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

September 12, 2013


OTHERS PRESENT: Karen Alarie, Steve Allen (substituting for Tamah Morant)

ABSENT: Mike Carter, Victoria Gallagher, Alun Lloyd, Lucian Lucia, Tamah Morant, Rebecca Swanson

1. Approval of the minutes of the August 29, 2013, meeting of the Administrative Board of the Graduate School.

   The minutes of the August 29, 2013, meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge reported he continues to receive nominations of graduate faculty for the Fall 2013 semester. Nominations are due 20 working days prior to the beginning of the semester. Nominations for Spring 2014 are due by November 26, 2013.

   Dr. Rufty reported that at the Dean’s Council the discussion centered around faculty cluster hires and summer compensation for faculty and the rules and regulations governing that compensation. Most of the items on the agenda were of a non-academic nature.
3. **Enrollment Update**

Dr. Hodge reported that we are down by 153 students compared to our targets and 81 compared to last year’s census. The decrease in enrollment from the College of Education is due to the legislature ruling that teachers no longer get an increase in salary from completing a master’s.

Dr. Rufty indicated that Vice Provost Duane Larick will be attending the October 2 Graduate Operations Council to discuss forecasting and enrollment projections. She reported that the graduate school doesn’t set individual program enrollment targets, but aggregates at the college level. Targets are typically set by the associate deans.

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

Mr. Melillo reported that campus tours were discussed and the consensus was that time is an issue for the students because tours would fall within the same time as prelims. It was also suggested that graduate students might be more interested in the department instead of the whole university. He also reported that UGSA is continuing to engage in discussion with the Raleigh community as one of the biggest concerns by graduate students was what activities they could pursue in the Triangle. A board member suggested the Raleigh Chamber of Commerce was a good source of information.

Mr. Melillo announced that new students were excited to see Mr. and Mrs. Wolf and the cheerleaders and were lined up to take pictures with them. They will be invited to attend Orientation next year.

Mr. Melillo indicated that UGSA partners with the Graduate School to conduct New Graduate Student Orientation. This year an event was held at the same time as Orientation and some organizations cancelled the day before to attend. The UGSA will try to have better planning to avoid overlap.

The Teaching Effectiveness Committee discussed TA effectiveness, TA award ceremonies and student involvement in PFL. Sometimes advisors limit student participation so they don’t become overwhelmed. There may be a need to discuss these issues with the Faculty Senate or PFL. It was also discussed and suggested that TAs would benefit from Higher Education students evaluating them in conjunction with a mentoring program.

The Special Projects & Political Action Committee is working on a seminar series to make students aware of acts of residency and voter registration. Students are concerned about fees and the unfair policy of the GSSP to consider graduate student attendance as time against the GSSP, even though the student isn’t currently receiving GSSP funds. A Town Hall meeting for graduate student concerns will be held on Thursday, September 19 at 5:00 pm in Harrelson 113.
5. **Operational Items**

Memo to create AE course prefix  
Memo to change BIO and ZO prefixes to AE prefixes

These items were removed as operational items and opened for discussion. There was a concern raised that there might be confusion with the AE prefix as the prefix for Applied Ecology since the Aerospace Engineering program may use it in the future. Therefore, Dr. Pardue agreed to discuss this with Applied Ecology to choose another prefix. Others that were suggested were AEC, APE, or ECO. These items were tabled.

6. **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?  
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

There was a motion to set a time limit for a fixed period of time for any course action that has been submitted to the ABGS. After three meetings, any outstanding course actions will be removed from the agenda and returned to the college for resubmission. The motion was approved.

7. **Discussion Items**

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

Dr. Hodge reported that new degrees were moving forward.

b. **Courseleaf Curriculum (CIM)**

Dr. Hodge reported the second round of discussion was completed and feedback has been submitted to Courseleaf.
c. Certificate transfer credits and letter graded courses (originally posted May 9, 2013/reposted August 29, 2013)

There was no feedback yet from colleges.

d. Professional Development

After a lengthy discussion regarding professional development, board members elected to close this item. The Graduate School will contact the Office of Faculty Development to provide information on student learning outcomes for inclusion in a syllabus.

8. **Next scheduled meeting**
September 26, 2013
10:00-2:00
*Scott Hall, Room 216*