



The Graduate School

Campus Box 7102
1020 Main Campus Drive
Raleigh, NC 27695

Administrative Board of the Graduate School

September 19, 2019

Winslow Hall, room 100

10:00 a.m. – 12:00 p.m.

AGENDA

Members Present: Urmila Adhikari, Kim Allen, Steve Allen, John Blondin, Lisa Chapman, Deanna Dannels, John Dole, Karen Hollebrands, Sharon Joines, Sam Jones, Srini Krishnamurthy, Jerome Lavelle, Susanna Lee, Kathryn Meurs, Spencer Muse, Eric Money, Melissa Pasquinelli, Doug Reeves, Lee Stiff, Kayla Anima, Jo-Ann Cohen, Fashaad Crawford, Pierre Gremaud, Peter Harries, Tim Petty, Kyle Pysher

Members Absent: Denise Gonzales Crisp, Djamel Kaoumi, Alun Lloyd, Lian Lynch

Others Present: Jody Sykes

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

I. Approval of Minutes

The minutes from August 22, 2019 were approved.

II. Administrative Board Action Items

A. Program Actions

College of Engineering

- a. At the request of the College of Engineering, a request to create the GCERT in 5G Technologies (presented by Dr. Doug Reeves) was approved.

B. Course Actions

College of Education

A motion was made to approve items a-e as consent agenda items. The motion was passed and these items were approved.

- a. At the request of the College of Education, a proposal to create the course ECD 541—Substance Abuse and Counseling (presented by Dr. Lee Stiff).
- b. At the request of the College of Education, a proposal to create the course ECD 542—Research in Counseling (presented by Dr. Lee Stiff).
- c. At the request of the College of Education, a proposal to create the course ECD 545—Counseling Couples and Families (presented by Dr. Lee Stiff).
- d. At the request of the College of Education, a proposal to create the course ECD 546—Crisis Interventions in Counseling (presented by Dr. Lee Stiff).
- e. At the request of the College of Education, a proposal to create the course ECD 547—Counseling in Children and Adolescents (presented by Dr. Lee Stiff).

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 approved.

C. Course Revisions

College of Agriculture and Life Science

A motion was made to approve items a-c as consent agenda items. The motion was passed and these items were approved.

- a. At the request of the Department of Agriculture and Extension Education, a proposal to drop course AEE 530—Priority Management in Agricultural and Extension Education (presented by Dr. John Dole).
- b. At the request of the Department of Crop & Soil Science, a proposal to drop course SSC 722—Advanced Soil Chemistry (presented by Dr. John Dole).
- c. At the request of the Department of Crop & Soil Science, a proposal to drop course SSC 753—Soil Mineralogy (presented by Dr. John Dole).

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit course ECE 745—ASIC Verification (presented by Dr. Doug Reeves) was approved.

College of Sciences

- a. At the request of the Department of Marine, Earth and Atmospheric Sciences, a proposal to edit the course MEA 415/MEA 515—Climate Dynamics (presented by Dr. John Blondin) was approved.

College of Veterinary Medicine

A motion was made to approve items a-f as consent agenda items. The motion was passed and these items were approved.

- a. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 885—Doctoral Supervised Teaching (presented by Dr. Samuel Jones)
- b. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 890—Doctoral Preliminary Examination (presented by Dr. Samuel Jones)
- c. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 893—Doctoral Supervised Research (presented by Dr. Samuel Jones)
- d. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 895—Doctoral Dissertation Research (presented by Dr. Samuel Jones)
- e. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 896—Summer Dissertation Research (presented by Dr. Samuel Jones)
- f. At the request of the College of Veterinary Medicine, a proposal to drop course IMM 899—Doctoral Dissertation Preparation (presented by Dr. Samuel Jones)

D. Minor Actions

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

College of Agriculture and Life Science

- a. At the request of the Department of Agriculture and Extension Education, a proposal to edit the course AEE 500—Agricultural Education, Schools and Society (presented by Dr. John Dole)

- b. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 501—Foundations of Agricultural and Extension Education (presented by Dr. John Dole)
- c. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 505—Trends and Issues in Agricultural and Extension Education (presented by Dr. John Dole)
- d. At the request of the Department of Agriculture and Extension Education, a proposal to edit the course AEE 523—Adult Education in Agriculture (presented by Dr. John Dole)
- e. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 535—Teaching Agriculture in Secondary Schools (presented by Dr. John Dole)
- f. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 577—Evaluation in Agricultural and Extension Education (presented by Dr. John Dole)
- g. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 685—Master’s Supervised Teaching (presented by Dr. John Dole)
- h. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 705—International Agricultural Development (presented by Dr. John Dole)
- i. At the request of the Department of Agriculture and Extension Education, a proposal to edit course AEE 777—Qualitative Research Methods in Agricultural & Life Sciences (presented by Dr. John Dole)

College of Engineering

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to edit course ECE 461/ECE 561—Embedded System Design (presented by Dr. Doug Reeves)

- b. At the request of the Department of Industrial and Systems Engineering, a proposal to edit course ISE 796—Research Practicum in Human-Systems Engineering (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)

III. Continued Business

- a. Internship Courses – Liability Insurance Requirement in Descriptions (presented by Jody Sykes)

Jody Sykes, on behalf of the Cashier's Office, presented more on the Liability Insurance Requirement from the previous meeting discussion to give a clear understanding of what the blanket insurance will cover. This insurance is to protect both the student and the university while the student is working out in the field, whether business or medical field, in cases where the student will be receiving credit hours for their work. It prevents students from overpaying outside insurance companies for mandatory employer insurance. Members of the Administrative Board of the Graduate School (ABGS) will be sent an excel spreadsheet to review containing courses marked with a liability insurance attribute by Registration & Records. It was suggested that members should also tag any courses that may need the insurance on a case-by-case basis.

- b. Best Practices Document (presented by Dr. Peter Harries)

The "University Course Process Best Practice Document" continued discussion focused on whether or not the Graduate School process would mirror the undergraduate process. It was discussed that though the Best

Practices Document was a great guide, there were still questions about what would be needed to process graduate courses, and whether or not a course syllabus would be needed to supplement course proposals in CIM. In order to make a decision about whether or not the ABGS will honor the document for the graduate course process, Dr. Harries suggested that members should evaluate the Syllabus Regulation to determine what should be mandatory for a syllabus submission at the course proposal front. The Syllabus Regulations documents – one mark-up version and one final version – will be distributed to the ABGS members with the next meeting agenda, and members are expected to evaluate both documents for feedback in the next meeting.

IV. New Business

- a. Graduate School Representative (GSR) Role on Committee (presented by Dr. Peter Harries)

Dr. Harries proposed the creation of a video to provide new GSR's information, expectations, etc. about their role. The decision on the proposal was agreed upon unanimously, and Dr. Harries will present a rough script of the video topics at an upcoming.

V. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Ms. Urmila Adhikari)

With the closing of Fall 2019 scholarship applications, 63 applications were received. The winners will be announced on November 15th. The email for Fall Funding for Graduate Students attending Workshops/Short Courses has been sent out.

b. Report from Faculty Senate (presented by TBA)

There was no Faculty Senate update.

VI. Next scheduled meeting

October 3, 2019

10:00am-12:00pm

Winslow Hall, room 100

The meeting was adjourned at 11:15 am.