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

February 26, 2009


OTHERS PRESENT: Karen Alarie, Kevin Oliver, Ellen Vasu

ABSENT: Emily Gomez, Duane Larick, William Oxenham, John Strenkowski, Holly Swart

1. Approval of the minutes of the February 12, 2009 meeting of the Administrative Board of the Graduate School.

The minutes of the February 12, 2009 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements:

Dr. Hodge announced that Dr. Duane Larick has been officially appointed as Dean of the Graduate School effective March 1, 2009.

Dr. Hodge announced that the 4th Annual NC State University Graduate Student Research Symposium will be held March 18 from 1:00-5:00 in the McKimmon Center. He reported that we have 156 posters so far. He also thanked the Board Members who agreed to judge.

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.
Dr. Hodge announced that NC Graduate Education Week is official and will be held from March 16-22

Dr. Hodge reported that the Electronic Thesis & Dissertation (ETD) Workshop is now online. Faculty, staff and students can attend and ETD Workshop 24-7 from anywhere in the world with internet access.

3. Enrollment Update

Access to the Business Management Enrollment database has been granted to all Board Members. A how-to handout was emailed to Board Members.

He stated that applications are up by 1612 more than the same time last year.

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

Ms. Gomez provided Dr. Hodge with the information that the UGSA are still working with the Graduate School both on NC Graduate Education Week and the Research Symposium. She was absent from the board meeting

5. New Programs

Proposal for the Master of Science in Instructional Technology & Master of Education in Instructional Technology - Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Authorization to Establish a New Distance Education Degree Program)

Dr. Ellen Vasu and Kevin Oliver attended the meeting to introduce and support the proposals. The discussion revolved around how many online students they expected, how do they think enrollment will grow, and how will the distance education program impact on-campus student courses. Also discussed was how they were going to handle thesis defenses with distance education students.

Board Members have concerns that there are numerous Instructional Technology programs available and UNC-GA may request collaboration. Also, the justification for the program states that it’s attractive to students because NC State is a Research I institution. Board Members stated that the justification could be strengthened to include the specific benefits to taking the masters program at NC State.
A concern was raised that the program should work out how they’re going to handle the thesis exam for distance education students as that wasn’t evident in the introduction of the program.

A Board Member raised the issue that most of the courses for Instructional Technology are already offered as distance education and it appears that the program has already evolved and the proposal is necessary to make the evolution complete.

Board members will discuss the proposal at the college level and vote at the next meeting.

Proposal for Changing the Master of Nuclear Engineering to Option B Approved.

Proposal for ABM in Animal Science
Board members will discuss the proposal at the college level and vote at the next meeting.

Proposal for the 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) Includes six concentration in each degree Approved with a few minor edits

Proposal for the 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) Approved with a statement added that this program will be administered as an option B.

6. Operational Items:

CBS 805 – Seminar in Pharmacology – drop course
Approved

SVM 595B – Special Topics – Advanced Poultry Medicine – scheduling
Approved

SVM 635A – AD RDG – Poultry Medicine – scheduling
Approved

SVM 650A – Internship – Poultry Medicine – scheduling
Approved

SVM 686A – Teaching – Poultry Medicine – scheduling
Approved

7. **New Courses:**

FW 511 – Human Dimensions of Wildlife and Fisheries
**Approved with revision**

ENG 723 – Advanced Language Variation Research Seminar
**Approved with revision**

ENG 798 – Special Topics in Sociolinguistics
**Approved with revision**

BAE 528 – Biomass to Renewable Energy Processes
**Approved with revision**

BAE 581 – Open Channel Hydraulics for Natural Systems
**Approved with revision**

BAE 582 – Risk & Failure Assessment of Stream Restoration Structures
**Approved with revision**

BAE 583 – Ecohydraulics & River Corridor Function
**Approved with revision**

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

Many of the Board Members discussed this item with their respective college studies committees. The discussion revolved around the requirement of video and who should be allowed to be remote. There was a consensus that the student shouldn’t be remote unless the chair or a committee member was present; break out the policy to separate master level exams from doctoral level exams; and the doctoral final exam must be open to the public. There was a consensus that the policy should be written with minimum requirements and leave it up to the departments to set stricter guidelines. A revised policy will be constructed and submitted for discussion at the next board meeting.

8. **Next scheduled meeting:**
March 12, 2009
10:00 a.m. to 12:00 p.m.
Scott Hall, Room 216