MINUTES
MEETING OF THE ADMINISTRATIVE BOARD OF THE GRADUATE SCHOOL
September 25, 2014

Members present: Lynne Baker-Ward, Mohamed Bourham, Aaron Clark, Jo-Ann Cohen, David Fiala, Maureen Grasso, George Hodge, Alun Lloyd, Lian Lynch, Brittany Mastrangelo, Tamah Morant, Sam Pardue, Doug Reeves, Art Rice, David Ritchie, Rebeca Rufty, Michael Stoskopf, Rebecca Swanson, Ellen Vasu

Others present: Karen Alarie, Deanna Dannels (substituting for Victoria Gallagher), Jack Edwards

Members absent: David Baumer, Myron Floyd, Xiangwu Zhang (substituting for William Oxenham)

Dean Grasso called the meeting to order at 10:01 a.m.

I. Approval of the minutes

Minutes of the August 28, 2014, meeting of the Administrative Board of the Graduate School were approved.

II. Administrative Board Action Items

At the request of the Department of Aerospace Engineering, a proposal for a time extension for a doctoral student in Aerospace Engineering was considered. After discussion, the extension was amended to 30 months instead of 24 and the deadline changed to Spring 2015 instead of Fall 2014. The motion passed with one abstention.

III. Operational Items – Action Items

At the request of the Department of Population Health and Pathobiology, a motion to approve to drop VMP 958 – Exotic and Emerging Diseases in Veterinary Medicine passed.

IV. Course Actions – Action Items

At the request of the Department of Marine, Earth and Atmospheric Sciences, a motion to approve new course MEA 507 – Discipline-based Education Research in Geosciences passed.

V. New Business

A. At the request of Registration and Records (R&R), a proposal was considered to change the withdrawal process. It has been proposed that hardship withdrawals now be handled through R&R.

Questions were raised regarding where DGP and Graduate School approval would fall or if they would be eliminated from the withdrawal process.
Due to some confusion about how the withdrawals would be handled, and this is an ongoing discussion, it was decided that once the changes are clarified it will be brought back to the Board.

B. At the request of the Dean of the Graduate School, a proposal to change the wording for the request of official transcripts was presented. Dean Grasso asked that the colleges review the current wording of the request for official transcripts and consider changing the wording. The board members will take this back to their respective colleges for discussion.

FROM: The University requires that official copies of transcripts of all prior course work be on file in the student's permanent record at NC State. Students are required to provide the Graduate School with official copies of their latest transcript(s) from all universities attended (official translation required for non-English transcripts), including statements of all degrees awarded, no later than the last day of classes of the first semester they are enrolled.

TO: The University requires that official copies of transcripts that document all prior degrees be on file in the student's permanent record at NC State. Students are required to provide the Graduate School with official copies of their latest transcript(s) from all universities (official translation required for non-English transcripts) from which the applicant had any degrees awarded, no later than the last day of classes of the first semester they are enrolled.

VI. Information Items

A. Process for in depth review of course actions.

Dean Grasso reported that the process for handling course action forms has changed. To streamline the approval process, each course action form and syllabus will be sent out to reviewers for review. Any changes that are suggested will be made before the form is placed on the agenda as a consent item. Any board member may remove any item from the consent agenda to consider for discussion.

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

Mr. Fiala reported that Peers Research will be launching a website as a way to inform on NCSU student research and will ask DGPS to send letters to their students requesting a brief summary of their work to include on the website. Mr. Fiala will work with Dean Grasso to send out the request to DGPS. The website will need to be edited each semester and will be a long-term project.

Mr. Fiala asked if many government agencies prohibit students from receiving tuition and fees from grants which necessitates the faculty member securing alternate funds for other sources including the GSSP. Dr. David Ritchie indicated that he has experienced this
with his grants. Dean Grasso asked that Dr. Ritchie send her an email regarding the issue and she will bring up the subject with the GSSP Task Force. There is currently a UGSA representative on the task force.

Mr. Fiala reported that the new NCSU Ombuds, Roger Callahan, may need a show of support to justify the fee for the position. Mr. Callahan will be speaking at an upcoming UGSA meeting. He is laying the groundwork for the future of the position.

C. Dean Grasso mentioned that she sent out, through email, the UNC Research Opportunities Initiative (UNC ROI).

The meeting adjourned at 11:07 a.m.