1. Approval of the minutes of the January 31, 2013 meeting of the Administrative Board of the Graduate School.

The minutes of the January 31, 2013 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge announced that the Eighth Annual NC State University Graduate Student Research Symposium will be held in the McKimmon Center on Tuesday, March 19, 2013. This year there will be 200 poster presentations. The event is co-sponsored and organized by the NC State University Graduate Student Association (UGSA) and the Graduate School.

Dr. Hodge announced that the application period is now open for the 2013-14 Preparing the Professoriate program.
3. **Enrollment Update**

Dr. Hodge reported that the application/admissions report for Fall 2013 is available in business objects.

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

The UGSA President, Bryan Hoynacke made a report available through email and it will be forwarded to board members.

5. **New Prefix**

Memo for new FIM (Financial Mathematics) prefix – **Approved**

6. **Operational Item**

No Operational Items on the agenda

7. **New Course Actions**

No New Course Action on the agenda

8. **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
AEE 777 – Tabled for consultation with Leadership

9. **Discussion Items**

**Dual Degree Partnerships**

**Guidelines for Establishing Collaborative Agreements**

Discussion focused only on the dual degree definition. There was a consensus that the definition of agreements on the same campus need to be clarified, i.e., DVM/PhD, MBA/IE. The information in the third column of the spreadsheet seems to apply only to external dual degrees. There was a question raised whether Item 5 in the third column should be at least 50%. SACS only requires 1/3.

**Memorandum of Agreement for Dual Partnerships**

Questions raised on the MOA were: Is all of the information requested needed for internal agreements? Are students from both schools subject to NCSU policy? What
happens when NCSU students are attending the other university? What happens if the student does not complete one of the degrees? Is a CV sufficient for faculty credentials from partner institutions? Should there be an early review of a brief proposal, perhaps by the Deans Council, before a full MOA is developed?

Dr. Hodge was asked to investigate what is happening at other universities with respect to dual degrees. SACS vs. non SACS accredited universities.

Routing Form for Dual Degree

Dr. Hodge outlined who has to see and approve the proposal.

Review of International Dual Degree Programs.

Dr. Hodge outlined the special requirements for international dual degrees.

Requirement of Dual Degree Website

Dr. Hodge went over how the dual degree website needs to be set up and the information that needs to be provided along with links. This would be an informational website not a marketing campaign.

Listing of Current Programs.

A draft listing of current programs and board members were encouraged to submit any agreements they have to the Graduate School. There are a lot of existing programs coming up for review.

9. Next scheduled meeting

February 28, 2013
10:00-12:00
Scott Hall, Room 216