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

November 10, 2011


OTHERS PRESENT: Karen Alarie, Steven Allen

ABSENT: Mike Carter, Design Representative, Brian Hoynacke, Vernon Matzen, Joseph Roise, Holly Swart

1. Approval of the minutes of the October 27, 2011 meeting of the Administrative Board of the Graduate School.

The minutes of the October 27, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge reported that a list of graduate faculty was sent out for fall courses with questions and for the spring semester. The focus is on courses that are not being taught by graduate faculty. All courses must be assigned an approved graduate faculty instructor by December 5 or enrollment will be halted and then cancelled. A notice will be sent out before the course is cancelled.

Dr. Hodge announced that SACS meetings are being held in preparation for the 2014 accreditation review.
3. **Enrollment Update**

   Dr. Hodge reported that applications are up by 21%.

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

   There was no report available.

5. **Operational Item**

   HS 701 and HS 707—memo requesting minor actions for course catalog corrections – Approved

   HS 891 – drop course – Approved

6. **Course Curriculum Action**

   Proposal for the Global Luxury Management Concentration in the Master of Global Innovation Management Degree – Approved

7. **Course Actions**

   CHE 775 – Multiscale Modeling of Matter – Approved with revisions

   ECE 720 – Electronic System Level & Physical Design – Approved with revisions

   ENT 503 – Insect Morphology & Physiology – Approved with revisions

   FS 550 – Food Industry Study Tour – Approved with revisions

   MAE 531 – Engineering Design Optimization – Approved with revisions

   WPS 501 – Research Methods – Tabled

   WPS 701 – Research Methods – Tabled

8. **Discussion Items**

   a. **Full or Part-time Status**

   Dr. Willits, Dean Larick, and Rick Liston met with Steve Keto and Lewis Carson to explore the financial consequences of the proposed changes. They were deemed to be acceptable but Dean Larick wants to meet with the programmers to ensure that the plan can be implemented. That
meeting will take place on November 29, after which the matter will likely be returned to the Board for continued discussion.

b. **Revision of REG 11.35.3, Graduate Student Discipline**

There were no objectives to the proposed revisions.

c. **Graduate School Representatives (GSR)**

Do we need GSRs and, if so, what can we do to change the culture of not serving as a GSR when asked? Would a GSR pool be appropriate (e.g., each college get prior agreements from a group of faculty that rotates throughout the year? How about DGPs working together to swap out GSR time?

Most of the college feedback focused on the need to continue with GSRs and work on early appointment and enforce exam scheduling that takes their needs into consideration. One college (PAMS) reported that there was little to no support for GSRs among their faculty. Two colleges have not yet met on the subject so the discussion will continue at a later meeting. During the discussion it was noted that the Graduate School has taken steps to facilitate a more uniform approach to appointing GSRs and has begun data collection on who is serving and who is not.

9. **Next scheduled meeting**

   December 1  
   10:00-12:00  
   Scott Hall, Room 216