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

October 17, 2013

MEMBERS PRESENT: Lynne Baker-Ward, Aaron Clark, Myron Floyd, Lance Fusarelli, Victoria Gallagher, George Hodge, Lian Lynch, Alun Lloyd, Vernon Matzen, Matthew Melillo, William Oxenham, Sam Pardue, Doug Reeves, David Ritchie- Rebecca Swanson, Daniel Willits

OTHERS PRESENT: Karen Alarie, Kathy Krawczyk (substituting for Tamah Morant)

ABSENT: Mike Carter, Lucian Lucia, Tamah Morant, Spencer Muse, Art Rice, Rebeca Rufty, Michael Stoskopf, Holly Swart

1. Approval of the minutes of the September 26, 2013, meeting of the Administrative Board of the Graduate School.

   The minutes of the September 26, 2013, meeting of the Administrative Board of the Graduate School were approved with revision.

2. Announcements

   Dr. Lynch reported that Phase 1 of NextGen, the online system for faculty admission application review and decision making went live on Monday, October 14, 2013. The Graduate School is in the process of conducting training sessions. Interested participants can register online for workshops. The link for information and training is go.ncsu.edu/gradnextgen.

3. Enrollment Update

   No enrollment update.

4. Update on Recent University Graduate Student Association (UGSA) Activities
Mr. Melillo reported that at the September 30 UGSA Council Meeting, Dr. Meagan Kittle Autry from the Graduate School spoke about Thesis & Dissertation Support Services. Dr. Mike Mullen spoke about budgets, tuition, and fees, and students had a good discussion with him about these issues. Alex Parker, the Student Body President, also spoke and ensured UGSA that he represents all students, not just undergrads and that he wanted to get feedback from UIGSA about tuition and fees.

The UGSA is finishing up its awards for conferences—which will provide up to $1,500 per student to attend a conference. UGSA is still working on the rubric for evaluating applications. The first application deadline is tentatively scheduled for February 2014 for conferences attended in the 2013-2014 academic year up to that point. The UGSA can only provide reimbursements, not money up front. This will be heavily advertised when the application is ready.

Mr. Melillo is still receiving complaints from students who lose GSSP support or don’t get it in the first place. A UGSA internal committee is investigating this to learn more and will plan to meet with Vice Provost Larick to engage in talks of improving the rules and procedures. Additionally, Vice Provost Larick is addressing the entire UGSA on October 28th.

The UGSA formed an Ad Hoc Committee on Tuition and Fees. UGSA votes matched up almost identically on the fee increases as the Student Senate votes, which is beneficial because there have been some strong feelings of graduate students unfairly paying fees that haven’t returned any benefit to them in the past. The Fee Review Committee ultimately passed all of the fee increases that were passed by the Student Senate as recommendations to the Chancellor.

In the Student Senate, 5 of the 6 vacant graduate student senator seats have been filled. Last year, Graduate Student Senator seats were only 4 of 64, but those senators got the number increased to 10 of 64. There was a concern that, potentially, those seats could go unfilled, which would reflect poorly for graduate student representation and could jeopardize those seats being reserved for graduate students. Fortunately, currently 9 of 10 seats are filled, and Mr. Melillo believes the 10th is also filled, but he has to confirm that.

5. **Operational Items:**

   Minor Actions in Graduate Courses: Mathematics Education Memo – **Approved**

   Minor Action in Graduate Courses: Special Education Memo – **Approved**
6. **New Course Actions**

- AEE 570 – Methods of Technologies Change in Agricultural & Extension Education – **Tabled**
- ECE 586 – Communication and SCADA Systems for Smart Grid – **Approved with revisions**
- MAE 787 – Structural Health Monitoring – **Approved with revision, one abstention**

7. **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?
- 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

Ms. Alarie noted that the MSE 703 and 704 CAF revisions are being prepared by the department and are expected to be placed on the October 31, 2013, Agenda.

She noted that the ECD faculty have been notified that these CAFs will be returned back to the department for resubmission and will be removed from the agenda.

8. **Discussion Items**

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

Dr. Hodge reported that the Doctor of Design has been submitted to UNC-GA. Also, the Doctor of Design, the Master of Science in Forensic Science, and the Ph.D. in Forensic Science (both Forensic degrees are on the November BOT meeting agenda) have been identified as the priorities for NC State. They are in order:

1. Master of Science in Forensic Science
2. Ph.D. in Forensic Science
3. Doctor of Design
Additional discussion Items:

A board member asked about Certificate of Accomplishment. Certificates of Accomplishment are not considered an official document, are not a program, will not be signed by officials on campus, not tracked in SIS, and not noted on the transcript. It was noted that all validation requests for these certificates should be directed to the department for authentication.

9. **Next scheduled meeting**
   October 31, 2013
   10:00-12:00
   Scott Hall, Room 216