

**Administrative Board of the Graduate School
September 27, 2018
Winslow Hall, room 100**

MINUTES

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

Members absent: Michelle Bartlett, Kate Meurs, Doug Reeves, Jon Rust, Don Warsing

Others present: Tuere Bowles

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

I. Approval of Minutes

The minutes of the August 30, 2018 were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the Department of Science, Technology, Engineering, and Mathematics (STEM) Education, a proposal to reorganize the Master of Education programs in that department (presented by Dr. Karen Hollebrands) was approved.

Dr. Hollebrands explained that the department currently has 3 M.Ed. program and wishes to consolidate them into one program titled M.Ed. in STEM Education. This consolidation should make better use of resources and combat low productivity.

- b. At the request of the Department of Textiles and Apparel, Technology and Management, a proposal to establish a dual degree partnership with Zhejiang Science and Technical University (presented by Dr. Yingjiao Xu) was approved.

Dr. Harries explained that this is not a 3+X program like the several that we have seen and approved recently. Students in this program will actually receive two degrees.

Dr. Xu explained that ZSTU is a current partner of NC State with several 3+X programs. Several faculty members have visited ZSTU, the research areas are similar and suitable for collaboration. This is a 3-year program. The first year would be courses at ZSTU. NC State faculty members will teach 4 courses at ZSTU, and ZSTU will cover the cost of these faculty members. Students will come to NC State for the second year of the program. The third year will be at ZSTU. Dr. Xu explains that there are benefits for both NC State and ZSTU for participating in this program. Dr. Xu explained that there is a high interest among faculty at NC State to teach those courses at ZSTU.

Ms. Adhikari asked about the student experience and possible cultural shock for traveling to NC State. Dr. Xu explained that the college already has a high number of international students so have resources available for these students.

B. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Entomology and Plant Pathology, a proposal to create the course ENT 510—Writing Proposals in Agriculture, Biology, and Ecology (presented by Dr. John Dole) 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 LOG 430/530—Varieties of Logic (presented by Dr. Deanna Dannels) was approved.
- b. At the request of the College of Humanities and Social Sciences, a proposal to create the course PS 560—Nuclear Nonproliferation Policy and Process (presented by Dr. Deanna Dannels) was approved.

College of Sciences

- a. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to create the course MEA 553—Estuarine Biogeochemistry (presented by Dr. Alun Lloyd) was approved.

College of Textiles

- a. At the request of the Department of Textiles and Apparel, Technology and Management, a proposal to create the course TTM 710—Textile Technology Management (presented by Dr. Yingjiao Xu) 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 these items were approved.

College of Design

- a. At the request of the Department of Landscape Architecture, a proposal to create the course LAR/GIS 517—GIS Applications in Landscape Architecture (presented by Prof. Art Rice).
- b. At the request of the Department of Landscape Architecture, a proposal to create the course LAR 544—Contemporary Issues in Landscape Preservation (presented by Prof. Art Rice).

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit the course ECE 460/560—Embedded System Architectures by updating the title and course content (presented by Dr. George Rouskas).

College of Humanities and Social Sciences

- a. At the request of the Department of English, a proposal to edit the course ENG 669—Literature, Methods, and the Profession by updating the title and course content (presented by Dr. Susanna Lee).
- b. At the request of the Department of History, a proposal to edit the course HI 488/588—Family and Community History by updating the course content (presented by Dr. Susanna Lee).

College of Management

- a. At the request of the Department of Economics, a proposal to edit the course ECG/ST 561—Applied Econometrics I by updating the course content (presented by Dr. Steve Allen).

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 Marine, Earth, and Atmospheric Sciences, a proposal to edit the course MEA 449/549—Principles of Biological Oceanography by removing the Zoology (ZO) cross-listing (presented by Dr. Pierre Gremaud).
- b. At the request of the Department of Statistics, a proposal to edit the course ST 405/505—Applied Nonparametric Statistics by updating the prerequisites (presented by Dr. Pierre Gremaud).
- c. At the request of the Department of Statistics, a proposal to edit the course ST 511—Statistical Methods for Researchers I by updating the title (presented by Dr. Pierre Gremaud).
- d. At the request of the Department of Statistics, a proposal to edit the course ST 434/534—Applied Time Series by updating the prerequisites (presented by Dr. Pierre Gremaud).
- e. At the request of the Department of Statistics, a proposal to edit the course ST 435/535—Statistical Methods for Quality and Productivity Improvement by updating the prerequisites (presented by Dr. Pierre Gremaud).
- f. At the request of the Department of Statistics, a proposal to edit the course ST 437/537—Applied Multivariate and Longitudinal Data Analysis by updating the prerequisites (presented by Dr. Pierre Gremaud).
- g. At the request of the Department of Statistics, a proposal to edit the course ST 440/540—Applied Bayesian Analysis by updating the prerequisites (presented by Dr. Pierre Gremaud).

III. New Business

- a. At the request of the Department of Educational Leadership, Policy, and Human Development, a request for a posthumous degree for Taylor White (presented by Dr. Tuere Bowles) was approved.

Dr. Bowles explained that Ms. White passed away over the summer from cancer. The college supports the request.

- b. Discussion of best practices for co-authored work in dissertations (presented by Dr. Alun Lloyd).

Dr. Harries introduced that this topic has arisen several times in various instances and that it is an important issue for consideration.

Dr. Lloyd explained that the way people are working on dissertations has evolved over the years. At other universities, collaborative projects are required to include a statement of the work responsibilities included in the appendix of dissertations and final projects so that it is clear who is responsible and who gets credit for the work.

The Board discussed that it is the responsibility of the advisory committee to examine the dissertation and ensure that the work of the student is presented in the dissertation. Dr. Harries noted that committees may be making different determinations, so perhaps we could create guidelines for committees to follow.

The Board suggests looking at other Graduate Schools to see if other schools have established guidelines or best practices for inclusion of work. The Graduate School will work on collecting research about this.

IV. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Ms. Urmila Adhikari).

Ms. Adhikari will be the GSA representative for the Fall 2018 semester. She is a Plant Pathology doctoral student and a member of the Research Recognition Committee in GSA.

She reports that a goal of GSA this year is a mental health initiative for graduate students. They are working with the Graduate School, Student Health, and Student Government on this initiative. This is still in the beginning stages and she hopes to have more updates soon. The Board is enthusiastic and interested about this initiative.

She reports that the GSA constitution was amended to include a statement about minority populations. They awarded their travel and conference awards and are working on compiling a list of travel awards available to graduate students.

- b. Report from Faculty Senate (presented by Dr. Michelle Bartlett). No report.

- c. Announcement of Call for Nominations for 2019-2020 University Graduate Fellowships (presented by Dr. Peter Harries).
<https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/university-graduate-fellowships/>
- d. Announcement of STEM Graduate Fellowships and Postdoc positions posted through the Institute for Broadening Participation (presented by Dr. Peter Harries). <https://pathwaystoscience.org/Grad.aspx> and https://pathwaystoscience.org/Postdocs_Portal.aspx
- e. Reminder of Visit NC State day December 2-4, 2018, applications due October 22, 2018 (presented by Dr. Peter Harries).
<https://grad.ncsu.edu/faculty-and-staff/recruiting-resources/visit-nc-state/>
- f. Graduate Student Mentoring program (presented by Dr. Peter Harries).

This is a series of workshops for new faculty to make them better graduate mentors. This is targeted to new/junior faculty who are inexperienced with advising. There is a high interest in participation in this series of workshops, and they may design some targeting more senior faculty.

V. Next scheduled meeting

October 18, 2018

11:00am-12:00pm*

Winslow Hall, room 100

*11:00 am start time because of Chancellor's visit to the Graduate School

Meeting adjourned at 11:04 am.