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

ABSENT: Mike Carter, Victoria Gallagher, Lucian Lucia, Tamah Morant, Spencer Muse

1. Approval of the minutes of the November 14, 2013, meeting of the Administrative Board of the Graduate School.

   The minutes of the November 14, 2013, meeting of the Administrative Board of the Graduate School were approved.

2. Approval of the Awarding of Graduate Degrees for the Fall (December 18, 2013) Commencement

   A motion was made, seconded and passed that the Board approve the awarding of graduate degrees at the December 18 Commencement to those candidates identified by the Graduate School as having successfully completed the requirements for their respective degrees.

3. Announcements

   No announcements were presented

4. Enrollment Update
Applications are up by 13.3 percent compared to this time last year.

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

Mr. Melillo reported that they are working with Dr. Audrey J. Jaeger to fill the last senator seat.

He also reported that UGSA is partnering with Preparing Future Leaders to help spread the word. Please encourage students to attend. They are still looking for a keynote speaker for their Student Leadership Conference, which is on February 22. The ceremony for the Outstanding Teaching Award is March 25, 2013, with the nominations due in late January/early February. The UGSA is working with the Graduate School on the Graduate Research Symposium. Please nominate up to 4 students through your DGP by January 16th. And, they are almost done with the testing for Awards for Conferences with the deadline for submissions on February 15, 2014.

The UGSA had the follow-up meeting with Vice Provost Larick. One big concern expressed was the need to start the clock on graduate students when they receive money instead of the current practice to begin the clock when they enter graduate school, even if they don’t receive funding.

6. **Operational Items**
- Remove prerequisite from CH 747 memo – **Approved**
- Change in prerequisite in CE 526 memo – **Approved**
- Change in credit status for ECE 592 memo – **Approved**
- Change in prerequisite in PY 712 memo – **Approved**
- Course prefix change from WPS to FB memo – **Approved**
- VMC 949 – Equine Primary Care – new course – **Approved**

7. **New Courses**
- EAC 540 – Foundations of Higher Education and Student Affairs – **Approved**
- EAC 545 – Masters Professional Seminar – **Tabled**
- ECE 763 – Introduction to Computer Vision – **Approved with revisions**
- EDP 704 – Theories and Research in Educational Psychology – **Approved**
- EDP 790 – Motivation in Education – **Tabled**
- GIS 505 – Introduction to Geovisualization Technologies – **Approved with revisions**

8. **Outstanding Administrative Board Actions**
- AEE 570 – Re-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
9. Discussion Items
   a. Adding and Dropping Courses
      Proposal for a revision to REG2.20.02
      Ms. Johnson has brought up the issue that has resulted from an item on Transmittal 83 which states course drops after census date are considered withdrawals. This is not mandated for graduate students as the Transmittal relates mainly to undergraduate students. UGSA and college representatives will garner feedback and report that information at upcoming meetings. Target date to get the new reg implemented is March.
   
   b. Withdrawal from the University
      Proposal for revision to REG2.05.04
      This reg is being changed as it relates to the add/drop reg
   
   c. Approval of Study Abroad
      Proposal for a new REG2.XX.XX
      Dr. Hodge questioned if this reg would require that all students who are traveling abroad go through the Study Abroad Office, including any students who are traveling outside the U.S. to participate in a class with a possible fee levied.

10. New Business

    Dr. Reeves brought to the attention of the Board that there is concern from faculty regarding the following issues: the course action forms and the attention to detail that is required, Graduate School Representatives and educating faculty on their role; and the GSSP and the penalty when a student drops below 9 credit hours. There was agreement that when the new Dean comes on board, that these issues need to be reviewed and addressed.

11. Next scheduled meeting
    January 9, 2013
    10:00-12:00
    Scott Hall, Room 216