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

December 6, 2012


OTHERS PRESENT: Karen Alarie, Steve Allen, Adrianna Kirkman (substituting for Myron Floyd)

ABSENT: Mike Carter, William DeLuca, Myron Floyd, Lance Fusarelli, Bryan Hoynacke, Spencer Muse, Art Rice, Michael Stoskopf,

1. Approval of the minutes of the October 25, 2012 meeting of the Administrative Board of the Graduate School.

   The minutes of the October 25, 2012 meeting of the Administrative Board of the Graduate School were approved.

   Note: The November 8, 2012 meeting was cancelled.

2. Approval of the Awarding of Graduate Degrees for the Fall (December 15, 2012) Commencement

   (A motion was made, seconded and passed that the Board approve the awarding of graduate degrees at the December 15 Commencement to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees.)
3. **Announcements**

Dr. Hodge announced that the planning for the implementation of Courseleaf/Leapfrog, a course and curriculum action workflow database is moving forward. Discussion centered around training and defining roles.

Dr. Hodge reported that procedures for dual degrees is being formalized. All dual degrees must be posted on the respective websites to abide by Department of Education requirements. The procedures should be finalized in Spring 2013.

Dr. Hodge is doing an audit of the spring schedule of classes for compliance of nomination paperwork. The deadline for clearing faculty is December 18.

4. **Enrollment Update**

Dr. Hodge reported that we’re down by 117 applications (3.4%) compared to this time last year.

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

No report was available.

6. **Curriculum Revision**

Minor Revisions to Graduate Biotechnology Minor – **Approved**

Curriculum Changes to the Master of Business Administration – **Approved**

7. **Changing Plan Prospectus***

Adding a non-thesis option to the Master of Arts in Anthropology* **Approved with revision**

*Correction: The wording was changed from sub-plan to plan prospectus to reflect the actual changes that needed to be made to this plan.

8. **Change in Title**

Change in Certificate Title for the Graduate Certificate in Agricultural Education to Agricultural and Extension Education – **Approved**

Change in Degree Title for the Master of and Master of Science in Agricultural Education to Agricultural and Extension Education – **Approved**

9. **Discontinuation**
Discontinuation of the Master of and Master of Science in Extension Education – Approved

10. Operational Items

Minor Name Change to the Curriculum and Developmental Supervision program – Approved

Change in prerequisite for FOR 725 memo (added late and sent out in email) – Approved

11. New Course Actions

BEC 620 – Leadership and Preparation for Industry Internships in Biomanufacturing – Approved with revision

BEC 621 – Communications and Industry Internship in Biomanufacturing – Approved with revision

NE 521 – Principles RAD Measurement – Approved with revision

ANT 524 – Bioarchaeology – Approved with revision

ARC 521 – Daylighting and Passive Energy Systems – No representative from Design; course action placed on hold until next meeting

FOR/CS/ANS 726 – Advanced Topics in Quantitative Genetics and Breeding – Approved

CSC 561 – Computer Graphics – Tabled

MEA 415/514 - Climate Dynamics – Tabled

12. Discussion Items

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

Dr. Rufty reported that the proposal for the new Doctor of Design has received approval to plan the doctorate by the Council of Deans. This will be the first ever practitioner degree for Design.

b. Option B Programs

It was noted that some programs are advertising as an Option B that include a committee and/or an exam. Option B’s don’t include either requirement. Option B’s are being reviewed due to the mixed messages on the web. It
could be that some of the programs may not be Option B, but may be non-thesis instead.

13. **Next scheduled meeting**
   January 17, 2013
   10:00-12:00
   Scott Hall, Room 216