



The Graduate School

Campus Box 7102
1020 Main Campus Drive
Raleigh, NC 27695

Administrative Board of the Graduate School

December 12, 2019

Winslow Hall 100

10:00 am

MINUTES

Members Present: Urmila Adhikari, Kim Allen, Steve Allen, John Blondin, Denise Gonzales Crisp, Deanna Dannels, Karen Hollebrands, Sharon Joines, Samuel Jones, Srinu Krishnamurthy, Jerome Lavelle, Susanna Lee, Alun Lloyd, Eric Money, Spencer Muse, Melissa Pasquinelli, Doug Reeves, Lee Stiff, Kayla Anima, Jo-Ann Cohen, Fashaad Crawford, Pierre Gremaud, Peter Harries, Tim Petty, Kyle Pysher

Members Absent: Lisa Chapman, John Dole, Djamel Kaoumi, Kathryn Meurs, Siddhartha Thakur, Lian Lynch

Others Present: Tom Hardiman, Shannon Phillips, Bret Smith

The meeting was called to order at 10:00 am.

I. Approval of Minutes

The minutes from November 21, 2019 were approved.

II. Administrative Board Action Items

A. Program Actions

College of Engineering

- a. At the request of the College of Engineering, a proposal to create a GCERT in Earthquake Engineering (presented by Dr. Doug Reeves) was approved pending the examination of the GCERT title by the department.

College of Sciences

- b. At the request of the Genetics and Genomics Scholars program, a proposal to create a new Prefix "GGS"—Genetics and Genomics Scholars, in addition to a CIP code change (presented by Dr. Spencer Muse) was approved with the understanding that the name of the program will be adjusted.

B. Course Actions

College of Agriculture and Life Sciences

- a. At the request of the Department of Agricultural & Extension Education, a proposal to create course AEE 550—Leadership Theory (presented by Dr. Kim Allen) was approved.
- b. At the request of the Department of Agricultural & Extension Education, a proposal to create the course AEE 565—Community Leadership (presented by Kim Allen) was approved.
- c. At the request of the Department of Plant Biology, a proposal to create the course PB/ECE 488/588—Systems Biology Modeling of Plant Regulation (presented by Dr. Kim Allen) was tabled until the next meeting, pending additional course consultation with the College of Natural Resources.

College of Engineering

- a. At the request of the College of Engineering, a proposal to create the course MSE 723—Materials Informatics (presented by Dr. Doug Reeves) was approved.

C. Course Revisions

College of Agriculture and Life Sciences

- a. At the request of the Department of Biological and Agricultural Engineering, a proposal to drop course BAE 579—Stream Channel Assessment and Restoration (presented by Dr. Kim Allen) was approved.
- b. At the request of the College of Agriculture and Life Sciences, a proposal to revise course CS 418/518—Introduction to Regulatory Science in Agriculture (presented by Dr. Kim Allen) was approved.

College of Education

- a. At the request of the College of Education, a proposal to edit course ECD 847—Internship in Supervision (presented by Dr. Lee Stiff) was approved.
- b. At the request of the College of Education, a proposal to edit course ECD 886—Internship in Teaching in Counselor Education (presented by Dr. Lee Stiff) was approved.
- c. At the request of the Department of Teacher Education and Learning Sciences, a proposal to edit course ECI 514—Developing and Delivering Online Instruction (presented by Dr. Lee Stiff) was approved.
- d. At the request of the Department of Science, Technology, Engineering and Mathematics Education, a proposal to edit course EMS 573—Design of Tools and Learning Environments in STEM Education (presented by Dr. Lee Stiff) was approved.

College of Veterinary Medicine

- a. At the request of the Department of Population Health and Pathobiology, a proposal to edit course VMP 962—Ruminant Medicine (presented by Dr. Samuel Jones) was approved.

III. Continued Business

- a. Syllabus Regulation Discussion (presented by Dr. Peter Harries with Dr. Bret Smith and Tom Hardiman)

The first topic of discussion regarding the Syllabus Regulation was the order of the listed required topics. The way the required topics were listed seem to undermine the importance of the grading system for the course, and the Administrative Board of the Graduate School members discussed whether or not items should be reordered. Bret Smith confirmed that the order of the listed topics was not an indicator of each item's importance only that it was mirroring what existed in prior versions. It was decided that the items will be reordered in a later discussion about the regulation with Dr. Harries. The second topic of discussion was the expectation of the syllabus's alignment with the CIM course record. Currently, the regulation states that the components in CIM must match the components listed on the Syllabus. However, the ABGS members are concerned that the expectation is impractical, and that the syllabus should not be limited to the Student Learning Outcomes (SLO) listed in CIM, so long as the ones listed are included. In addition, making Student Evaluation Methods mandatory in CIM will create an issue with the descriptions being ambiguous. There was a suggestion to remove that section of CIM completely. The last topic of discussion was regarding the language of the "Academic Integrity Statement" in section 2.12. With guidance from Tom Hardiman about what the intention was by the wording of the section, it was concluded that the statement "Violations of academic integrity will be referred to the Office of Student Conduct" should be reworded along the lines of: "Violations of academic integrity will reported in accordance to the University Policy" to maintain fairness, equity, and abide by each students' rights. A vote to implement the new document with suggested changes will be made at another time.

- b. Revision of the [Time-Limit Extension Policy](#) (presented by Dr. Peter Harries) was approved with suggested amendments.
- c. Regulation on Course Withdrawals in the Graduate School (presented by Dr. Peter Harries) was tabled until a later meeting.

IV. New Business

- a. Time-Limit Extension for Lauren Liles (presented by Dr. Shannon Phillips) was approved.
- b. A motion to approve the awarding of graduate degrees at the December 19, 2019 commencement ceremony to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees (presented by Dr. Peter Harries) was approved.

V. Information Items

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

The GSA held a social event to celebrate TA's with success.

VI. Next scheduled meeting

January 9, 2020

10:00 am

Winslow Hall 100

The meeting was adjourned at 11:46 am.