



The Graduate School

Campus Box 7102  
1020 Main Campus Drive  
Raleigh, NC 27695

**Administrative Board of the Graduate School**  
**November 21, 2019**  
**The Graduate School, COT 2328**  
**10:00 a.m. – 12:00 p.m.**

**MINUTES**

**Members Present:** Umila Adhikari, Steve Allen, John Blondin, Deanna Dannels, John Dole, Sharon Joines, Jerome Lavelle, Susanna Lee, Spencer Muse, Melissa Pasquinelli, Doug Reeves, Lee Stiff, Kayla Anima, Jo-Ann Cohen, Pierre Gremaud, Peter Harries, Lian Lynch, Tim Petty, Kyle Pysner

**Members Absent:** Kim Allen, Lisa Chapman, Denise Gonzales Crisp, Karen Hollebrands, Samuel Jones, Djamel Kaoumi, Srinu Krishnamurthy, Alun Lloyd, Kathryn Meurs, Eric Money, Fashaad Crawford

**The meeting was called to order at 10:02 am.**

**I. Approval of Minutes**

The minutes from October 31, 2019 were approved.

## II. Administrative Board Action Items

### A. Course Actions

#### *College of Engineering*

- a. At the request of the Department of Computer Science, a proposal to create course CSC 533—Privacy in the Digital Age (presented by Dr. Doug Reeves) was approved.

### B. Course Revisions

#### *College of Agriculture and Life Science*

- a. At the request of the Department of Food, Bioprocessing and Nutrition Sciences, a proposal to edit course FS 416/516—Quality Control in Food and Bioprocessing (presented by Dr. John Dole) was approved.

#### *College of Education*

- a. At the request of the Department of Education, Leadership, and Program Evaluation, a proposal to edit course ECD 843—Advanced Counseling Practicum (presented by Dr. Lee Stiff) was approved.
- b. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit course ECI 515—Cultural Investigations and Technical Representations in Education (presented by Dr. Lee Stiff) was approved.

#### *College of Engineering*

- a. At the request of the Department of Nuclear Engineering, a proposal to edit course NE 431/531—Nuclear Waste Management (presented by Dr. Doug Reeves) was approved.

*Poole College of Management*

- a. At the request of the Department of Business Administration, a proposal to drop course MBA 503—Survey of Accounting (presented by Dr. Steve Allen) was approved.
- b. At the request of the Department of Business Administration, a proposal to drop course MBA 504—Data Analysis & Forecasting Methods for Management (presented by Dr. Steve Allen) was approved.
- c. At the request of the Department of Business Administration, a proposal to drop course MBA 527—Corporate Risk Management (presented by Dr. Steve Allen) was approved.
- d. At the request of the Department of Business Administration, a proposal to drop course MBA 550—Management of Technology and Innovation (presented by Dr. Steve Allen) was approved.

**III. Continued Business**

- a. At the request of the College of Sciences, a request to edit the 3+X Program with China Central South University by adding Applied Mathematics to the agreement (presented by Dr. Spencer Muse) was approved.
- b. Time Limit Extension – Cole Taylor 000765198 (presented by Dr. Peter Harries) was approved.
- c. Syllabus Regulation Discussion (presented by Dr. Peter Harries)

The two main points on the Syllabus Regulation Discussion were: (1) missing text describing the importance of the Syllabus between the faculty and students, and (2) the way the Syllabus Regulation document addresses violations of academic integrity (2.12) and how instances are expected to be handled by the faculty. The first issue addresses the fact that though there is language in the University Course Process Best Practices Document about the importance of the Syllabus, there should also be a “statement of purpose” in the Syllabus

Regulation to express to the faculty, as well as students, to hold both accountable for following what is listed on each course syllabus. For the section on academic integrity violations, the board suggests the statement wording be changed from "Violations of academic integrity will be referred to the Office of Student Conduct", to adding "as appropriate" since each instance may have different intentions on behalf of each student's case. There were no votes made on behalf of these changes, however, the Administrative Board of the Graduate School (ABGS) would like to invite Bret Smith and Tom Hardiman to the next meeting to discuss these issues in depth.

#### **IV. New Business**

- a. Revision of the [Time-Limit Extension Policy](#) (presented by Dr. Peter Harries)

There has been some discussion about updating the Time-Limit Extension Policy in the past, so this meeting's discussion focused on addressing extenuating circumstances and editing text to read more welcoming to students seeking the option for humanly reasonable circumstances. The ABGS addressed that the first solution to the text listed on the Graduate School Handbook is to revise the first sentence. Instead of reading "exception" it should read "extension". However, following the sentence, should be a statement that reads something along the lines of: "Examples may include, and are not limited to: military obligations, family and medical circumstances, and life events". The ABGS agreed that the revision of these two parts are sufficient, however, the item will be brought back next meeting for discussion on revising the rest of the text in the section.

- b. Regulation on Course Withdrawals in the Graduate School (presented by Dr. Peter Harries)

North Carolina State University has a policy where “W” put on the transcripts after census day for undergrads. This gives NCSU a leeway that graduates and undergraduates can have different policies.

However, there has been a trend with Graduate School enrollment that shows multiple students taking advantage of the Graduate School’s withdrawal policy, and throwing off course participation numbers as well as GPAs. There should be a policy that limits abuse and deters students from pursuing this. A solution to this would be to consider section 3.3.1 of REG 02.30.02, and adding the phrase “and graduate” to the existing policy addressing undergraduate students. Section 3.3.3 needs more discussion. These need to be taken back to the Graduate Committees. The ABGS agreed to table the issue until next meeting.

## **V. Information Items**

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

GSA notified winners for travel award (27 recipients, 6 for conferences up to \$1500, 21 travel awards for \$500). The 15th graduate symposium will be held April 8, 2020 at the McKimmon Center. The date was moved to correspond with National Graduate Education Week. Monday of that week will be first Faculty 3MT competition.

- b. Report from Faculty Senate (presented by Dr. Siddhartha Thakur)

The University is moving toward a new strategy plans, and University will be announcing new task forces. There are two Dean and Vice Chancellor job searches happening for the Dean of College of Natural

Resources (CNR), and the Vice Chancellor and Dean of the Division of Student Affairs (DASA). Efforts are being made to support students in Community Colleges interested in transferring to NCSU. A \$1Million grant will send advisors to community colleges for advising and recruitment efforts. The SACS report is due March of next year, and the Provost is working on that report currently. Katharine Stewart will be celebrating her 5<sup>th</sup> anniversary and be giving a presentation in celebration of such. More details to come during the next meeting.

**VI. Next scheduled meeting**

December 12, 2019

10:00 a.m.

Winslow Hall 100

**The meeting was adjourned at 11:27 am.**