Administrative Board of the Graduate School  
Thursday, October 15, 2015  
Room 216, Scott Hall

MINUTES


Others present: Adam Birkenheuer, Rhett Davis, Yu-Fai Leung, Melissa Nosbisch, Sharlene O’Neil

Members absent: James Bartlett, Maureen Grasso, Sam Jones, Sam Pardue, Doug Reeves, Joseph Roise

Dr. Peter Harries called the meeting to order at 10:00am.

I. Approval of Minutes
Minutes of the September 10, 2015 were approved.

II. Administrative Board Action Items
A. Program Action
   a. At the request of the College of Agriculture and Life Sciences from the Department of Youth, Family, and Community Sciences, a proposal to modify the department’s 7 certificate programs into 3 certificate programs (presented by Dr. David Ritchie) was approved upon the agreement that the department will include a revised memo that states the teach-out plan for students currently enrolled in the certificate programs.

   b. At the request of the College of Agriculture and Life Sciences from the Department of Youth, Family, and Community Sciences, a proposal to rename the Master of Science in Family Life and Youth Development to a Master of Science in Youth, Family, and Community Sciences to align with the recent departmental name change (presented by Dr. David Ritchie) was approved upon the agreement that the department will include a revised memo that clarifies the
title change request is for the Master of Science (MS) and Master’s (MR) degrees, states that there is a teach-out plan for current students, and clarifies that the department does not want to discontinue the Distance Education sub-plans.

c. At the request of the College of Education, a proposal to add a new site (Appendices F and G) to the existing Adult and Community College Education Doctor of Education program (presented by Dr. Aaron Clark) was approved.

B. Course Revisions (usually taken as a consent agenda)

a. At the request of the Biotechnology program in the College of Agriculture and Life Sciences, a proposal to revise BIT 572—Proteomics by cross-listing the course with the department of Biological Sciences in the College of Sciences (presented by Dr. David Ritchie) was approved.

b. At the request of the department of Nuclear Engineering, a proposal to revise NE 521—Principles of Radiation Measurement by updating its prerequisite (presented by Dr. Mohamad Bourham) was approved.

c. At the request of the College of Veterinary Medicine, a proposal to revise VMP 941—Veterinary Pathology II by reducing the number of credit hours (presented by Dr. Adam Birkenheuer) was approved.

C. Course Actions

A motion was made to approve items a-c as consent agenda items. The motion passed and items a, b, and c were approved.

a. At the request of the department of Computer Science, a proposal to create the course CSC 555—Social Computing (presented by Dr. Mohamad Bourham).

b. At the request of the department of Industrial and Systems Engineering, a proposal to create the course ISE 560—Stochastic Models in Industrial Engineering (presented by Dr. Mohamad Bourham).

c. At the request of the department of Materials Science and Engineering, a proposal to create the course MSE 566—Mechanical Properties of Nanostructured Materials (presented by Dr. Mohamad Bourham).

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

d. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 900—Advanced Equine Medicine (presented by Dr. Adam Birkenheuer).
e. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 903—Advanced Equine Surgery and Lameness (presented by Dr. Adam Birkenheuer).

f. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 944—Introduction to Clinical and Professional Communication (presented by Dr. Adam Birkenheuer).

g. At the request of the College of Veterinary Medicine, a proposal to create the course VMC 947—Practice Management: Evaluating the workflow, services, and financial performance of a hospital (presented by Dr. Adam Birkenheuer).

h. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 908—Advanced Ruminant Medicine and Surgery (presented by Dr. Adam Birkenheuer).

i. At the request of the College of Veterinary Medicine, a proposal to create the course VMP 909—Veterinary International Elective Experience (presented by Dr. Adam Birkenheuer).

III. New Business

a. The Department of Electrical and Computer Engineering requests that a posthumous Doctor of Philosophy be awarded to David Winick, a student enrolled in the program since Spring 2012 who died on September 18, 2015 (presented by Dr. Rhett Davis).

A motion was made to grant the posthumous degree to David Winick. The motion was approved.

b. Discussion of updates to the Graduate Handbook (Dr. Peter Harries, Senior Associate Dean for the Graduate School).

Dr. Harries discussed that he has been meeting regularly with Graduate School Assistant Deans, other Associate Deans from the various colleges, and Directors of Graduate Programs to discuss revisions to the Plan of Work section of the Handbook. He will have content to show the Board at the next meeting. He has been working on all parts of the Handbook, and will bring items to the Board as they are ready for the Board’s approval.

The Board members expressed that it would be beneficial to receive revisions as soon as possible so that the items can be brought to the College Curriculum Committees for more and better feedback. Dr. Harries advised that he will distribute material as soon as possible so Colleges can review.
Dr. Harries clarified that the revisions to the Handbook will align with the current Handbook sections. He also advised that the Graduate School continues to discuss the movement of forms to an electronic format to increase efficiency.

c. Update about the consultation process (Melissa Nosbisch, Coordinator of the Administrative Board).

Melissa explained that as course actions arrive at the Graduate School, she reviews the course catalog to determine if there is any similarity or overlap with any existing courses. If there is overlap, a consultation is warranted with the Director of Graduate Programs or Department Head of the overlapping course. This extra step ensures that all courses receive a consultation. The consultation information should be recorded on the Course Inventory Management (CIM) form in the consultation section, under Additional Comments, or as an attachment to the course record.

The Board members discussed their desire to receive a report listing all courses that are currently in the workflow. They expressed that such a report would be useful for the College Associate Deans to identify courses that may conflict or need consultations with existing courses as soon as possible, before they arrive at the Administrative Board which is near the end of the approval process. Dr. Harries advised that the Graduate School will discuss this further and explore the reporting options.

Melissa will include the course title on the secure InfoWeb site when listing agenda items.

Dr. Birkenhauer asked if Veterinary Medicine courses should be exempt from external consultations since those courses are different from the other on-campus courses. The Graduate School will include this item in discussions of Handbook revisions, and will discuss this further.

d. Update about Courseleaf Inventory Management (CIM) system development and issues (Melissa Nosbisch).

Melissa updated the Board on two major on-going CIM issues:
1) Role Assignment changes are not updated for courses currently in the workflow. The Graduate School is working with CourseLeaf to resolve this issue.
2) Dual-level courses currently have two different course IDs in CIM. The Graduate School is working with Registration and Records to identify all affected courses and assign the same course ID to both levels and prevent issues in CIM.

The Graduate School continues to work with the Office of Undergraduate Courses and Curricula to identify and resolve all CIM issues. Melissa asked
Board members to notify her of any issues with CIM, so she may relay the information to CourseLeaf.

The Board discussed the need for a meeting of Associate Deans, undergraduate and graduate, to discuss CIM-related issues. Dr. Harries advised that the Graduate School is in support of such a meeting and asked that the CIM administrators (Melissa Nosbisch from the Graduate School, Gina Neugebauer from the Office of Undergraduate Courses and Curricula, and Brittany Mastrangelo from Registration and Records) be included in the meeting so that they can represent CourseLeaf and discuss the program capabilities and options.

IV. Information Items
   a. Report from UGSA- No report from Jessica Nash.
   b. Three Minute Thesis (3MT©) Final Event- October 28, 2015, 3:00-5:00pm at Talley Student Union

Peter indicated that preliminary rounds were this week and went very well.

   c. Visiting professor, Dr. Lucy Johnston, will be at NC State from November 16 through November 18, 2015.
      i. November 16, 2015- 10:00am-12:00pm, Presentation to Directors of Graduate Programs, College of Textiles 2225 (Convocation Room);
         2:00-3:00pm, “Designing a New Faculty Mentoring Program,” The Graduate School, room 2328.
      ii. November 17, 2015- 9:00am-11:00am, Presentation to all Faculty, Talley Student Union, Coastal Ballroom;
          1:00pm-3:00pm- College of Education Meetings with Graduate Committees and Graduate Students
      iii. November 18, 2015- 10:00am-12:00pm, Presentation/Discussion with Graduate Students, Talley Student Union, Coastal Ballroom

   d. Dr. Lian Lynch announced that she sent an email to the Directors of Graduate Programs (DGPs) with a list of students who are approaching the 10-year time limit for PhDs. She asked that Board members advise DGPs to check the email and respond. Upon request, the email will also be sent to the Graduate Services Coordinators.

V. Next scheduled meeting
   October 29, 2015
   10:00-12:00
   Scott Hall, room 216

Meeting adjourned at 11:04am.