Administrative Board of the Graduate School
Fall 2023 – Spring 2024

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Administrative Board of the Graduate School (ABGS)

Voting Members

The Administrative Board is comprised of 23 voting members. The voting members consist of elected as well as appointed members and represent all colleges, interdisciplinary graduate programs, the Faculty Senate and the Graduate Student Association (GSA). Each college is represented by two Graduate Faculty members. One representative is elected by the college's Graduate Faculty as coordinated by the Associate Dean or college designee responsible for graduate education. The second representative is appointed by the College Dean. The interdisciplinary member is appointed by the Dean of the Graduate School. Board members representing the Faculty Senate and GSA are appointed annually by the Chair/President of those organizations.

Terms of elected members and interdisciplinary representative are three years starting on July 1, and these members may serve for two consecutive terms, although they may serve subsequent terms following a hiatus. The terms for each college's representatives should be staggered so that both members do not exit the Board simultaneously. Although the expectation is that members will complete their entire term, if that is not possible, then a replacement may be identified by the respective college or unit to complete the remainder of the term. The Board's Coordinator will notify university units in April of a Board member's ending term. The unit should provide the name of the new Board member to the Administrative Board Coordinator no later than May 15.

Unit	Membership	Term Length
Agriculture & Life Sciences	Elected	3 years
Agriculture & Life Sciences	Appointed by College Dean	Indefinite
Education	Elected	3 years
Education	Appointed by College Dean	Indefinite
Engineering	Elected	3 years
Engineering	Appointed by College Dean	Indefinite
Design	Elected	3 years
Design	Appointed by College Dean	Indefinite
Humanities & Social Sciences	Elected	3 years
Humanities & Social Sciences	Appointed by College Dean	Indefinite
Management	Elected	3 years
Management	Appointed by College Dean	Indefinite
Natural Resources	Elected	3 years
Natural Resources	Appointed by College Dean	Indefinite
Sciences	Elected	3 years
Sciences	Appointed by College Dean	Indefinite
Textiles	Elected	3 years
Textiles	Appointed by College Dean	Indefinite
Veterinary Medicine	Elected	3 years
Veterinary Medicine	Appointed by College Dean	Indefinite
Interdisciplinary Programs	Appointed by The Graduate School	Indefinite
Faculty Senate	Appointed by Faculty Senate	1 year
Graduate Student Association	Appointed by GSA President	1 year

Non-Voting Members

Non-voting members represent and provide insight from other important university offices including one representative from the Distance Education and Learning Technology Applications (DELTA), the Southeastern SACS Liaison, and Registration and Records. The Graduate School is also represented by non-voting members to provide insight about Graduate School administration and policies.

Unit	Membership	Term Length
DELTA	Appointed by DELTA	Indefinite
SACSCOC Liaison	Appointed by Provost's Office	Indefinite
Registration & Records	Appointed by Registrar	Indefinite

Graduate School Representatives:

Dean

Associate Dean

Assistant Dean for Student Administration and Academic Affairs

Manager of Graduate Curricula

More information about the Administrative Board of the Graduate School can be found in the <u>*NC State Graduate Handbook*</u>*.*

Voting Members

College / Department	Member Name	Email
College of Agriculture and Life Sciences	Jonathan Allen	jallen@ncsu.edu
College of Agriculture and Life Sciences	Kim Allen	kiallen@ncsu.edu
College of Design	Sharon Joines	smbennet@ncsu.edu
College of Design	George Elvin	gelvin@ncsu.edu
College of Education	John Lee	jklee@ncsu.edu
College of Education	Tamara Young	tvyoung@ncsu.edu
College of Engineering	Steven Shannon	scshanno@ncsu.edu
College of Engineering	Kara Peters	kjpeters@ncsu.edu
College of Humanities and Social Sciences	James Mulholland	jsmulhol@ncsu.edu
College of Humanities and Social Sciences	Robert Hawkins	rhawkin2@ncsu.edu
College of Sciences	Alun Lloyd	allloyd@ncsu.edu
College of Sciences	Spencer Muse	muse@ncsu.edu
College of Veterinary Medicine	Samuel Jones	sljones@ncsu.edu
College of Veterinary Medicine	Josh Stern	jastern@ncsu.edu
Poole College of Management	Vikas Anand	vanand2@ncsu.edu
Poole College of Management	Tim Kraft	tckraft@ncsu.edu
Wilson College of Textiles	Emiel DenHartog	eadenhar@ncsu.edu
Wilson College of Textiles	Jeff Joines	jjoine@ncsu.edu
Interdisciplinary Programs	Seth Kullman	allloyd@ncsu.edu
Faculty Senate	TBD	TBD
Graduate Student Association	Naimul Haque	shaque3@ncsu.edu

Non-Voting Members

College / Department	Member Name	Email
DELTA	Tim Petty	itpetty@ncsu.edu
Registration & Records	Kyle Pysher	kepysher@ncsu.edu
Office of Assessment & Accreditation (SACSCOC)	Fashaad Crawford	flcrawfo@ncsu.edu
The Graduate School	Jamie Digesare	jldigesa@ncsu.edu
The Graduate School	Pierre Gremaud	gremaud@ncsu.edu
The Graduate School	Peter Harries	pjharrie@ncsu.edu
The Graduate School	Lian Lynch	loxenha@ncsu.edu

Additional Graduate School Contacts

Inquiry Type	Main Contact Name	Email
ABGS Inquiries / Requests, CIM Courses, CIM for Programs, Programs / Plans / Subplans in NCSU Graduate Catalog	Jamie Digesare	grad-curriculum@ncsu.edu
Graduate Faculty, Requests to Teach, Faculty Lists in NCSU Graduate Catalog	Lauren Liston	gfac-nomination@ncsu.edu

ABGS Meetings & Agenda

Meetings

The Administrative Board is chaired by the Dean of the Graduate School and meets biweekly during the academic year.

A quorum (12 voting members) must be present to hold a meeting of the Administrative Board. If a quorum is not met, the meeting and all agenda items will be postponed until the next scheduled meeting.

Given the nine-month appointments of many faculty members, board members are expected to be available from August 1 through May 15 to review action items for the academic year, but are generally not expected to review items over the summer.

Agendas

Meeting invites will be sent to all members by the grad-curriculum@ncsu.edu email with their corresponding Zoom information for Fall 2023-Spring 2024 in the beginning of August. Agendas, minutes from previous meetings, and the documents for course actions, program actions, and information items will be emailed to all board members at least one week prior to each meeting. The meeting agendas are broken down as such:

I.   Approval of Minutes
II.   Administrative Board Actions
A. Program Actions
B. Course Actions
C. Course Revisions
D. Minor Actions
III.   New Business
IV.   Continued Business
V.   Information Items
VI.   Next Scheduled Meeting

The documents will be included as a google file link in the email as well as in the description of the email invite for the meeting. You can find the links also included on the next page.

Meeting Dates & Helpful Links

Date & Time	Details	Agenda File
August 24, 2023; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1CsSvzVJvPJWwN8i2ul2F5Eh9_3L5haVm?usp=share_link
September 7, 2023; 10:00 am	**Location:** Zoom **Meeting ID:** 916 2314 4265 **Password:** ABGS090723	https://drive.google.com/drive/folders/1tsexv9a2py4y52poo2pj9eVqILabYr_c?usp=share_link
September 21, 2023; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1sS9dvZmAw-CtVYun-cJhoF8XEyWwcwrX?usp=share_link
October 12, 2023; 10:00 am	**Location:** Zoom **Meeting ID:** 963 0647 0889 **Password:** ABGS101223	https://drive.google.com/drive/folders/1ywOCWAZ81ln62AdyJrmjV2jf5zXtMtZH?usp=share_link
October 26, 2023; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1_RC_96InYhuGu93uo8rUJecMOXUzJkxl?usp=share_link
November 9, 2023; 10:00 am	**Location:** Zoom **Meeting ID:** 984 2059 8709 **Password:** ABGS110923	https://drive.google.com/drive/folders/19e-wLV6ORZVsxajUB5WWBiwWSSnBMHSb?usp=share_link
December 7, 2023; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1nH9iX6RSwNTdoqynx1e52T7EGaQds9-N?usp=share_link
January 25, 2024; 10:00 am	**Location:** Zoom **Meeting ID:** 929 7301 6102 **Password:** ABGS012524	https://drive.google.com/drive/folders/1jpF7iLsqhQuH0qa1Y4TV9B8QM0ipNGxo?usp=share_link
February 8, 2024; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1ydAGuFXEi2AHk4JqK-VwTZQsZBFzHgTA?usp=share_link
February 22, 2024; 10:00 am	**Location:** Zoom **Meeting ID:** 964 6857 8071 **Password:** ABGS022224	https://drive.google.com/drive/folders/1pLHjJmGV7N-W7LzI7AU-3-dPF5d1mAhB?usp=share_link
March 7, 2024; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/17LXXihjIsia7_9bfFaHtt_GcDB8ifK6n?usp=share_link
March 21, 2024; 10:00 am	**Location:** Zoom **Meeting ID:** 966 4566 3388 **Password:** ABGS032124	https://drive.google.com/drive/folders/1iE0com7apvAdQiukQyKOJYb6mT4XPkUZ?usp=share_link
April 11, 2024; 10:00 am	**Location:** Zoom **Meeting ID:** 928 8633 8043 **Password:** ABGS041124	https://drive.google.com/drive/folders/1c3LvxaIRmNi2OnfvuAiDfkRWfS4DBvgm?usp=share_link
April 25, 2024; 10:00 am	**Location:** Winslow Hall **Room:** 100	https://drive.google.com/drive/folders/1jtzaBTtJrnYuKTc9hRmQImIMGauleUYF?usp=share_link

Program Actions

Program Actions refers to the initiation or the modification of a graduate program. Program actions are initiated through one of the following Course Inventory Management form databases: Course Inventory Management for Programs (CIM Programs) and Miscellaneous Request Management. Prior to the ABGS Meeting, program actions are sent out to three ABGS Reviewers for a preliminary review. ABGS Members should review the programs for the following:

- Justification for initiation/modifications
- Degree Requirements
- Sufficient documentation of resources
- Overlap with existing programs – and a recommendation for consultations that have not already been completed

Program Action Types & Workflows

Request Type	Description	Approval Workflow
Request for Preliminary Authorization (RPA)	First step for the initiation of a new program	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS Roles Substantive Change Review Team (SCRT) Council of Deans Vice Provosts (Informed) Executive Vice Chancellor & Provost UNC System Office
Request to Establish (RTE)	Second step for the initiation of a new program	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS Roles Substantive Change Review Team (SCRT) Council of Deans Vice Provosts University Council Board of Trustees UNC System Office SACSCOC The Graduate School Roles
New Certificate (GCERT)	Initiation of a new certificate	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS Roles Substantive Change Review Team (SCRT) Council of Deans Executive Vice Chancellor & Vice Provost Chancellor's Cabinet Chancellor Vice Provosts University Council Board of Trustees UNC System Office SACSCOC The Graduate School Roles

Curriculum Change – Major	Program CIP Code Change, Program / Degree name / title change, Establishing a new deliver mode (within an existing program), Premium Tuition Request, Initiation of 3+X Program, Initiation of Dual Degrees & Joint Degrees	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS Roles Substantive Change Review Team (SCRT) Council of Deans Vice Provosts University Council Board of Trustees UNC System Office SACSCOC The Graduate School Roles
Curriculum Change – Minor	Initiation of new concentration, Initiation of Accelerated Bachelors / Masters (ABM), Initiation of new minor, Update to plan / subplan curriculum, Change program's academic organization	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS & The Graduate School Roles
Discontinuation	Discontinuation of a specific plan or delivery method	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS & Graduate Roles Substantive Change Review Team (SCRT) Council of Deans Vice Provosts University Council Board of Trustees UNC System Office SACSCOC The Graduate School Roles
Discontinuation	Discontinuation of a specific subplan	GR Initial Review Department Roles College Roles DELTA (if applicable) Graduate Operations Council (Informed) ABGS & The Graduate School Roles

Course Actions

Course actions refer to all new course initiations and the changes and revisions to current courses approved to be taught in a graduate curriculum. These actions are typically initiated by faculty or program directors. These course action types include: New Course Proposals, Major Course Revisions, and Minor Actions. ABGS Members are expected to review all course actions prior to the meeting.

Course Action Types

The Course Action Types are categorized by both the types of changes that can be made to a course and the assessment of the changes prior to approval. The table below shows the request types and guidelines for ABGS members to follow in their review –

Course Action Type	Description	ABGS Review Guidelines
New Course Proposal	- The course currently exists as a special topics course and the department/college would like to create a course with its own course number to continue as a regular course - The course does not exist, and the department would like to create it	- Does the justification for a new course make sense? - Does it seem like there could potentially be any content overlap with any other courses across all colleges/programs? Do you recommend consultations that are not already included? - Do the course objectives/goals align closely with the Student Learning Outcomes? - Does the syllabus seem reasonable and up-to-date?
Major Revision	- An undergraduate prefix/graduate prefix is being added to the course as a cross-listing - The catalog description, course objectives/goals, Student Learning Outcomes, are drastically being changed - Major restructuring of a course that makes it a different course than was originally proposed - Any minor changes in addition to the above are included in Major Changes	- Do the updates to the existing course make sense? - Are there any issues with these major revisions in terms of the programs they are associated with? - Does the revision of the course content show potential of content overlap with any other courses across all colleges/programs? Do you recommend consultations that are not already included? - Do the new course objectives/goals align closely with the new Student Learning Outcomes? - Does the syllabus seem reasonable and up-to-date?

Minor Revision	- Adding a cross-listed course prefix - Changing the course number - Changing the course title - Changing the term offering/year offering - Change of credit hours/weeks	- Are the intended course updates justified? - Are there any issues with these minor course actions in terms of the programs they are associated with?

Deadlines for Course Submission to the Graduate School

Deadline	Active Term
March 15	Fall
September 15	Spring
February 15	Summer

Consultation Guidelines for Graduate Course & Program Reviews

Course and program actions sometimes result in unanticipated ripple effects across the university. *Consultations* are the process by which these effects are anticipated and analyzed, sometimes leading to changes in the original course action.

The initiating program or unit should seek consultation with other programs, units, and colleges when it is suspected that these other units might be affected through:

- duplication or significant overlap with existing courses in their curricula,
- the considered course being part of these units' curricula, and/or
- the pre-requisites for the considered course having the potential to significantly impact enrollment in other units.

Consultations are a professional courtesy making it possible for academic programs to rely, when appropriate, on courses or programs from different units and colleges. No program, unit or college has veto right on curricular activities in other parts of the university; should conflict arise (for instance regarding duplication or overlap), the Administrative Board of the Graduate School (ABGS) would serve as arbiter. Experience shows that the vast majority of consultations either result in neutral or supportive statements from the consulted units or sometimes play a synergistic role between the initiating and consulted units.

Consultations within the initiating college

Academic programs, units and graduate curriculum committees are encouraged to seek input from other departments and colleges during curricular development. It is the responsibility of the Associate Dean for Academic Affairs (ADAA) responsible for graduate programs in the initiating college to make sure that:

(i) appropriate consultations within the college took place, and
(ii) all consultations initiated by that point are properly documented in CIM.

Consultations initiated at the ABGS level

Additional consultations may be requested once a course/program action reaches the ABGS meeting level and/or when a course or program is discussed by the ABGS. In either case, the ABGS coordinator will initiate the process through email to the ADAA of the college with which consultation was deemed desirable.

An ADAA or their designee has **3 weeks** to respond to a request for consultation; the response should be in the form of an email message summarizing the outcomes of the consultation process within the college. Upon receipt, the response will be attached to the CIM course/program action form. If no response is received or alternate arrangement made by the end of the third week, the ABGS coordinators will document the attempt to contact the college in the CIM form and move the action forward for consideration by the ABGS.

Helpful Links

Description	URL
GS Website ABGS 2023-2024 Roster	https://grad.ncsu.edu/about/people/admin-board/
Current ABGS Members List	https://grad.ncsu.edu/about/people/admin-board/
Administrative Board of the Graduate School (ABGS) Resources	https://grad.ncsu.edu/faculty-and-staff/abgs-resources/
ABGS Composition Webpage	https://grad.ncsu.edu/faculty-and-staff/abgs-resources/abgs-composition/
Course & Program Reviews	https://grad.ncsu.edu/faculty-and-staff/abgs-resources/course-program-reviews/
Helpful Documents & Resources	https://grad.ncsu.edu/faculty-and-staff/abgs-links-docs/
NCSU Graduate School Handbook	http://catalog.ncsu.edu/graduate/graduate-handbook/
NCSU Graduate Catalog	http://catalog.ncsu.edu/graduate/