Administrative Board of the Graduate School
Thursday, September 10, 2015
Room 216, Scott Hall

MINUTES

Members present: Alton Banks, James Bartlett, Mohamad Bourham, Aaron Clark, Jo-Ann Cohen, Deanna Dannels, Maureen Grasso, Peter Harries, George Hodge, Sam Jones, Susanna Lee, Alun Lloyd, Brittany Mastrangelo, Tamah Morant, Jessica Nash, William Oxenham, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Rebecca Swanson

Others present: Yu-Fai Leung, Melissa Nosbisch, Susan Rodriguez

Members absent: Michael Carter, Lian Lynch, Joseph Roise

Dean Grasso called the meeting to order at 10:04am

I. Welcome
   a. Introductions- Dean Grasso introduced the new members and encouraged a round-table introduction of all members.
   b. Role of the Administrative Board- Dean Grasso reiterated that the Administrative Board is advisory to Dean of the Graduate School and reviews course actions, program actions, and Graduate School policy
   c. Review of Procedures
      i. Dean Grasso explained the approval process:
         1. Proposals begin in the program and/or department
         2. Next, proposals are routed through the college
         3. Next, proposals are sent to the Graduate School
         4. Next, three Administrative Board members review each item
         5. Then, the item is placed on the agenda for the Board’s vote
         6. Once approved, course items are sent to Registration & Records and program proposals continue through the university routing (Provost’s office) until they are finally sent to UNC-General Administration
      ii. Dean Grasso explained the use of consent agenda, and advised that items can be pulled from the consent agenda for discussion.
      iii. The Board expressed concerns about the current consultation process. Dean Grasso responded that the Graduate School will consider the Board
members’ comments in order to implement a more effective and efficient procedure.

II. Approval of Minutes
Minutes of the May 7, 2015 meeting were approved.

III. Administrative Board Action Items
A. Program Action
   a. At the request of the College of Design, a request for authorization to establish a new distance education program (Appendix G), the Doctor of Design (presented by Prof. Art Rice) was approved.

B. Operational Items (usually taken as a consent group)
   A motion was made to approve the following items as a consent agenda. The motion passed and all items were approved.

   a. At the request of the Department of Clinical Sciences, a proposal to revise VPH 650 as CBS 650—Population Medicine Forum (presented by Dr. Sam Jones).

   b. At the request of the Department of Teacher Education and Learning Sciences, a proposal to revise ECI 585—Education of Exceptional Children (presented by Dr. James Bartlett and Dr. Aaron Clark).

   c. At the request of the Department of Nuclear Engineering, a proposal to revise NE 723—Neutron Transport Theory (presented by Dr. Mohamad Bourham and Dr. Doug Reeves).

   d. At the request of the Department of Psychology, a proposal to revise PSY 768—Organizational Psychology I (presented by Dr. Deanna Dannels and Dr. Susanna Lee).

   e. At the request of the Department of Youth, Family and Community Sciences, a proposal to change all FYD course prefixes to YFCS to align with the department’s name change (presented by Dr. Sam Pardue and Dr. David Ritchie).

C. Course Action
   a. At the request of the Department of Architecture, a proposal to create the course ARC 537—Digital-Material Transitions (presented by Prof. Art Rice) was approved.

   b. At the request of the Department of Clinical Sciences, a proposal to create the course CBS 550—Population Medicine Forum (presented by Dr. Sam Jones) was approved.

A motion was made to approve items c and d as consent agenda items. Both items c and d were approved.
c. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 530—Properties of Concrete and Advanced Cement-Based Composites (presented by Dr. Mohamad Bourham and Dr. Doug Reeves).

d. At the request of the Department of Civil, Construction, and Environmental Engineering, a proposal to create the course CE 730—Mechanics and Failure of Quasi-Brittle Materials (presented by Dr. Mohamad Bourham and Dr. Doug Reeves).

A motion was made to approve items e and f as consent agenda items. The motion was denied. The Board agreed the courses should be sent back to the department for revision as the two courses are too similar to each other.

e. At the request of the Department of Computer Science, a proposal to create the course CSC 555—Social Computing (presented by Dr. Mohamad Bourham and Dr. Doug Reeves) was denied.

f. At the request of the Department of Computer Science, a proposal to create the course CSC 755—Advanced Social Computing (presented by Dr. Mohamad Bourham and Dr. Doug Reeves) was denied.

g. At the request of the Department of Electrical and Computer Engineering, a proposal to create the course ECE 577—Switched Network Management (presented by Dr. Mohamad Bourham and Dr. Doug Reeves) was approved.

A motion was made to approve items h-j as consent agenda items. The motion passed and items h, i, and j were approved.

h. At the request of the Department of Horticultural Sciences, a proposal to create the course HS 416/516—Planting Design (presented by Dr. Sam Pardue and Dr. David Ritchie).

i. At the request of the Department of Horticultural Sciences, a proposal to create the course HS 421/521—Temperate Zone Tree Fruits: Physiology and Culture (presented by Dr. Sam Pardue and Dr. David Ritchie).

j. At the request of the Department of Horticultural Sciences, a proposal to create the course HS 451/551—Plant Nutrition (presented by Dr. Sam Pardue and Dr. David Ritchie).

k. At the request of the Edward P. Fitts Department of Industrial and Systems Engineering, a proposal to create the course ISE 552—Design and Control of Production and Service (presented by Dr. Mohamad Bourham and Dr. Doug Reeves) was approved.
I. At the request of the Department of Nuclear Engineering, a proposal to create the course NE 541—Nuclear Nonproliferation Technology and Policy (presented by Dr. Mohamad Bourham and Dr. Doug Reeves) was approved.

m. At the request of the Department of Psychology, a proposal to create PSY 778—Organizational Psychology II (presented by Dr. Deanna Dannels and Dr. Susanna Lee) was approved.

n. At the request of the Department of Textile and Apparel, Technology and Management, a proposal to create TTM 579—Textile Design (presented by Dr. William Oxenham) was approved after brief discussion about the consultation with Design.

o. At the request of the Department of Textile and Apparel, Technology and Management, a proposal to create TTM 587—Advanced Fashion Collection Studio (presented by Dr. William Oxenham) was approved.

p. At the request of the Department of Clinical Sciences, a proposal to create VMC 942—Principles of Medicine (presented by Dr. Sam Jones) was approved.

IV. New Business
   a. Prof. Art Rice, Associate Dean for Graduate and International Studies in the College of Design, introduced curriculum changes for the Master of Landscape Architecture which will include numerous course actions. Prof. Rice indicated that these changes are a result of the discontinuation of the undergraduate program, and that the faculty has spent a great deal of time reviewing the curriculum to determine appropriate course actions for the master’s program curriculum.

V. Information Items
   a. Report from the University Graduate Student Association (UGSA)- Jessica Nash, Vice President of Academic Affairs

Jessica explained that the UGSA awards for conferences are awarded each semester. UGSA awards $15,000 per year. Students can apply for the award in advance, and the maximum award per person is $1,500. Jessica noted that these awards are funded by student fees, not the Graduate School, and that UGSA is hoping to increase those awards.

The Board discussed the collection and allocation of student fees and noted that the fees could be better used to promote and represent graduate student interests. Dean Grasso expressed the importance of UGSA to represent these interests on the university standing committees, and encouraged the Board members to encourage their graduate students to vocalize concerns about fee allocation to the university committees.
b. Dean Grasso mentioned the upcoming 3 Minute Thesis competition which challenges students to present their research in 3 minutes. The preliminary competition is Oct. 13-15 and the final event is Oct. 28. The winner will present to the Southern Conference of Graduate Schools in February.

c. Dr. Peter Harries, Senior Associate Dean for the Graduate School, discussed his work in updating the Graduate Handbook and Policies, Rules and Regulations related to graduate education. He advised the Board that there are inconsistencies between the two, and that he is currently working on revisions and hopes to have specific material to present at the next meeting.

Dr. Harries noted that during the revision of the Graduate Handbook, we will also clarify Administrative Board information. A particular item of concern is the number of representatives from each college. Dean Grasso advised that the Graduate School will examine the history of the Board before making changes to the Board structure.

VI. Next scheduled meeting
September 24, 2015
10:00-12:00
The Graduate School, Room 2328

Meeting adjourned 11:07am.