1. Approval of the minutes of the November 10, 2011 meeting of the Administrative Board of the Graduate School.

The minutes of the November 10, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Approval of the Awarding of Graduate Degrees for the Fall (December 17, 2011) Commencement

(A motion was made, seconded and passed that the Board approves the awarding of graduate degrees at the December 17 Commencement to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees.)

3. 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 28% compared to this time last year.

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

There was no report available.

5. Course Actions

It was agreed that coursework that is masters and doctoral research courses that are similar in construction need to be allowed as long as the distinction is clear in each CAF

BAE 591 – Master’s Research Methods I – Approved with revisions
BAE 592 – Master’s Research Methods II – Approved with revisions
BAE 791 – Doctoral Research Methods I – Approved with revisions
BAE 792 – Doctoral Research Methods II – Approved with revisions
HS 423/523 – General Viticulture – Approved with revisions
ISE 553 – Modeling and Analysis of Supply Chains – Approved with revisions
WPS 501 – Research Methods – Tabled
WPS 701 – Research Methods – Tabled

6. Discussion Items

a. Full or Part-time Status

Dr. Willits re-distributed the proposal and asked if board members were ready for a final discussion. CHASS asked to take the proposal back for one last college discussion. Final discussion and voting on this topic is expected for our next meeting (Dec 15).
b. **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?

CVM reported that they were supportive of retaining GSRs, as did PAMS. It was agreed that GSRs would remain as part of the doctoral student committee. It was suggested that an email be sent to all graduate faculty outlining the responsibilities of the GSR and indicate that graduate faculty have a responsibility to serve.

7. **Next scheduled meeting**

December 15
10:00-12:00

*Winslow Hall Conference Room*