

**Administrative Board of the Graduate School
October 28, 2021**

**Zoom
10:00 am**

MINUTES

Members Present: Jonathan Allen, John Blondin, John Dole, Richard Gould, Sharon Joines, Tim Kraft, John Lee, Alun Lloyd, Pamela McCauley, Eric Money, James Mulholland, Melissa Pasquinelli, Kara Peters, Kuncheng Song, Eileen Taylor, Susan Tonkonogy, Tamara Young, Kayla Anima, Fashaad Crawford, Pierre Gremaud, Lian Lynch, Tim Petty

Members Absent: Vikas Anand, Emiel DenHartog, Sam Jones, Spencer Muse, Kelly Umstead

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

I. Approval of Minutes

The minutes from [October 14, 2021](#) were approved.

II. Administrative Board Action Items

A. Course Actions

A motion was made to approve items under section A 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 Political Science, a proposal to create the course [PA 551—Energy Policy](#)
consultations: John Dole (College of Agriculture and Life Sciences); Doug Reeves (College of Engineering); Melissa Pasquinelli (College of Natural Resources)

Poole College of Management

- b. At the request of the department of Economics, a proposal to create the course [ECG 564—Big Data Econometrics](#)
consultations: John Dole (College of Agriculture and Life Sciences); College of Engineering (requested by initiator, no details provided); College of Sciences (requested but no response)

B. Course Revisions

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 Biotechnology, a proposal to drop course [BIT 462/562—Gene Expression Analytics: Microarrays](#)

College of Engineering

- a. At the request of the Biomanufacturing Training and Education Center, a proposal to drop course [BEC 621— Communicating and Industry Internship in Biomanufacturing](#)
- b. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 543—Cardiovascular Biomechanics](#)
- c. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 550—Medical Imaging: Ultrasonic, Optical, and Magnetic Resonance Systems](#)
- d. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 552—Medical Device Design II](#)
- e. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 571—Intro to Nano-Biomaterials](#)
- f. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 620—Special Problems in Biomedical Engineering](#)
- g. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 685—Master’s Supervised Teaching](#)
- h. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 696—Summer Thesis Research](#)
- i. At the request of the department of Biomedical Engineering, a proposal to drop course [BME 896—Summer Dissertation Research](#)
- j. At the request of the department of Operations Research, a proposal to drop course [OR 685—Master’s Supervised Teaching](#)
- k. At the request of the department of Operations Research, a proposal to drop course [OR 885—Doctoral Supervised Teaching](#)

C. Minor Actions

College of Humanities and Social Sciences

- a. At the request of the department of History, a proposal to edit course [HI 488/588— Family and Community History](#) was approved.

III. Continued Business

- a. The “[NC State University Graduate Education Rights and Responsibilities](#)” Document (presented by Dean Peter Harries) was tabled for the next meeting.

IV. New Business

- a. New Programs and System Office Budget Requirements (presented by Dr. Pierre Gremaud)

Dr. Gremaud summarized the history of the System Office program freeze during the start of the COVID order. In January, the program processes at the System Office level began again with revisions to the process for new programs (the "Request for Preliminary Authorization" and "Request to Establish" forms). Among changes to the forms, they are also requiring a budget worksheet to be completed in addition to both forms (previously only required with the "Request to Establish" form). A problem with the budget worksheet is that there is an extensive amount of work that goes into estimating the numbers they are requesting. Dr. Petty, on behalf of DELTA, discussed his involvement with the Vice Provost office in the new budget process. He said the challenge was the estimating how the revenues are going from the university to the college. The working group is requesting that the Assistant Deans of Finance of each college be involved in this process, and that the Deans also be part of the approval process. The hope is that this becomes a more streamlined process.

V. Information Items

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

The all-council meeting was Monday, and the committees will be up and running in a few weeks. The winners for the competition will be announced in two weeks.

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

There was a general faculty meeting a few weeks ago, and there were presentations and updates from the Provost. In the interest of the faculty, they want to provide an option to opt-in or opt-out of recordings.

VI. Next scheduled meeting

November 11, 2021

10:00 am

Zoom

The meeting was adjourned at 10:40 am.