



The Graduate School

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**Administrative Board of the Graduate School  
April 11, 2019  
Winslow Hall, room 100  
10:00 a.m. – 12:00 p.m.**

**MINUTES**

Members Present: 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, Sam Jones, Djamel Kaoumi, Susanna Lee, Alun Lloyd, Melissa Nosbisch, Tim Petty, Kyle Pysker, Doug Reeves, Sugandha Singh, Angela Smith

Members Absent: Kim Allen, Denise Gonzales Crisp, Srinivasan Krishnamurthy, Lian Lynch, Kathryn Meurs, Eric Money, Jon Rust, Lee Stiff

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

**I. Approval of Minutes**

The minutes of the March 7, 2019 meeting were approved.

**II. Administrative Board Action Items**

**A. Program Actions**

- a. At the request of the College of Textiles, a proposal to update the curriculum for the Graduate Certificate in Consumer Textile Product Design and Development (presented by Dr. Lisa Chapman) was approved.

Dr. Chapman explained that this is a result of professors leaving the university and noted that one of the new core faculty members teaches the new course.

## **B. Course Actions**

### *College of Agriculture and Life Sciences*

- a. At the request of the Department of Applied Ecology, a proposal to create the course AEC 510—Machine Learning Approaches in Biological Sciences (presented by Dr. John Dole) was approved.

Dr. Dole mentioned that the “applications” are geared to the biological sciences and genetics. There is another course in machine learning in Biomathematics which focuses on different applications. If the title of this course needs to be adjusted later, the college will submit a minor action.

### *College of Humanities and Social Sciences*

- a. At the request of the School of Public and International Affairs, a proposal to drop the course PA 508—Government & Public Administration (presented by Dr. Susanna Lee) was approved.

Dr. Harries explained that we review drop course proposals in case another program or college uses that course. Most of the time, these will all be approved, but we approve the action to notify other colleges.

### *College of Sciences*

- a. At the request of the Department of Statistics, a proposal to create the course ST 558—Data Science for Statisticians (presented by Dr. Pierre Gremaud) was approved.

Dr. Harries asked whether or not the statistical analysis software should be noted in the title or the course description. Dr. Gremaud noted that this is fine as is.

## **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 Humanities and Social Sciences*

- a. At the request of the Department of Communication, a proposal to edit the course COM 526—Media Economics by updating the title and course information (presented by Dr. Deanna Dannels).

### *College of Natural Resources*

- a. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to edit the course PRT 550—Human Behavior and the Environment by updating the title and course content (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 Biological and Agricultural Engineering, a proposal to edit the course BAE/SSC 473/573—Introduction to Hydrologic and Water Quality Modeling by updating the title and the graduate prerequisite (presented by Dr. John Dole).
- b. At the request of the College of Veterinary Medicine, a proposal to edit the course CBS 586—One Health: From Physiology to Practice by updating the course number (presented by Dr. Sam Jones).
- c. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit the course ECI 519—Special Problems in Learning Design and Technology by updating the title (presented by Dr. Karen Hollebrands).
- d. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit the course ECI 652—Field-Based Applications of Learning Design and Technology by updating the title (presented by Dr. Karen Hollebrands).
- e. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit the course ECI 719—Special Problems in Learning Design and Technology by updating the title (presented by Dr. Karen Hollebrands).
- f. At the request of the Department of Physics, a proposal to edit the course PY 411/511—Mechanics I by updating the prerequisites (presented by Dr. John Blondin).
- g. At the request of the Department of Physics, a proposal to edit the course PY 414/514—Electromagnetism I by updating the prerequisites (presented by Dr. John Blondin).
- h. At the request of the College of Veterinary Medicine, a proposal to edit the course VMP 975—Advanced Topics in Veterinary Anatomic Pathology by updating the abbreviated title (presented by Dr. Sam Jones).

### III. Information Items

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

- The GSA determined the award recipients. They awarded six \$1,500 awards and 43 \$500 awards
  - Received 95 applications in Fall 2018
  - Received 155 applications in Spring 2019
- Moving forward, they will have one application form for all awards
- Discussing moving the Graduate Research Symposium to Talley
- Dr. Harries mentioned a potential new award for graduate student travel to workshops from where they could gain experience and skills that will help them in their programs.

b. Report from Faculty Senate (presented by Dr. Angela Smith).

- Discussed childcare and childcare options for employees and the transition moving to the Goddard School. Postdocs are included in this staff childcare option, but graduate students are not. Marie Williams is receptive to feedback and for people to express concerns and suggestions. The Board discussed the issue of food insecurity as another issue that graduate students experience and is often overlooked. Dr. Harries suggested that we should look at what other universities are doing for childcare. Some universities have a self-staffed childcare system. This may not be just a space issue, we would need to look into licensing of the services, etc. We need to keep thinking about this. NC State considered campus housing for married students, so perhaps it's time for campus to start thinking about childcare for students.
- Discussed academics related to student athletics. Student athletes are doing remarkably well with a high average GPA.
  - Commendation for Debbie Yow.
- All presentations are available on the Faculty Senate website:  
<https://facultysenate.ncsu.edu/meetings-minutes/>

c. Announcement of new campus routing forms for program actions (presented by Dr. Peter Harries).

- <https://grad.ncsu.edu/faculty-and-staff/program-development/>
- <https://provost.ncsu.edu/administrator-resources/academic-program-planning-and-prioritization-process/>

Dr. Harries explained that these were approved by the Provost. There are now 4 different forms for routing. The Graduate School website will note when to use each form:

1. Letter of Intent routing form. This will no longer go to the Administrative Board for review because there is no curriculum at this state of the proposal process.
2. Program actions that go through the full routing that then go to the UNC System Office
3. Campus Routing form for actions that do not go to the System Office, but go through the full university routing
4. Actions that stop after Graduate School approval- new concentrations, etc.

d. Announcement of Diversity Enhancement Grants for 2019-2020 (presented by Dr. Peter Harries).

- Applications due April 15, 2019
- <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/diversity-enhancement/>

e. Announcement of Dissertation Completion Grants for Fall 2019 (presented by Dr. Peter Harries).

- Applications due May 16, 2019
- <https://grad.ncsu.edu/students/fellowships-and-grants/opportunities/doctoral-dissertation-completion-grants/>
- These are for students who have had issues completing.
- The program includes regular, weekly meetings with Dr. Carter, which encourage their completion.
- Dr. Carter is moving to phased retirement and focusing more on graduate student writing, so the Graduate School may increase the number of recipients in this program.
- Announce new Associate Dean position for program development and evaluation in the Graduate School

f. Recognition of the A2i program (presented by Dr. Doug Reeves).

Dr. Reeves noted that graduates are very pleased with the A2i program. Students speak highly of this program in their exit surveys. Dr. Harries explained that the Graduate School wants to expand the program across the country and will be hosting a 2-day conference to train the trainers at other institutions.

- g. Discussion of payment of student fees (presented by Dr. Doug Reeves).

Dr. Reeves asked for an update about this topic that has been in the news and on the radar. Student fees will be paid at UNC at other institutions. Dr. Harries explained that as of Fall 2019, UNC will cover all of student fees at the University of North Carolina- Chapel Hill. He explained that this is an ongoing discussion at NC State as the issue is still evolving. He will bring more information to the Board as it is available.

The Board discussed that graduate students cannot use various campus services (Student Health, Recreation Center, and Counseling Center) over the summer because they're not enrolled and not paying those campus fees. Dr. Harries is and will continue to discuss this with other entities on campus. The Board noted that graduate students can pay a summer fee for use of the facilities (~\$60 for the summer), but this is another burden for graduate students, especially those who are not employed over the summer. Dr. Harries noted that health insurance for GSSP-students does cover the summer, so he will look into how things align across campus.

Dr. Smith introduced the issue of distance education students' access to various campus resources. She expressed the importance of access to counseling services for all students, including the distance education students. Dr. Harries explained that the number of students seeking these services has increased dramatically, and the university is increasingly considering student wellness. He noted that the counseling center also has a 24-hour call line, and offerings for virtual meetings.

#### **IV. Next scheduled meeting**

May 9, 2019

10:00am-12:00pm

Winslow Hall, room 100