

**Administrative Board of the Graduate School**

**03/23/2023**

**Zoom**

**10:00 a.m.**

**Minutes**

**Members Present:** Jonathan Allen, Kim Allen, Vikas Anand, Emiel DenHartog, Jamie Digesare, Richard Gould, Sharon Joines, Tim Kraft, Seth Kullman, John Lee, Alun Lloyd, Pamela McCauley, Eric Money, Tamah Morant, James Mulholland, Spencer Muse, Melissa Pasquinelli, Tim Petty, Steven Shannon, Kelly Umstead, Tamara Young, Helen Chen, Fashaad Crawford, Pierre Gremaud, Peter Harries, Lian Lynch, Kyle Pysher

**Members Absent:** Echo Pan, Robert Hawkins, Sam Jones, Susan Tonkonogy,

**The meeting was called to order at 10:02 a.m.**

**I. Approval of Minutes**

The minutes from [February 23, 2023](#) were approved.

**II. Administrative Board Action Items**

**A. Request for posthumous degree**

College of Humanities and Social Sciences

- a. At the request of the English department, a proposal to award a [posthumous Master of Arts degree for Toni Tutt](#) (presented by James Mulholland) was approved.

**B. Program Actions**

Poole College of Management

- a. At the request of the Business Administration department, a proposal to update the [Business Administration \(MR\)](#). (presented by Vikas Anand) was approved.
- b. At the request of the Business Administration department, a proposal to update the [Business Administration \(MR\): Full Time Track](#). (presented by Vikas Anand) was approved.
- c. At the request of the Business Administration department, a proposal to update the [Business Administration \(MR\): Part Time Track](#). (presented by Vikas Anand) was approved.

College of Humanities and Social Sciences

- a. At the request of the Psychology department, a proposal to update the [Psychology \(PhD\): Applied Social Psychology Concentration](#). (presented by James Mulholland) was approved.

### C. Prefix Actions

The Graduate School

- a. At the request of The Graduate School, a proposal to create a new course prefix [Foundations of Data Science \(FDS\)](#). (presented by Peter Harries) was approved.

### D. Handbook Updates

The Graduate School

- a. At the request of The Graduate School, a proposal to update the [co-major section of the graduate handbook](#). (presented by Peter Harries and Lian Lynch) was tabled for future discussion.

### E. Course Actions

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

College of Agriculture and Life Sciences

- a. At the request of the Agricultural & Extension Education department, a proposal to create the course [AEHS 538 : Social Justice & Diversity in Youth and Family Sciences](#)
- b. At the request of the Biotechnology department, a proposal to create the course [BIT 812 : Capstone Biotechnology](#)

- c. At the request of the Horticultural Science department, a proposal to create the course [HS 709 : Applied Plant-Light Interactions: Light Effects on Crop Yield, Morphology, and Development](#)
- d. At the request of the Microbiology department, a proposal to create the course [MB 589 : Master of Microbial Biotechnology Capstone](#)

#### College of Engineering

- a. At the request of the Biomedical Engineering department, a proposal to create the course [BME 504 : Medical Device Materials and Manufacturing](#)

#### College of Textiles

- a. At the request of the Textile and Apparel Management department, a proposal to create the course [TTM 508 : Sustainability in the Textile and Apparel Industry](#)

### **F. Course Revisions**

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

#### College of Design

- a. At the request of the Graphic Design/Industrial Design department, a proposal to edit course [GD 501 : MGXD Design Studio I](#)
- b. At the request of the Graphic Design/Industrial Design department, a proposal to edit course [GD 501 : MGXD Design Studio II](#)
- c. At the request of the Graphic Design/Industrial Design department, a proposal to edit course [GD 501 : MGXD Design Studio III](#)

#### College of Humanities and Social Sciences

- a. At the request of the History department, a proposal to edit course [HI 462 / HI 562 : Southern History since the Civil War](#)

### **G. Minor Actions**

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

#### College of Humanities and Social Sciences

- a. At the request of the Interdisciplinary Studies department, a proposal to edit course [AFS 455 / AFS 555 / HI 455 / HI 555 : History of the Civil Rights Movement](#)

- b. At the request of the Foreign Language and Literature department, a proposal to edit course [FL 436 / ECI 436 / ECI 536 / FL 536 : Perspectives on English as a New Language](#)
- c. At the request of the History department, a proposal to edit course [HI 448 / HI 548 / WGS 448 / WGS 548 : American Women in the Twentieth Century](#)
- d. At the request of the Psychology department, a proposal to edit course [PSY 752: Research Methods in Psychology](#)

#### College of Agriculture and Life Sciences

- a. At the request of the Microbiology department, a proposal to edit course [MB 680 : Microbiology Research Presentations](#)
- b. At the request of the Microbiology department, a proposal to edit course [MB 880 : Doctoral Microbiology Research Presentations](#)

### III. New Business

- a. SACSCOC requirements regarding off-campus instructional sites (Fashaad Crawford, Tim Petty, Helen Chen) Fashaad Crawford presented about off campus instructional sites. We are currently undergoing preparations for our upcoming SACS reaffirmation next year. As part of the reaffirmation there will be an onsite review team to visit NCSU and in addition to reviewing our campus they will also visit off campus instructional sites. In March 2024 the team will visit a sample of sites that house 50% or more of a program. We will provide a self-study for each of the sites that the team will use for their evaluation when they visit. If 25 – 50 percent of a program is taught at an off campus site then we have to notify SACS. If 50% or more of a program is offered at an off campus site then we need to get that location approved by SACS. Also, if we are closing an approved off campus site we have to notify SACS.

Tim Petty presented about making changes to off campus sites can result in substantive changes because we also have to report those to SACS. We will be reviewing off campus site changes through the CIM process to ensure that the changes are approved prior to implementation. This will include actions such as establishing a new instructional site, changing the address or name, relocating a site, closing a site, changing method to online delivery, changing the percentage of a program offered at a site, and re-opening a site that was once closed.

Helen Chen presented about the self-study that would include ensuring that our off campus instructional sites provide the same quality as our on campus offerings. These reviews should happen every 3 – 5 years. The office of Instructional Programs will assist with the self-study process. They will provide annotated forms for programs to use. She also provided

clarification of different terminology for program types such as dual program, joint program and articulation agreement. Dual degree will give the student two degrees, two diplomas and both institutions have their own requirements. Joint degree is when you get one degree, one diploma, and both institutions have their name on the diploma. Articulation agreement can be when there are two levels of degrees. An example of this is a Bachelor's degree earned at one institution and then articulates into a Master's degree at another institution.

**IV. Information Items**

- a. Report from Faculty Senate (presented by Dr. Tamah Morant). The Faculty Senate is still recruiting for faculty senators for the upcoming terms and also for the faculty grievance committee. Ballots should be released in the next 7 - 10 days.

**V. Next scheduled meeting**

April 13, 2023

10:00 a.m.

Zoom

The meeting was adjourned at 11:28 p.m.