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

November 14, 2013

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

ABSENT: Mike Carter, Aaron Clark, Myron Floyd, Lucian Lucia, Tamah Morant, Spencer Muse, William Oxenham

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1. Approval of the minutes of the October 31, 2013, meeting of the Administrative Board of the Graduate School.

The minutes of the October 31, 2013, meeting of the Administrative Board of the Graduate School were approved.

2. Announcements

No Announcements were presented

3. Enrollment Update

With census day past, there was no update.

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

Mr. Melillo reported graduate student leaders, UGSA and the Student Senate have learned a lot from participating in the candidate interviews for the Dean of the Graduate School position.
He also reported that Vice Provost Larick will conduct a follow-up discussion on Friday, November 22, 2013 regarding GSSP concerns.

Mr. Melillo announced that UGSA will be advertising the conference reimbursement awards in December and the deadline will be in February. It is open to any graduate student who has already attended a conference. Up to $1,500 will be reimbursed. He asked that any faculty who would be interested in participating by reviewing the applications please contact him.

An issue has been raised in the Student Senate that some required courses aren’t being offered enough for students to complete their degree in a timely manner.

A UGSA committee is working on a workshop for TAs where they will be evaluated by their peers on their presentation style to help TAs to be more effective.

UGSA is forming a Leadership Conference in February and is searching for keynote speakers.

A UGSA committee is working to bridge the gap between undergrad and grad and getting more of a presence in The Technician. Any students interested in writing for The Technician please contact Matt.

5. **Operational Items**
   Drop PSY 744 and remove cross-listing with ISE 744 memo – Approved
   Drop ST 778 and remove cross-listing with MA 778 memo – Approved
   Drop ST 794 memo – Approved
   Add prerequisite to VMC 996 memo – Approved
   VMC 948 – Clinical Rotation in Veterinary Radiation Oncology – new course – Approved
   VMC 956 – Shelter Medicine – drop course – Approved

6. **New Courses**
   ECE 763 – Introduction to Computer Vision – Tabled

7. **Outstanding Administrative Board Actions**
   AEE 570 – Tabled on October 17, 2013 for learning outcomes need to be more specific and discipline rich, sparse catalog description, course justification needs expansion, need lecture time, clarify expectations on syllabus
   ECD 530 – Re-tabled on October 31, 2013 for justification of 4 hours of credit, outside activities not significant enough for 4 hours
   ECD 562 – Re-tabled on October 31, 2013 for justification of 4 hours of credit, outside activities not significant enough for 4 hours
   MSE 703 – Re-tabled at the request of the college representatives
   MSE 704 – Re-tabled at the request of the college representatives
8. **Next scheduled meeting**
   December 12, 2013
   10:00-12:00
   Scott Hall, Room 216