
Others present: Mary Ann Danowitz, Melissa Nosbisch, Sharlene O’Neil, Susan Rodriguez.

Members absent: David Baumer, Michael Carter, David Fiala, Maureen Grasso, Brittany Mastrangelo, Sam Pardue, Joseph Roise, Robert Sowell, Michael Stoskopf.

Dr. Hodge, Assistant Dean for New Programs at the Graduate School, called the meeting to order at 10:00am.

I. Approval of Minutes

Motion to approve the minutes from April 9, 2015 was seconded. Members discussed the Best Practices document that was presented and approved at the last meeting and expressed interest in reviewing the final copy of the document before it is sent to the printer. Dr. Hodge advised that the discussion could be continued during today’s New Business. The minutes were approved.

II. Administrative Board Action Items

A. Program Action

a. At the request of the College of Education on behalf of all three departments in the College, a discussion introduced to restructure 5 PhD programs: discontinue Science Teacher Education PhD and Counselor Education PhD; rename and reorganize Curriculum & Instruction PhD, Educational Research and Policy Analysis PhD, and Mathematics Education PhD. This item is for discussion only, and will be presented at a future meeting for a vote (presented by Dr. Ellen Vasu).

The board was in agreement with this discussion, and is prepared to vote on the proposal on May 7.

B. Operational Items (usually taken as a consent group)

a. At the request of the Department of Computer Science, a proposal to update the prerequisites for various CSC graduate courses was approved.

C. Course Action

a. At the request of the Department of Business, a proposal to create MBA 516—Ethics and Fraud Examination (presented by Dr. Steve Allen) was approved.
b. At the request of the Department of Parks, Recreation, and Tourism Management, a proposal to create PRT 730—Tourism, community health and sustainability (no one present from CNR to present the course) was approved.

Dr. Hodge noted here that going forward, all Course Action Forms are electronic and will be posted to reviewers as a hyperlink so reviewers can access in CIM.

D. Graduation Approval
a. A motion was made, seconded, and passed to approve the awarding of graduate degrees at the May 9, 2015 commencement to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees.

III. New Business
a. Dr. Hodge summarized that previously curriculum actions were proposed at one meeting and voted on at the next meeting. The new process is electronic through CIM, and the items do not appear on the Administrative Board agenda until it is time to vote. Members noted that the current review process is working well and moving forward in a timely manner, while others noted that some curriculum items should be presented to the whole board before voting, like today’s College of Education plan changes.

It was noted that the process for the 3 course reviewers is an email notification from the Graduate School containing a hyperlink to the course in CIM, and reviewers return comments to Melissa Nosbisch, Administrative Board Coordinator, via email. The board suggested that a summary of the ABGS reviewer comments would be beneficial to include on the CIM form.

The board was reminded that all faculty members can view courses in CIM, and reviewers can use this feature for course consultations. The consult can be inserted into the course’s workflow.

Dr. Hodge indicated that not everything from SIS is in CIM, so programs will need to edit/enter all the information for their courses in CIM. Graduate School staff are able to assist with transferring/updating this information. This initiated discussion about what we can add to the CIM form to eliminate the need for an attached syllabus. Currently, each course in CIM must have an attached syllabus, but the ABGS can explore whether or not this is what we choose to do going forward.

b. The Best Practices document that was approved at the April 9 meeting was discussed. The board agrees with the committee that this should be a flexible “living” document. It was noted that although the best practices may alter in the future, the current document will be sent to the publishers within the next
few weeks. The committee requested final edits be sent Dr. Alun Lloyd no later than May 1st.

IV. Information Items
   a. No report from UGSA. Susan Rodriguez indicated that they will provide a report at the May 7 meeting.

   The meeting adjourned at 10:42am.

V. Next scheduled meeting
   May 7, 2015
   10:00-12:00
   Scott Hall, Room 216