MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL

February 12, 2009


OTHERS PRESENT: Karen Alarie, Bob Young

ABSENT: Percy Hooper

1. Approval of the minutes of the January 29, 2009 meeting of the Administrative Board of the Graduate School.

The minutes of the January 29, 2009 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements:

Dr. Hodge announced that everything is progressing for the 4th Annual NC State University Graduate Student Research Symposium on March 18 from 1:00-5:00 in the McKimmon Center.

Dr. Hodge announced that the Spring DGPs and Graduate Secretaries Meeting has changed from March 5 & 6 in the McKimmon Center to March 24 and 25 in Williams Hall, Room 2405.

3. Enrollment Update
There was no enrollment update and the report is now available to Board Members online.

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

   There was no UGSA update because they haven’t met since the last Board meeting.

5. **Discussion Items**

   c. Format of oral examinations and the increasing use of video-conferencing capabilities

   The Graduate School is seeing an increased number of exams being held where all members of the committee are not present in the same room. The current Handbook policy (see posted background statement; “ABGS Discussion Item C.doc”) does not specifically address this situation and what needs to be done if a committee member intends to participate via remote technology (see below). In addition, we have received a small number of requests for the student to be in a remote location.

   Do we want to modify the Handbook statement to include a procedure for requesting an exam where one or more committee members will participate from a remote location? If so, what are our requirements?

   We also need to develop a policy regarding possibility for the student to be in a remote location i.e. should the student and chair at the very least be in the same physical location?

   At a minimum, we would need to create an on-line request form:

   **Request for a Committee Member or Student to Participate in an Oral Preliminary Exam or Final Defense Using Distance Technology**

   1) Who is going to be absent and their proposed location for the exam
   2) Justification for absence/reason exam needs to be scheduled during that absence
   3) Outline of technology accommodations
   4) Disclosure that exam must not be held IF technology arrangements fail
   5) Procedure for obtaining signature on exam report
6) Procedure for obtaining signature on Thesis/Dissertation title page (if applicable)

There was a consensus on the draft policy submitted by Dr. Willits. Board members will present the policy to their respective graduate studies committees for feedback and report back to the Board at the next meeting.

j. Edit to Masters Degree Requirements

The Board discussed the policy of requiring 18 credits hours of letter graded courses in a 30 credit hour program. Dr. Hodge will submit an edited version and will send out to the Board members in time for consideration at their respective graduate studies committee meetings.

6. New Programs:

Dr. Hodge noted that all curriculum actions will require an executive summary and a completed budget for processing even if there is no change in the budget.

Masters of Education in Science Education (Option B) – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)  
Unanimously Approved with minor edits

Masters of Science in Science Education – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)  
Unanimously Approved

Master of Science in Family Life & Youth Development and Master of Family Life & Youth Development – Appendix A, C & F (Notification of Intent to Plan a Master's Program, Authorization to Establish a New Master's Program and a New Distance Education Program, Notification of Intent to Plan a New Distance Education Degree Program)

Dr. Hodge described the hybrid proposal process where instead of requiring a set of paperwork for each degree, both degrees were condensed into one Appendix A and C. For the DE proposal, Appendix F was submitted, but Appendix G was incorporated into Appendix C. The new degree was introduced by Karen DeBord. The discussion revolved around separating from UNC Greensboro, the ST 507 course, the projected number of students, and new hires. A
Board member raised the question about concentrations and Option B. Dr. Hodge will check into this. Appendix A will be edited to reflect the master of degree.

Master of Industrial Engineering (Option B) – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)

Dr. Young introduced the proposal. A question was raised regarding whether the on-campus degree was established as an Option B.

Request for Name Change from Instructional Technology Specialist - Computers to Instructional Technology
Approved

7. Operational Items

ADN 502 - Advanced Visual Lab - credit hours
Approved

8. New Courses

CSC/ECE 772 – Survivable Networks
Approved with revisions

ECI 512 – 21st Century Technology Skills: Teaching & Learning
Tabled

9. Next scheduled meeting:
February 26, 2009
10:00 a.m. to 12:00 p.m.
Scott Hall, Room 216