MEMBERS PRESENT: Pam Arroway, Steven Clouse, Jo-Ann Cohen, Bill DeLuca, Scott Despain, Ken Esbenshade, Lloyd Fleisher, Lance Fusarelli, George Hodge, Dick Keltie, Kathy Krawczyk, Duane Larick, Robert Nagel, William Oxenham, Holly Swart, Daniel Willits

OTHERS PRESENT: Karen Alarie, Tina Hancock, Social Work

ABSENT: Michael Carter, Elke Feese, Vicki Gallagher, Tim Hatcher, Haig Khachatoorinan

1. Approval of the minutes of the October 29, 2009 meeting of the Administrative Board of the Graduate School.

   The minutes of the October 29, 2009 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge announced that disciplinary panels are progressing and a spreadsheet listing participants from NCSU is available online.

   Dr. Larick is continuing to participate in the Dual Degree Task Force and there will be a pause in November on all dual degrees.

3. Enrollment Update

   Dr. Hodge announced that spring admissions are up by 12 percent. He reported that you can now drill down in the Business Objects Management report to
program level, then plan, then subplan, and finally down to the students who have applied.

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

Ms. Feese provided an email regarding the activities of the UGSA. She reported that the UGSA advisor, Dr. Borbye discussed integrative medicine and health coaches.

Ms. Feese also reported on feedback for the proposal regarding the procedure for thesis submission. The representatives present did not have any problems or objections with any part of the proposal.

5. New Programs

Proposal for a Peace Corps Master’s International (MI) Concentration in the Master’s of Crop Science

Approved

Proposal for the Master of Supply Chain Engineering and Management – Appendix A (Notification of Intent to Plan a New Master’s Program)

Proposal for the Master of Supply Chain Engineering and Management – Appendix C (Request for Authorization to Establish a New Master’s Program)

Approved

6. Curriculum and Degree Name Changes:

Name Change for the Graduate Degrees in the Department of Wood and Paper Science – Wood and Paper Science to Forest Biomaterials

Approved

Name Change for the Graduate Degrees in the Department of Fisheries and Wildlife Sciences – Fisheries and Wildlife Sciences to Fisheries, Wildlife and Conservation Biology

Approved contingent on consultation with John Fountain

Changes in the Master of Social Work Curriculum
Dr. Hancock presented the proposal. A question was asked regarding the development of courses and Dr. Hancock indicated that the department is working overtime to get these courses together for submission.

Approved

**Proposal to Change Non-Thesis Graduate Degree Program in Master of Education in Technology Education to Option B**

Approved

6. **Operational Items:**

   ECG 750 – Economic Decision Theory – drop
   
   Approved

   VMC 964 – Zoological Husbandry & Nutrition – new course
   
   Approved

   VMC 989 – Zoo Medicine – pre-corequisites
   
   Approved

   VMC 998 – Wildlife Rehabilitation Medicine – pre-corequisites
   
   Approved

7. **New Courses:**

   EAC 743 – Adult Development and Learning
   
   Approved with revisions

   ECG 750 – Introduction to Econometric Methods
   
   Tabled

   ELM 571 – Language Arts, New Literacies and Media for Initial License
   
   Approved

   ELM 573 – Methods for Teaching Elementary School Sciences for Initial License
   
   Approved
8. Discussion Items:

c. Patent Waivers and Ph.D. Research—student or full-time employee?

Dr. Larick reported that after consultation with university legal, the two patent forms have been replaced with one. If a student cannot sign the patent form, then they cannot move forward with their admission program until a solution is negotiated with the Office of Technology Transfer. He suggested that all old forms be discarded as the new form will be required. Any old forms forwarded to the Graduate School will be sent back to the college with a request to use the new form.

d. Course Syllabus Regulations

It was suggested that Dr. Larick talk to John Ambrose. Since the graduate and undergraduate procedures and objectives are different, we should consider perhaps separating the undergraduate from the graduate syllabus instructions.

e. Time Limit for Thesis Submission OIS has asked us to consider establishing time limits for turning in the thesis/dissertation after the defense. This would apply to thesis review as well as final copy. Some international students (and perhaps PI's as well) are gaming the system by postponing thesis review by as much as a whole semester. Any rules we invoke would have to apply equally to both international and US citizens alike. We currently have no rules. See posted material.

There were mixed reactions among the colleges as to the proposal of requiring re-examination if a student doesn’t meet the requirements for timely submission of their thesis/dissertation. PAMS representatives still need to present the proposal to their college committee.

9. Other Business:

10. Next scheduled meeting:
December 3, 2009
10:00-12:00
Scott Hall, Room 216