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

September 22, 2011


OTHERS PRESENT:  Karen Alarie, Hugh Devine (substituting for Joseph Roise)

ABSENT:  William DeLuca, Design Representative, Faculty Senate Representative, Brian Hoynacke, William Oxenham, Joseph Roise, Daniel Willits

1. Approval of the minutes of the September 8, 2011 meeting of the Administrative Board of the Graduate School.

   The minutes of the September 8, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge announced that the Master of Science and the Master of Biomanufacturing have been approved by UNC-GA and is into implementation. Biomanufacturing participated in a disciplinary panel on September 7 and Electrical and Power Systems Engineering participated in the panel for their Master of Science on September 21.

   Dr. Hodge reported that there are still 134 courses without an approved instructor teaching as graduate faculty. The Spring report will be run soon and all courses without exception will be required to have the approved faculty member in place. All paperwork to appoint an instructor as a graduate faculty must be received by the Graduate School by December 5.
Dr. Hodge announced that the Fall meeting for the Directors of Graduate Programs and Graduate Services Coordinators will be held on October 11 and 1:00 and October 12 at 10:00 in Talley Student Center Ballroom.

Dr. Hodge reported that the Graduate School, DUOP, and UPA is moving forward with the PATSS database for new programs and it is slated to go live on September 29. The group is also investigating the possibility of using Leapfrog which was introduced by Registration and Records who have already purchased the catalog program from the company. Questions for universities already using the Leapfrog program are being complied by Registration and Records.

3. **Enrollment Update**

Dr. Hodge reported that admission reports are online and located in business objects.

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

Brian Hoynake provided the Board with the following update:

(1) The UGSA now has internal committees with committee chairs! These committees have set goals for themselves for the year, and are already well on their way to accomplishing those goals.

-For example, the Political Action Committee is looking into expanding our annual blood drive into a competition between students at Duke, UNC, and NCSU.

-The Academic Policy Committee is already working towards making this year’s Graduate Research Symposium better than ever.

-The Teaching Effectiveness Committee is undertaking an overhaul of the way in which we award Teaching Assistant Awards.

-And the Social Committee has a variety of events planned already, including a screening of the new Ph.D. Comics movie, a joint tailgating event for the various GSAs (Graduate Student Associations), and a Graduate Student Trip to First Fridays!

(2) In addition, Graduate Students are hard at work in a variety of University Standing Committees around campus, including the “Tuition Review Advisory Committee,” the “Fees Review Committee,” and the task force/committee that is working to create the new “Division of Student Services and Programs” (DSSP). Our input as voting members on these and other committees like them, continues
to impact graduate life at NCSU, and we hope it is doing so in as positive a manner as possible.

(3) Finally, we have our next all Council UGSA meeting this upcoming Monday, and it appears that Provost Arden and Vice Chancellor of Finance and Business, Charles Leffler, will be speaking with us about the new strategic plan and the importance of hearing graduate student voices in the fees and tuition review processes, and in all aspects of the university. And, furthermore, at this meeting we intend to work towards setting up implementation strategies for the goals our internal committees have set for themselves for the year.

5. **Operational Items**

   WPS 721 – Chemistry of Wood Polysaccharides – Approved

6. **Course Actions**

   ECE/BME 536 – Digital Control Systems – Approved with consultation with Math

   ENT 509 Biology of Aquatic Insects – Approved with revisions

   ENT 520 – Insect Behavior – Approved with revision

   ISE 714 – Product Manufacturing Engineering for the Medical Device Industry – Approved with revisions

   MSE 712 – Scanning Electron Microscopy – Approved

   SVM 615 – Advanced Animal Production Topics – Approved with revisions

7. **Next scheduled meeting**
   October 13, 2011
   10:00-12:00
   Scott Hall, Room 216