



The Graduate School

Campus Box 7102  
1020 Main Campus Drive  
Raleigh, NC 27695

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

**October 03, 2019**

**Winslow Hall, room 100**

**10:00 a.m. – 12:00 p.m.**

### **MINUTES**

Members Present: Urmila Adhikari, Kim Allen, John Blondin, Lisa Chapman, Deanna Dannels, Karen Hollebrands, Sharon Joines, Sam Jones, Susanna Lee, Alun Lloyd, Kathryn Meurs, Eric Money, Spencer Muse, Melissa Pasquinelli, Lee Stiff, Kayla Anima, Jo-Ann Cohen, Fashaad Crawford, Pierre Gremaud, Peter Harries, Lian Lynch, Tim Petty, Kyle Pysher

Members Absent: Steve Allen, Denise Gonzales Crisp, John Dole, Djamel Kaoumi, Srinikrishnamurthy, Jerome Lavelle, Doug Reeves

Others Present: Timothy Drake

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

#### **I. Approval of Minutes**

The minutes from September 19, 2019 were approved.

## II. Administrative Board Action Items

### A. Program Actions

#### *College of Sciences*

- a. At the request of the College of Sciences, a request to create the 3+X Program with China Central South University (presented by Dr. Spencer Muse) was approved.

#### *Wilson College of Textiles*

- a. At the request of the Wilson College of Textiles, a request to make changes to the Master of Science in Textile Chemistry program (presented by Dr. Melissa Pasquinelli) was approved.
- b. At the request of the Wilson College of Textiles, a request to make changes to the Master of Science in Textile Engineering program (presented by Dr. Melissa Pasquinelli) was approved.

### B. Course Actions

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

- a. At the request of the Department of Agricultural and Extension Education, a proposal to create the course AEE 545—Methods of Change in Agricultural and Human Sciences (presented by Dr. John Dole) was approved.
- b. At the request of the Department of Agriculture and Life Sciences, a proposal to create the course ALS 602—Preparing for a Career in Agriculture and the Life Sciences (presented by Dr. John Dole) was approved.

*College of Engineering*

Items a-b were tabled until the next meeting as both representatives for the College of Engineering were absent.

- a. At the request of the Department of Electrical and Computer Engineering, a proposal to create course ECE 554—Electric Motor Drives (presented by Dr. Doug Reeves)
- b. At the request of the Department of Nuclear Engineering, a proposal to create the course NE 490/590—Health Physics and Radiological Emergency Response (presented by Dr. Doug Reeves)

**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 Math & Science Education, a proposal to edit course EMS 470/570—Methods and Materials for Teaching Mathematics (presented by Dr. Lee Stiff)

*College of Engineering*

- a. At the request of the Department of the Biomanufacturing Training Education Center, a proposal to edit course BEC 590—Industry Practicum in Biomanufacturing (presented by Dr. Doug Reeves)

*College of Humanities and Social Sciences*

- a. At the request of the Department of History, a proposal to edit course AFS/HI 455/555—History of the Civil Rights Movement (presented by Dr. Deanna Dannels)

- b. At the request of the Department of Africana Studies, a proposal to edit course AFS/ENG 448/548—African American Literature (presented by Dr. Deanna Dannels)
- c. At the request of the Department of History, a proposal to edit course HI 470/570—Exploring World History (presented by Dr. Deanna Dannels)

*Poole College of Management*

- a. At the request of the Poole College of Management, a proposal to edit course ECG 562—Applied Econometrics II (presented by Dr. Steve Allen)

**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*

- c. At the request of the Department of Electrical and Computer Engineering, a proposal to edit course ECE 762—Advanced Digital Communications Systems (presented by Dr. Doug Reeves)

*College of Humanities and Social Science*

- a. At the request of the Department of History, a proposal to edit the course HI 441/541—Colonial and Revolutionary U.S. (presented by Dr. Deanna Dannels)
- b. At the request of the Department of History, a proposal to edit the course HI 445/545—Early American Borderlands (presented by Dr. Deanna Dannels)

- c. At the request of the Department of History, a proposal to edit the course HI 446/546—Topics in Civil War and Reconstruction (presented by Dr. Deanna Dannels)

*College of Sciences*

- a. At the request of the Department of Marine, Earth, and Atmospheric Sciences, a proposal to edit course MEA 570—Geological Oceanography (presented by Dr. Spencer Muse)

**III. Continued Business**

- a. Courses Best Practices Document & Syllabus Regulations Documents (presented by Peter Harries)

The "University Course Process Best Practice Document" continued discussion focused on the in-progress "Syllabus Regulations Document". Main points to be added to the Syllabus Regulations Document include a statement about expenses of off-site costs and a statement requiring coursework in dual-level courses to be distinguished. The Administrative Board of the Graduate School (ABGS) discussed in agreement that a syllabus should be required with a CIM proposal submission as a supplemental documentation, but not a main item for review in the approval process at the Graduate School level. There was no decision made on whether or not both documents will be implemented at the Graduate level, for they are still considered to be "works in progress".

**IV. New Business**

- a. The Time Limit Extension Approval for Curtis Brower (presented by Timothy Drake) was approved.

- b. Duolingo (presented by Peter Harries)

Dr. Harries presented the Duolingo Exam as an additional English Proficiency exam option for the application process. Due to its accessibility, lower cost, and assessment effectiveness, the ABGS agreed that this should be something to consider for implementation. A vote to implement the exam as a third option for the English proficiency application requirement will be held at a future time.

**V. Information Items**

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

GSA is looking forward to their first Mental Health Symposium. The GSA President met with the Mental Health Ambassador, Cody Zane, regarding the event, and other news on the event's success will be given at a later time.

**VI. Next scheduled meeting**

October 31, 2019

10:00am-12:00pm

Winslow Hall, room 100