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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 [NC State Graduate Handbook](#).

Fall 2025 – Spring 2026 Member Roster & Contact Information

Voting Members

College / Department	Member Name	Email
College of Agriculture and Life Sciences	Jonathan Allen	jallen@ncsu.edu
College of Agriculture and Life Sciences	David Crouse	crouse@ncsu.edu
College of Design	Sharon Joines	smbennet@ncsu.edu
College of Design	Todd Berreth	todd_berreth@ncsu.edu
College of Education	John Lee	jkleee@ncsu.edu
College of Education	Temple Walkowiak	tawalkow@ncsu.edu
College of Engineering	Balaji Rao	bmrao@ncsu.edu
College of Engineering	Kara Peters	kjpeters@ncsu.edu
College of Humanities and Social Sciences	James Mulholland	ismulhol@ncsu.edu
College of Humanities and Social Sciences	John Millhauser	jkmillha@ncsu.edu
College of Sciences	Alun Lloyd	allloyd@ncsu.edu
College of Sciences	TBD	TBD
College of Veterinary Medicine	Samuel Jones	sljones@ncsu.edu
College of Veterinary Medicine	Liara Gonzalez	lmgonza4@ncsu.edu
Poole College of Management	Vikas Anand	vanand2@ncsu.edu
Poole College of Management	Tim Kraft	tckraft@ncsu.edu
Wilson College of Textiles	Nelson Vinueza Benitez	nrvinuez@ncsu.edu
Wilson College of Textiles	Jeff Joines	jjoine@ncsu.edu
Interdisciplinary Programs	Seth Kullum	swkullma@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	jldiges@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	Luisa Rincon	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 2025-Spring 2026 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.

2025 - 2026 Meeting Dates & Helpful Links

Date & Time	Details	Agenda Folder
August 21, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
September 4, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
September 18, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
October 9, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
October 23, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
November 6, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
November 20, 2025; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
December 4, 2025; 10:00 am	Location: The Graduate School Room: 2328	Google Drive Link
January 22, 2026; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
February 5, 2026; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
February 19, 2026; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
March 5, 2026; 10:00 am	Location: Winslow Hall Room: 100	Google Drive Link
March 26, 2026; 10:00 am	Location: The Graduate School Room: 2328	Google Drive Link
April 9, 2026; 10:00 am	Location: Winslow Hall Room: 100	Google Drive 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.

Program Action Review Guidelines

ABGS members are expected to familiarize themselves with all program actions prior to the ABGS meeting at which these actions will be presented. In particular, they should be able to give informed answers to the following questions:

- Is there clear justification for the proposed action?
- Are the degree requirements appropriate?
- Are available resources sufficient and are they properly documented?
- Is there overlap with existing programs, including recommendation(s) for consultations that have not already been completed
- At least two weeks prior to the ABGS meeting at which it will be considered, a program action is sent out to three ABGS reviewers. These reviewers are voting ABGS members who do not represent the initiating college. Their preliminary reviews are documented by The Graduate School and may result in changes in the proposal.

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 listed on the ABGS meeting agenda prior to each meeting. The table below shows the request types and guidelines for ABGS members to follow in their reviews.

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.

Course Action Type	Description	ABGS Review Guidelines
New Course Proposal	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Is the creation of the new course properly justified?• Is the course at a level commensurate with graduate education?• Are the course's objectives and goals consistent with its student learning outcomes?• Is the syllabus consistent with the course permanent record?• Is there content overlap with existing NC State courses?• Should additional consultations be initiated?
Major Revision	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Are the proposed updates properly justified?• Do the course's objectives and goals remain consistent with its student learning outcomes?• Is the syllabus consistent with the course permanent record?• Are the proposed updates likely to impact the programs using the course? If so, is this documented?• Do the proposed changes raise concerns about overlap with existing NC State courses?• Should additional consultations be initiated?

Minor Revision	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Are the proposed updates properly justified? • Are the proposed updates likely to impact the programs using the course?
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Deadlines for Course Submission to the Graduate School

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

ABGS Consultations and Reviews

The processing of graduate curricular actions is facilitated by the Graduate School through the Administrative Board of the Graduate School (ABGS). For some actions, ABGS approval directly leads to implementation; for some others, it is one step in a process that may involve additional approval levels both on campus and at the level of the University of North Carolina System Office. The purpose of this document is to clarify expectations related to consultations and reviews at the ABGS level and upstream from it.

Upon initiation, course and program actions are assigned approval workflows which are usually determined by the administrative structure of the unit(s) owning the corresponding credentials. In this document and for the purpose of clarity, we refer to such units as “departments” even though not all of them are actual departments. Likewise, we call “colleges” the units to which departments (in the above sense) report even though not all such units are formally colleges. While most graduate level credentials are administered by one academic department, some are administered by several and some by none.

Consultation Guidelines

Course and program actions may 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 actions. Additional information regarding consultations at the [Graduate](#) and [Undergraduate](#) levels are available online. Units being consulted are expected to address the following issues:

1. duplication or significant overlap in newly proposed programs and/ or with existing courses in their curricula
2. the considered course being part of these units’ curricula
3. the pre-requisites for the considered course having the potential to significantly impact enrollment in other units.

If concerns related to these issues are not resolved between the groups involved, ABGS and UCCC will arbitrate based on information submitted in the [Program/Course Consultation Request Form](#).

Consultations are distinct from reviews (which are defined below); they are a professional courtesy making it possible for academic programs to include, when appropriate, 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 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 may be initiated at any level: indeed, academic programs, units and graduate curriculum committees are encouraged to seek input from other units and colleges during curricular development.

Consultations at the department level

The initiating program or unit should seek consultation with other programs, units, and colleges during the department level curriculum committee steps in the workflow, when it is suspected that these other units might be affected by one or more of the three issues listed above. To initiate a consultation with another unit:

- Make a copy of this [Consultation Request Form](#) for program/course consultation requests
- Under 1 in the form, include the CIM link of the action for which you request consultation
- Email the form to be filled as part of your request to the unit you are contacting
- Document the response in CIM.

Consultations at the college level

It is the responsibility of the Associate Dean for Academic Affairs (ADAA) who oversees graduate programs in the initiating college to make sure that

- appropriate consultations took place
- all consultations initiated by that point are properly documented in CIM.

Consultations Initiated at the ABGS Level

Additional consultations may be requested by the ABGS coordinators 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 **2 weeks** to respond to a request for consultation; the response should be given through a completed version of this [form](#). Upon receipt, the response will be included to the CIM course/program proposal. If no response is received or alternate arrangement made by the end of the second week, the ABGS coordinator 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 2025-2026 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/