

**Administrative Board of the Graduate School
August 30, 2018
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Michelle Bartlett, Gary Blank, John Blondin, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, John Dole, Pierre Gremaud, Peter Harries, Sharon Joines, Karen Hollebrands, Susanna Lee, Alun Lloyd, Lian Lynch, Mike Madden, Eric Money, Melissa Nosbisch, Tim Petty, Kyle Pysher, Art Rice, George Rouskas, Lee Stiff, Yingjiao Xu

Members absent: Sam Jones, Kate Meurs, Doug Reeves, Jon Rust, Mike Walker, Don Warsing

Others present: Aaron Clark, Huiling Ding, Murthy Guddati, Kathy Krawczyk, Seth Kullman, Bruce McDonald

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

Graduate School updates (presented by Dr. Peter Harries).

- Enrollment update. Enrollment is good, though not as high as we projected.
- Personnel changes in the office
 - New writing specialist will work with international students and writing skills.
 - Fellowship specialist focused on graduate students starts in Spring 2019.
 - New thesis/dissertation support services manager.
 - Postdoctoral affairs manager position is vacant.

I. Welcome

- a. Introductions
- b. Review of Procedures
 - Program actions include new program proposals and changes to programs

- Course actions include new courses and course revisions
- Other issues relevant to graduate education, including policy
- Each action item is reviewed by 3 board members
- New program proposals now have a new document: Letter of Intent

II. **Approval of Minutes**

The minutes of the May 3, 2018 meeting were approved.

III. **Administrative Board Action Items**

A. **Program Actions**

- a. At the request of the Department of Accounting, a Request to Deliver the Master of Accounting (presented by Dr. Kathy Krawczyk) was approved.

Dr. Krawczyk (former director of the Accounting program) explained that many MAC programs are a 5th year program after undergraduate studies. Most of the students are recent undergraduate graduates. Another group of interested applicants are already working in the accounting field, and these students would benefit from an online program. This would be an easy adjustment for the program as they currently record the lectures. There is only one other online MAC program, at UNC Chapel Hill, which is targeted toward students with non-accounting backgrounds.

Dr. Krawczyk does not expect to lose many of the on campus students to the online option. Dr. Harries recommends that the program work with DELTA and Dr. Tim Petty to discuss options for technological improvement for this new delivery method.

- b. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create an Accelerated Bachelor's and Master's (ABM) program in Civil Engineering and Environmental Engineering (presented by Dr. Murty Guddati) was approved pending the change that the timeline adheres to the Graduate School's timeline for ABM programs.

Dr. Guddati is the chair of the graduate programs committee in the College of Engineering. They think that the ABM program would increase enrollment in the graduate degree programs. This proposal adheres to the Graduate School's policy on ABM programs with 2 exceptions:

- Double-counting of credits is capped at 9
- Time limit for completion is extended to 18 months for MR and 24-months for the MS because some of the courses that are required are not offered regularly

There is discussion about whether or not the decreased number of double-counted credits accelerates this program. The Board recommended that the proposal be revised to adhere to the standard ABM timeline (12 months), and that students who require longer request exceptions.

Dr. Blank noted that there is no NEPA (National Environmental Policy Act) statement. Dr. Guddati agreed that this is an issue that should be addressed across the curriculum. He will take this back to the department to discuss further implementation.

- c. At the request of the Department of Computer Science, a proposal to create a graduate certificate in Computer Science (presented by Dr. George Rouskas) was approved.

Dr. Rouskas explained that the need for this proposal arose after discussion with the industry advisory board. Employees in industry want/need to enhance their skills. This is a standard graduate certificate. There are no prescribed courses, so the student can personalize their curriculum to meet their specific needs. Dr. Rouskas plans to create a model curriculum for students coming in with various interests and goals. The only non-standard element is that there will be premium tuition for these students.

The question arose that since there are no prescribe courses, students may be interested in completing the certificate more than once. Dr. Rouskas advised that he would recommend that these students should pursue a master's degree in Computer Science so they can obtain the additional skills.

- d. At the request of the Department of English, a proposal to create a 3+2 agreement with Chongqing University of Post and Telecommunications for the Technical Communication program (presented by Dr. Huiling Ding) was approved.

Dr. Ding explains that this is the third 3+2 program they are working on with Chinese partners. This is the same framework as the previously approved proposals. This program targets the top 15% of students at Chongqing. Students will start in the GTI program while meeting the BA requirements at Chongqing.

- e. At the request of the School of Public and International Affairs, a proposal to change the name of the Graduate Certificate in Public Policy to "Policy Analysis" (presented by Dr. Bruce McDonald) was approved.

Dr. McDonald explains that this is a title change. The name “Public Policy” does not accurately reflect the courses, faculty, or the jobs that students obtain after completion of this program. “Policy Analysis” more clearly describes and matches what students are learning and doing.

B. Course Actions

College of Design

A motion was made to approve items “a” and “b” as consent agenda items. Prof. Rice explains that both of these have been taught multiple times as special topics courses with much success. 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 520—Landscape and Culture (presented by Prof. Art Rice).
- b. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 527—Landform, Grading, and Site Systems (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 585—Principles of Surface Water Quality Modeling (presented by Dr. George Rouskas) was approved.

College of Humanities and Social Sciences

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 Sociology and Anthropology, a proposal to create the course SOC 762—Sociology of Food Systems (presented by Dr. Deanna Dannels).
- b. At the request of the Department of Sociology and Anthropology, a proposal to create the course SOC 763—Environmental Sociology (presented by Dr. Deanna Dannels).
- c. At the request of the Department of Social Work, a proposal to create the course SW 423/523—Social Work with Soldiers, Veterans, and Their Families (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 EA 506—Water Quality Assessment (presented by Dr. Eric Money) was approved.

Note that there was not a consultation with the College of Engineering, but a consultation with Agriculture and Life Sciences. The courses seem to be very different. Dr. Rouskas does not see an issue with this courses.

- b. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course FOR 699—Master’s Thesis Preparation (presented by Dr. Eric Money) 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. 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 650—Internship in Landscape Architecture by updating the course number (presented by Prof. Art Rice).

College of Engineering

- a. At the request of the Department of Computer Science, a proposal to edit the course CSC 412/512—Compiler Construction by making it dual level (presented by Dr. George Rouskas).

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

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

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit the course BME 436—Digital Control Systems by updating the prefix to ECE and deleting the graduate component (presented by Dr. George Rouskas).
- b. At the request of the Poole College of Management, a proposal to edit the course ECG 540—Economic Development by updating the offered semester (presented by Dr. Steve Allen).
- c. At the request of the Poole College of Management, a proposal to edit the course ECG 548—International Economics by updating the offered semester (presented by Dr. Steve Allen).
- d. At the request of the Department of Foreign Languages and Literatures, a proposal to edit the course FLF 592—Seminar in French Studies by updating the restrictive statement (presented by Dr. Susanna Lee).

IV. New Business

- a. At the request of the Department of Biological Sciences, an extension request for Kieth Ohrberg (presented by Dr. Seth Kullman) was approved.

Dr. Kullman explained that this student began the master's (MTOX) program in 2016 and was consulting with the DGP and GSC, who advised that he could count previously completed courses from an earlier master's program toward the Master of Toxicology degree. He applied to graduate in Spring 2018, and then was advised by the Graduate School that the courses from the previous master's program were too old, so he needs a timeline extension.

- b. At the request of the Department of STEM Education, an extension request for Nolan Fahrer (presented by Dr. Aaron Clark) was approved pending a successful preliminary exam by the end of Fall 2018.

Dr. Clark explained that he is representing a third request for an extension for the preliminary exam. The student is a full-time employee at NC State and takes 9 hours per calendar year as a staff member, so he is moving slowly through the program. Dr. Clark explained that he is on schedule to complete by the written timeline with an expected graduation date is Spring 2019.

- c. At the request of the Department of Textile Engineering, Chemistry, and Science, a request to award a posthumous Master of Science in Textile Chemistry to Thomas Simerly (presented by Dr. Yingjiao Xu) was approved.

Dr. Xu explains that the student was originally enrolled in a doctoral program and has completed 40 hours of graduate coursework.

V. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Mr. Mike Madden).
 - First meeting was last week on August 27, 2018
 - There was a lot of turnover over the summer, there is now a new President and a new Treasurer.
 - Award for Conferences- received 22 applications. Up to \$1,500.
 - Travel Awards- received 19 applications. They have reduced the travel window to 6 months. These awards are \$500.
 - September 15 deadline for Fall cycle
 - Graduate Research Symposium winners are now on display at the iPearl immersion theater at the Hunt Library.

- Dr. Harries recently spoke to the student senate. GSA is trying to work more closely with university student government and represent the graduate students.

b. Report from Faculty Senate (presented by Dr. Michelle Bartlett).

Dr. Bartlett said the first meeting occurred a few days ago.

- Chancellor spoke about undergraduate enrollment.
- 2 guests spoke about employee engagement survey. There are limited results.
- Community College Alliance study examines the transfer rates to universities.

c. Announcement of National Science Foundation (NSF) Graduate Research Fellowship (GFRP) workshop on September 18, 2018 (presented by Dr. Peter Harries). Register [here](#).

Dr. Harries announced that the Graduate School is running a workshop for these students.

VI. Next scheduled meeting

September 13, 2018

10:00am-12:00pm

Winslow Hall, room 100

Meeting adjourned at 11:38 am.