MINUTES OF THE MEETING OF THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL

March 14, 2013


OTHERS PRESENT: Karen Alarie, Michael Flickinger

ABSENT: Mike Carter, Victoria Gallagher, Bryan Hoynacke, Alun Lloyd, Sam Pardue, Michael Stoskopf, Holly Swart

1. Approval of the minutes of the February 14, 2013 meeting of the Administrative Board of the Graduate School.

The minutes of the February 14, 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**

No report available.

5. **Operational Item**

No Operational Items on the agenda

6. **New Course Actions**

MB 435/535 - Bacterial Pathogenesis – **Approved with revisions**

7. **New Certificates**

Graduate Certificate in Upstream Biomanufacturing

Graduate Certificate in Downstream Biomanufacturing

Dr. Flickinger presented the certificates. He stated that the certificates were created to provide MR students with an additional way to take the same kind of coursework that students with a graduate minor were eligible to take.

Changes requested were: Add the statement that a bachelor’s degree is required, remove the list of faculty as the Biomanufacturing graduate faculty will be handling the teaching of the courses, change the B- requirement to B and correct a typo.

**Approved with revisions**

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

Ms. Alarie reported that there are seven CAFs that have either been tabled or approved with revisions that I’m working on getting back from the departments. Then we have eighteen CAFs that have been submitted for the agenda.
9. Discussion Items

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

Dr. Hodge reported the following update for new programs currently submitted to UNC-GA

Ph.D. in Public History – Tentatively schedule for approval at the June 14, 2013 Board of Governors Meeting.

Master of Supply Chain Engineering and Management – Tentatively scheduled for the April 18, 2013 Board of Governors Meeting.

Master of Nanoengineering and Master of Nanoengineering Distance Education – Approved at the February 8, 2013 Board of Governor’s Meeting. Received an official letter from UNC-GA on February 15, 2013. The program has also been approved by SACS. Academic Structure Action is waiting for a response from the College of Engineering regarding the assigned DGP and graduate coordinator. Emails requesting this information were sent on February 18 and February 25, 2013.

Approved by the Board of Trustees and ready for UNC-GA submission we have the following actions:

Change in title from the Master of and Master of Science in Agricultural Education to the Master of and Master of Science in Agricultural and Extension Education. This action also includes the Master of Agricultural Teacher Education – Distance Education.

Change in title from the Graduate Certificate in Agricultural Education to the Graduate Certificate in Agricultural and Extension Education.

The discontinuation of the Master of and the Master of Science in Agricultural Extension. Students in this program are going to be absorbed into the Master of or the Master of Science in Agricultural and Extension Education.

A new Ph.D. in computer science at NCA&T has been posted for comments on the UNC-GA website. Engineering will respond.

b. Option B Programs – The Board will discuss this at a future meeting.

c. Courseleaf Curriculum (CIM) - working on that this summer with all the course actions working closely with the undergrad as well.

d. Dual Degree Partnerships
There was a request for clarification regarding the Graduate Administrative Handbook. There is a requirement that 18 credit hours be unique to each program according to the handbook. In the case of internal dual degrees, is that a contradiction? Within NCSU, within a dual degree that would be negotiable. They are working on differentiating internal multiple masters from true external dual degrees. It will be explicit to external. Internal multiple masters wouldn’t be considered dual degrees.

e. Credit Hours

The discussion regarding credit hours centered around a spreadsheet of definitions that identified specific is needed as we think about implementing course leaf. Credit hours need to be defined and Dr. Hodge is working with UPA to ensure that all concerned parties are keep up-to-date. The CAF document has to reflect both the required elements for graduate courses and undergraduate courses, as well as, meet the needs of DVM. We will need to define common definitions. Dr. Hodge asked that board member get feedback from their college.

A concern was raised about on-line, but none of the definitions seem to apply to them. We may need a different format for distance. This is a working draft and some of it is coded into SIS and will need to be coded into Courseleaf. We need to consider several aspects: clinical rotations for DVM, compatible with Federal Government, reports, etc., studio in Design, field trips that are part of a course. Are we capturing the needs of all the various definitions? We can define examples that don’t meet these requirements so, if need be we can add a category.

f. Campus Tours

Dr. Gallagher raised this discussion item that campus tours through the Joyner Center focus solely on undergraduates and their families. Although graduate students are allowed to participate, there is currently no option on campus solely to meet the needs of graduate students. Some suggestions were to get UGSA involved; iPad/iPod tours with headphones that would be self-guided; have dedicated days available for graduate students through the Joyner Center; pairing with students like a mentoring program, but with this option it would be ideal to have comprehensive overview first.

10. Next scheduled meeting
March 28, 2013
10:00-12:00
Scott Hall, Room 216