

**Administrative Board of the Graduate School
November 1, 2018
Winslow Hall, room 100**

MINUTES

Members present: Kim Allen, Steve Allen, Gary Blank, John Blondin, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, Peter Harries, Karen Hollebrands, Sharon Joines, Sam Jones, Susanna Lee, Lian Lynch, Eric Money, Melissa Nosbisch, Tim Petty, Doug Reeves, Art Rice, George Rouskas, Sugandha Singh, Lee Stiff, Yingjiao Xu

Members absent: Michelle Bartlett, John Dole, Pierre Gremaud, Alun Lloyd, Kate Meurs, Kyle Pysner, Jon Rust

Dr. Lynch called the meeting to order at 10:07 am.

I. Approval of Minutes

The minutes from the September 27, 2018 meeting were approved.

II. Administrative Board Action Items

A. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Entomology, a proposal to drop the course ENT 525—Entomology for Educators (presented by Dr. Kim Allen) 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 PS 546—The Politics of East Asia (presented by Dr. Deanna Dannels) was approved.

College of Management

There was a motion to approve items "a" through "d" as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Economics, a proposal to drop the course ECG 696—Summer Thesis Research (presented by Dr. Steve Allen).
- b. At the request of the Department of Economics, a proposal to drop the course ECG 699—Master's Thesis Preparation (presented by Dr. Steve Allen).
- c. At the request of the Department of Economics, a proposal to drop the course ECG 896—Summer Dissertation Research (presented by Dr. Steve Allen).
- d. At the request of the Department of Economics, a proposal to drop the course ECG 899—Doctoral Dissertation Preparation (presented by Dr. Steve Allen).

College of Natural Resources

There was a motion to approve items "a" through "k" as consent agenda items. The motion passed and the items were approved.

- a. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course FOR 890—Doctoral Preliminary Exam (presented by Dr. Gary Blank).
- b. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course FOR 899—Doctoral Dissertation Preparation (presented by Dr. Gary Blank).
- c. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course NR 699—Master's Thesis Preparation (presented by Dr. Gary Blank).
- d. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 601—Seminar in Recreation Research (presented by Dr. Gary Blank).
- e. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 660—Professional Practicum (presented by Dr. Gary Blank).

- f. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 665—Professional Project (presented by Dr. Gary Blank).
- g. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 688—Non-Thesis Masters Continuous Registration- Half Time Registration (presented by Dr. Gary Blank).
- h. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 689—Non-Thesis Master Continuous Registration- Full Time Registration (presented by Dr. Gary Blank).
- i. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 690—Master’s Examination (presented by Dr. Gary Blank).
- j. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 820—Recreation Resources Problems (presented by Dr. Gary Blank).
- k. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to drop the course PRT 890—Doctoral Preliminary Exam (presented by Dr. Gary Blank).
- l. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create the course GIS 715—Geovisualization (presented by Dr. Eric Money) was approved.

College of Sciences

- a. At the request of the Department of Statistics, a proposal to create the course ST 517—Applied Statistical Methods I (presented by Dr. John Blondin) was approved.

Dr. Blondin noted that students from other disciplines may take this course; it is not exclusively for statistics students.

- b. At the request of the Department of Statistics, a proposal to create the course ST 544—Applied Categorical Data Analysis (presented by Dr. John Blondin) was approved.

Dr. Harries noted to make sure the course information gets updated in the future.

College of Textiles

- a. At the request of the Department of Textile Engineering, Chemistry and Science, a proposal to create the course FPS 770—Advances in Polymer Science (presented by Dr. Yingjiao Xu) was approved pending the syllabus is sent to College of Engineering for review.

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 904—Swine Industry (presented by Dr. Sam Jones) was approved.

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

There was a motion to approve all items under section “B” as consent agenda items. The motion passed and the items were approved.

College of Sciences

- a. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to edit the course MEA 763—Isotope Geochemistry by updating the course content (presented by Dr. John Blondin).

College of Veterinary Medicine

- a. At the request of the College of Veterinary Medicine, a proposal to edit the course VMB 961—Success in the Clinics and Beyond by updating the course content (presented by Dr. Sam Jones).

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

There was a motion to approve all items under section “C” as consent agenda items. The motion passed and the items were approved.

- a. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 762—Principles of Pharmacology by updating the year offering (presented by Dr. Sam Jones).
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 886—One Health: From Philosophy to Practice by updating the semester offering (presented by Dr. Sam Jones).
- c. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course GIS 535—Web and Mobile GIS Protocols by updating the prerequisite (presented by Dr. Eric Money).
- d. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 592—Special Topics in Biology to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).

- e. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 601—Seminar to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- f. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 624—Topical Problems in Biology to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- g. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 631—Special Topics to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- h. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 685—Master’s Supervised Teaching to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- i. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 688—Non-Thesis Masters Continuous Registration- Half Time Registration to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- j. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 689—Non-Thesis Master Continuous Registration- Full Time Registration to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- k. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 690—Master’s Examination to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- l. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 693—Master’s Supervised Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- m. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 695—Master’s Thesis Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- n. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 696—Summer Thesis Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).

- o. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 699—Research in Biology to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- p. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 718—Community Ecology to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- q. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 756—Ecology of Fishes to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- r. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 792—Special Topics in Biology to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- s. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 831—Special Topics to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- t. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 885—Doctoral Supervised Teaching to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- u. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 890—Doctoral Preliminary Examination to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- v. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 893—Doctoral Supervised Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- w. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 895—Doctoral Dissertation Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- x. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 896—Summer Dissertation Research to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).
- y. At the request of the Department of Applied Ecology, a proposal to edit the prefix of the course ZO 899—Doctoral Dissertation Preparation to INB for Interdepartmental Graduate Biology (presented by Dr. Kim Allen).

- z. At the request of the Department of Social Work, a proposal to edit the course SW 557—SW Program Development and Grant Writing by updating the prerequisites and description (presented by Dr. Susanna Lee).
- aa. At the request of the College of Veterinary Medicine, a proposal to edit the course VMP 922—Small Group Problem Solving in Veterinary Medicine by updating the prefix and number to VMB 920 (presented by Dr. Sam Jones).

III. Continued Business

- a. Dissertation collaboration (Dr. Peter Harries)

Dr. Harries explained that this will be discussed further at the next meet, but reminded the Board to keep thinking about this issue.

Dr. Blank brought feedback from the College of Natural Resources faculty who think that students should provide documentation about the delegation of work for collaborative projects. He noted that this was even discussed at the tenure review meetings for some newer (younger) faculty, so it is an issue that graduates will face throughout their career in academia.

Dr. Jones noted that the College of Veterinary Medicine is going to craft a graduate program policy for their graduate students to follow.

Dr. Harries wants this Board to assist in drafting material that will then be shared with DGPs for discussion.

IV. New Business

- a. Discussion of revisions to Graduate Handbook section 1.3 Graduate Faculty (presented by Dr. Peter Harries) was approved.

Dr. Harries explained that the Board has already approved this section, but we need to clarify a few pieces of this handbook section. The clarifications are highlighted in the updated document.

The Board suggested the addition of the phrase “It may be approved by the given program’s DGP in consultation with the program’s faculty” at the end of the paragraph for clarification.

The Request to Teach Graduate Courses section is explicitly added here because it is not feasible for all of these individuals to have Affiliate status. This clarifies that the Request to Teach Graduate Courses form

needs to be submitted for these individuals who are not members of the Graduate Faculty.

There was discussion by the Board about the number of graduate-level instructors who are not members of the Graduate Faculty. Dr. Harries mentioned that this is an important issue to discuss, so we will discuss this at a future meeting.

V. Information Items

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

Ms. Singh updated that GSA plans to notify Travel Awards recipients by November 15.

GSA is searching for new collaborations to advocate for graduate students at a larger level. They are working with student government at NC State and want to collaborate with other UNC system universities, and they are sending a delegate to the Association of Student Governments.

Ms. Singh explained that GSA is still working on an initiative related to graduate student mental health. There are a lot of collaborators involved in this initiative. They are working on a comprehensive survey to identify stressors, gague satisfaction, relationship with advisors, finances and living, and international student satisfaction. They should have the survey finished in the next week or so, and will go through the proper channels for distributing the survey. They hope to use the survey results to identify future steps for this initiative.

The Board discussed that some sort of training, similar to Green Zone training, would be beneficial and would allow more people to become aware and trained on how to support mental health. The mental health ambassador program is very thorough, so something less involved would be easier to distribute widely.

- b. Report from Faculty Senate (presented by Dr. Peter Harries).

Dr. Harries presented at the last Faculty Senate meeting and discussed TurnItIn, a new software program that NC State purchased. He explained that this is a software program is basically a plagiarism check with other added functions. Students will be able to check their own work with this tool. The tool will launch for Spring 2019 courses, and instructors will be able to decide whether or not to use it. There will be training available for

interested faculty. Dr. Harries will bring a sample originality report to a future meeting for review.

The Provost presented briefly about the expected budget, but had no new information.

c. 3MT® Update (presented by Dr. Peter Harries)

Dr. Harries announced that the annual competition was on Tuesday, October 30, 2018. He stated that this was very impressive and a good showcase of student research.

Dr. Joines asked if there was potential to allow non-thesis students to compete. Dr. Harries noted that he is open to their participation, so we can consider this moving forward. We may just need to change the preliminary approach and advertising. Note that the international 3MT® competition is restricted to thesis or dissertation students, but NC State can modify the competition for our campus.

d. Announcement of the 14th Annual Graduate Student Research Symposium on March 20, 2019. The nomination deadline is January 16, 2019: <https://grad.ncsu.edu/research/symposium/> (presented by Dr. Peter Harries).

e. Announcement of recruitment for 2019-2020 Southern Regional Education Board (SREB) Doctoral Scholar. Fellowships are \$25,000 each and nominations are due on March 1, 2019. Contact Dr. David Shafer (dmschafer@ncsu.edu) for more information (Presented by Dr. Peter Harries).

f. Discussion of using Google Drive for Administrative Board materials (Dr. Peter Harries).

There is consensus that a Google folder should be used in the future for meeting materials.

g. Graduate Audit Request form update (Dr. Peter Harries).

Dr. Harries announced that this form will now be used in place of the Schedule Revision form for post-Census changes.

VI. Next scheduled meeting

November 15, 2018

10:00am-12:00pm

The Graduate School
College of Textiles, room 2328

Adjourn at 11:14 am.