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

March 12, 2009


OTHERS PRESENT: Karen Alarie, Chris Frey

ABSENT: Michael Carter, Lloyd Fleisher, Percy Hooper

1. Approval of the minutes of the February 26, 2009 meeting of the Administrative Board of the Graduate School.

The minutes of the March 12, 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 will be held on March 24 and 25 in Williams Hall, Room 2405.

Dr. Hodge announced that the NC Graduate Week will kick off on Monday, March 16 with activities throughout the week including a Deans vs. students Karaoke night.
3. **Enrollment Update**

Dr. Hodge reported that applications are up by 1754 more than the same time last year.

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

Ms. Gomez reported that the Digital Media Lab in D.H. Hill Library is an economical way to print posters. A 4x6 poster runs about $40.

Ms. Gomez announced that the 2009 Outstanding Teaching Assistant awards will be held on April 16, 2009 and the nominations were due by March 6, 2009.

Also discussed was a possible opportunity for graduate students to be funded to print posters using the university-wide initiative for ETF funds for the 2010 Graduate Symposium. It was believed proposals for ETF fund requests are due in June.

5. **New Programs:**

Proposal for ABM in Animal Science
**Approved**

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)
**Approved**

Request to Add Thesis Option to M.A. Program in Public History
**Approved**

Proposal for the Master of Science and the Master of Environmental Engineering – Appendix A & C (Notification of Intent to Plan a New Master’s Program and Request for Authorization to Establish a New Master’s Program)

Proposal for the Master of Environmental Engineering – 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. Chris Frey attended the meeting to introduce and support the proposals. The discussion revolved around consultations that were
obtained from different programs, concerns about no new resources requested but the program intends to grow from 10 to 30 students, question regarding special topics courses being offered, and funding for thesis vs. non thesis students.

6. Operational Items

PA 537 – Association Management – drop course
Approved

PA 542 – Public Information Technology – drop course
Approved

PA 543 – E-Government – drop course
Approved

7. New Courses

There was a brief discussion regarding the lack of request for new resources. Board members reached a consensus that all resource statements that indicate no new resources required should explain how existing resources will be used to support the course.

NTR 520 – Community Nutrition
Approved w/revision

NTR 521 – Life Cycle Nutrition
Approved w/revision

NTR 525 – Advanced Feed Science & Technology
Approved w/revision

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

There was a discussion regarding the enforcement of the regulation. There was also a discussion regarding the requirement of both audio and video for the Ph.D. oral exam, as some members preferred that there only be the requirement for audio.

Dr. Willits will make minor edits to the forms and send out to Board members for discussion at their respective college graduate studies committee meetings with the expectation that the Board will vote on the policy at the next meeting.
i. Course Syllabus Regulations and Syllabus Tool

Dr. Cohen gave the Board a report of the discussion that took place at the Academic Associate Dean’s Meeting regarding the revised syllabus regulation. During the Associate Deans’ Meeting it was discovered that the UCCC uses the syllabus specifically for the following three points, 1. Information needed by the UCCC; 2. Prove that the course is being offered for 15 weeks; and 3. Use as a communication tool between faculty and students. The Academic Associate Deans asked that point 1 and 2 be decoupled from point 3 to make this a tool to be used as a way to communicate between faculty and students. Dr. John Ambrose will revise the regulation and bring it back to the Academic Associate Deans for further discussion. Dr. Cohen suggested that the Graduate School might want to contact Dr. Ambrose and give him feedback regarding their recommendations for the regulation.

j. Edit to Masters Degree Requirements

During the discussion the following questions were raised: how the change in the policy will affect ABM students and the number of 400 level courses allowed.

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