1. Approval of the minutes of the December 6, 2012 meeting of the Administrative Board of the Graduate School.

The minutes of the December 6, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge has narrowed down the list of faculty teaching graduate courses who are not yet approved for the spring semester to about ten. The HR update caused a slight glitch, but spring semester is almost squared away.

3. Enrollment Update

Dr. Hodge reported that the report is available in business objects. The number of master applications is up while the number of Ph.D. applicants is down. Dr. Rufty announced that recommendations for admission are down and urged that decisions be made promptly.
4. **Update on Recent University Graduate Student Association (UGSA) Activities**

No report was available.

5. **Operational Item**

   - FLS 402/502 – Linguistic Structure of Spanish – **Approved**
   - FLS 503 – Spanish Applied Linguistics – **Approved**
   - FLS 504 – Spanish Language Change – **Approved**
   - FLS 509 – Spanish Phonetics & Phonology – **Approved**
   - FLS 510 – Spanish Dialectology – **Approved**

6. **New Course Actions**

   - ARC 521 – Daylighting and Passive Energy Systems – **Approved with revisions**
   - AEE 777 – Qualitative Research Methods in the Agricultural and Life Sciences – **Tabled for consultation with Leadership**
   - SSC 440/540 – Geographic Information System (GIS) in Soil Science and Agriculture – **Approved with revisions**

7. **Outstanding Administrative Board Actions**

   - MB 585 – Tabled for discussion on professional development; awaiting revision and resubmission
   - CSC 561 – Tabled for removal of curricula tag, change effective date, revise learning outcomes, awaiting revision and resubmission
   - MEA 415/515 – Tabled for revision of differentiation between graduate and undergraduate/learning outcomes, awaiting revision and resubmission

8. **Discussion Items**

   a. **New Degree Review Process** – on-going information regarding the process

      Dr. Hodge reported that we continue to learn and move forward with the process. It is the hope that the programs that have been in the UNC-GA loop will be on the Board of Governors agenda for February. We have discovered this is a more interactive process and have experienced the request for explicit feedback for programs reviewed.

   b. **Option B Programs**
Dr. Willits is still conducting a study to ensure they are true option b programs.

c. Courseleaf Courriculum (CIM)

Dr. Hodge indicated that based on the software used by Registration and Records for the undergraduate catalog system, an electronic system for managing course action forms was investigated and purchased with the option of including a database for curriculum actions. There will be a kickoff meeting in February and the CHASS and Engineering board members are interested in participating.

9. Next scheduled meeting
January 31, 2013
10:00-12:00
Scott Hall, Room 216