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

October 25, 2012

MEMBERS PRESENT: Lynne Baker-Ward, Mike Carter, Myron Floyd, Lance Fusarelli, George Hodge, Dick Keltie, Kathy Krawczyk, Alun Lloyd, Lindsay Gentile, Vernon Matzen, William Oxenham, Rebeca Rufty, Michael Stoskopf, Daniel Willits

OTHERS PRESENT: Karen Alarie, David Hinks

ABSENT: Steven Clouse, William DeLuca, Victoria Gallagher, Bryan Hoynacke, Spencer Muse, Sam Pardue, Art Rice, Holly Swart

1. Approval of the minutes of the October 11, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the October 11, 2012 meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

   The DGP Workshop was held on Wednesday, October 23 and Thursday, October 24.

   November 29th is the deadline for submitting nominations for graduate faculty for Spring 2013 courses. There are about 46 courses that still need to be validated and about 20 courses still left over from Fall 2012.

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. Curriculum Revision

Minor Revisions to Graduate Biotechnology Minor – **Postponed to November 8, 2012**

Curriculum Revision to MS Textile Engineering Program – **Approved**

6. Certificate Offered as Distance Education

Graduate Certificate in Nonwovens Science and Technology Memo – **Approved**

7. Operational Items

PHI 547 and REL 582 change in restrictive statement memo – **Approved**

8. Course Actions

GES/ENT 506 – Principles of Genetic Pest Management – **Approved with revision**

8. Discussion Items


   The topic of specifying a weekly course schedule was brought up for discussion. Most faculty do have a structured weekly schedule but consider topics and when they’re presented more fluid. There was a consensus by members that the word weekly would be removed.

   This discussion item has been resolved and as new action forms are submitted to the Graduate School for review, attention will be paid to ensure that the required university statements are added to the syllabus.

b. Professional Development – On-going Discussion

Dr. Hodge asked for feedback from the colleges. COE indicated they were grateful for the handout that Dr. Carter provided outlining what constitutes a learning outcome. The CAFs pending will be revised and resubmitted to the Graduate School. COE faculty are also open to exploring other Colleges to see if current course offerings can be used to meet the needs of the curriculum. It was suggested that the handout be posted on the Graduate School’s website for easy access. PAMS appreciated the feedback and guidelines and value the choice of a 4 credit hour option. CHASS is
concerned with the content being consistent with expectation and also appreciate Dr. Carter’s handout. Feedback has been sent to the specific programs involved regarding what needs to be revised.

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

Dr. Rufty reported that two of the three programs sent to UNC-GA for approval will have another round of clarification allowing each program four weeks to answer specific concerns. The process of looping until the program is approved is truly in effect. Each new clarification will result in the need for the Chancellor’s signature.

When asked about the probability of submitting a new degree program for consideration, Dr. Hodge responded that all the available slots are filled at the present, but once those cycle off, new programs could be added as long as they were vetted through the Dean's Council.

9. Next scheduled meeting
November 8, 2012
10:00-12:00
Scott Hall, Room 216