The Graduate School

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Administrative Board of the Graduate School
September 18, 2025
Winslow Hall
10:00 a.m.

Minutes

Voting members present: Jonathan Allen, Vikas Anand, Todd Berreth, Harshit Bhatt, David Crouse, Michael Hyman, Jeff Joines, Sam Jones, Alun Lloyd, John Millhauser, James Mulholland, Eric Money, Spencer Muse, Kara Peters, Balaji Rao, Nelson Vinueza Benitez, Temple Walkowiak, Donald Warsing

Non-voting members present: Fashaad Crawford, Jamie Digesare, Pierre Gremaud, Peter Harries, Lian Lynch, Tim Petty

Guests: Tania Allen, Katherine Klinger, David Stokes

Members absent: Helen Chen, Liara Gonzalez, Sharon Joines, Seth Kullman, John Lee, Melissa Pasquinelli, Kyle Pysher, Latasha Wade

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

I. Approval of Minutes

The minutes from September 4, 2025 were approved.

II. Administrative Board Action Items

A. MISC Actions

College of Design

a. At the request of the Art and Design department, a proposal to update the 12AD Academic Org (presented by Tania Allen) was approved.

College of Humanities and Social Sciences

a. At the request of the World Languages department, a proposal to create a new WLAS Prefix (presented by John Millhauser) was approved.

Provost's Office

a. At the request of the Provost's Office, a proposal to update the 23DSC Academic Org (presented by David Stokes) was approved.

B. Program Actions

College of Engineering

a. At the request of the Aerospace Engineering department, a proposal to create the Aerospace Engineering (MS): Internship Concentration (presented by Kara Peters) was approved with the option to change the concentration name to Industry Concentration.
b. At the request of the Biomedical Engineering department, a proposal to update the Biomedical Engineering (MS) (presented by Kara Peters) was approved.
c. At the request of the Biomedical Engineering department, a proposal to create the Biomedical Engineering (MS): Non-thesis Concentration (presented by Kara Peters) was approved.
d. At the request of the Biomedical Engineering department, a proposal to update the Biomedical Engineering (MS): Thesis Concentration (presented by Kara Peters) was approved.
e. At the request of the Mechanical Engineering department, a proposal to create the Mechanical Engineering (MS): Internship Concentration (presented by Kara Peters) was approved with the option to change the concentration name to Industry Concentration.

College of Humanities and Social Sciences

a. At the request of the Communication, Rhetoric, and Digital media department, a proposal to update the Communication, Rhetoric, and Digital Media (PhD) (presented by James Mulholland) was approved.

C. Course 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 Veterinary Medicine

a. At the request of the CBS department, a proposal to create the course CBS 809 : Seminar in Cell Biology

b. At the request of the CBS department, a proposal to create the course CBS 814 : Seminar in Grant Writing
c. At the request of the CVM, a proposal to create the course VMC 962 : Small Animal Nephrology and Urology
d. At the request of the CVM, a proposal to create the course VMP 917 : Veterinary Histology I

College of Engineering

a. At the request of the Chemical Engineering department, a proposal to create the course CHE 803 : Graduate Seminar
b. At the request of the Computer Science department, a proposal to drop the course CSC 513 : Electronic Commerce Technology
c. At the request of the Computer Science department, a proposal to create the course ECE 502 : Wide Bandgap Semiconductor Devices and Applications
d. At the request of the Mechanical and Aerospace Engineering department, a proposal to create the course MAE 502 / MAE 402 : Aerosol Science and Technology

University College

a. At the request of the Performing Arts and Technology Department, a proposal to create the course EMA 530 : Entrepreneurial Methods in the Arts
b. At the request of the Performing Arts and Technology Department, a proposal to create the course EMA 535 : Practical Topics in Arts Entrepreneurship (Seminar)
c. At the request of the Performing Arts and Technology Department, a proposal to create the course EMA 540 : Research Methods in Arts Entrepreneurship
d. At the request of the Performing Arts and Technology Department, a proposal to create the course EMA 545 : Teaching Arts Entrepreneurship (Seminar)

D. Course Revisions

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

College of Veterinary Medicine

a. At the request of the CBS department, a proposal to edit course CBS 565 : Fundamentals of Biomedical Sciences
b. At the request of the CVM, a proposal to edit course VMP 996 : Farm Animal Medicine and Surgery Clinical Rotation
c. At the request of the CVM, a proposal to edit course VMP 986 : One Health: From Philosophy to Practice

College of Education

a. At the request of the ELP department, a proposal to edit course ECD 790 : Special Problems In Guidance

E. Minor 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 Engineering

a. At the request of the Computer Science department, a proposal to edit the course CSC 501 : Operating Systems Principles
b. At the request of the Electrical and Computer Engineering department, a proposal to edit the course ECE 530 : Physics of Semiconductors
c. At the request of the Nuclear Engineering department, a proposal to edit the course NE 780 : Magnetohydrodynamics & Transport in Plasmas

III. Continued Business

a. Stacking credentials (Peter Harries): Based on the discussion at the last ABGS meeting the stacking credentials document was updated with the feedback received. The committee reviewed the updated document and recommended adding a statement that courses used toward the master's degree must be completed within six years. Certificates that have been approved by the ABGS board for stacking with a master's degree will be listed as such in the catalog. A motion was made to vote on the stacking credentials policy and the policy was approved

IV. New Business

a. LOA and Student Health Insurance: The committee discussed what the current policy for students taking a leave of absence and if they can stay on the student health insurance plan.

V. Information Items

a. Report from Graduate Student Association (GSA) (presented by Harshit Bhatt) The six GSA committees have had their first meetings and each committee has selected a chair. The GSA is in the process of drafting a document to create awareness and cover harassment. They will discuss the document at the next all council meeting.

b. Report from Faculty Senate (presented by Michael Hyman) The Faculty Senate had a meeting on September 16, 2025 where they discussed alumni engagement and classroom safety.

VI. Next scheduled meeting

October 9, 2025
10:00 a.m.
Winslow Hall Conference Room

The meeting was adjourned at 10:54 a.m.