The Graduate School

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Administrative Board of the Graduate School
November 15, 2018
The Graduate School
College of Textiles, room 2328

MINUTES

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

Members absent: Michelle Bartlett, Deanna Dannels, Karen Hollebrands, Sam Jones, Kate Meurs, Jon Rust, Mike Walker

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

I.   Approval of Minutes
The minutes from the November 1, 2018 were approved.

II.   Administrative Board Action Items

A. Program Actions
a. At the request of the College of Humanities and Social Sciences, a proposal to create an ABM in International Studies (presented by Dr. Susanna Lee) was approved.

Dr. Lee notes that this is a standard ABM, except that it also requires an international experience.

b. At the request of the Department of Poultry Science, a proposal to revise the curriculum for the ABM in Poultry Science (presented by Dr. John Dole) was approved.

Dr. Dole notes that this is a curriculum revision of an existing ABM to try to revitalize the program and increase the enrollment. Dr. Harries notes that programs should do more to be proactive at increasing enrollment in ABM.

B. Course Actions

College of Agriculture and Life Sciences
a. At the request of the Department of Plant and Microbial Biology, a proposal to create the course PB 559—Plant Water Relations (presented by Dr. Kim Allen) was approved.

College of Engineering
a. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 748—Advanced Function Verification with Universal Verification Methodology (presented by Dr. George Rouskas) was approved.

b. At the request of the Department of Materials Science and Engineering, a proposal to create the course MSE 709—Metastable Materials: Processing, structure, and properties (presented by Dr. George Rouskas) 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 552—Science and Technology Policy (presented by Dr. Susanna Lee) was approved.

College of Natural Resources
There was a motion to approve items "a" through "c" 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 FW 699—Master's Thesis Preparation (presented by Dr. Gary Blank).

b. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course FW 890—Doctoral Preliminary Exam (presented by Dr. Gary Blank).

c. At the request of the Department of Forestry and Environmental Resources, a proposal to drop the course FW 899—Doctoral Dissertation Preparation (presented by Dr. Gary Blank).

College of Textiles

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

 a. At the request of the Department of Textile and Apparel, Technology, and Management, a proposal to create the course FPS/TC 710—Science of Dye Chemistry, Dyeing, Printing and Finishing (presented by Dr. Yingjiao Xu).

 b. At the request of the Department of Textile and Apparel, Technology and Management, a proposal to create the course TTM/FPS 750—Advances in Fabric Formation, Structure, and Properties (presented by Dr. Yingjiao Xu).

 c. At the request of the Department of Textile and Apparel, Technology and Management, a proposal to create the course TTM 785—Doctoral Research Methods (presented by Dr. Yingjiao Xu).

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

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

College of Education

 a. At the request of the Department of STEM Education, a proposal to edit the course EMS 472/572—Teaching Mathematics Topics in Senior High School (presented by Dr. Karen Hollebrands).

College of Management

 a. At the request of the Department of Economics, a proposal to edit the course ECG 739—Empirical Methods for Development Economics and Applied Microeconomics by updating the title and course content (presented by Dr. Steve Allen).

College of Natural Resources

 a. At the request of the Department of Forestry and Environmental Resources, a proposal to edit the course FOR 620—Woodland Stewardship by updating the course number and grading method (presented by Dr. Gary Blank).

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

There was a motion 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 Forestry and Environmental Resources, a proposal to edit the course PB 565—Plant Community Ecology by updating the prefix to FOR (presented by Dr. Eric Money).

b. At the request of the Department of History, a proposal to edit the course HI 430/530—Modern France by updating the offered semester (presented by Dr. Susanna Lee).

c. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 505—GIS and Spatial Analysis in PRTS by updating the prerequisite (presented by Dr. Eric Money).

III.   Continued Business

a. Discussion of best practices for co-authored work in dissertations (presented by Dr. Peter Harries).

Dr. Harries shared a document that presents the approach by Rutgers University and explained that their document outlines some of the issues that the Board has discussed. The document presents guidelines of what should be done by students for their dissertations. The document suggests that students provide a proper citation for each included work in the Acknowledgments section as well as collaborative work. The ETD reviewer is currently researching this and collecting more information so that we can discuss further later.

Dr. Petty mentioned that discrepancies may arise between students and faculty contributions. Dr. Harries notes that is why this discussion needs to happen early in the process of dissertation writing.

Dr. Harries explained that the purpose of developing best practices is to provide justification for the authenticity of the research and work conducted by/at NC State. The Graduate School will draft a document that the group can review, but states that there are many potential resolutions for this issue. This will go through the same review process as the revised Graduate Handbook sections.

IV.   New Business

a. Discussion of non-Graduate Faculty instructors (presented by Dr. Peter Harries).

Dr. Harries explained that NC State is in the middle of generating a 5-year report for SACSCOC, which prompted the discussion of credentials for teaching graduate courses. The Graduate School has a pretty good process of verifying credentials, but he explained that SACSCOC is the reason for the push to verify credentials. Faculty credentialing will not be part of the 5th year report in 2020, but we do have to provide

"appropriately credentialed program directors" (DGPs) for the 5th year report. This is due March 2020 so will be a report of Fall 2019 leadership.

Dr. Harries explained that another issue is when individuals are listed as instructor on new course actions who are not members of the Graduate Faculty. There are many different scenarios and reasons for this. The person listed as instructor on the course action should be the individual who has ownership of the course and has developed the course, and this person should be a member of the Graduate Faculty. The listed instructor should not be an individual who is only teaching one course at a time.

V.   Information Items
a. Report from Graduate Student Association (GSA) (presented by Ms. Urmila Adhikari).

Ms. Adhikari explained that GSA awarded 5 winners for the Award for Conferences and 27 for the Travel Assistance awards. The applications for Spring 2019 will be available on December 15. They are working to better publicize the award opportunities. They are also thinking about offering a workshop to educate students about the awards.

Dr. Harries noted that the Graduate School wants to promote graduate student travel, and the 27 travel awards are funded by the Graduate School. He also mentioned that one of the stories in the Graduate Alumni magazine (*Think*) that of former dean Dr. Bob Sowell, who is generously funding graduate student travel.

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

c. Review of TurnItIn originality report (presented by Dr. Peter Harries).

Dr. Harries showed the Board an originality report in IThenticate and reviews how to interpret the originality report. The report will link to the original source so users can see from where it was taken, and even view the entire source. There are various settings that can be customized, such as the number of words in a phrase that you want to identify. You can exclude the bibliography, you can exclude block quotes, etc. This tool will be integrated into Moodle on an assignment basis. The instructor has to turn it on for specific assignments. This launches for Spring 2019, so you should hear something from Wolfware. There is a recommended syllabus statement. They are also developing a project site where students can submit the assignment before it is submitted to Moodle, so they will be able to check their own work.

Dr. Harries explained that there is discussion about using this for all theses and dissertations. This was implemented at his previous institution (University of Southern Florida) and proved to identify inauthentic work. Students had to include the first page of the originality report in the thesis/dissertation. This is something that could inform and protect the committee.

Dr. Joines suggests developing guidelines about the inclusion of collaborative material, and then as a second step implementing a program like IThenticate. Dr. Harries agreed that these are two separate endeavors, they would not happen simultaneously.

VI.   **Next scheduled meeting**
November 29, 2018
10:00am-12:00pm
Winslow Hall, room 100

Adjourn 10:40 am