Administrative Board of the Graduate School
Thursday, February 12, 2015
Room 216, Scott Hall


Others present: Marc Grimmett, Wes Watson

Members absent: David Baumer, Deanna Dannels, David Fiala, William Oxenham, Doug Reeves, Art Rice, David Ritchie

Dean Grasso called the meeting to order at 10:05 a.m.

I. Approval of minutes
Minutes of the January 15, 2015, meeting of the Administrative Board of the Graduate School were approved.

II. Administrative Board Action Items
A. Program Action

a. At the request of the Physiology program, a proposal to discontinue the Ph.D. in Physiology passed with nine yays and two abstentions.

b. At the request of the Department of Psychology, a proposal to change the curriculum for the Ph.D. in Industrial/Organizational Psychology passed.

A motion was made, seconded and passed to consider the following operational items as a consent agenda: The motion to approve all five passed.

B. Operational Items (usually taken as a consent group)

a. At the request of the Department of Entomology, a proposal to request minor changes to course prerequisites in ENT courses.

b. At the request of the Department of Molecular Biomedical Sciences, a proposal to revise VMB 933 – Introductory Pharmacology

c. At the request of the Department of Clinical Sciences, a proposal to drop VMC 926 – Topics in Wild Avian Medicine

d. At the request of the Department of Population Health and Pathobiology, a proposal to revise VMP 977 – Autopsy/Clinical Pharmacology

e. At the request of the Department of Population Health and Pathobiology, a proposal to revise VMP 978 – Clinical Pathology, Laboratory Medicine and Nutrition
C. **Course Action**
   a. At the request of the Department of Physics, a proposal to create PY 509 – General Relativity passed.

   b. At the request of the Department of Curriculum, Instruction, and Counselor Education, a proposal to create ECD 732 – Advanced Multicultural Counseling passed.

III. **New Business**
A. Dr. Robert Sowell, Emeritus Dean, discussed grade changes, schedule revisions, and leaves of absence.

   1. Grade Changes
      Dr. Sowell has processed approximately 70 requests since January. He noticed there are two main categories of grade changes:
      i. Requests to change a letter grade – the justification for changing a letter grade tended to state some form of instructor error (miscalculation of grade, error when transferring grades from a spreadsheet to SIS, or overlooked some of the students work). Dr. Sowell indicated that this is something that needs to be watched closely.
      ii. Requests to change from an U to an S - the justification for changing an S/U grade back to spring 2010. Seems like the student doesn’t complete the work and they get the IN, but instead of extending the IN then it rolls to a U. Need to encourage faculty to extend the IN instead of dropping back to a U.

   2. Schedule Revisions
      In 2014 there were approximately 370 schedule revisions requests sent to The Graduate School. There are a variety of reasons for such requests, but overall the issues tend to stem from student error or incorrect advising. From this point forward all schedule revision requests will require an additional justification form (available on The Graduate School forms page) that explicitly states how the student will meet the requirements of added courses/credits in the remaining half of the semester or for drop requests include a statement of the impact the change(s) would have on the student’s progress toward degree.
      Dean Grasso pointed out that there are budget implications caused by schedule revisions. UNC-GA pulls data at census, therefore were are not given credit for any enrollments added after census. Dean Dean Grasso has requested that departments work with their faculty to ensure that the correct students are enrolled in their course, prior to census.

   3. Leaves of Absence (LOA)
      LOA should be submitted 30 days prior to the term of the LOA. The Graduate School is receiving LOA requests well into the semester. This is something that needs to alter.

B. Dean Grasso announced that The Graduate School will be hosting a 3 minute dissertation competition October 28th from 3-5pm. During this competition the ten preselected finalists will have 3 minutes to present one slide and share an overview of their dissertation. The panel of judges will pick the first and second place winners, then the audience will vote on the “people’s choice” award. All three winners will receive a monetary prize.
C. Dean Grasso announced that the Graduate Faculty Mentor award will be announced to campus after spring break. Nominees will come from students and recent alumni.

IV. Information Items

A. Update on Recent University Graduate Student Association (UGSA) Activities
   There was no report available.

B. Dr. George Hodge and Dr. Lian Lynch did a quick overview of the Courseleaf Course Inventory Management System (CIM). During the presentation concerns were brought up regarding workflow for interdisciplinary plans. The Graduate School will work with individual programs to meet their workflow needs.

The meeting adjourned at 11:29 a.m.