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

April 11, 2013

MEMBERS PRESENT: Lynne Baker-Ward, Mike Carter, Steven Clouse, George Hodge, Myron Floyd, Kathy Krawczyk, Alun Lloyd, Lian Lynch, Vernon Matzen, Spencer Muse, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, Rebeca Rufty, Michael Stoskopf, Daniel Willits

OTHERS PRESENT: Karen Alarie, Steve Allen, Patricia Spakes

ABSENT: William DeLuca, Lance Fusarelli, Victoria Gallagher, Bryan Hoynacke, Holly Swart

1. Approval of the minutes of the March 28, 2013 meeting of the Administrative Board of the Graduate School.

   The minutes of the March 28, 2013 meeting of the Administrative Board of the Graduate School were approved with revision.

2. Announcements

   Dr. Hodge is reviewing the list of faculty teaching graduate courses for summer and fall.

   Dr. Rufty reported that the definition of part-time for graduate students will have to be changed. This is due to the recommendation from the current Director of the Office of Scholarships and Financial Aid, Krista Domnick. It is a federal policy that graduate students who receive financial aid and loan deferment must be registered as half-time. Since 3 credits isn't half of 9, part-time graduate students receiving financial aid and loan deferment will have to increase their credit load to comply. This will require changes to the PRR as well. This is considered high priority as the new policy will have to be in effect for fall.
Dr Rufty reported that the Provost is studying salary equity for faculty. New metrics will be used for evaluating performance and will also be college based.

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 was available.

5. **Graduate Certificate in Professional Communication and Managerial Skills.**

The certificate was presented by Dr. Steve Allen. He indicated that the certificate would be housed in CHASS, is open to all graduate students from all colleges, and the certificate will be offered as both on-campus and distance. Some concerns were that the reference to UNC Tomorrow is outdated and it was suggested that the proposal reference the new strategic plan. They are also aware of the new assessment requirement and CHASS is prepared to handle that component.

**Approved with Revision.**

6. **Operational Items**

ANT 450/550 memo – **Approved**
Since there was no request for the title to be changed through the ABGS, this memo that was approved by UCCC was added to the agenda. Working with UCCC to ensure that all graduate paperwork gets submitted to the ABGS.

7. **New Course Actions**

CSC 515 – Software Security – **Approved with revisions**

8. **Outstanding Administrative Board Actions**

MB 585 – Tabled for discussion on professional development; awaiting revision and resubmission

9. **Discussion Items**

   a. **New Degree Review Process** – Dr. Hodge reported the he’s working on getting the update for new Education distance education programs currently submitted to UNC-GA completed.

   b. **Option B Programs** – The Board will discuss this at a future meeting.
c. **Courseleaf Curriculum (CIM)** - Working on the database this summer with all the course actions and working closely with Catherine Freeman as well.

d. **Dual Degree Partnerships** – Meeting coming up to discuss a way to translate grades from one university system to another.

e. **Credit Hours** – Meeting coming up to discuss credit hours further.

f. **Campus Tours** – Dr. Rufty reported that the Visitor’s Center was interested in creating self-guided tours. The Center also recognizes the need for guided tours for special groups of graduate students. The person to contact directly is Cindy DeLuca.

g. **Assessment of Certificate Programs** – Dr. Carter reported that certificate programs have just recently been reclassified by SACS and will now be under the same rules as degree programs for assessment. All certificate programs must immediately be assessed for a report that University Planning and Analysis will submit to SACS in September. They must be assessed every two years. Dr. Carter will be sending out an email to all colleges with this information in the coming week. Dr. Carter also reported that if programs wish to discontinue their certificates, an Appendix D will be required and includes an exit strategy section to help with terminating the program. Contact Dr. Hodge or Ms. Alarie to get more information regarding discontinuation. Programs may elect to do a certificate of accomplishment, but that type of certificate will not be as generously funded as the university sanctioned ones. Be aware there is a limit on how many PBS courses can be transferred to a program.

10. **Next scheduled meeting**
    April 25, 2013
    10:00-12:00
    Scott Hall, Room 216