



The Graduate School

Campus Box 7102
1020 Main Campus Drive
Raleigh, NC 27695

Administrative Board of the Graduate School

April 29, 2021

[Zoom](#)

10:00 am

MINUTES

Members Present: Jonathan Allen, Steve Allen, Deanna Dannels, John Dole, Sharon Joines, Sam Jones, Srinu Krishnamurthy, John Lee, Alun Lloyd, Eric Money, James Mulholland, Spencer Muse, Melissa Pasquinelli, Kara Peters, Richard Gould, Kayla Anima, Fashaad Crawford, Pierre Gremaud, Peter Harries, Lian Lynch, Tim Petty, Kyle Pysher

Members Absent: John Blondin, Lisa Chapman, Cameron Denson, Pamela McCauley, Kuncheng Song, Eileen Taylor, Susan Tonkonogy, Kelly Umstead

Other Attendees: Emiel DenHartog, Michael Kay

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

I. Approval of Minutes

The minutes from April 15, 2021 were approved.

II. Administrative Board Action Items

A. Program Actions

College of Design

- a. At the request of the department of Natural Resources, a request to discontinue the following plans: 12NRDMR and 12NRDMS (presented by Dr. Sharon Joines) was tabled for the next meeting.

Poole College of Management

- a. At the request of the department of Business Management, a proposal to change the curriculum for the MBA program (presented by Dr. Steve Allen) was approved.
- b. At the request of the department of Economics, a proposal to change the Economics program CIP Code (presented by Dr. Steve Allen) was approved.
- c. At the request of the department of Business Management, a proposal to change the title of the "Business Analytics and Marketing" concentration to "Marketing Analytics" (presented by Dr. Steve Allen) was approved.
- d. At the request of the department of Business Management, a proposal to create a concentration in "Risk and Analytics" (presented by Dr. Steve Allen) was approved.

Wilson College of Textiles

- b. At the request of the department of Textiles Engineering, a request to establish an online Master of Science program (presented by Dr. Emiel DenHartog) was approved.

Interdisciplinary

- a. At the request of the department of Operations Research, a request to establish an online Master's program (Dr. Michael Kay) was approved.

B. Course Actions

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

College of Veterinary Medicine

- a. At the request of the CVM Dean's Office, a proposal to create the course CBS 886—Interdisciplinary Research Team
consultations: n/a
- b. At the request of the Teaching – PHP Department, a proposal to create the course VMP 998—Introduction to Farm Management for Veterinarians
consultations: Dr. Matt Poore (College of Agriculture and Life Sciences)

C. Course Revisions

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

College of Agriculture and Life Sciences

- a. At the request of the Department of Entomology, a proposal to edit course ENT 504—Professional Development for Agriculture and the Life Sciences
- b. At the request of the department of Plant Biology, a proposal to edit the course PB 595—Special Topics in Plant Biology

D. Minor Actions

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

College of Humanities and Social Sciences

- a. At the request of the Department of English, a proposal to edit course ENG 512—Theory and Research in Professional Writing
- b. At the request of the Department of English, a proposal to edit course ENG 550—British Romantic Period
- c. At the request of the Department of History, a proposal to edit course HI 468/568—Slavery in the Americas
- d. At the request of the Department of History, a proposal to edit course HI 469/569—Latin American Revolutions

III. New Business

- a. A motion was made to approve the awarding of degrees on the May 14, 2021 conferral day to those identified by the Graduate School as having successfully completed the requirements for their respective degrees (presented by Dean Peter Harries). The motion was passed and the item was approved.

- b. Discussion on CIM Course Records & Syllabi Review (presented by Dr. Pierre Gremaud)

Dr. Gremaud discussed the Graduate School CIM Record review process to Administrative Board of the Graduate School (ABGS) members, and how the Grad School has received a lot of push-back from faculty regarding the review of the syllabus. The main concern ABGS members had regarding the review of syllabi was the timeline for new course approvals since many of the courses are in workflow for 12-24 months prior to reaching the Graduate School queue. Dean Harries agreed that the review of the Graduate course syllabi is necessary for ABGS approval and that a course with syllabi that are uncompliant with the new syllabus regulation needs to be revised prior to being brought to an ABGS meeting for a vote. An additional concern brought to the table is whether or not it is clear to faculty that

a new syllabus regulation exists. It was decided that the college-level administrators are to inform faculty of the syllabus regulation, and to review the syllabi to ensure that all of the syllabi are compliant prior to graduate school review. ABGS members had concerns regarding where to find the new [Graduate Course Syllabus Checklist](#) and requested that there be a syllabus template or sample along with the checklist for faculty to reference. In conclusion to the discussion, it was agreed that moving forward in the review process, if a syllabus needs to be amended, it will be forwarded to the college dean step of the workflow, and the Associate Deans of Academic Affairs (ADAA) of the college will reach out to the faculty directly to revise the syllabus.

IV. Next scheduled meeting

May 12, 2021

10:00 am

[Zoom](#)

The meeting was adjourned at 10:48 am.