



The Graduate School

Campus Box 7102
1020 Main Campus Drive
Raleigh, NC 27695

Administrative Board of the Graduate School

August 26, 2021

[Zoom](#)

10:00 am

MINUTES

Members Present: Jonathan Allen, Vikas Anand, John Blondin, Emiel DenHartog, John Dole, Richard Gould, Sam Jones, John Lee, Alun Lloyd, Pamela McCauley, Eric Money, James Mulholland, Spencer Muse, Melissa Pasquinelli, Kara Peters, Kuncheng Song, Eileen Taylor, Susan Tonkonogy, Kelly Umstead, Stephen Wiley, Tamara Young, Kayla Anima, Fashaad Crawford, Pierre Gremaud, Peter Harries, Lian Lynch, Tim Petty, Kyle Pyscher

Members Absent: Sharon Joines, Tim Kraft

Other Attendees: Soolyeon Cho, Hayley Hardenbrook, Deveshwar Hariharan

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

- I. **Training for All Admin Board Members** (Presented by Dean Harries and Ms. Kayla Anima) – This training session involved the introduction of all ABGS members for the 2021-2022 academic year and a discussion of previous updates to Course and Program actions. The updated [Administrative Board of the](#)

[Graduate School Resources webpage](#) on the Graduate School Website was presented, and the complete [2021-2022 Administrative Board of the Graduate School \(ABGS\) Guide](#) document was distributed to each of the members through the document file link.

II. **Approval of Minutes**

The minutes from May 13, 2021 were approved.

III. **Administrative Board Action Items**

A. **Program Actions**

College of Engineering

- a. At the request of the Fitts Department of Industrial & Systems Engineering, a proposal to change the [Master of Industrial Engineering](#) curriculum from 34 total units to 31 (presented by Dr. Richard Gould) 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 Agriculture and Life Sciences

- a. At the request of the department of Animal Science, a proposal to create the course [ANS 811—Safety and Ethics in Animal Science](#)
consultations: n/a

College of Engineering

- a. At the request of the department of Electrical & Computer Engineering, a proposal to create the course [ECE 465/565—Operating Systems Design](#)
consultations: n/a

C. Course Revisions

A motion was made to approve items under section C as consent agenda. The motion was passed and the item was approved upon meeting the condition of an update to the course prerequisites.

College of Natural Resources

- a. At the request of the Department of Wood and Paper Science, a proposal to edit course [FB 760—Engineering Unit Operations for Biomass Conversion](#)

IV. New Business

- a. Revisions to the Graduate School Handbook (presented by Ms. Hayley Hardenbrook and Dean Peter Harries)

- [2.4 International Student Admissions](#)

1. [Proposed Revisions](#)

Ms. Hayley Hardenbrook presented a document she used to update the Graduate Handbook in regards to the International Student Admissions. This was in response to students requesting documentation they no longer need from the Graduate School and confusion within the process described in the handbook. Since there have been a lot of changes made to the International Admissions Process since the last Graduate Handbook update, this is one of the more prevalent sections that need updating. ABGS members have been given access to reviewing these changes and will vote on the updates during the next meeting.

- [3.1 D-E – Graduate School Minimum Requirements](#)

A motion was made to approve edits to section 3.1 D-E – Graduate School Minimum Requirements in the Graduate School Handbook. The motion was passed and the item was approved.

- [3.3 D – Graduate Plan of Work](#)

A motion was made to approve edits to section 3.3 D – Graduate Plan of Work in the Graduate School Handbook. The motion was passed and the items were approved.

- [3.18 I – Graduate Courses](#)

A motion was made to approve edits to section 3.18 I – Graduate Courses in the Graduate School Handbook. The motion was passed and the items were approved.

V. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Mr. Kuncheng Song)

Currently, GSA is pushing the meeting with new students to early September due to allowing for students to take the appropriate time to quarantine.

- b. Report from Faculty Senate (presented by Dr. Eileen Taylor)

Dr. Eileen Taylor has presented the following link regarding the Corona Virus Disease (COVID) vaccine information:

<https://drive.google.com/file/d/11yp7xz0cNhUvmEo6wbTBYJnWRhydbTU1/view?usp=sharing>.

- c. Reminder about the timeline for submitting actions to the Board (presented by Dean Peter Harries)
 - September 15 for Spring effective term
 - February 1 for Summer effective term
 - March 15 for Fall effective term

VI. Next scheduled meeting

September 9, 2021

10:00 am

Zoom

The meeting was called adjourned at 11:00 am.