
OTHERS PRESENT: Karen Alarie, Chirag Gajjar (substituting for Bryan Hoynacke), Adrianna Kirkman (substituting for Myron Floyd)

ABSENT: Myron Floyd, Bryan Hoynacke, Nancy Penrose

1. Approval of the minutes of the May 10, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the May 10, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge discussed the audit of the fall teaching schedule of graduate courses. All graduate courses must be taught by graduate faculty or approved non-graduate faculty. He distributed a list of sections where the faculty member has not yet been approved. He urged board members to indicate to the programs that it’s imperative to get the paperwork into the Graduate School for approval of any new faculty. There is a danger of sections being cancelled if the faculty member isn’t approved before census date. The deadline was Friday, August 24.

   Dr. Rufty reported that due to a change at UNC-GA regarding the review of all new proposals, a new process for establishing priorities for reviewing new undergraduate and graduate proposals twice a year by the Deans Council will soon be finalized. A
tracking number will be assigned for each new proposal, so that every one is referencing the same document(s). Proposals for new programs must first be submitted to the Deans Council where they will decide if the proposal should move forward following the normal university approval process. Dr. Larick will be sending out the approved documents for Appendix A and C shortly. Dr. Hodge will post these new documents to the website along with information on how UNC-GA will handle all new programs.

3. **Enrollment Update**

Current enrollment is 8338 which is 80 more than the enrollment at the same time last year.

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

Mr. Gajjar reported that New Student Orientation was held on August 15 with a good turn out of students. The social held on the same day at Sammy’s was attended by over 400 people. The first full UGSA Council meeting will be held on Monday, August 27.

5. **Request for Professional Science Master’s (PSM) Affiliation followed by PSM Designation on Student Transcript**

The board approved the memo with minor wording changes. The revised document is attached to the minutes.

6. **Graduate Certificate Program Changes**

Memo to add distance education subplan to the Graduate Certificate in Program Development in Family Life Education

The memo consisted of the request for the distance education approval and approval of curriculum changes. The Board discussed procedures of when program changes should be reviewed. Only the distance education request was considered and approved.

Memo to add distance education subplan to the Graduate Certificate in Training and Development – **Approved**

7. **Administrative Inactivation of Graduate Courses**

Ms. Swart provided information that the inactivations of courses not taught for several years have all been completed by Registration and Records.
8. **Operational Items**

NE/MSE 409/509 & NE/MSE 757 – Memo to change schedules – **Approved**

PO 505 – Physiological Aspects of Poultry Management – drop course – **Approved**

9. **Course Actions**

PO 404/504 – Avian Anatomy and Physiology – **Approved with revisions**

PSE 476/WPS 576 – Environmental Life Cycle Analysis – **Approved with revisions**

ENT 526 – Organic Agriculture: Principles and Practices – **Approved with revisions**

MB 585 – Industry Case Studies in Microbial Biotechnology – **Tabled pending meeting on credit for professional development courses**

CE 581/MEA 581 – Fluid Mechanics in Natural Environments – **Approved with revisions**

ARC 541 – Architecture, Culture, and Meaning – **Approved with revisions**

BEC 475/575 – Global Regulatory Affairs for Medical Products – **Approved with revisions**

BEC 515 – Biopharmaceutical Product Characterization Techniques – **Approved with revisions**

BEC 620 – Leadership & Preparation for Industry Internships in Biomanufacturing – **Tabled pending meeting on credit for professional development courses**

BEC 621 – Communications & Industry Internship in Biomanufacturing – **Tabled for consultation with Dr. Deanna Dannels in Communication and Dr. Stan Dicks in Technical Communication**

TE/PSY 570 – Polymer Physics – **Approved with revisions**

PRT 509 – Program Evaluation for Parks, Recreation, Tourism and Sport Organizations – **Approved with revisions**

*Dr. Hodge requested volunteers for a subcommittee to discuss graduate credit for courses in professional development. The following members volunteered: Drs. Carter, Rice, Muse, Gallagher, Matzen, and Krawczyk. Dr. Hodge will chair the committee.*
10. Discussion Items

a. Professional Development Courses - Several courses have been submitted that include important, but non-academic content.

   Professional Development activities for academic credit was discussed. Dr. Hodge appointed a task force to develop recommendations for the Administrative Board to discuss at a future meeting. Several course actions are pending until the issue can be addressed.

b. Certificate Rules - A few years ago graduate certificates were moved into the graduate career (from PBS). While under PBS they fit into a number of PBS restrictions that we have in the Handbook. Once moved, however, they became graduate students and thus not subject to the PBS restrictions. Initially we modified a few rules (like LOA) by adding “degree seeking” to graduate students. We have now reached the point where our transfer and withdrawal rules are being questioned. We need to resolve the conflicts.

   Dr. Willits indicated that there was a posting for this subject and it will be discussed at the next board meeting.

11. Next scheduled meeting
    September 6, 2012
    10:00-12:00
    D.H. Hill Library, Room 2326 (Faculty Senate Conference Room)
Attachment 1

Request for Professional Science Masters (PSM) Affiliation followed by PSM Designation on Student Transcript

August 1, 2012
This document has been developed with the goal of seeking the NC State Administrative Board of the Graduate School recommendation for national PSM affiliation of a PSM program or PSM program concentration followed by PSM designation on PSM students’ transcripts. PSM affiliation of professional graduate programs can be granted by a nationally recognized PSM authority for programs that are interdisciplinary STEM program in compliance with the following basic criteria:
1) more than 50% STEM,
2) at least 20% professional skills (examples are trade-specific business and/or management courses, employer interaction (case-studies, industry projects, lecture series and/or internship, and/or use of professional skills learning and assessment tool),
3) active employer advisory board, and
4) PSM logo on all advertisement materials.

Approval Process
New Degree: To create a new degree as a PSM program, the existing procedures (Graduate handbook 1.8.B) for creating a new degree will be followed. The proposal should clearly state how this new degree will meet the criteria for a PSM program. If not all students are to be in the PSM program, then a separate concentration should be specified. Attach an application for affiliation with the National program for approval at the department, college, and Graduate School levels. After approval by the Administrative Board of the Graduate School and signature of the dean of the Graduate School, the request for PSM affiliation may be submitted by the Graduate School to the national organization. The new degree will be implemented once National affiliation and University/UNC System approvals are received by the Graduate School.

Existing Degree or Concentration: To revise an existing degree or concentrations as a PSM program, the existing procedures will be followed. An application for affiliation with the national program should be attached for approval at the department, college, and Graduate School levels. After approval by the Administrative Board of the Graduate School and signature of the dean of the Graduate School, the request for PSM affiliation may be submitted by the Graduate School to the national organization. The revised degree or concentration will be implemented once national affiliation is approved. Revising an existing degree or concentration requires approval only through the level of dean of the Graduate School.

New Concentration: To create a new concentration in existing degree as a PSM program, the exiting procedures will be followed. An application for affiliation with the national program should be attached for approval at the department, college, and Graduate School levels. After approval by the Administrative Board of the Graduate School and signature of the dean of the
Graduate School, the request for PSM affiliation may be submitted by the Graduate School to the national organization. The new concentration will be implemented once national affiliation is approved. Creating a new concentration requires approval only through the level of dean of the Graduate School.

**Transcript Notation**
The transcript notation will be shown once the student graduates as:

- **Degree:** Master of XXX
- **Confer Date:** XX/XX/XXXX
- **Plan:** XXX
- **Subplan:** Professional Science Masters