Administrative Board of the Graduate School  
Thursday, April 9, 2015  
Room 216, Scott Hall  

MINUTES  


Others present: Aixa Morales-Diaz, Steve Allen, Melissa Williford, Susan Rodriguez, Jacob Majikes, Meghan Wilson, Siarra Dickey


Dean Grasso called the meeting to order at 10:00 a.m.

I. Approval of Minutes  
Minutes of the March 19, 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 Department of Curriculum Instruction and Counselor Education, a proposal to discontinue the subplan in Marketing Education and the distance education subplan in Business and Marketing Education (presented by Dr. Ellen Vasu)

      A motion was made, seconded, and passed to approve this request.

B. Operational Items (usually taken as a consent group)
   A motion was made to approve these as consent agenda, then denied. Motions were presented and approved separately.

   a. At the request of the Department of Business Management, a proposal to revise MBA 515—Enterprise Resource Planning Systems (presented by Dr. Steve Allen). Approved with minor editorial revisions to the abbreviated title.

   b. At the request of the Department of Population Health and Pathobiology, a proposal to revise VMP 931—Veterinary Pathology I (presented by Dr. Michael Stoskopf). Approved.

C. Course Action
   a. At the request of the Department of Architecture, a proposal to create ARC 538—Manufacturing Architecture (presented by Dr. Art Rice) Approved with minor editorial revisions.

   b. At the request of the Department of Business Management, a proposal to create MBA 545—Decision Making under Uncertainty (presented by Dr. Steve Allen) Approved.
c. At the request of the Department of Business Management, a proposal to create MBA 561—Consumer Behavior (presented by Dr. Steve Allen) Approved with minor editorial revisions.

d. At the request of the Department of Business Management, a proposal to create MBA 569—Consumer Innovation Practicum (presented by Dr. Steve Allen) Approved.

e. At the request of the Department of Business Management, a proposal to create MBA 582—Sustainability and Business (presented by Dr. Steve Allen) Approved with minor editorial changes.

III. New Business
   A. Best Practices, Dr. Alun Lloyd, Professor—Mathematics Department; Director of Biomathematics Graduate Program

   Dean Grasso began the conversation acknowledging the work of the committee that’s drafting a document on best practices, led by Dr. Alun Lloyd. The draft was distributed to board members for review. Dr. Lloyd presented that two versions were considered: one for students and one for advisors. The decision was made to incorporate the two versions into one, and that version was presented by Dr. Lloyd. Dean Grasso wants to have a final version ready to distribute to students at new graduate orientation in August. After some discussion she thanked the board members and encouraged them to send their suggestions and recommendations to Dr. Lloyd.

   David Fiala made a motion to vote to approve Best Practices distributed at new graduate student orientation and online. The motion passed.

IV. Information Items
   A. Update on NextGen Graduate Appointments—Meghan Wilson and Siarra Dickey, Graduate School, Dean’s Office

   Meghan Wilson gave a presentation on the new and efficient hiring process for graduate assistants using NextGen. This will eliminate the large amount of paperwork and help streamline the process. Meghan and Siarra Dickey will visit departments and give workshops to faculty and staff. The new system is scheduled to go live in June 2015.

V. Other Business
   A. David Fiala, outgoing president of UGSA introduced Jacob Majikes, incoming president, and Susan Rodriguez, incoming secretary of UGSA for 2015-2016 academic year. Dean Grasso encouraged them to make an appointment for an informal meeting with her.

   The meeting adjourned at 11:10am.

VI. Next scheduled meeting
   April 23, 2015
   10:00-12:00
   Scott Hall, Room 216