MEMBERS PRESENT: Jade Berry-James, Steven Clouse, Jo-Ann Cohen, William DeLuca, Kenneth Esbenshade, Lloyd Fleisher, Lance Fusarelli, Victoria Gallagher, George Hodge, Brandi Keene, Richard Keltie, Kathy Krawczyk, Duane Larick, Jeannette Moore, William Oxenham, Sarah Warren, Daniel Willits

OTHERS PRESENT: Karen Alarie, Lindsay Gentile (substituting for Lian Lynch)

ABSENT: Pam Arroway, Michael Carter, Haig Khachatoorian, Lian Lynch, Vernon Matzen, Holly Swart

1. Approval of the minutes of the January 27, 2011 meeting of the Administrative Board of the Graduate School.

   The minutes of the January 27, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge announced that the DGP Workshop was held on February 9 and another session would take place today on February 10.

   Dr. Hodge announced that the list of faculty teaching graduate courses in Spring 2011 is almost finalized. He thanked everyone who helped with this task.

   Dr. Hodge reported that there are no new graduate disciplinary panels scheduled--although there was a Bachelor of Arts in Public Administration scheduled. A board member commended the Graduate School for informing the colleges when disciplinary panels are being scheduled.
Dr. Hodge announced that Graduate Education Week events begin the week of March 21 with the Graduate Student Research Symposium as the kick off event. If you would like to act as a judge, please contact David Shafer in the Graduate School.

Dr. Larick updated the board on the progression of the Graduate Student Discipline Procedure Committee. He stated that they are discussing the best possible course of action to handle retiring the regulations and replacing them with rules. This is by no means a way to bypass the regulations, but as a way to keep the process for approving and changing rules at the correct level. The Provost will have the authority for the final approval of any rule creation or changes.

Dr. Hodge announced that February 25th is the deadline for exception requests for the GSSP.

Dr. Willits announced that the Office of General Counsel met with Student Affairs and, based on a recommendation by the Faculty Senate, agreed to split REG 11.40.1, “Student Grievance Procedures”, into two regulations, one for graduate students and one for undergraduate students. We concur and have started making the changes.

3. **Enrollment Update**

The Admissions Office of the Graduate School are still receiving applications for Fall 2011. Admission applications are up by 7.6 percent.

4. **Update on Recent University Graduate Student Association (UGSA) Activities**

Ms. Keene reported that fifty percent of the graduate student seats in the Senate were lost due to lack of attendance. She indicated that the UGSA is writing a declaration to recover the lost seats, but it could take up to three years to get them back. In the meantime, undergraduate students will be making decisions regarding both undergraduate and graduate student life.

5. **Operational Items**

Minor Course Action for ECE 763 to Move From Fall to Spring - **Approved**

6. **Courses Actions**

AA 500 – Analytics Tools and Techniques – **Approved with revision**

BME 540 – Nanobiotechnology Processing Characterization and Applications – **Approved with revisions**
CHE 702 – Chemical Engineering Research Proposition – Approved

PB 464/564 – Rare Plants of North Carolina – Approved with revision

SVM 510 – Animal Production Topics – Tabled

SVM 615 – Advanced Animal Production Topics – Tabled

7. Discussion Items

No items were discussed.

8. Next scheduled meeting
   February 24, 2011
   10:00-12:00
   Scott Hall, Room 216