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

May 10, 2012


OTHERS PRESENT: Karen Alarie, Ellen McIntyre, Melissa Johnson

ABSENT: Ken Esbenshade, George Hodge, Bryan Hoynacke, Art Rice, Joseph Roise, Spencer Muse

1. Approval of the minutes of the April 26, 2012 meeting of the Administrative Board of the Graduate School.

The minutes of the April 26, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Rufty announced that Dr. Hodge is continuing review of summer and fall courses and the appropriate faculty.

3. Enrollment Update

Applications are up 2.7 percent compared to last year. Enrollment is proceeding a bit more slowly.

4. Update on Recent University Graduate Student Association (UGSA) Activities

No report was available.
5. Request for Professional Science Master’s (PSM) Affiliation followed by PSM Designation on Student Transcript

The board approved the PSM Designation on Student Transcript portion of the memo, but there was a consensus that the procedure part of the memo needs to be more explicit regarding the timing of the proposal submission to the board. The board requires that the proposal be presented for board approval before submission to the PSM Affiliation Authority. In addition, each proposal will include the PSM application. The Procedure was tabled. (See Table 1 for approved list.)

6. New Programs

Proposal for the Master of Education and Master of Science in Elementary Education – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program)

Dr. Ellen McIntyre answered final questions. She agreed to modify the numbers to reflect accurate projections for on-campus and distance education students. The DE program will replace the on-campus program. Dr. McIntyre will also insert language that will indicate that currently enrolled students will be allowed to transition from on-campus to distance education without penalty. Approved with revision; one abstention

Proposal for the Master of Technology Education – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program) This proposal requests changing the existing delivery method from on-campus to distance.

This program will be transitioning from on-campus to distance education. Approved; one abstention

Proposal for the Master of Education and the Master of Science in Curriculum Instruction (New Literacies and Global Learning concentration) – Appendix F & G (Notification of Intent to Plan a New Distance Education Degree Program and Request for Authorization to Establish a New Distance Education Degree Program). Karen: Does this program exist now and is being changed from on campus to DE?

This program is adding the distance education program to their existing degree program. Approved; one abstention.

7. New Certificate

Proposal for the Graduate Certificate in Elementary Mathematics Education
Dr. Ellen McIntyre will make a decision on the number of credit hours for the certificate. The proposal will come back to the board in the fall. **Tabled**

8. **New PSM Concentration**

Proposal to establish the Concentration in Crop Management and Improvement in the Master of Crop Science as a PSM concentration

Dr. Randy Wells presented the proposal to the board. **Approved with revision**

9. **New ABM**

Accelerated BA/MS Program in Communication

Dr. Melissa Johnson presented the proposal to the board. **Approved with revision**

10. **Operational Items**

ECI/ELM 537 – Children’s Literature – crosslist – **Approved**

EDP/ED 750 – Mixed Methods Research in Education – crosslist, prefix/number – **Approved**

PRT 705 memo to change prerequisites – **Approved**

VMP 910 – Infection & Immunity 1 – new course – **Approved**

VMP 920 – Infection & Immunity 2 – new course – **Approved**

VMP 930 – Infection and Immunity 3 – new course – **Approved**

11. **Course Action**

WPS 501 – Master Research Methods in Forest Biomaterials – **Approved with revision**

WPS 701 – Doctoral Research Methods in Forest Biomaterials – **Approved; one abstention**

CSC/ECE 576 – Networking Services: QoS, Signaling, Processes – **Approved**

ECE 452/552 – Renewable Electric Energy Systems – **Approved with revisions**

ECE 732 – Dynamics and Control of Electric Machines – **Approved with revisions**
ED 795 – Special Topics in Education Research – Approved with revision

FLS 528 – Don Quixote – Approved

FYD/ECI 557 – Volunteerism in Youth and Family Settings – Approved

GES 591 – Special Topics in Genetic Engineering and Society – Approved

GIS 512 – Introduction to Environmental Remote Sensing – Approved with revisions

PO 404/504 – Avian Anatomy and Physiology – Tabled

PSE 476/WPS 576 – Environmental Life Cycle Analysis – Tabled

ENT 504 – Professional Development for Entomologists – Approved with revision

11. Discussion Item

a. Revision of Appendix C

Dr. Mike Carter presented the information to the board and required no action. Section I of Appendix C was changed to specify program outcomes assessment plan in the evaluation section. (See attached current and proposed sections.)

12. Next scheduled meeting

August 23, 2012
10:00-12:00
Room 216, Scott Hall
<table>
<thead>
<tr>
<th>Degree</th>
<th>PSM level: Program/Concentration</th>
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<tbody>
<tr>
<td>2 Master of Microbial Biotechnology*</td>
<td>Program</td>
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<tr>
<td>3 Master of Geospatial Information Science and Technology</td>
<td>Program</td>
<td>Geospatial Information Science and Technology: Professional Science Master's</td>
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<tr>
<td>4 Master of Environmental Assessment</td>
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<td>5 Master of Science in Analytics</td>
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<td>6 Master of Biomanufacturing</td>
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<td>7 Master of Science in Biomanufacturing</td>
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<td>Biomanufacturing: Professional Science Master's</td>
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<tr>
<td>8 Master of Science in Electric Power Systems Engineering</td>
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<td>Electric Power Systems Engineering: Professional Science Master's</td>
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<tr>
<td>9 Master of Climate Change and Society</td>
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<td>10 Master of Nutrition</td>
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<td>Human Nutrition, Food and Bioprocessing Concentration: Professional Science Master's</td>
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<tr>
<td>11 Master of Nutrition</td>
<td>Concentration</td>
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*program is original PSM program and recognized before formal affiliation documentation was required.
I. EVALUATION PLANS (proposed)

All new degree program proposals must include an evaluation plan which includes: (a) the criteria in the form of outcomes, including student learning outcomes, to be used to assess the quality and effectiveness of the program; (b) an assessment plan that includes measures to be used for evaluating the effectiveness of the program in meeting its outcomes; (c) expected levels of productivity of the proposed program for the first four years of operation (number of graduates); (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational; and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.

PROGRAM EVALUATION FORMAT

A. Outcomes to be used to evaluate the proposed program:
B. Assessment plan with measures to be used to evaluate the program:
C. Projected productivity levels (number of graduates):

<table>
<thead>
<tr>
<th>Level</th>
<th>Year 1</th>
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(Key: B-Bachelor's, M-Master's, I/P-Intermediate or Professional, D-Doctoral)

D. Recommended consultant/reviewers: Names, titles, addresses, e-mail addresses, and telephone numbers. May not be employees of the University of North Carolina.

E. Plan for evaluation prior to fifth operational year.

I. EVALUATION PLANS (present)

All new degree program proposals must include an evaluation plan which includes: (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, (c) expected levels of productivity of the proposed program for the first four years of operation (number of graduates), (d) the names, addresses, e-mail addresses, and telephone numbers of at least three persons (six reviewers are needed for graduate programs) qualified to review this proposal and to evaluate the program once operational, and (e) the plan and schedule to evaluate the proposed new degree program prior to the completion of its fifth year of operation once fully established.