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

March 26, 2009

 MEMBERS PRESENT: Pam Arroway, Jo-Ann Cohen, Karen DeBord, Ken
Esbenshade, Lance Fusarelli, Vicki Gallagher, George Hodge, Percy Hooper, Kathy
Krawczyk, Duane Larick, Robert Nagel, William Oxenham, John Park, Jean Ristaino,
John Strenkowski, Holly Swart, Richard Venditti, Daniel Willits

OTHERS PRESENT: Karen Alarie, Judy Peel (substituting for Rich Venditti)

ABSENT: Michael Carter, Scott Despain, Lloyd Fleisher, Emily Gomez,

1. Approval of the minutes of the March 12, 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 the 4th Annual NC State University Graduate Student
Research Symposium went well.

   Dr. Hodge announced that the Spring DGPs and Graduate Secretaries Meeting
was well-attended and included a lot of discussion regarding SIS.

   Dr. Hodge announced that NC Graduate Education went well.

3. Enrollment Update

   Dr. Hodge reported that applications are up by 19 percent compared to last year
and admissions are ahead by 4½ percent.
4. **Update on recent University Graduate Student Association (UGSA) activities**

Ms. Gomez was absent from the Board Meeting, but Dr. Hodge indicated in her email to him that the UGSA wanted to extend their thanks to all the people who worked so hard on the Graduate Student Symposium to make it another success.

5. **DRAFT -- New Regulations for Academic Program Planning and Evaluation**

Dr. Larick presented to the Board the new regulations. He commented that the new procedures will slow the process down a bit. But the long term goal of minimizing duplication of graduate (especially doctoral) program at the UNC-System level is good.

6. **New Programs**

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)  
**Approved**

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)  
**Approved**

7. **Operational Items:**

VMC 940 – Clinical Theriogenology – Prefix/Number  
**Approved**

VMC 941 – Special Topics in Theriogenology – Prefix/Number  
**Approved**

8. **New Courses:**

ELP 757 – Research in P-12 Administrative Leadership  
**Approved**

ENG 722 – Linguistics & Literacy  
**Approved**

SW 440/540 – International Learning Experience in Social Work  
**Approved**
9. Discussion Items:

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

Discussion revolved around the requirement for doctoral students to have both audio and video during their exam if there are any remote participants. The consensus of the board was this was an appropriate means to ensure integrity of the exam.

Members voted to approve the following new policy and there were two opposed and no abstains.

The new forms for scheduling masters and doctoral exams are attached.

3.6 Comprehensive Examinations

A. Scheduling Oral Examinations
B. Master's Degree
C. Doctoral Degree

D. Remote Oral Exams

D. Format for Remote Oral Exams
It is expected that oral examinations be conducted with all parties in the same room; however, it is recognized that circumstances may prevent this from happening. While technology can provide solutions for such situations, it should never be the case that remote exams are held simply as a matter of convenience.

When remote examinations do become necessary, it is the responsibility of the chair (or co-chairs) of the committee to maintain the academic integrity of the exam and to ensure that the spirit of the requirements outlined in 3.6.B. or 3.6.C. above are followed. The technology used shall allow all parties to interact to the extent necessary to accomplish this. Failure of the technology during the exam will require that the exam be suspended until it is in functioning order or rescheduled for a later time.

It is the responsibility of the Director of Graduate Programs to ensure that the reasons for a remote exam are valid, and to submit a request to conduct the exam to The Graduate School, in conjunction with the Request for a Permit to Schedule the Master's Oral Examination or Request to Schedule Doctoral Oral Examination.
j. Edit to Masters Degree Requirements

The discussion revolved around the allowable 400 level course hours with the consensus of the Board favoring reducing the allowable hours from 10 to 6 for a 30-credit master’s degree. Dr. Hodge will make minor edits with the expectation that the Board will vote at the next meeting.

10. Next scheduled meeting:
April 9, 2009
10:00 a.m. to 12:00 p.m.
Scott Hall, Room 216
Request To

SCHEDULE MASTER’S ORAL EXAMINATION

To: Dean of The Graduate School

From: Director of Grad Programs, ____________________________ (Name/Pgm or Dept)

Student Information:

Name: ____________________________ ID Number: ____________________________

Degree/Program: ____________________________ Major: ____________________________

Please check one: ☐ thesis ☐ non-thesis

I verify that (please check items below):

☐ The following committee has been approved by the department/program:

a. ____________________________ (Chair) b. ____________________________ (Co-Chair)

c. ____________________________ d. ____________________________

e. ____________________________ f. ____________________________

g. ____________________________ h. ____________________________

☐ The above committee and the Plan of Work have been submitted to SIS by the department or program and have been approved.

One or more of the committee or the student will be located remotely. ☐ Yes ☐ No. (if yes, please attach supplemental form “Request to Conduct Master’s Remote Oral Exam”).

DGP Signature/Date: ____________________________

Graduate School Approval/Date: ____________________________
Request To Conduct

MASTER’S REMOTE ORAL EXAMINATION

****Must be attached to “Request To Schedule Master’s Oral Examination” form****

Must be submitted at least two weeks prior to exam date

To: Dean of The Graduate School

From: Director of Grad Programs, ____________________________ (Name/Pgm or Dept)

Student Information:

Name: ____________________________ ID Number: ____________________________

Approval will be based upon responses to the following (attach additional explanation as needed):

Who is going to be located remotely and what is the proposed location of that individual during the exam?

State the reason for the absence and the justification for the exam being scheduled during that absence.

Describe the technology to be used (interactive video and audio are required if the student is remote, interactive audio is required otherwise).

Have all participants been notified that prolonged failure of the technology may require that the exam be rescheduled?

State the procedure for obtaining signatures on the exam report and/or thesis title page.

DGP Signature/Date: ______________________________________________________________

Graduate School Representative (required for all remote exams)

Graduate School Approval/Date: ____________________________________________________
REQUEST TO SCHEDULE DOCTORAL ORAL EXAMINATION

(☐ Preliminary, ☐ Final)

***This Form Must Be Submitted At Least Two Weeks Prior To Proposed Date Of Exam***

To: Dean of The Graduate School

From: Director of Grad Programs, ____________________________ (Name/Pgm or Dept)

Proposed Examination:

Day/date _______________ Time ___________ Room/bldg _______________

Student Information:

Name: ___________________________ ID Number: ___________________________

Program/Department: _______________ Degree/Major: ___________________________

Verification:

1. The student has completed all written examinations/proposals in our department and in his/her minor field. The committee members listed below have agreed to attend at the above date and time.

   a. ___________________________ (Chair)
   b. ___________________________ (Co-Chair)
   
   c. ___________________________
   d. ___________________________
   
   e. ___________________________
   f. ___________________________
   
   g. ___________________________
   h. ___________________________

2. The Graduate School Representative, _____________________________, has agreed to attend the examination at the above time.

3. I verify that the student's current committee, as listed above, and completed courses have been compared to the approved POW and that any discrepancies in SIS have been reconciled and corrected.

4. One or more of the committee or the student will be located remotely. ☐ Yes ☐ No. (if yes, please attach supplemental form “Request to Conduct Doctoral Oral Remote Exam”).

Director of Graduate Programs (Sign/Date): _____________________________

Graduate School Approval/Date: _____________________________
Request To Conduct

DOCTORAL REMOTE ORAL EXAMINATION

****Must be attached to “Request To Schedule Doctoral Oral Examination” form****

To: Dean of The Graduate School

From: Director of Grad Programs, ________________________________ (Name/Pgm or Dept)

Student Information:

Name: ____________________________ ID Number: ____________________________

Approval will be based upon responses to the following (attach additional explanations as needed):

Who is going to be located remotely and what is the proposed location of that individual during the exam? ____________________________

State the reason for the absence and the justification for the exam being scheduled during that absence. ____________________________

Describe the technology to be used (interactive video and audio are required). ____________________________

If the exam is the Final, by what means will the presentation be available to the university community and what provisions will be available for the community to ask questions? ____________________________

Have all participants been notified that prolonged failure of the technology may require that the exam be rescheduled? ____________________________

State the procedure for obtaining signatures on the exam report and/or dissertation title page. ____________________________

DGP Signature/Date: ____________________________________________________________

Graduate School Representative (required for all remote exams)

Graduate School Approval/Date: ___________________________________________________