

Administrative Board of the Graduate School
September 7, 2023
Zoom
10:00 a.m.

Minutes

Members Present: Jonathan Allen, Kim Allen, Naimul Haque, Robert Hawkins, Jeff Joines, Sharon Joines, Sam Jones, Tim Kraft, Seth Kullman, John Lee, Alun Lloyd, Eric Money, James Mulholland, Spencer Muse, Melissa Pasquinelli, Kara Peters, Steven Shannon, Tamara Young, Helen Chen, Jamie Digesare, Pierre Gremaud, Lian Lynch, Tim Petty, Kyle Pysher, Cindy Barr Matthew Fisher, Savita Sharma, Carrol Warren

Members Absent: Vikas Anand, Emiel DenHartog, George Elvin, Josh Stern, Fashaad Crawford, Peter Harries

The meeting was called to order at 10:00 a.m.

I. Approval of Minutes

The minutes from [August 24, 2023](#) were approved.

II. Administrative Board Action Items

A. Program Actions

College of Engineering

- a. At the request of the Biomanufacturing department, a proposal to update the [Biomanufacturing \(MR\)](#) (presented by Kara Peters) was approved.
- b. At the request of the Biomanufacturing department, a proposal to create the [Biomanufacturing \(MR\): Industry Track](#) (presented by Kara Peters) was approved.

- c. At the request of the Biomanufacturing department, a proposal to update the [Biomanufacturing \(MR\): Professional Science Masters \(PSM\)](#) (presented by Kara Peters) was approved.
- d. At the request of the Integrated Manufacturing Systems Engineering department, a proposal to update the [Integrated Manufacturing Systems Engineering \(MR\)](#) (presented by Kara Peters) was approved.
- e. At the request of the Biomedical Engineering department, a proposal to update the [Biomedical Engineering \(MS\)](#) (presented by Matthew Fisher) was approved.
- f. At the request of the Biomedical Engineering department, a proposal to update the [Biomedical Engineering \(MS\): MedTech Innovation and Entrepreneurship Concentration](#) (presented by Matthew Fisher) was approved.
- g. At the request of the Biomedical Engineering department, a proposal to create the [Biomedical Engineering \(MS\): Traditional Concentration](#) (presented by Matthew Fisher) was approved.

College of Humanities and Social Sciences

- a. At the request of the Public Administration department, a proposal to update the [Public Administration \(PhD\)](#) (presented by Robert Hawkins) 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 Education

- a. At the request of the TELS department, a proposal to create the course [ECI 741 : Community-Engaged Approaches to Educational Research](#)

College of Humanities and Social Sciences

- a. At the request of the Foreign Languages and Literature department, a proposal to create the course [FL 537 : Strategies and Curriculum Design in Teaching a New Language](#)

College of Agriculture and Life Sciences

- a. At the request of the Microbiology department, a proposal to create the course [MB 588 : Microbiome Analysis](#)

College of Textiles

- a. At the request of the Textile Engineering Chemistry and Science department, a proposal to create the course [TC 567 : Biobased Textile Materials and Processes](#)

C. Course Revisions

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

College of Education

- a. At the request of the Education, Leadership, and Program Evaluation department, a proposal to edit course [ECD 886 : Internship in Teaching in Counselor Education](#)

College of Textiles

- b. At the request of the Textile Engineering Chemistry and Science department, a proposal to edit course [TT 405 / NW 405 / NW 505 / TT 505 : Advanced Nonwovens Processing](#)

III. New Business

- a. Fall 2024 Enrollment Targets. Cindy Barr and Savita Sharma presented the template for tracking the new graduate student enrollment for fall 2024 and spring 2025. The committee discussed the current concerns with how students are tracked in the programs. The spreadsheet will be sent out today and will be due at the end of October.
- b. TLE Request. Carrol Warren presented a TLE request for a student seeking their 4th extension for the 2024/2025 academic year. The committee voted and the TLE request was approved.
- c. Re-Implementation of CIM-courses. Pierre updated the group about the proposal for the update and refresh of CIM-courses. The Graduate School will be seeking feedback about what they think about the current process and what they would like to see in the future.
- d. Course delivery mode. Helen Chen discussed with the committee the challenge with the multiple types of delivery modes for courses and programs.

IV. Information Items

- a. Report from Graduate Student Association (GSA) (presented by Mr. Naimul Haque) The GSA has completed the GSA rep orientation and their all council meeting. In that meeting they discussed some internal group committees for the upcoming year.
- b. Report from Faculty Senate (presented by Dr. Tamah Morant) The last faculty meeting was on September 5th and was focused on the supreme court decisions regarding admissions. The meeting focused more on the undergraduate policy and implications of these changes. Also, the General Faculty Meeting is scheduled for October 17, 2023. The topic for the meeting is faculty wellbeing.

V. Next scheduled meeting

September 21, 2023

10:00 a.m.

Winslow Hall

The meeting was adjourned at 11:18 a.m.