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

August 29, 2013


OTHERS PRESENT: Karen Alarie, Steve Allen (substituting for Tamah Morant), David Hinks, Adrianna Kirkman (substituting for Myron Floyd), Scott Laster, Hillary Mousley, Ann Ross

ABSENT: Mike Carter, Myron Floyd, Alun Lloyd, Lucian Lucia, Tamah Morant, Art Rice

1. Approval of the minutes of the May 30, 2013, meeting of the Administrative Board of the Graduate School.

The minutes of the May 30, 2013, meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

The following people are new to the Administrative Board of the Graduate School:

Hillary Mousley – Dr. Rufty’s new executive assistant replacing Jeryl Martin-Hannibal. Hillary will act as back up to Ms. Alarie
Aaron Clark – elected member replacing Bill DeLuca from the College of Education
David Ritchie – elected member replacing Steve Clouse from CALS
Lucian Lucia – appointed member from the Faculty Senate
Tamah Morant – elected member replacing Kathy Krawczyk
Matthew Melillo – President of the University Graduate Student Association
Ms. Alarie reminded board members that the DGP/GSC Fall Meeting will be held on Wednesday and Thursday, October 23 and 24 from 9-11 in MRC 136.

Ms. Alarie reported that Dr. Hodge has created a Graduate Course Syllabus Checklist for faculty. Ms. Alarie will send the checklist electronically to board members.

Ms. Alaire announced that Graduate Faculty nominations for fall were due on July 24 and nominations for spring are due on November 26. Dr. Hodge encouraged colleges to try to get their nominations in before the due date.

Dr. Rufty reported a lot of the meetings she’s attended recently have been discussing the budget. A 3% cut per year over five years is expected in addition to the cuts the university has already received. There was concern that these cuts would be detrimental to growing graduate programs and maintaining NC State’s commitment to research. The discussions have centered around finding solutions without compromising the excellence of programs and research.

3. Enrollment Update

Dr. Hodge reported that the number of graduate applications for fall 2013 was about the same as last year. On enrollment, we’re down 94 compared to the census date and 181 below our target enrollment.

Dr. Rufty emphasized the need to meet our enrollment targets. If we don’t meet projected numbers, the funding we received would have to be returned back to UNC-GA.

Dr. Rufty reported that the Provost is creating a panel to discuss numerous issues and that the GSSP is one of the topics of discussion. There will also be discussion on the distribution of GSSP funding to programs who demonstrate strong enrollment.

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

Mr. Melillo reported that the UGSA had their first meeting on Monday, August 26, 2013. Two new chapters were added which included representatives from those departments—Civil and Industrial Engineering. The challenge the UGSA is facing is filling a number of Senate seats that have become vacant.

Mr. Melillo announced that the UGSA had conducted a survey of graduate student concerns. The consensus of respondents was that they wanted to learn more about the GSSP, student fees and how they are spent, health care and professional development, and things to do in the Triangle. Mr. Melillo reported that, as a result of the survey, the UGSA is attempting to engage with the Raleigh community.

Dr. Rufty praised the UGSA for the participation in New Student Orientation. She also mentioned that, in regard to professional development, there were numerous
opportunities with the Preparing Future Leaders program managed by the Graduate School.

Dr. Rufty also mentioned a new employee in the Graduate School, Dr. Meagan Kittle Autry who has been hired to work with master’s students and ABD doctoral students on writing theses and dissertations.

5. **New Programs**

Proposal for the Doctor of Philosophy in Forensic Science – Appendix A (Notification of Intent to Plan a New Degree Program) – **Approved with revision**

Proposal for the Master of Science in Forensic Science - Appendix A (Notification of Intent to Plan a New Degree Program) – **Approved with revision**

Drs. Hinks and Ross presented the proposal to the board. Ph.D. concerns included adequate research opportunities for students, the overlap of the Ph.D. and the master’s programs, consistency between the size of the program and the amount of training required, and employment opportunities. The response from the presenters was that there are strong employment opportunities and board members asked that they strengthen this aspect in the proposal.

Master’s concerns included overlap between the Ph.D. and the master’s programs and language that indicates the master’s is a pipeline to the Ph.D. Board members suggested that the master’s proposal would be better if the language were changed so that the master’s degree stands as a strong program and not just a feeder to the Ph.D. The Board requested that this be adjusted in the proposal.

In regard to the concept papers, board members suggested that it be clear that the Forensic Institute mentioned in the paper is in the planning stages and not yet an established institute. In addition, other suggestions included introducing the paper with a justification for the program, mentioning plans to establish the institute, and highlighting that both of these proposals will create jobs.

Dr. Hodge indicated that these proposals would be deemed substantive changes and this information needed to be changed in the appendices. He also suggested they think about the CIP code with the implication on funding support. The CIP code puts the programs in a Category I which is not the highest level of support.

6. **Restructure Program**

Proposal to Create a Concentration Area in Immunology with the Comparative Biomedical Sciences Graduate Program – **Approved**

Due to funding constraints, the decision to discontinue the Immunology program and make it a concentration in Comparative Biomedical Sciences (CBS) is a viable way to
continue offering the program. Concerns included the benefit to the change, how many students the program will sustain, and appropriated funding. Dr. Laster indicated that moving to CBS would be a win/win situation as it would improve efficiency, and CBS has committed to assistantships.

7. **Discontinuation**

Discontinuation of the Master of Immunology, Master of Science in Immunology, the Doctor of Philosophy in Immunology, and the Minor in Immunology – **Approved**

8. **Operational Items**

   ECE 766 Memo, prerequisites – **Approved**
   Prerequisite Requirements for Initial Licensure Courses in Business and Marketing Education Memo, prerequisites – **Approved**
   VMC 998 – content, title, abbreviated title, description – **Approved**
   VMP 934 – new course – **Approved**

9. **New Course Actions**

   EMS 711 – Research on the Teaching and Learning of Mathematics at the Secondary & Early College Level – **Approved with revisions**

10. **Outstanding Administrative Board Actions**

    ECD 530 – Tabled for 4 credits clarification, catalog description, add learning outcomes to syllabus
    ECD 562 – Tabled for repeat for credit, contact/credit hours
    ECD 762 – Tabled for repeat with credit, how do experiences connect to outcomes in class, contact hours, title change, add consultation to form, topical outline is too broad; language of some words in learning outcomes advocate activism implying a specific position, topics need to relate to dealing with issues in a counseling perspective
    ECD 736 – Tabled for repeat for credit, add consultations to form, expand justification, revise learning outcomes to syllabus, change TA assignment to teaching a module in class, why advanced level?
    FW 405/505 – Tabled for add to catalog can’t get credit for both courses and travel is required, why three hour course, course requirements need to be defined outside the trip requirement, low enrollment is an issue, why not make this an independent study, documentation boxes need to be checked.
    MAE 787 – Tabled for abbreviated title, contact hours, better resource statement, documentation boxes, length of lectures
    MSE 703 – Tabled for repeat, documentation boxes, typos, abbreviated title, consult with chemistry and physics, justification, learning outcomes need to be expanded, catalog description lacking
    MSE 704 – Tabled for the same as MSE 703

11. **Discussion Items**
a. New Degree Review Process – ongoing information regarding the process

Ms. Alarie indicated that programs currently slated for the September 22 BOT meeting are Doctor of Design and the Graduate Certificate in Nano-Systems Engineering. September 22 is also the due date for any new programs for the November 22 BOT meeting. Therefore, we would need to have the Forensics programs ready by that date for submission to university administration.

Dr. Hodge discussed Transmittal Letter #86 from UNC-GA that updates the policy on approval of new programs. He wanted board members to note that on the UNC-GA website the old process is listed, but the new process is under the link for the policy manual.

b. Courseleaf Curriculum (CIM)

Dr. Hodge reported that over the summer we had worked with the vendor and will continue to work with the vendor in designing the form and workflow. We’re looking to pilot the form for testing in the spring.

c. Certificate transfer credits and letter graded courses (originally posted May 9, 2013/reposted August 29, 2013)

Dr. Willits refreshed the board on this issue and board members will take the policy back to their respective colleges for feedback. Dr. Willits also indicated they were working on a plan of work system for certificates to facilitate the enforcement of credit hour rules for certificates, but it’s not in place yet.

d. Professional Development

Dr. Hodge indicated that this issue was brought up for discussion at the May 30, 2013, board meeting. He suggested forming a subcommittee to discuss and clarify how to properly do the student learning outcomes, the syllabus, and faculty credentials.

Other issues presented.

Tours – Dr. Gallagher raised this issue as an ongoing concern. Dr. Rufty suggested that any college interested in tours should contact Cindy DeLuca to schedule anything from self-guided tours to weekly tours to specific tour dates for prospective students. Dr. Rufty suggested that UGSA might like to participate in the tours.

Half-time Definition – Dr. Matzen requested clarification on what is the definition for half-time enrollment. There are on-going discussions regarding on how to implement the change, but half-time is defined as half of full-time which is 9 credits hours. Therefore, 4.5 credits would be required to be eligible for students on financial aid to defer their loans.
12. **Next scheduled meeting**
   September 12, 2013
   10:00-2:00
   Scott Hall, Room 216