

**Administrative Board of the Graduate School**

**10/27/2022**

**Zoom**

**10:00 a.m.**

**Minutes**

**Members Present:** Jonathan Allen, Kim Allen, John Blondin, Emiel DenHartog, Echo Pan, Richard Gould, Robert Hawkins, Sharon Joines, Sam Jones, John Lee, Alun Lloyd, Pamela McCauley, Eric Money, Tamah Morant, James Mulholland, Spencer Muse, Melissa Pasquinelli, Tim Petty, Steven Shannon, Susan Tonkonogy, Kelly Umstead, Tamara Young, Helen Chen, Fashaad Crawford, Jamie Digesare, Pierre Gremaud, Peter Harries, Lian Lynch, Kyle Pyscher, Rachel Levy, David Stokes

**Members Absent:** Vikas Anand and Tim Kraft

**The meeting was called to order at 10:01 a.m.**

**I. Approval of Minutes**

The minutes from [October 13, 2022](#) were approved.

**II. Administrative Board Action Items**

**A. Course Actions**

Provost

- a. At the request of the Data Science Academy, a proposal to create the course [DSC 595 : Graduate Special Topics in Data Science](#) (Rachel Levy) was approved.

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

College of Engineering

- a. At the request of the Biomanufacturing Training and Education department, a proposal to create the course [BEC 472 / BEC 572 : Drug Delivery – Theory and Modern Practices](#)
- b. At the request of the College of Engineering, a proposal to create the course [EED 509 : Field Experiences in Engineering Education](#)
- c. At the request of the Fitts Department Industrial and Systems Engineering department, a proposal to create the course [EM 530 : Project Management](#)
- d. At the request of the Fitts Department Industrial and Systems Engineering department, a proposal to create the course [EM 589 : Special Topics in Engineering Management](#)
- e. At the request of the College of Engineering department, a proposal to create the course [EED 411 / EED 511 : Diversity & Social Justice in Engineering Education](#)
- f. At the request of the College of Engineering department, a proposal to create the course [EGR 518 : Environmental Compliance for Facilities Engineers](#)

Poole College of Management

- a. At the request of the Fitts Department Industrial and Systems Engineering department, a proposal to create the course [MBA 546 : Strategic Operations Management](#)

**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 Agricultural & Extension Education department, a proposal to edit course [AEHS 579: Research Proposal Development n Agricultural Education and Human Sciences](#)

College of Humanities and Social Sciences

- a. At the request of the Interdisciplinary Studies department, a proposal to edit course [MDS 595 : Special Topics in Multidisciplinary Studies](#)

Poole College of Management

- a. At the request of the Business Management department, a proposal to edit course [BUS 543 : Communicating Risk Information Using Tableau](#)

College of Engineering

- a. At the request of the Electrical & Computer Engineering department, a proposal to edit course [ECE 542 : Neural Networks](#)

### **C. Minor Actions**

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

College of Engineering

- a. At the request of the Biomedical Engineering department, a proposal to edit course [BME 650: Internship in Biomedical Engineering](#)

College of Education

- a. At the request of the Math, Science, and Technology Education department, a proposal to edit course [EMS 594 : Special Problems In Science Teaching](#)
- b. At the request of the Math, Science, and Technology Education department, a proposal to edit course [EMS 692 : Research Projects In Mathematics and Science Education](#)
- c. At the request of the Math, Science, and Technology Education department, a proposal to edit course [EMS 775 : Foundations Of Science Education](#)
- d. At the request of the Math, Science, and Technology Education department, a proposal to edit course [EMS 822 : Special Problems In Science Teaching](#)
- e. At the request of the Math, Science, and Technology Education department, a proposal to edit course [EMS 832 : Research Applications in Science Education](#)

College of Agriculture and Life Sciences

- a. At the request of the Horticultural Science department, a proposal to edit course [HS 420 / HS 520 : Green Infrastructure](#)

### **III. New Business**

- a. Student termination discussion. Students are finding out abruptly that they are losing support at the end of the semester from their advisor. This leads to students having to quickly find other types of support or shift to being self-supporting for the next semester. The committee discussed creating a process that the advisor, student, and DGP would sign off on that would outline what needs to be accomplished to document realistic academic progress. This would be a more formal approach so that students are not left at the last minute trying to figure out how to find other types of support or be self-supporting for the next semester, especially for international students where other funding sources, such as Financial Aid, may not be applicable.
- b. Meeting with the program's GSA president, they would like to draft a letter about the timeline for student fees to be paid by students at the beginning of

the semester and if there is a way to delay or defer them to be due later in the semester. They are asking what the process is for the department level GSA to bring the request forward. The students should send the letter to the GSA executives to discuss at their meeting. (Steve Shannon)

- c. Potential changes in GSSP funding in regards to our own master's students that are currently at a disadvantage if they move into a doctoral program. There are on-going discussions about the GSSP eligibility as well as this issue. (Richard Gould)

#### **IV. Information Items**

- a. Report from Graduate Student Association (GSA) (presented by Peter Harries for Echo Pan) Evaluations of the Fall 2022 GSA travel award applications have been completed and the winners will be announced on Nov. 15. Eco is the student rep for the search for the new dean of the College of Agricultural and Life Sciences. Adam Schmidt is currently the GSA VP for external affairs and is talking to the library about childcare for graduate students. GSA is trying to work with DASA to negotiate a lower rate for students that access the health center, counselor center, and wellness and recreation center.
- b. Report from Faculty Senate (presented by Dr. Tamah Morant) Faculty Senate have reviewed and given feedback on the dissertation document to Peter and Pierre.

#### **V. Next scheduled meeting**

November 10, 2022

10:00 a.m.

[Zoom](#)

**The meeting was adjourned at 10:52 a.m.**