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

April 10, 2014


OTHERS PRESENT: Karen Alarie, Bill DeLuca (substituting for Lance Fusarelli), Elizabeth James, Katie Kennedy, David Fiala, Webster West

ABSENT: Mike Carter, Lance Fusarelli, Lucian Lucia

1. Approval of the minutes of the March 20, 2014, meeting of the Administrative Board of the Graduate School.

The minutes of the March 20, 2014, meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dean Rufty announced that Suzanne Ortega was named the new President of the Council of Graduate Schools

Dr. Hodge extended congratulations to Art Rice for passing the rigorous UNC-GA review of Appendix A for the Ph.D. in Art and Design which will next be reviewed by the UNC system Graduate Council.

3. Enrollment Update

Dr. Hodge reported that applications are up 9.4%, and he will soon be reporting on enrollments. Reports are always available through Business Objects.
4. **Update on Recent University Graduate Student Association (UGSA) Activities**

Mr. Melillo introduced UGSA Secretary, Katie Kennedy, and President-Elect, David Fiala, to the Board. Dr. Hodge extended the Board’s appreciation to Mr. Melillo for his excellent participation over the past year.

Mr. Melillo reported that UGSA participated in a trash cleanup effort as part of a campus and community wide project called Service Raleigh ([http://www.serviceraleigh.org/](http://www.serviceraleigh.org/)) and is participating in the American Cancer Society sponsored Relay for Life on April 11th.

The UGSA has given out its first six awards to graduate students for travel. In the future, they will be working on making the award in advance rather than after travel has been conducted.

Mr. Fiala reported that he is continuing UGSA’s initiative to work with Centennial Campus to provide more opportunities to enhance student life. He is also working on an initiative to garner more funding for graduate students.

Ms. Kennedy reported that the and TA Awards Luncheon was held and that UGSA believes that the event can be improved in the future with increased invites to students and administrators, especially associate deans who are eager to help in any way possible for improvement. The Graduate School indicated they would be happy to help as well.

She also announced that the UGSA initiative for teaching effectiveness is working on an improved system so that all TAs have access to their evaluations.

a. **UGSA Ombuds Resolution**

   Mr. Melillo reported that the UGSA has passed a resolution for an ombuds to mediate for students on their concerns or issues related to advisors and work/life balance. He reported that the Faculty Senate is also working on a proposal for a faculty ombuds.

b. **UGSA Library Resolution**

   Mr. Fiala reported that a Library Resolution has also been passed that focuses on the retention of journals. The reduction of periodicals is a concern with the UGSA supporting the adoption of a commitment to attempt to find funding. The other concern also being addressed in the resolution is the reduction of library hours. The Student Senate has also passed a similar resolution and the Faculty Senate is considering a resolution with a focus on journal retention.
5. **Update on Regulations**

a. **Update of Study Abroad Proposal for a new REG2.XX.XX**

Dean Rufty reported that there’s been a modification to the proposed reg where graduate students carrying out research will not be required to go through Study Abroad. If the student is traveling, they will go through the travel system. Graduate students will not have to pay a fee to SAO to travel abroad.

6. **Discussion Items**

a. **International Students Not Eligible for Distance Education – guest Elizabeth James**

Ms. James, Director of the Office of International Services, outlined in her presentation the limits on distance education for international students. OIS runs multiple queries in SIS to monitor full-time enrollment during the 30-day registration period. Last fall OIS discovered they were pulling by section number (601), not realizing that departments were also offering online content. This resulted in a graduate student registering for more than the allowed number of distance education courses. In the future OIS will be pulling data based on mode of instruction prior to the start of the semester to alert students who are enrolled in too many distance education courses.

b. **Changing to Audit Instead of Dropping a Course**

Dr. Oxenham raised the concern that graduate students may be using audit as a way to drop the course. Dr. Lynch pulled data on audited hours and the data shows that a small percentage of graduate students are auditing a course, and there is no need to pursue the issue further.

7. **Memorandum of Agreement**

**Memorandum of Agreement for a 3+X Program with NC State and National Tsing Hua University**

**Memorandum of Agreement for a 3+X Program with NC State and Nanjing University of Science and Technology**

Dr. Reeves presented the proposals. Dr. Willits indicated that there is no specific language in the MOAs to indicate any special instructions for transfer of credit, therefore, the MOAs are subject to the current transfer of credits rules. The agreements were approved.
8. **Change in Existing Programs**

**Memorandum for Core Curriculum Revision – Master of Fine Arts in Creative Writing**

Dr. Gallagher presented the memo and it was approved.

9. **Operational Items**

- VMB 911 – Veterinary Anatomy I – **Approved**
- VMB 912 – Introduction to Clinical Problem Solving in Veterinary Practice – **Approved**
- VMB 913 – Veterinary Physiology I – **Approved**
- VMB 914 – Histology & Cytology – **Approved**
- VMC 914 – Group Communication in Veterinary Medicine – **Approved**

10. **Course Actions**

**Tabled Items from January 23, 2014**

- ST 555 – Statistical Computing I – **Approved**
- ST 556 – Statistical Computing II – **Approved**
- ST 557 – Using Technology to Teach Statistics – **Approved with revision**

**From the March 20, 2014 Agenda**

- ST 503 – Fundamentals of Linear Models & Regression – **Approved with revision**

**New to the Agenda**

- CE 562 – Lean Construction Concepts & Methods – **Approved with revision**
- CSC/ECE 517 – Object-Oriented Design & Development – **Approved with revision**
- COM 525 – Group/Team Communication – **Approved with revision**
- ECD 732 – Advanced Multicultural Counseling – **Tabled**
- ECD 736 – Advanced Assessment in Counselor Education – **Approved with revision**
- ECE 766 – Signal Processing for Communications & Networking – **Approved**

11. **Next scheduled meeting**

   April 24, 2014
   10:00-12:00
   Scott Hall, Room 216