



The Graduate School

Campus Box 7102  
1020 Main Campus Drive  
Raleigh, NC 27695

## **Administrative Board of the Graduate School**

**August 22, 2019**

**Winslow Hall, room 100**

**10:00 a.m. – 12:00 p.m.**

### **MINUTES**

Members present: Kim Allen, Steve Allen, Kayla Anima, John Blondin, Lisa Chapman, Jo-Ann Cohen, John Dole, Pierre Gremaud, Peter Harries, Karen Hollebrands, Sharon Joines, Srimi Krishnamurthy, Jerome Lavelle, Susanna Lee, Alun Lloyd, Lian Lynch, Eric Money, Melissa Pasquinelli, Tim Petty, Kyle Pysker, Douglas Reeves, Lee Stiff

Members absent: Denise Gonzales Crisp, Deanna Dannels, Samuel Jones, Djamel Kaoumi, Kathryn Meurs, Representative for Faculty Senate

Others present: Jonathan Allen, Michelle Bartlett, James Withrow (in place of Urmila Adhikari)

Dr. Harries called the Training for New Admin Board Members to order at 10:05 am.

#### **I. Training for New Admin Board Members**

Dr. Harries called the meeting to order at 10:30 am.

## **II. Approval of Minutes**

The minutes of the May 9<sup>th</sup>, 2019 meeting were approved.

## **III. Administrative Board Action Items**

### **A. Program Actions**

#### *College of Engineering*

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

- a. At the request of the College of Engineering a proposal to create the graduate certificate in ASIC Design & Verification (presented by Dr. Doug Reeves)
- b. At the request of the College of Engineering a proposal to create the graduate certificate in Computer Engineering (presented by Dr. Doug Reeves)
- c. At the request of the College of Engineering a proposal to create the graduate certificate in Electrical Engineering (presented by Dr. Doug Reeves)
- d. At the request of the College of Engineering, a request to change the program title "Master of Science in Supply Chain Engineering & Management" to "Master of Engineering Management" (presented by Dr. Doug Reeves) was approved.

### **B. Course Actions**

#### *College of Agriculture and Life Sciences*

- a. At the request of the College of Agriculture and Life Sciences a proposal to create the graduate course prefix "ALS" Agriculture and Life Sciences (presented by Dr. John Dole) was approved.

*College of Engineering*

- a. At the request of the Department of Civil Engineering, a proposal to create the course CE 582—Coastal Hydrodynamics (presented by Dr. Doug Reeves) was approved.

*College of Humanities and Social Sciences*

- a. At the request of the Department of Foreign Languages, a proposal to create the course FLS 512—Spanish in the United States (presented by Dr. Susanna Lee) was approved.
- b. At the request of the Department of Foreign Languages, a proposal to create the course FLS 520—Survey of Hispanic Literature and Culture (presented by Dr. Susanna Lee) was approved.
- c. At the request of the Department of Political Science Department, a proposal to create the course PA 714—Public Administration Research Methods and Traditions (presented by Dr. Susanna Lee) was approved.

*College of Natural Resources*

- a. At the request of the College of Natural Resources, a proposal to create the course GIS 714—Geospatial Computation and Simulation (presented by Dr. Eric Money) was approved.

*College of Veterinary Medicine*

- a. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 902—Small Animal Rounds (presented by Dr. Sam Jones) was tabled until the next meeting as both representatives for the College of Veterinary Medicine were absent.

**C. Course Revisions**

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 Education*

- a. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit course ECI 511—Introduction to Learning Design and Technology (presented by Dr. Lee Stiff)

*College of Humanities and Social Sciences*

- a. At the request of the Department of History, a proposal to edit the course HI 791—Colloquium in Public History (presented by Dr. Susanna Lee).

**D. Minor Actions**

A motion was made to approve all items under section "D" as consent agenda items. The motion passed and the items were approved.

*College of Engineering*

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit course CSC 547/ECE 547—Cloud Computing Technology (presented by Dr. Doug Reeves)

*Poole College of Management*

- a. At the request of the Department of Business Administration, a proposal to edit course MBA 586—Legal, Regulatory, and Ethical Issues in Life Science Industries (presented by Dr. Steve Allen)

**IV. New Business**

1. Readmission Request for Kiano Manavi (presented by Dr. Jonathan Allen) was approved.
2. Time-limit extension request for Catherine Moore (presented by Dr. Michelle Bartlett) was approved.

3. Internship Course- Liability Insurance Requirement in Description  
(presented by Kyle Pysher)

Kyle Pysher presented the Internship Course Liability Insurance Requirement. The fee varies on the type of internship - \$12 for any regular field, and \$66 for a medical field. Dr. Peter Harries discussed inviting a representative from the Office of Insurance and Risk Management to the next Administrative Board meeting. Therefore, the item will be revisited at the next meeting.

4. Discussion of course best practices document (presented by Dr. Peter Harries)

Dr. Peter Harries presented the new undergraduate document for Course Best Practices. The discussion transitioned to reviewing the necessity of syllabi in the Administrative Board review of courses. The item will be revisited in the next meeting.

## **V. Information Items**

1. Report from Graduate Student Association (GSA) (presented by James Withrow)

James Withrow discussed the GSA Social as a successful event at the Wilson College of Textiles Convocation Room. The GSA updated and streamlined the application process for the Travel Awards so that there is only one application that is simpler on both the administrative and student-facing side. Monday, August 26<sup>th</sup> is the first GSA meeting of the Fall 2019 school year.

2. Report from Faculty Senate (TBA).

There was no Faculty Senate Update.

3. Reminder about the timeline for submitting actions to the Board (presented by Dr. Peter Harries).
  - February 1 for Summer effective term
  - March 15 for Fall effective term
  - September 15 for Spring effective term

**VI. Next scheduled meeting**

September 5, 2019

10:00am-12:00pm

Winslow Hall, room 100