1. Approval of the minutes of the September 12, 2013, meeting of the Administrative Board of the Graduate School.

   The minutes of the September 12, 2013, meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   Dr. Hodge reported that discussions are ongoing for forecasting enrollments.

   Dr. Rufty reported that at the Deans’ Council approved the Master of Science and the Ph.D. in Forensic Science, as well as, the Discontinuation of the Immunology Program. There is, as yet, no firm decision from university administration as to which degree will be the first priority to UNC-GA.

3. Enrollment Update

   With census day past, there was no update.
4. **Update on Recent University Graduate Student Association (UGSA) Activities**

Ms. Smith reported that UGSA committees all had their first meetings this month. The Service Committee is planning involvement in events such as STEM Middle School outreach, Fall clothing drive, the Stop Hunger Now NCSU event, and much more. The Social Committee is planning a scavenger hunt for the state fair, a fall football tailgate, bowling, and the Quiz Cup trivia contest from last year. The Academic Policy Committee is working on finalizing the new travel award process, and the Department Outreach and Leadership Committee is working on ways to reach out to departments not already involved in the UGSA.

There are currently 4 Graduate Student Senate seats UGSA is trying to fill. The UGSA is working on public relations and how to promote the organization to all graduate students as some of our emails are being sent to spam. They have an office in New Talley, and are working on collaborating with other UNC system graduate student organizations to pool resources.

5. **New Certificate**

Graduate Certificate in Curriculum Coaching

The proposal was presented by Dr. Maher. It was suggested that the anticipated demand and the audience served be added to the Rationale. Furthermore, courses will need to be adjusted to comply with the upcoming change to the requirement for letter-graded courses. (This means reworking ECI 606 and 806 into letter-graded courses.) Also, if ECI 541 is going to be available for this certificate, it needs to be listed in the course requirements, develop an assessment plan to comply with the SACS requirement, adjust the language that explains the need for the program, i.e., how it fits with the current licensure requirements and the concern about teaching the coaching aspect, and add to text that a B or better is required in coursework with an overall GPA of 3.0 or higher.

6. **ECI 567 – Career & Technical Education Fundamentals & Program Administration – Approved with revisions**

ECI 568 – Designing College & Career Ready Programs – **Approved with revisions**

7. **Outstanding Administrative Board Actions**

ECI 530 – Tabled for 4 credits clarification, catalog description, add learning outcomes to syllabus

ECI 562 – Tabled for repeat for credit, contact/credit hours

ECI 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

8. Discussion Items

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

      Dr. Hodge reported that the following degrees have passed Deans’ Council:

      Master of Science in Forensic Science
      Ph.D. in Forensic Science
      Discontinuation of the Immunology Program

      The following programs are in the queue and have received a tracking number:

      Bachelor of Arts in Biological Sciences
      Bachelor of Arts in Arts Entrepreneurship
      Master of Performance Ensembles and Personal Protection Sciences
      Master of Science I Geospatial Analytics
      Ph.D. in Geospatial Analytics

   b. Courseleaf Curriculum (CIM)

      Dr. Hodge reported that we’re moving forward on the project with Courseleaf.

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

      This item was approved. The rules are attached to the minutes.

      Additional discussion Items:

      A board member would like to see all forms become electronic instead of paper. After a brief discussion it was noted that the Graduate School and Registration and Records are in favor of this. Ms. Swart will bring this up at Registration and Records since the forms are under that office’s purview.

9. **Next scheduled meeting**
   October 17, 2013
10:00-2:00
Scott Hall, Room 216
Certificate Transfer Credits and Letter-graded Courses

1. The rules do not address the number of letter graded courses allowed.

   Proposed: A certificate may not include more than three (3) hrs of S/U coursework

2. The rules also do not address the use of courses from a previous master’s or PhD.

   Proposed:
   a. Up to nine (9) hrs of coursework taken while in a previous degree program may be used in a certificate program (to the extent allowed by the double-counting rules in sub-section D) provided that there is no break between the master’s and the certificate.
   b. Only six (6) hrs taken while in a previous degree program where there is a break of at least one term between it and the certificate may be used in the certificate.