

**Administrative Board of the Graduate School**  
**February 5, 2026**  
**Winslow Hall**  
**10:00 a.m.**

**Minutes**

**Voting members present:** Jonathan Allen, Todd Berreth, David Crouse, Jeff Joines, Sharon Joines, Sam Jones, John Lee, Alun Lloyd, John Millhauser, James Mulholland, Eric Money, Spencer Muse, Melissa Pasquinelli, Kara Peters, Kate Saul, Donald Warsing

**Non-voting members present:** Fashaad Crawford, Jamie Digesare, Pierre Gremaud, Peter Harries, Lian Lynch, Kyle Pysner, Latasha Wade

**Members absent:** Vikas Anand, Harshit Bhatt, Helen Chen, Liara Gonzalez, Michael Hyman, Seth Kullman, Tim Petty, Nelson Vinueza Benitez, Temple Walkowiak

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

**I. Approval of Minutes**

The minutes from [January 22, 2026](#) were approved.

**II. Administrative Board Action Items**

**A. Program Actions**

College of Engineering

- a. At the request of the Engineering Management department, a proposal to update the [Engineering Management \(MR\): Health and Human Systems Concentration](#) (presented by Kara Peters) was approved.

College of Humanities and Social Sciences

- a. At the request of the Sociology and Anthropology department, a proposal to update the [Anthropology \(MA\)](#) (presented by James Mulholland) was approved.

Poole College of Management

- a. At the request of the Business Management department, a proposal to update the [Business Administration \(MR\): Part Time Track](#) (presented by Donald Warsing) was approved.

College of Veterinary Medicine

- a. At the request of the Comparative Biomedical Sciences department, a proposal to create the [Comparative Biomedical Science \(PhD\): Infection and Immunity Concentration](#) (presented by Sam Jones) was approved.
- b. At the request of the Comparative Biomedical Sciences department, a proposal to discontinue the [Comparative Biomedical Science \(PhD\): Immunology Concentration](#) (presented by Sam Jones) was approved.
- c. At the request of the Comparative Biomedical Sciences department, a proposal to discontinue the [Comparative Biomedical Science \(PhD\): Infectious Diseases Concentration](#) (presented by Sam Jones) was approved.

## **B. Course Actions**

**A motion was made to approve items under section B as consent agenda with the exception of NE 551.**

**The motion was passed and the items were approved.**

Poole College of Management

- a. At the request of the Accounting department, a proposal to create the course [ACC 572 : Reporting for ESG \(Environmental, Social and Governance\)](#)
- b. At the request of the MIE department, a proposal to create the course [MIE 510 : Managerial and Career Effectiveness](#)
- c. At the request of the MIE department, a proposal to create the course [MIE 574 : Family and Small Business](#)
- d. At the request of the MIE department, a proposal to create the course [MIE 581 : Driving Strategic Change](#)
- e. At the request of the MIE department, a proposal to create the course [MIE 516 : Influencing Others](#)
- f. At the request of the MIE department, a proposal to create the course [MIE 517 : Toxic Leadership](#)
- g. At the request of the MIE department, a proposal to create the course [MIE 522 : Critical Thinking and Managerial Ethics](#)

- h. At the request of the MIE department, a proposal to create the course [MIE 535 : Leading Teams in Dynamic Environments](#)
- i. At the request of the MIE department, a proposal to create the course [MIE 536 : Technology Leadership](#)
- j. At the request of the Marketing department, a proposal to create the course [MKT 559 : Marketing Analytics Practicum](#)

#### College of Engineering

- a. At the request of the Civil Engineering department, a proposal to create the course [CE 453 / CE 553 : Design of Asphalt Materials](#)
- b. At the request of the Nuclear Engineering department, a proposal to create the course [NE 551 : Mathematical and Computational Methods in Nuclear Engineering](#) was pulled out of the consent agenda for more discussion between the College of Sciences and the College of Engineering.

#### College of Humanities and Social Sciences

- a. At the request of the History department, a proposal to create the course [HI 464 / HI 564 : Public History in the Modern Middle](#)

#### College of Veterinary Medicine

- a. At the request of the CVM, a proposal to create the course [VET 975 : Public Health and Population Medicine for Veterinary Practitioners](#)

### **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 Engineering

- a. At the request of the Electrical & Computer Engineering department, a proposal to edit course [ECE 525 / CSC 425 / CSC 525 / ECE 425 / : Neural Networks and Deep Learning](#)

#### College of Humanities and Social Sciences

- a. At the request of the History department, a proposal to edit course [HI 477 / HI 577 : Gender and Sexuality in the Middle East](#)

### **D. Minor Actions**

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

#### College of Textiles

- a. At the request of the Textile Engineering Chemistry and Science department, a proposal to edit course [TT 504 / NW 404 / NW 504 / TT 404 : Introduction to Nonwovens Products and Processes](#)

Poole College of Management

- a. At the request of the MIE department, a proposal to edit course [MIE 576 / MSE 576 : Technology Entrepreneurship and Commercialization I](#)
- b. At the request of the MIE department, a proposal to edit course [MIE 577 / MSE 577 : Technology Entrepreneurship and Commercialization II](#)

### **III. New Business**

- a. Preliminary Oral Exam (Peter Harries) The committee reviewed the wording in the handbook that students are required to take the preliminary exam after they have completed their coursework. Due to how some programs are structured this creates a delay in students scheduling their exam. Kate Saul presented the committee with an updated policy for this section of the handbook. The committee gave feedback and will be presented with a final version at the next meeting for approval.
- b. [PCOM Program Administrative Saves](#) (Pierre Gremaud) The committee reviewed the spreadsheet of the administrative saves for curriculum program updates for the new PCOM courses the committee reviewed at the last meeting. These updates will be made as an administrative save in CIM programs.
- c. Course Actions and Syllabii: The committee discussed the syllabus requirements that are needed for course actions submitted for course approval. The committee also discussed learning outcomes and needing to update CIM course records to make sure that learning outcomes are documented for all courses. If learning outcomes and descriptions of courses need to be edited then those can be done as an administrative save in CIM courses.
- d. Library Repository information - resource links were shared with the committee about the library's digital repositories.

### **IV. Information Items**

- a. Report from Graduate Student Association (GSA) (presented by Peter Harries)  
The school closures due to weather have cancelled the last two GSA meetings and because of that there is a delay in voting in the new GSA president.

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

February 19, 2026

10:00 a.m.

Winslow Hall Conference Room

The meeting was adjourned at 11:20 a.m.