
OTHERS PRESENT: Karen Alarie, Hugh Devine (substituting for Joseph Roise), Michael Flickinger, Art Rice

ABSENT: Mike Carter, Steven Clouse, Design Representative, Lance Fusarelli, Bryan Hoynacke, Joseph Roise

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

   The minutes of the December 1, 2011 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge reported that he has distributed to the associate academic deans a list of graduate courses to be taught spring 2012 with the focus on courses that are not being taught by graduate faculty. The deadline for all courses to be assigned an approved graduate faculty instructor was December 5. Dr. Hodge asked that all courses be resolved very soon. Enrollment will be halted and then cancelled for those courses who haven’t been assigned. A notice will be sent out before the course is cancelled.

   Dr. Hodge reported that the UCCC approved a dual degree program with SKEMA business school. This agreement would admit students into a GTI
certificate program making them eligible to be issued a Visa for the Spring 2012 semester. The certificate is an undergraduate certificate with 9 hours allowing for flexibility in the course selection which could include graduate courses.

3. **Enrollment Update**

Dr. Hodge reported that applications are up by 26% compared to this time last year.

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

There was no report available.

5. **Curriculum Actions**

**Graduate Certificate in City Design**

Dr. Art Rice presented the proposal to the Board. There was interest by CHASS to explore possible collaboration. A question was raised to allow an option for students to take UNC elective courses through inter-institutional registration. Also, members questioned how broad should the certificate be in scope. The vote will be held until the next meeting to facilitate feedback from CHASS. – **Tabled**

**Graduate Certificate in Energy & Technology in Architecture**

Dr. Art Rice presented the proposal to the Board. Engineering indicated interest in discussing expanding the course offerings for the certificate and indicated that some courses listed were no longer viable. There was also a suggestion to check prerequisites for the courses as requirements might expand the coursework needed to complete the certificate. Revision of the course outline was suggested to better explain coursework required. – **Approved**

6. **Curriculum Changes**

Changes in BTEC Programs - **Approved**

GIS Graduate Certificate Curriculum Changes – **Approved**

7. **Professional Science Master Notation on Transcripts**

The discussion centered around making PSM plans instead of subplans so there would be a cleaner orientation to programs that are considered degrees. The Board requested that Liz Borbye be invited to attend the next meeting to answer questions. - **Tabled**
8. **Operational Item**

Minor Actions in the College of Design - Eliminating duplicate courses, expanding variable credit options, and creating an Independent study course for the Ph.D. in Design - **Approved**

9. **Course Actions**

- BAE 574 – DRAINMOD: Theory and Application – **Approved with revisions**
- BAE 584 – Introduction to Fluvial Geomorphology – **Approved with revisions**
- BAE 585 – Integrating AutoCAD Civil 3D and GIS – **Approved**
- BEC 577 – Advanced Biomanufacturing & Biocatalysis – **Approved with revisions**
- CE 478/578 – Energy and Climate – **Approved with revisions**
- CSC 561 – Computer Graphics – **Tabled**
- ENT 560 – Techniques in Molecular Ecology – **Approved with revisions**
- ISE 520 – Healthcare Systems Performance Improvement I – **Approved with revisions**
- ISE 521 – Healthcare Systems Performance Improvement II – **Approved with revisions**
- MA 526 – Algebraic Geometry – **Approved with revisions**
- PS 534 – The Politics of Human Rights Policies – **Approved with revisions**

10. **Discussion Items**

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

   After a brief discussion, the policy changes were unanimously approved (see attached policy changes).

11. **Next scheduled meeting**

    January 12, 2012
    10:00-12:00
    Scott Hall, Room 216
Proposal to Simplify Full-time Definitions

Existing
Non-Thesis Master's Registration for nine (9) or more credit hours per Fall or Spring semester, or a minimum of three (3) hours per semester during the semester in which the student is completing the last course(s) required to complete the degree. Students who have completed all credit hour requirements for their degree must register for three (3) hours of XXX 689 (Non-Thesis Master Continuous Registration - Full Time Registration). Students may register for this course a maximum of one semester.
Thesis Master's Registration for nine (9) or more credit hours per Fall or Spring semester, or a minimum of three (3) hours per semester during the semester in which the student is completing the last course(s) required to complete the degree. For thesis students, this could include XXX 695. Students who have completed all credit hour requirements (including research credits) for their degree except for completing their research and/or writing and defending the thesis should register for three (3) hours of XXX 699 (Master's Thesis Preparation) each semester until graduation.
Doctoral Registration for nine (9) or more credit hours per Fall or Spring semester until the student completes all credit hour requirements for the degree, including research credits, and the oral preliminary examination, or three (3) hours per semester of XXX 899 (Doctoral Dissertation Preparation) for students who have completed all credit hour requirements for their degree (including research credits and the oral preliminary examination) except for completing their research and/or writing and defending the dissertation.

Course Definitions
XXX 699 Master's Thesis Preparation. Preq. Master's student. 1-3. For students who have completed all credit hours requirements for their degree (including research credits) but need to maintain continuous registration to complete their research and/or write and defend their theses.
XXX 899 Doctoral Dissertation Preparation. Preq. Doctoral student. 1-3. For students who have completed all credit hours requirements for their degree (including research credits and the oral preliminary examination) but need to maintain continuous registration to complete their research and/or write and defend their dissertation.

Course Qualifiers
- The catalog descriptions of 699 and 899 state the conditions for admission into the courses. Students should not register for them unless all the conditions are satisfied.
- Since 699 and 899 courses should be taken only after students have completed all requirements for the degree except completion of the thesis or dissertation, they will not contribute to the minimum credit hour requirements for the degree. They should never be on the student's graduate plan of work.

Proposed
Full-time
Students will be full-time if they take at least 9 hrs per semester until the semester in which a load between 3 and 8 hrs will reach an accumulated total equal to the minimum number of hrs required by the program (e.g., 30, 36, 54, or 72). Full-time for that semester will be that load. Full-time thereafter will be a minimum of 3 hrs per semester. Course number will no longer matter.

Half-time
When full-time is defined to be greater than 3 hrs (i.e., 4 - 9), half-time will be 3 hrs. When full-time is defined to be 3 hrs, half-time will be 1 hr.

Course changes
XXX 699/899 would remain in the inventory and would be allowed on Plans of Work (rationale: writing the dissertation is an educational process). The prohibition against registering for any other course while taking 699/899 would be removed.
COP 500 will be allowed to count for full-time.

Course Descriptions

Revised 11/2/11