MINUTES
MEETING OF THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL
January 15, 2015

Members present: David Baumer, Mohamed Bourham, Michael Carter, Aaron Clark, Jo-Ann Cohen, Deanna Dannels, David Fiala, Maureen Grasso, George Hodge, Adrianna Kirkman, Lian Lynch, Tamah Morant, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Michael Stoskopf, Rebecca Swanson

Others present: Karen Alarie, Sharlene O’Neil, Joseph Roise

Members absent: Lynne Baker-Ward, Michelle Johnson, Alun Lloyd, Ellen Vasu

Dean Grasso called the meeting to order at 10:02 a.m.

I. Approval of the minutes

Minutes of the December 11, 2014, meeting of the Administrative Board of the Graduate School were approved.

II. Administrative Board Action Items

At the request of the Department of Forestry & Environmental Resources, a proposal for a time extension for a doctoral student in Forestry & Environmental Resources was considered. After discussion, a motion to approve the extension was amended to allow no more extensions. The amendment passed with a vote of thirteen yays and two nays. The amended motion was considered, discussed and passed with nine yays, four nays and two abstentions.

III. Course Actions – Action Items

At the request of the Department of Clinical Sciences, a motion to create CBS 711 – Applications in Reproductive Physiology passed.

At the request of the Department of Clinical Sciences, a motion to create CBS 712 – Reproductive Management and Disease in Domestic Animals passed.

IV. New Business

A. Dr. Mike Carter did a quick overview of the Graduate Student Online Advising and Reporting System (GSOARS). During the presentation it was brought up that not all students were being listed for a DGP. The Graduate School will investigate this problem.

B. SACS Assessment Reporting – Dean Grasso introduced this discussion and Dr. Carter explained that though the university was reaffirmed for reaccreditation, we are being monitored for the standard for outcomes assessment. For the monitoring report due to SACS in September, the university must demonstrate that the new policy for outcomes
assessment has been fully implemented. The lines of authority for ensuring 100% submission of assessment reports and the quality of them are department heads, deans, and the provost. The deadline for DGPs to submit their assessment reports is February 27, 2015. Dr. Carter indicated that the university wants to avoid the second monitoring report, which will be a result of an unsatisfactory review of the first monitoring period.

V. Information Items

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

Mr. Fiala thanked Dr. George Hodge for serving as their faculty advisor.

UGSA has decided to discontinue working toward a research portal as GSOARS with its usability will be the main repository of all student research.

He reported that travel awards are going strong and to encourage students to apply for awards by January. The deadline for Teaching Awards has been pushed back to February 7th.

He announced that all of the UGSA administration will be graduating this semester and please encourage students to run for or apply for soon to be open positions.

He asked questions about the Entrepreneurial Garage and the ownership of intellectual property. It was suggested that he contact the Office of Technology Transfer for clarification of regulations.

VI. Dean’s Remarks

- Dean Grasso announced that an NC State faculty member has won the Conference of Southern Graduate Schools (CSGS) prestigious mentoring award. The winner’s name will be announced with a press release in the near future. Also, she mentioned the Council of Graduate Schools (CGS) meeting in December focused on mentoring and during one of the sessions, a theater group out of Chapel Hill presented interactive roleplaying with audience participation with topics surrounding faculty mentorship of graduate students. That theater troupe will be here to present at the DGP and Graduate Coordinators spring meeting in February and new student Orientation in August.

- Dean Grasso announced that Dr. Rebeca Rufty retired effective December 31, 2014 and Dr. Robert Sowell, former Vice President of Programs and Operations for the Council of Graduate Schools and former Dean of The NC State Graduate School will be working 20 hours a week taking over some duties from Dr. Rufty and Dr. Willits.

- Dean Grasso mentioned that Dr. Carter, Dr. Laura Lunsford and Dean Grasso had a paper on mentoring accepted for presentation at the International Conference on Developments in Doctoral Education and Training in Oxford England in March 2015.
• As a result of Dean Grasso assuming some of the duties performed by Dr. Rufty, she has noticed an incorrect use of the grade U (unsatisfactory) where an IN (incomplete) is more appropriate. Also, she’s seeing mistakes in calculating grades and suggested that care be taken when assigning grades. She indicated there may be a concern with grade inflation. She will investigate this further.

• Dean Grasso has decided that she will be drawing from the Board for members to sit on a committee to review grievances.

• Dean Grasso reported that an announcement for the 2015 Faculty Mentoring Award which is a student driven process will go out in February.

• Dr. Tamah Morant, College of Management revisited her question regarding the TOEFL requirements and Dean Grasso responded that after looking at the requirements, they will not be changing them.

• Dean Grasso announced that this is Karen Alarie’s last board meeting, and she will be leaving The Graduate School to pursue her interests in writing.

• Dr. Hodge reminded the Board that Wednesday, January 21st is Census Day. It’s imperative that all graduate courses have an approved Graduate or Non-Graduate faculty member assigned.

The meeting adjourned at 11:48 a.m.