
OTHERS PRESENT: Karen Alarie, John Havlin (substituting for Sam Pardue)

ABSENT: Mike Carter, William DeLuca, Bryan Hoynacke, Alun Lloyd, Spencer Muse, Sam Pardue, Art Rice, Holly Swart

1. Approval of the minutes of the September 6, 2012 meeting of the Administrative Board of the Graduate School.

The minutes of the September 6, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

Dr. Hodge continues to review Instructors of Record for the Fall 2012 teaching schedule. Nominations for graduate and non-graduate faculty have been narrowed down to only seven to eight instructor records that need further clarification.

Dr. Hodge announced that the three priority degree programs will be sent to UNC-GA in the next three weeks.

3. Enrollment Update

Dr. Hodge reported that updates can be viewed through Business Objects.
4. **Update on Recent University Graduate Student Association (UGSA) Activities**

No report was available.

5. **Operational Items**

   HI 642 – Public History Internship memo to change title, prerequisites, and description - **Approved**

6. **Course Actions**

   GIS 512 – Introduction to Environmental Remote Sensing – **Tabled**

   HI 592 – Evaluating the Historic Environment – **Approved with revision**

   MAE 558 – Microfluidics & Nanofluidics – **Approved with revision**

   PSY 541 – Overview of Human Factors Psychology – **Approved with revision**

7. **Discussion Items**

   a. **Syllabus** – Guidelines now in handbook.

      A handout for the syllabus change in Section 3.19 of the handbook was distributed and opened for discussion. Revisions were suggested and adopted. Questions were asked that will require consultation with General Counsel before discussion can proceed. Dr. Willits will update the rules and the discussion will continue once a response from General Counsel has been obtained.

   b. **Professional Development** – Results of the subcommittee.

      Dr. Hodge distributed a handout to the Board summarizing the discussion that took place on September 13, 2012. It was the concensus of the Board that learning outcomes and how they are measured needed revising. Board members will take the results of the meeting back to their respective colleges for discussion.

   c. **New Program Review Process** – on-going information regarding the process

      Dr. Hodge reported that the new Appendix A and C along with the timeline has been updated on the Graduate School website. New programs are being coordinated with UCCC and all are receiving a tracking number.
8. **Next scheduled meeting**
   October 11, 2012
   10:00-12:00
   Winslow Hall Conference Room