



The Graduate School

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**Administrative Board of the Graduate School
March 7, 2019
Winslow Hall, room 100
10:00 a.m. – 12:00 p.m.**

NOTES

Members present: Kim Allen, Steve Allen, Gary Blank, John Blondin, Lisa Chapman, Jo-Ann Cohen, Fashaad Crawford, Deanna Dannels, John Dole, Pierre Gremaud, Peter Harries, Karen Hollebrands, Sharon Joines, Djamel Kaoumi, Srinivasan Krishnamurthy, Susanna Lee, Lian Lynch, Eric Money, Melissa Nosbisch, Tim Petty, Kyle Pysher, Doug Reeves, Jon Rust, Sugandha Singh, Lee Stiff

Members absent: Denise Gonzales Crisp, Sam Jones, Alun Lloyd, Kate Meurs, Angela Smith

Others present: Paul Umbach

Dr. Harries called the meeting to order at 10:02 a.m.

I. Approval of Minutes

The minutes of the January 31, 2019 meeting were approved.

II. Administrative Board Action Items

A. Program Actions

- a. At the request of the College of Agricultural and Life Sciences, a Letter of Intent to create a PhD program in Agricultural and Human Sciences (presented by Dr. Kim Allen and Dr. Jackie Bruce) was approved.

Dr. Allen explained that this is a result of merging two departments in the college. This new proposal will contain two tracks for the two pools of interested students. Dr. Harries notes that at this stage, it is a good idea

to mention how this program is new for the university. Dr. Allen explains that there are very few programs that focus on both areas: Agricultural Sciences and Human Sciences. No other graduate program in AEE has this combination of experience. The current EdD program will be discontinued as a part of this action, there will be a Request to Discontinue to follow with the Request to Establish and then that will be submitted to SACSCOC.

Dr. Dannels explained that there was a consultation with the College of Humanities and Social Sciences, but that she thinks the consultation may have happened prematurely. Dr. Harries discussed the purpose of the Letter of Intent document to explain the process at the UNC System Office level. He explains that the goal of the Letter of Intent is to raise awareness of the new degree program and ask other graduate deans across the system if the program would be a good idea or if it is duplication to another degree in the system. Dr. Harries is considering whether or not the LOI should come to the Administrative Board or receive consultations at all. This is a decision for the Provost's Office, and Dr. Harries will follow up with the Board.

- b. At the request of the College of Engineering, a Memorandum of Agreement for the Graduate Pathway Program with University of Michigan-Shanghai Jiao Tong University Joint Institute (presented by Dr. Doug Reeves) was approved.

Dr. Reeves explained that this agreement is relatively routine and similar to our existing 3+X programs. The motive for this is not to get more applications, but to recruit the best students available. Students will come NC State for a semester, then return to China and complete their undergraduate program. Then, they will apply to the master's program and return to NC State. The courses that the students take during their undergraduate semester will transfer into the graduate program if they are admitted into the master's program. The College of Engineering is eager to partner with this institute, and the institute will also be a good partner at the undergraduate level.

This agreement is called "Graduate Pathway" because it is slightly different from the existing 3+X programs. It will be reported to SACSCOC as one of our international agreements, like the 3+X programs.

This agreement is with only 2 departments in the College of Engineering. The joint institute does not have a complete College of Engineering, so they are partnering with two specific departments.

B. Course Actions

College of Engineering

- a. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 728—Performance Based Seismic Design of Bridges (presented by Dr. Doug Reeves) was approved.
- b. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE/BME 418/518—Wearable Biosensors and Microsystems (presented by Dr. Doug Reeves) was approved.
- c. At the request of the Department of Mechanical and Aerospace Engineering, a proposal to create the course MAE 555—Applications of acoustic and elastic wave propagation (presented by Dr. Doug Reeves) was approved.

College of Humanities and Social Sciences

- a. At the request of the Department of History, a proposal to create the course HI 468/568—Slavery in the Americas (presented by Dr. Susanna Lee) was approved.
- b. At the request of the School of Public and International Affairs, a proposal to create the course PS 544—Contemporary African Politics (presented by Dr. Susanna Lee) was approved pending a positive course consultation with the History Department.
- c. At the request of the School of Public and International Affairs, a proposal to create the course PS 547—Russian Politics (presented by Dr. Susanna Lee) was approved.

College of Natural Resources

There was a motion to approve items “a” through “d” as consent agenda items because they are all new courses for a new graduate certificate program. The college has obtained relevant consultations for these courses and for the certificate program. The motion passed and the items were approved.

- a. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course EA 520—Renewable Energy Policy and Economics (presented by Dr. Gary Blank).
- b. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course EA 521—Fundamentals of Renewable Energy Site Assessment (presented by Dr. Gary Blank).

- c. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course EA 522—PV Design and Assessment (presented by Dr. Gary Blank).
- d. At the request of the Department of Forestry and Environmental Resources, a proposal to create the course EA 523—Assessment of Renewable Energy Storage Systems (presented by Dr. Gary Blank).

College of Sciences

- a. At the request of the Department of Biological Sciences, a proposal to create the course BSC 516—Toxics, Human Health, and the Environment (presented by Dr. John Blondin) was approved.
- b. At the request of the Department of Biological Sciences, a proposal to create the course BSC 546—Humans and Disease: Communicable Diseases (presented by Dr. John Blondin) was approved.
- c. At the request of the Department of Statistics, a proposal to create the course ST 703—Statistical Methods I (presented by Dr. John Blondin) was approved.

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 Agriculture and Life Sciences

- a. At the request of the Department of Biological and Agricultural Engineering, a proposal to edit the course BAE 472/572—Irrigation and Drainage by updating the course content (presented by Dr. John Dole).

Confirm that the prerequisite should be instructor permission only.

College of Engineering

- a. At the request of the Department of Nuclear Engineering, a proposal to edit the course NE 770—Nuclear Radiation Attenuation by updating the course content (presented by Dr. George Rouskas).

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

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 Foreign Languages and Literatures, a proposal to edit the course FL 424/524—Linguistics for ESL Professionals by updating the term offering (presented by Dr. Deanna Dannels).

- b. At the request of the Department of Forestry and Environmental Resources, a proposal to edit the course FOR 795—Advanced Special Topics in Forestry by updating the Academic Organization (presented by Dr. Gary Blank).
- c. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course GIS 510—Fundamentals of Geospatial Information Science and Technology by updating the prerequisite (presented by Dr. Eric Money).

III. Continued Business

- a. At the request of the Department of Educational Leadership, Policy, and Human Development, an extension request for Jeffrey Huckel (presented by Dr. Paul Umbach) was approved.

Dr. Umbach is present to discuss the case that was discussed last time and answer questions from the Board. He is confident that the student will complete according to the timeline.

- b. Discussion of changes to academic credentialing, courses that bear academic credit (presented by Dr. Peter Harries).

Dr. Harries explained that we discussed this previously. The Graduate School is discussing offering badges for professional development (non-credit bearing) courses and modules, and other offices on campus are headed in that direction.

The Board discussed the importance of making a distinction between credit-bearing and non-credit bearing courses. There will need to be discussion about how to handle these in the future, depending on how the trend for these credentials develops over time. The Graduate School offers “small ‘c’ certificates” such as the Teaching Certificate, which is different from a Graduate Certificate in a program area. There is discussion about whether or not we should change the terminology used, such as change “small ‘c’ certificate” to another term, or “large ‘C’ certificate” to another term. There is discussion about how the private sector views “certificate.” Professional certification does not equate to a graduate certificate program. Dr. Harries will raise this issue to the UNC System Graduate Council for further discussion.

IV. New Business

- a. Discussion of best practices for cross-listed courses (presented by Dr. Deanna Dannels).

Dr. Dannels presents the question of guiding principles for cross-listing courses between departments and/or programs. There is confusion about the current funding model for these courses. The funding does not follow the instructor currently, but that is the plan going forward. Dr. Petty confirmed that DELTA determines funding based on the course code enrollment (if enrolled in ENG 5XX, the ENG department gets that credit, and if enrolled in COM 5XX, the COM department gets that credit).

The Board discusses that the prefix should be the academic discipline of the course, not a bean counting exercise to make sure each prefix gets credit. There is a suggestion that if the course is central to the mission of the academic program, then perhaps it makes sense to cross-list the course. Otherwise, it makes sense for the student to enroll in the course under the "other" (non-program home) prefix. Some programs cross-list because they require students to take a certain number of courses within a prefix, and Dr. Harries suggests that in this case, the program should update their program requirements.

There is a suggestion that the Graduate School develop guidelines for the cross-listing of courses. This will be discussed more at future meetings.

- b. Discussion of Graduate Faculty status on new course proposals (presented by Dr. Doug Reeves).

Dr. Reeves suggested that all listed instructors on new course proposals should be a member of the Graduate Faculty, and raised this topic for discussion. Dr. Harries' concern is that this becomes unenforceable, because a Graduate Faculty member could be listed on the form, but then someone else is actually doing the work and developing the course information. This will be discussed more at future meetings after we gather more information.

- c. Discussion of best practices for faculty reviewers (presented by Dr. Doug Reeves).

Dr. Reeves suggested that we have an instructional session for new Board members so they learn what to look for when reviewing course actions and program actions. Dr. Harries proposed that the first Admin Board of the new semester, the new members could come first, and then the regular meeting would start a half hour later. The Board also discussed creating an archive of resources in Google folder. The Graduate School will look into this further and report back with updates.

V. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Ms. Sugandha Singh).
 - 155 travel awards this semester
 - Graduate Student Research Symposium on March 20
 - Graduate Student Issues Town Hall went well on March 4. Approximately 40 students attended. They hope this will continue annually.
- b. Report from Faculty Senate (presented by Dr. Angela Smith). No report.
- c. Announcement of Graduate Education Week, March 18-22, 2019 (presented by Dr. Peter Harries).
 - <https://grad.ncsu.edu/news/2019/02/graduate-education-week-2019/>
 - Monday- outstanding TA award reception
 - Tuesday- relaxation center for graduate students
 - Wednesday- Research Symposium
 - Thursday- open house at the Graduate School
- d. Announcement of the 14th Annual Graduate Student Research Symposium on March 20, 2019 at the McKimmon Center (presented by Dr. Peter Harries).
 - <https://grad.ncsu.edu/professional-development/events/symposium/>
 - Contact Dr. Dave Shafer, dmschafer@ncsu.edu, with questions.
- e. Announcement of 2019-2020 Diversity Enhancement Recruiting Fellowships (presented by Dr. Peter Harries).
 - Nominations are due March 21, 2019
 - Contact Dr. Dave Shafer, dmschafer@ncsu.edu, for more information.

VI. Next scheduled meeting

March 28, 2019

10:00am-12:00pm

Winslow Hall, room 100