MEMBERS PRESENT: Pam Arroway, Steven Clouse, Jo-Ann Cohen, Scott Despain, Lloyd Fleisher, Vicki Gallagher, George Hodge, Dick Keltie, Kathy Krawczyk, Duane Larick, Robert Nagel, Daniel Willits

OTHERS PRESENT: Karen Alarie, Jonathan Allen, Ted Branoff (substituting for William DeLuca), Michael Bustle, Char Farin, Michael Rappa


1. Approval of the minutes of the December 3, 2009 meeting of the Administrative Board of the Graduate School.

   The minutes of the December 3, 2009 meeting of the Administrative Board of the Graduate School were approved.

2. Approval of the Awarding of Graduate Degrees for the Fall (December 19, 2009) Commencement

   (A motion was made, seconded and passed that the Board approve the awarding of graduate degrees at the December 19 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 there are resources for student pursuing degrees in the sciences. A flyer is available and will be sent to board members.
Dr. Hodge announced that no new disciplinary panels have been scheduled and a spreadsheet listing participants from NCSU is available online.

Dr. Hodge announced that Dual Degree Task Force is meeting but there continues to be a pause on most dual degrees.

Dr. Hodge announced that the Korea campus is still in the planning mode. He indicated that DGPs are being contacted as to the possibility of having face-to-face instruction and to discover which programs are interested.

4. **Enrollment Update**

Dr. Hodge announced that spring 2010 admissions are still up, but enrollment is lagging a bit.

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

No report was available.

6. **New Programs**

Graduate Certificate in Textile Supply Chain Management

**Dr. George Hodge presented the proposal. Board members will vote at the next meeting.**

Proposal for the Master of Animal Science – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)

**Dr. Char Farin presented the proposal. Board members will vote at the next meeting.**

Proposal for the Master of Horticultural Science – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)

**Dr. Steve Clouse presented the proposal. Board members will vote at the next meeting.**

Proposal for the Master of Nutrition – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)
Dr. Jonathan Allen presented the proposal. Board members will vote at the next meeting.

7. Curriculum Overview

Master of Science in Analytics

Dr. Michael Rappa gave the board an overview of the program along with how the program has been doing over the last three years as a reference for the proposed course action forms submitted for review by the board.

8. New Courses:

No course action forms were discussed before meeting was adjourned. There were no Operational Items on this agenda

9. Discussion Items:

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.

Dr. Willits provided another proposal that focused on adjusting the current rules on submission of the thesis/dissertation. The revised procedure for handling the T/D from an unconditionally passed exam would be: 1) thesis review by the thesis editor, 2) corrections by the student, 3) final editorial approval by the thesis editor, 4) approval by the entire advisory committee, and 5) acceptance by the Graduate School. The Graduate School will not accept a T/D that has not had the final version approved by the advisory committee.

An unconditional pass of the final exam will automatically place the student on the graduation list for the current semester provided that the Apply to Graduate deadline has been met, or the following semester if it has not.

If the thesis review is conducted prior to the first day of classes for a given term, the student will not be required to register for that term, nor will they be allowed to. It is expected that the final copy of the T/D would be approved by the ETD deadline of that semester.

8. Next scheduled meeting:
January 14, 2010
10:00-12:00
Scott Hall, Room 216