architectural Drawing Applications by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).

- f. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 542—Human Use of the Urban Landscape by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).
- g. At the request of the Department of Landscape Architecture, a proposal to edit the course LAR 697—Design Research Project Independent Study by updating the course content to align with the program’s curriculum revision (presented by Prof. Denise Gonzales Crisp).

*College of Humanities and Social Sciences*

- a. At the request of the Department of History, a proposal to edit the course HI 463/563—Topics in History and Memory (presented by Dr. Susanna Lee).

**D. Minor Actions (usually taken as a consent agenda).**

A motion was made to approve to take all the minor course actions as a consent agenda item. The motion passed and the items were approved.

- a. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to edit the course CE 478/578—Energy and Climate by updating the prerequisites (presented by Dr. Doug Reeves).
- b. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to edit the course CE 488/588—Water Resources Engineering by updating the prerequisites (presented by Dr. Doug Reeves).
- c. At the request of the Department of Statistics, a proposal to edit the course ST 512—Experimental Statistics for Biological Sciences II by updating the prerequisites (presented by Dr. Spencer Muse).
- d. At the request of the Department of Statistics, a proposal to edit the course ST 542—Statistical Practice by updating the prerequisites (presented by Dr. Spencer Muse).
- e. At the request of the Department of Statistics, a proposal to edit the course ST 562—Data Mining with SAS Enterprise Miner by updating the prerequisites (presented by Dr. Spencer Muse).
- f. At the request of the Department of Statistics, a proposal to edit the course ST 711—Design of Experiments by updating the prerequisites (presented by Dr. Spencer Muse).

### **III. New Business**

- a. A motion to approve the awarding of graduate degrees at the May 12, 2018 commencement ceremony to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees was approved.

### **IV. Information Items**

- a. Report from Graduate Student Association (GSA) (presented by Ms. Sugandha Singh).

Ms. Singh noted that GSA approved changes to its constitution. There is now a new executive board. They are hoping to post the graduate student travel awards on the website soon.

- b. Report from Faculty Senate (presented by Dr. Angela Smith). No report.
- c. Syllabus Tool update (presented by Dr. Tim Petty).

Tim Petty provided an update on the syllabus tool. DASA and DELTA are working with a vendor to make updates to the syllabus tool. Li Marcus is getting feedback from professors (both undergraduate and graduate).

The syllabus tool is compliant with the syllabus regulation. However, the issue seems to be that the Graduate School has additional requirements that aren't necessarily reflected in the syllabus regulation, ex. 500/700 can't have S/U grading at the Grad level. The syllabus tool doesn't address this.

- d. Reminder that there are no Administrative Board meetings or review responsibilities over the summer. Reviews will resume in August.

### **V. Next scheduled meeting**

August 30, 2018  
10:00am-12:00pm  
Winslow Hall, room 100

Meeting adjourned at 10:53 am.