
OTHERS PRESENT: Karen Alarie, Katie Lester

ABSENT: Mike Carter, Victoria Gallagher, Bryan Hoynacke, Spencer Muse, Art Rice, Rebeca Rufty, Michael Stoskopf

1. Approval of the minutes of the February 9, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the February 9, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge announced that the Graduate Student Research Symposium will be held on March 20, 2012 from 1:00-5:30 in the McKimmon Center in conjunction with the 4th Annual Graduate Education Week to be held Sunday, March 18th through Saturday, March 24th. This week highlights the great work of our graduate students.

   Dr. Hodge is participating in faculty credentials meetings to define the instructor of record for graduate and undergraduate teaching faculty in preparation for the upcoming SACS Accreditation.
3. **Enrollment Update**

   Dr. Hodge reported that applications are up by 3.9% compared to this time last year.

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

   There was no report available.

5. **Operational Item**

   FLS 794 – Don Quijote – drop – **Approved**

6. **Curriculum Actions**

   Change the 18 letter graded credit hour minimum requirement for the Atlantis Program – Department of Forestry and Environmental Resources

   After a lengthy discussion, Board Members requested more information on the credit hours and application of hours to other dual degree and transfer courses. – **Tabled**

   Add GES Prefix for the proposed Genetic Engineering and Society minor – **Approved**

6. **Course Action**

   ARC 533 – Experiments in Architecture Prototypes – **Tabled**

   FLS 528 – Don Quixote – **Tabled**

7. **Discussion Items**

   a. Paper recommendation forms for admission – more and more graduate programs are striving to go paperless for the application process. The main obstacle is the recommendation form and letter. There is no policy that requires the recommendations to be completed online, however, many programs (mostly our largest) are requiring this or they will not review the application.

   After consulting with Apply Yourself, there isn’t an option of changing the wording regarding the recommendation letter text. CALS recommended that the option for paper recommendations be retained. Dr. Willits indicated that there has been discussion regarding the removal of the option for submitting paper recommendations unless requested. Continued feedback was requested and board members will take this issue to their college committees for further discussion and feedback.

   b. Assistantship Course Load Restrictions – The handbook says the max for assistantship students is 9 hrs but there is no way to enforce that.
There is currently a motion on the floor by Michael Stoskopf, seconded by Craig Friend,

That the specific maximum course registration for assistantship students outlined in Section 4.2, sub-section D, of the Handbook imposing an upper limit of 9 hrs for full-time, 3/4 time, and 1/2 time assistantship students and 12 hrs for 1/4 time assistantship students be eliminated and replaced by a more general recommendation.

where the recommendation would read

Students appointed to assistantships should consider the number of credit hours for which they register in any given fall or spring semester in light of the duties expected of them as a result of the assistantship. Limits to the number of credits such students may register for in a semester may be imposed by individual advisers or by programs. In such cases, registration should be established in consultation with the student's adviser and/or DGP.

c. Prelim Oral Examinations – should the language be clarified as to who can attend and who is to conduct the actual examination as is done for the final?

There was a consensus that the guidelines are not clear as they could be. Several colleges were in agreement that the oral prelim is educational to students in their respective colleges. There was also a consensus that the prelim is an exam and deliberation has to exclude everyone except the examining faculty committee. UGSA will be contacted to collect their feedback on the rules and attendance at the prelim and final oral exam. In the meantime continued feedback from the colleges is encouraged

d. GSSP changes.

Ms. Lester outlined the changes in the GSSP which were motivated by budgetary constraints.

8. Next scheduled meeting
March 15, 2012
10:00-12:00
Winslow Hall Conference Room