1:00 p.m.  University Affairs Committee  
(Kelly, Cabaniss, Clark, Gonzalez, Washington)

2:00 p.m.  Full Board Meeting  
(All Trustees)
FULL BOARD MEETING

2:00 p.m.

■ Call to Order and Ethics Statement
  Jimmy Clark, First Vice Chair of the Board

■ Roll Call

■ Approval of Minutes
  TAB 1
  ✔ — April 20, 2017, Board Self Assessment
  ✔ — April 21, 2017, Meeting of the Full Board
  ✔ — April 21, 2017, Closed Session of Full Board

■ Election of Officers for 2017-18
  Wendell Murphy, Nominating Committee

  Proposed slate:
  Jimmy Clark, Chair
  Tom Cabaniss, First Vice Chair
  Stan Kelly, Second Vice Chair
  Ann Goodnight, Secretary
  PJ Teal, Assistant Secretary
  Chip Andrews, Fifth member of Executive Committee

■ Chair’s Report
  TAB 2
  ✔ — Board of Trustee Bylaws Revision

■ Chancellor’s Report
  TAB 3
  Randy Woodson, Chancellor
  ✔ — Disposition of Real Property: ±15,114 rentable square feet of highbay/mezzanine research space Centennial Campus – Center for Technology and Innovation

Committee Reports:

■ University Affairs
  TAB 7
  Stan Kelly, Chair
  On the Agenda: Board, Committee Approvals

CONSENT AGENDA
  ✔ - Request to Continue Centers/Institutes
  ✔ - Request for Change in Degree Program Title
  ✔ - Conferral of Tenure Requests

REQUESTED ACTION
  ✔ - Revisions to Policy 11.35.01 – Code of Student Conduct
  ✔ - Department of Athletics Proposed Bonus Structures for Staff
INFORMATIONAL REPORTS

ACADEMIC PROGRAMS UPDATE
- New Graduate Certificate Programs
- New Undergraduate Certificate Programs
- Changes/Revisions to Existing Undergraduate Certificate Programs
- Memoranda of Agreement

Closed Session

Items of Interest to Members of the Board

CLOSED SESSION

Reconvene in OPEN SESSION for Any Additional Items to Come Before the Board

Adjourn

Requires full board approval
The North Carolina State University Board of Trustees met in the Winslow Hall Conference Room, Raleigh, NC, on Thursday, April 20, 2017. The purpose of this meeting was to conduct a comprehensive self-assessment. UNC Board of Governors Policy 200.4 requires that each Board of Trustees conduct a review of its current organization and effectiveness every four years. Chair James W. Owens presided.

Members present: James W. Owens, Chair
Robert Andrews III
Thomas E. Cabaniss
Jimmy D. Clark
Ann B. Goodnight
Benjamin P. Jenkins III
Stanhope A. Kelly
Wendell H. Murphy
Ronald W. Prestage
Randall C. Ramsey
Susan Ward
Dewayne N. Washington
Paul R. Nolan, ex officio

Chair Owens called the meeting to order at 9:33 a.m. He called on University of Virginia President Teresa Sullivan to facilitate discussion of the summary results.

President Sullivan commended the board for conducting a self-assessment. She discussed board responsibilities and the hallmarks of an effective board. She reviewed the Trustee self-assessment that was divided into seven topics. After reviewing the topics and results of the survey, the Trustees discussed the following outcomes for consideration:

1. The board wants to consider revising the schedule of board meetings to allow for Trustees to attend all of the committee meetings. Options include extending Thursday’s schedule to 11 a.m. – 5 p.m.

2. The board desires to ensure that it leverages the Trustees’ expertise in the most effective way for the strategic benefit of the University. One way it may do so is to help the Chancellor and senior leadership identify strategic risks and opportunities, elevating these beyond current discussion and analysis in the Audit, Risk Management and Finance Committee. Another way is for the Board to evaluate how consent agendas may be used to ensure the focus of Trustee meetings is on strategic, rather than operational, matters of business.

3. The board wishes to enhance the onboarding experience of new Trustees through greater clarification of expectations beyond board meetings; a more robust Orientation that includes Committee Chairs; evaluating how to engage Trustees sooner; and considering the benefit of a mentor or advisory relationship partnering new and seasoned Trustees.

4. The board would like to revisit the strategic plan’s goals and metrics, with special focus on student success. Trustees could benefit from a dashboard showing progress-to-goal. Trustees will also consider ways to focus on student success which would give them and the University the opportunity to more deeply engage with matters imperative to student success at NC State.
President Sullivan complimented the Board of Trustees and the administration on a very positive self-assessment. With no further business to conduct, Chair Owens adjourned the meeting at 11:37 a.m.

Respectfully submitted,

_________________________________  ______________________________
Assistant Secretary     Secretary

Approved:

________________________________
Chair of the Board
The North Carolina State University Board of Trustees met in regular session in the Hood Board Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, in Raleigh, NC, on Friday, April 21, 2017.

Members present: James W. Owens, Chair
Robert F. Andrews
Thomas E. Cabaniss
Jimmy D. Clark
Ann B. Goodnight
Benjamin P. Jenkins III
Stanhope A. Kelly
Wendell H. Murphy
Ronald W. Prestage, DVM
Randall C. Ramsey
Susan P. Ward
Dewayne N. Washington
Paul R. Nolan, ex officio

Chair Owens called the meeting to order at 9:25 a.m. He reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired if there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the board at this meeting. Chair Owens called on Assistant Secretary PJ Teal for the roll call.

ROLL CALL
Assistant Secretary PJ Teal called roll and certified that a quorum was present.

MINUTES
Dr. Prestage made the motion, seconded by Mrs. Ward, to approve the open and closed session minutes of the February 17, 2017 meeting of the full board. The motion passed.

CHAIR’S REPORT - JIM OWENS
Chair Owens reported that the new student body president for the 2017 academic year is Jackie Gonzalez. Jackie, a senior majoring in Political Science, is a first generation college student. She is involved in the Krispy Kreme Challenge, the Student Media Board of Directors, and the Student Centers Board of Directors.

Chair Owens listed upcoming events.

- The Celebration of Faculty Excellence is on May 2. This is the event where the Alexander Quarles Holladay Medal for Excellence, the highest faculty honor bestowed by the Board of Trustees, is presented.
- May Commencement is on Saturday, May 13, with dinner the evening before. Phil Freelon and David Christian will be receiving Honorary Degrees and Raleigh Mayor Nancy McFarlane will be the speaker.
- The Summer Board meeting will be a telephone meeting on July 17 at 2:00 p.m.

Chair Owens reported that NC State University, through the Board of Trustees, has the opportunity to recommend appointments to the Centennial Authority. The authority members are chosen for terms as follows:
• Five will be appointed upon recommendation of the House of Representatives, one of whom is recommended by the Board of Trustees.
• Ray Rouse is the House of Representatives appointment and his current term expires on June 30, 2017.
• The Chancellor is recommending Judi Grainger as the House appointment.

Mrs. Ward made a motion, seconded by Dr. Prestage, to recommend to the North Carolina House of Representatives that Judi Grainger be appointed to the Centennial Authority. The motion passed.

Five members are also appointed upon recommendation of the Senate, one of whom is recommended by our Board of Trustees. The Senate appointment, Cassius Williams, term will not expire until 2019.

Chair Owens thanked the Trustees for their thoughtful participation in the Trustee Self-Assessment survey and resulting conversations. The feedback will provide insight into continuing the constructive way that the Board of Trustees can provide support for NC State and Chancellor Woodson.

Chair Owens discussed the results of the Executive Committee meeting held prior to the full Board meeting. The Committee discussed making the Thursday meetings a full day from 10 a.m. - 5 p.m. so that all Trustees are able to attend all Committee meetings. Other topics of discussion included more extensive onboarding of new Trustees and meeting with each Committee Chair prior to joining Committees, leveraging consent agendas more effectively, and revisiting strategic plan metrics.

Chair Owens thanked Mr. Murphy for his work with the Committee in the selection of the head men’s basketball coach. He also expressed appreciation at having served as Chair for the past two years. He stated that it has been a privilege to work with each person on the Board of Trustees and Chancellor Woodson. He noted that in the years since he has been a Trustee, he has seen the role of the Board change to include strategic risk management as well as a more significant role in Chancellor selection and retention.

CHANCELLOR’S REPORT – W. RANDOLPH WOODSON

Chancellor Woodson reported that the Times Higher Education World (sponsored by Times of London) released a new ranking based on employment of graduates. They surveyed employers around the world asking about preferences for graduates of certain universities. Of U.S. universities, NC State was ranked 16th by employers based on their desire to hire our graduates. He noted that US News & World Report’s Rankings for Best Graduate Schools of Engineering ranked NC State’s College of Engineering 25th overall. The College of Engineering also ranked prominently in the latest issue of Diverse Issues in Higher Education for degrees awarded to African-American students in engineering - 6th nationally for bachelor’s degrees and 21st for master’s.

NC State will enroll 4,450 freshmen in class of 2021, approximately 208 more freshmen than previous class. There were 26,297 applications with an average SAT score of 1328.

Chancellor Woodson reported that Junior, Connor McKenney, was a named Goldwater Fellow. He is a Genetics major with minors in Statistics and Biotechnology. Senior, Ashle Page, was named Newman Civic Fellow. She is a double major in Chemical Engineering and Polymer and Color Chemistry and a Goodnight Scholar. Senior, Alex Hsain, was also named a Truman Scholar. He is a Materials Science and Engineering major.

Chancellor Woodson then updated the Board on a proposed legislative enrollment funding change based on Senate Bill 379, UNC Funding Model Study. It encourages the Board of Governors to revisit the current enrollment funding formula.

Chancellor Woodson gave a Board of Governors appointment update.
The Senate elected six individuals to Board of Governors:

- Tom Fetzer of Wilmington, president of Fetzer Strategic Partners and former Raleigh mayor
- William M. Kotis, III of Summerfield, commercial real estate investor and restaurateur with Kotis Properties, Inc.
- Steven B. Long of Raleigh, tax attorney and partner with Parker, Poe, Adams & Bernstein, LLP
- Randall Ramsey of Beaufort, founder of Jarrett Bay Boatworks, Inc.
- Robert Rucho of Matthews, retired dentist and former 8-term legislator
- Harry L. Smith, Jr. of Greenville, business executive

The House of Representatives elected 6 individuals to Board of Governors:

- Kellie Hunt Blue, member of UNC-Pembroke Board of Trustees
- Robert P. Bryan III, former Republican member of North Carolina House of Representatives for District 88
- Carolyn Lloyd Coward, member of Western Carolina University Board of Trustees
- N. Leo Daughtry, former Republican member of North Carolina House of Representatives for District 26
- Wendy Murphy, former member of UNC-Wilmington Board of Trustees
- Roderick Doyle Parrish, current member of the board

Chancellor Woodson requested motions to approve appointments for the Board of Trustees of the Endowment Fund as the terms of Derick Close and Frank Culberson expire effective June 30. He recommended that Jim Owens and Ben Jenkins be appointed to the Endowment Board for three year terms beginning July 1, 2017. Dr. Prestage made a motion, seconded by Mr. Kelly to approve the Endowment Board appointments. The motion passed.

COMMITTEE REPORTS

AUDIT, RISK MANAGEMENT AND FINANCE COMMITTEE – CHAIR TOM CABANISS

Mr. Cabaniss reported that the Committee approved the proposed fiscal year 2018 audit plan. They heard the annual report on endowment and investments. The University reported an endowment of $998.6 million at the close of fiscal year 2016 and a total combined investment return for all University-related endowment of negative 1.47 percent. Despite a slight loss, this performance compared favorably to other large endowments, and NC State's ranking for endowment size moved up to the 94th largest of the 815 endowments in the annual NACUBO survey. Performance for the current fiscal year has substantially improved from last year.

Mr. Cabaniss reported that the committee was presented with an annual review of associated entities to satisfy the annual associated entity review required by the Board of Governors. All audits have been sent to General Administration and the copies of the audits were made available to the Committee. He noted that there were no management issues this year in the audits for these entities and that all of the entities have an operating agreement with the University in place. He also provided information on net assets and endowments for the associated entities.

Mr. Cabaniss reported that the Committee discussed the University budget and legislative priorities. The State of North Carolina revenue and individual taxes are projected to be above target, but it depends on final tax return filings. The North Carolina economy shows steady growth. For NC State, student tuition receipts are tracking as projected. There currently are no budget reversions or reductions expected this year. The Committee heard highlights from the Governor’s proposed budget, which includes funding for enrollment change, employee compensation, the NC State innovation in manufacturing biopharmaceuticals initiative, Food Processing Innovation Center, and repairs and renovations. Current legislative activities include repealing House Bill 2, strengthening the state’s savings reserve, and North
Carolina Retirement Reform. Other legislative activities include a UNC Funding Model Study, implementing a UNC Undergrad completion plan, and clarifying the definition of “education property” as it relates to possession or carrying of weapons.

Mr. Cabaniss noted that the Committee was provided interim financials for third quarter. He noted that performance is consistent with prior years, and the net position increased for the first three quarters compared with the same period last year.

The Committee received a debt update. They reviewed a 10-year history of the University's outstanding debt, by amount, type, and purpose. A new fixed rate, 15-year bond issue closed in March 2017. Future debt will increase due to funding of Carmichael Renovations, Engineering Oval and Plant Sciences projects.

Mr. Cabaniss reported that the Committee received an update on Internal Audit activity since the February meeting. They discussed the successful implementation of correction actions in response to one minor finding reported in the Office of the State Auditor's NCSU statewide federal compliance audit procedures for the year end June 30, 2017. He announced that the university’s compliance and integrity program and Internal Audit division have partnered to launch the Ethics Line, a new online portal for reporting compliance and ethics concerns of all kinds. With the launch of Ethics Line, students, faculty, and staff now have a central reporting resource that eliminates the need to label their concern and report concerns to a specific compliance unit. In addition, the Ethics Line allows for anonymous reporting and provides case management and trending capabilities.

The Committee discussed the process for identifying and assessing strategic risk. A survey was taken by the Trustees, the Chancellor’s Cabinet and the Deans. The results of the risk assessment survey were reviewed and an on-line survey was developed to gather additional information necessary to assess and prioritize the risks that the Chancellor’s Cabinet identified. The Trustees, the Chancellor’s Cabinet and the Deans were asked to take the survey in March 2017. The Enterprise Risk Management Initiative in the Poole College of Management compiled the survey results to create a prioritized list of risks. For each risk, the survey responses for the likelihood and impact criteria were averaged and then multiplied together to create an overall risk score. The results identified key strategic risks for the University. Top risk concerns include reduction in federal research and state funding, cyber-security breaches, decline in out-of-state and international enrollment, and faculty losses. The Committee discussed the strategy behind the survey and the benefit of input from different sources. Assessing the risks allows the Chancellor’s Cabinet to evaluate how to mitigate risks. The next steps will include the Chancellor assigning risks to cabinet members as risk owners and the cabinet reviewing each risk over the course of the next fiscal year.

BUILDINGS AND PROPERTY COMMITTEE - CHAIR CHIP ANDREWS
Mr. Andrews presented three property matters that require full board approval: They are:

- Disposition by easement: + 42,000 square feet (approximately 0.8264 acres) to Duke Power Energy, LLC (Duke Energy Power) across State-owned land allocated to NC State University for the installation of overhead power lines to provide a 3-phase power source for a new irrigation pump to be located at the Lake Wheeler Road Field Lab. The proposed installation will involve + 0.9642 acres for the purpose of a permanent easement.

- Disposition by easement: North Carolina Department of Transportation (NCDOT) has requested an easement from NC State University for the proposed Broadpointe Drive Bridge Improvement project, located in Mills River, North Carolina, which will improve the current grading, drainage, and traffic safety, along Broadpointe Drive. The proposed easement will involve + 0.831 acres of permanent and temporary easements. This project will run southwesterly.
along Broadpointe Drive for approximately 0.246 miles (1,300 Linear Feet). The proposed improvement will affect two separate properties owned by the State of North Carolina. The properties are located on the eastern and western side of the road, which have been designated as Parcel #3 on the NCDOT’s project plans. The easements will involve + 0.733 acres for the purpose of new right of way and 0.098 acres as temporary construction easement. Note that the temporary areas should convert back to the landowner at the completion of the project.

- Disposition by ground lease: Forty year, ± 9.0 acres ground lease to the Tammy Lynn Memorial Foundation, Inc. The property is located on Centennial Campus, at 739 Chappell Drive, Raleigh, NC 27606. The lease will continue Tammy Lynn Memorial Foundation’s use of this property. It will also include favorable revisions of an access easement adjacent to the land that currently impairs further development of North Shore Project, and provide a limited license to access an adjoining trail on NC State land.

Mr. Andrews made a motion, seconded by Mr. Murphy, to approve the three property matters. The motion passed.

Mr. Andrews reported that the Committee approved ten designer selections and accepted five building projects at a combined value of $6.9 million, which included the Harrelson Hall demolition.

He reported that the Committee received proposed revisions to Policy 7.60.1 Parking and Transportation Ordinances 2017-2018 that require full board approval. Mr. Andrews made a motion seconded by Mrs. Ward to approve the revisions to Policy 7.60.1. The motion passed.

The Committee reviewed the annual update of the Physical Master Plan. They approved site selection for Engineering Oval on Centennial Campus, the site selection and design plans for the Reedy Creek Equine Farm Therio Phase A in the West Campus Precinct, and the six plans and specifications of formal projects costing less than $2 million. The Committee also received updates about capital projects and projects in planning.

**UNIVERSITY ADVANCEMENT AND EXTERNAL AFFAIRS COMMITTEE - CHAIR JIMMY CLARK**

Mr. Clark reported that the Committee heard a University Advancement and Fundraising update that began with sad news of Associate Vice Chancellor for Development Francine Cronin’s passing.

The Committee received an update on the organizational changes within Advancement that included:

- Reid Ricciardi, Executive Director for Talent Management
- Ann Horner, Executive Director for Development in the College of Education
- Anya Reid in a part-time leadership role in University Development while the search for a permanent Associate Vice Chancellor for University Development is underway
- Kushal Dasgupta in a part-time leadership role in Annual Giving while the search for a permanent Executive Director for Annual Giving is underway
- Chandy Christian, assisting Brian Sischo and Christina Walker in Principal Gifts
- Carrie Bhada as new Executive Director for Development in the College of Textiles
- Adam Compton as Director of Special Projects for University Advancement

Mr. Clark noted that the search is underway for new Executive Directors for Development in both the College of Agriculture and Life Sciences (CALS) and the College of Design, as well as searches for key development staff in the College of Sciences and in the Poole College of Management. The Committee received updates on University Communications, the Alumni Association, and Advancement Services.

As of March 31, 2017, the campaign total now stands at $1.072 billion and shared a breakdown of colleges and foundations’ progress toward the 67% of goal benchmark. Some are on target, some have
exceeded the goal thus far and others are a little behind. Overall, Advancement is right on the mark in terms of cash gifts, endowments and gifts by purpose.

The fiscal year fundraising total is $180 million as of March 31, 2017, with the goal of raising 40 million more before fiscal year end. He noted that cash gifts for the year are up 18% and that overall tracking is up too.

Mr. Clark reported that Vice Chancellor Sischo presented a Gift and Endowment Assessment Fee update, noting that gift and assessment fees are the one funding source available to support our development infrastructure needs. He shared that our Chief Development Officers are engaged in ongoing conversations with their colleges and donors about the rate change increase that the Chancellor has recently approved, and that the timeline to roll out the new fee structure is the start of the new fiscal year in July 2017.

The Committee saw CALS Advancement staff present on Millstone 4-H Naming Opportunities, which included approximately 30 individual opportunities totaling nearly $5 million. He noted that the Committee approved the proposal for CALS to move forward with naming fundraising for the camp.

Mr. Clark reported that the Committee heard an External Affairs overview of the state budget, laws affecting higher education that have been passed during the long session and bills of note which are being considered.

The Committee met in closed session and approved one naming agreement which will be presented to the Board for final approval.

**UNIVERSITY AFFAIRS COMMITTEE – CHAIR STAN KELLY**

Mr. Kelly reported that under the consent agenda, the Committee approved conferral of tenure to three new faculty members and to 50 faculty members who were reviewed through the annual campus reappointment, promotion and tenure process. The request to continue the Center for Research on Textile Protection and Comfort (T-PACC) was also approved. The Committee recommended for approval the requests to discontinue the following four degree programs: B.S. in English, B.A. in Geology, B.S. in Criminology and M.S. in Human Resource Development. These programs were identified as part of the UNC-GA low productivity review. In each case, the traditional degree is still being offered; for example, the B.A. in English will continue. No students or personnel will be impacted by these discontinuations.

Mr. Kelly made a motion, seconded by Mrs. Goodnight, to approve the discontinuation of four academic degree programs. The motion passed.

The Committee approved the 2017-2018 salary ranges for all Tier Two Senior Academic and Administrative Officers. Also approved was the time-limited appointment options for two distinguished professorship agreements.

The Committee received several informational reports. They heard an annual report on the list of recognized entities awarding full scholarships to undergraduates and the number of students receiving full scholarships from each entity. Pursuant to North Carolina General Statutes, students who receive full scholarships from the list of recognized entities will be considered residents of North Carolina and will receive the resident tuition benefit. There are a total of 62 new and continuing students benefiting from this provision. Of these 62 students, 52 are Park Scholars.

The Committee also heard a report on the special consideration process of undergraduate admissions and the performance of students previously admitted through that process. Mr. Kelly reported that the purpose of the special consideration process is to provide a mechanism to admit students with exceptional talents in areas important to the university community. The overriding criterion in all admissions decisions is the potential for academic success. Although 6-year graduation rates of students
admitted through this process are lower and fluctuate more than those of the overall student population. The numbers are good given the small number of students admitted through the process and the unique circumstances of those individuals. The process is continuously monitored, but no changes are planned for the immediate future. Applicants admitted through this process have graduated in a variety of majors, including Engineering.

The Committee received updates from the Faculty and Staff Senates on discussion topics and current initiatives. Mr. Kelly thanked Chair of the Faculty Jeannette Moore and Staff Senate Chair Angkana Bode on behalf of the University Affairs Committee, for keeping the committee apprised of the important work being done by faculty and staff in support of NC State. The Committee is looking forward to working with the incoming senate chairs in the same regard.

Mr. Kelly reported that the Committee saw a presentation on the promotion and tenure process. They reviewed the tenure track faculty life cycle, which begins with a rigorous and competitive search process. The promotion and tenure decision process includes a comprehensive internal review at the department, college and university levels as well as external evaluations by at least five accomplished scholars who are not part of the NC State community. Once tenure is achieved, faculty receive a post-tenure review by peers, the department head and dean every five years.

Mr. Kelly informed the Board of three recent distinguished professorship appointments:

- Dr. Phil Castellano, a Professor in the Department of Chemistry, has been named as the College's first Goodnight Innovation Distinguished Chair.
- Dr. Marie Davidian, Professor in the Department of Statistics in the College of Sciences and formerly William Neal Reynolds Distinguished Professor of Statistics in the College of Agriculture and Life Sciences, has been named J. Stuart Hunter Distinguished Professor in Statistics.
- Dr. Len Stefanski, Professor in the Department of Statistics in the College of Sciences and formerly Drexel Professor of Statistics, has been named R.A. Fisher Distinguished Professor in Statistics.

He noted that in accordance with the UNC Policy on the Employment of Related Persons (Anti-Nepotism Policy), NC State did not have any reported employees out of compliance with the policy for calendar year 2016. Mr. Kelly reported that Raleigh Mayor Nancy McFarlane will deliver the commencement address.

In closed session, the committee approved the head men’s basketball coach employment agreement and a non-salary compensation request. They also recommended for approval by the Board of Governors two salary increases that are greater than 20% and $15,000 from each employee’s previous June 30th salary.

**NOMINATING COMMITTEE – CHAIR BEN JENKINS**

Chair Jenkins reported that the Committee recommended the following slate of officers for 2018-19:

- Chair – Jimmy Clark
- Vice Chair – Tom Cabaniss
- Second Vice Chair – Stan Kelly
- Secretary – Ann Goodnight
- Assistant Secretary – PJ Teal

The Nominating Committee also recommends Chip Andrews to serve as the fifth member of the Executive Committee since the past chair’s term will expire on June 30, 2017. Voting on the new slate of officers will be held at the July meeting.
BOARD OF VISITORS (BOV) REPORT – CHAIR CHUCK FLINK

Chair Flink reported that the BOV welcomed six new members: Brenda Brickhouse, Dwight Armstrong, Danny Peebles, Erik Dixon, General Ray Odierno and Pamela Townsend. He reported that at the last meeting, they heard a brief update on the repeal of House Bill 2.

The BOV received an overview of research being conducted at NC State, specifically research productivity, partnerships and new ventures. NC State ranks in the top ten of those universities without medical schools in the following categories: total research expenditures (7th), industry supported research (3rd), licenses and options (2nd) and startups launched (3rd).

Faculty and students continue to make tremendous strides in collaborative research, and NC State is one of two universities with two National Science Foundation research centers, the only university to lead one of the manufacturing innovation institutes, and one of four federally funded collaborative institutes.

He reported that Dr. Rodolphe Barrangou, recipient of the 2017 National Academy Sciences award in Molecular Biology, made a presentation on CRISPR technology and its impact on North Carolina and the world.

Four members of the Board of Visitors serve on the University Capital Campaign Committee: Chuck Flink, Judi Grainger, Henry Campen and Jon Ruffy. Mr. Flink reported that he serves as the official representative of the BOV on the Committee and he noted that he has been working with Vice Chancellor Brian Sischo on an engagement strategy for the Board of Visitors. The goal is to have 100% participation of the BOV in various aspects of the Campaign.

Chair Flink reported that at the conclusion of the BOV meeting, he asked members to achieve two important goals: 1) 100% participation in philanthropic giving and support of the Capital Campaign in 2017 and 2) serving as ambassadors of the University by connecting with alumni and friends that can also contribute to the capital campaign.

He reported that the BOV heard a report from Men’s and Women’s Swimming and Diving Coach Braden Holloway, who was recently named 2017 ACC Coach of the year in both the men’s and women’s programs. They also heard a legislative update and an overview of the current legislative agenda before the General Assembly.

STUDENT BODY PRESIDENT PAUL NOLAN

Mr. Nolan gave an overview of activities held since the last board meeting.

- On February 20, 2017 students gathered to rally on Stafford Commons for the United Not Divided event.
- The inaugural run for Razan 5K is an upcoming event inspired by Razan Abu- Salha, one of three student killed in the 2015 Chapel Hill shooting that took the lives of Razan, her sister Yusor and brother-in-law Deah.
- Student Giving Day is a University-wide celebration and encouragement of philanthropy that was held on March 29, 2017.
- Our Three Winners Public Art is in collaboration with the College of Design and University Architects to create a public art display on the College of Design campus. The design of the public art piece is a recreated and scaled up lamp that Rasan Abu-Salha one of Our Three Winners made in first year studio.
- He also updated the Board on Student Senate Legislation.
PRESENTATION OF WALTER HINES PAGE AWARD
Chancellor Woodson recognized Ben Jenkins, Jim Owens, Randy Ramsey and Paul Nolan as recipients of the Walter Hines Page award in appreciation of their service to the Board and to the university. The Order of Walter Hines Page is an honorary order exclusively for former members of the Board of Trustees of NC State University. Trustees are named to the Order by the Chancellor upon the expiration of their terms of office and are designated as “Trustees Emeritus.” Chancellor Woodson thanked them for their service to NC State.

CLOSED SESSION
With no further business in open session, Dr. Prestage made the motion, seconded by Mr. Jenkins, at 11:15 a.m. to go into closed session to prevent the premature disclosure of an honorary award. The motion passed.

RECONVNE IN OPEN SESSION
At 11:30 p.m., the board came out of closed session. With no further business in open session, Chair Owens adjourned the meeting at 11:34 a.m.

Respectfully submitted,

_______________________  _____________________
Assistant Secretary    Secretary

Approved:

_______________________
Chair of the Board
In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

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1 N.C.G.S. §138A-15 (e): “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A].” There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

2 “A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.” See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.
PROPOSED REVISION TO: POL01.05.01: Board of Trustees Bylaws and Appendix I

Rationale:

Consultation Process:

May 15, 2017 Vice Chancellor and General Counsel authorized transmittal of PRR for review

May 30, 2017 General Counsel sought preliminary review from Vice Chancellors

June 13, 2017 Preliminary review by the Chancellor and Secretary to the University

N/A [Relevant NCSU committee or other body] review, if applicable

June 16, 2017 General Counsel final review, if changes have been made

June 27, 2017 Cabinet review PRR *(PRR Administrator will complete)*

—— University Council (notification) *(PRR Administrator will complete)*

—— Board of Trustees (approval/notification) *(PRR Administrator will complete)*

PROPOSED REVISION TO: POL01.05.01 and Appendix I: Board of Trustees Bylaws

Rationale:

1. The Bylaws have been revised to reflect changes in State law regarding appointment of Trustees.
2. The Bylaws have been updated to reflect current practices of sending information to Trustees by electronic means, rather than by mailing.
3. The Bylaws have been edited for clarification purposes.
4. The Bylaws have been revised to be consistent with the current Board of Governors’ delegations of authority.

Review Process: The Office of General Counsel initiated a review and revisions to the Bylaws based on changes in law and updates to policies of the UNC Board of Governors. Vice Chancellors and their support staff to the BOT committees were consulted in the review.
1. ORGANIZATION

1.1 Membership

1.1.1 North Carolina State University at Raleigh shall have a Board of Trustees composed of thirteen persons chosen as follows:

1.1.1.a Eight elected by the Board of Governors of The University of North Carolina (UNC),
1.1.1.b Four appointed by the Governor-General Assembly under N.C.G.S. 120-121, two of whom shall be appointed upon the recommendation of the President Pro Tempore of the Senate and two of whom shall be appointed upon the recommendation of the Speaker of the House of Representatives, and

1.1.1.c The President of the Student Body, ex officio.

1.1.2 In every odd-numbered year, the Board of Governors shall elect four persons to the Board of Trustees and the Governor-General Assembly shall appoint two persons upon the recommendation of the President Pro Tempore of the Senate and one person upon the recommendation of the Speaker of the House of Representatives to the Board of Trustees; and the term of office of all such elected or appointed trustees (excluding the ex officio trustee) shall be four years or until successors are elected or appointed commencing on July 1 of such odd-numbered year.

1.1.3 Whenever any vacancy shall occur in the membership of the Board of Trustees among those appointed by the Governor-General Assembly, it shall be the duty of the Assistant Secretary of the Board of Trustees to inform the Governor-General Assembly of the existence of such vacancy, and the Governor shall appoint a person to fill the unexpired term vacancy shall be filled as provided in N.C.G.S. 120-122, and whenever any vacancy shall occur among those elected by the Board of Governors, it shall be the duty of the Assistant Secretary of the Board of Trustees to inform the Board of Governors of the existence of the vacancy, and the Board of Governors shall elect a person to fill the expired term. Whenever a member shall fail, for any reason other than ill health or service in the interest of the State or nation, to be present for three successive regular meetings of the Board of Trustees, that member's place shall be deemed vacant.

1.1.4 Any person who has served two full four-year terms in succession as a member of the Board of Trustees shall, for a period of one year, be ineligible for election or appointment to the Board.

1.1.5 No member of the General Assembly or officer or employee of the State, UNCThe University of North Carolina, or of any constituent institution of The University of North Carolina shall be eligible for election or appointment as a member of the Board of Trustees. No or spouse of any such member of the General Assembly, or of an officer or employee of North Carolina State University shall be eligible for election or appointment as a member of the Board of Trustees. Any trustee who is elected or appointed to the General Assembly or who becomes an officer or employee of the State, UNCThe University of North Carolina, or of any constituent institution of The University of North Carolina or whose spouse is elected or appointed to the General Assembly or becomes an such officer or employee of North Carolina State University shall be deemed thereupon to resign from membership on the Board of Trustees.

1.1.6 No person may serve simultaneously as a member of the Board of Trustees and as a member of the Board of Governors. Any trustee who is elected or appointed to the Board of Governors shall be deemed to have resigned as a trustee effective as of the date that the person's term commences as a member of the Board of Governors.
1.2 Officers

1.2.1 At the first meeting after June 30 of each year, the Board of Trustees shall elect from its membership a Chair, a First Vice Chair, a Second Vice Chair and a Secretary, each of whom shall serve for a term of one year and until a successor is elected. A Chair who is serving a second consecutive year as Chair is ineligible for reappointment as Chair until one year has elapsed from the end of the second consecutive year of service. If a vacancy occurs in any of these officers, the Board of Trustees shall elect a person to serve for the remainder of the unexpired term. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board of Trustees.

1.2.2 The Board of Trustees may also elect an Assistant Secretary, from among the members of the Chancellor's staff as recommended by the Chancellor. Copies of all minutes, papers and documents of the Board of Trustees may be certified by its Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the Board.

1.3 Committees

1.3.1 The Board of Trustees shall have the following standing committees: Audit, Risk Management and Finance Committee; Buildings and Property Committee; University Advancement and External Affairs Committee; University Affairs Committee; and Executive Committee. The Board may create such other committees as it deems appropriate. The Chair of the University Advancement Committee shall serve ex officio as a member of the Board of Trustees of the Endowment Fund.

1.3.2 The officers of the Board plus the immediate past Chair shall constitute the Executive Committee, which shall be chaired by the Board Chair. In the event there is no immediate past Chair, the Chair shall nominate for the Board's approval one Trustee to serve at-large on the Executive Committee. The Executive Committee shall be empowered to act for the Board between Trustee meetings with the responsibility to report on its actions at the next Board meeting.

1.3.3 At the first meeting after June 30 of each year, the newly elected Chair shall appoint the members of the standing committees and designate a chair for each committee. The Board Chair will appoint half of the membership to serve on the Audit, Risk Management and Finance Committee and half on the University Advancement and External Affairs Committee. The Board Chair will assign each Trustee to serve on another standing committee such that all Trustees shall serve on two standing committees (excluding the Executive Committee) each year. In making assignments, the Board Chair will balance Trustees' interests, expertise and experience on the committees. The goal will be for a balance of new and returning Trustees on each committee, with a rotation of committee leadership to provide all Trustees the opportunity to serve on multiple committees during a four year term. The Chair of the Board shall be an ex officio member of all standing committees except the Nominating Committee and shall count for purposes of determining whether a quorum is present at a committee meeting.

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1.3.4 The Board of Trustees may delegate to its committees such of its powers as it deems appropriate except for those powers which are expressly delegated to the Board of Trustees by the Board of Governors without the power to sub-delegate. Each committee shall present to the Board for its approval a description of committee responsibilities and such descriptions shall be reviewed and updated as the Board deems appropriate. The delegated authority, responsibilities and assignments of each committee are contained in Appendix 1 to these Bylaws.

1.3.5 A Nominating Committee shall be appointed each year by the Chair and shall consist of not less than three nor more than five members of the Board. The Chair shall not serve as a member of the Nominating Committee. The Nominating committee shall be responsible for presenting a slate of nominees to the Board at its last meeting before the beginning of each University fiscal year. The slate of nominees shall contain at least one nominee for each of the officers of Chair, First Vice Chair, Second Vice Chair, and Secretary. The guidelines for the Nominating Committee are contained in Appendix 1 to these Bylaws.

2. MEETINGS

2.1 Regular Meetings

There shall be not fewer than three regular meetings of the Board of Trustees each year. Meetings are usually held the third Thursday and Friday in February, April, September and November. A summer meeting may be held on a mutually agreeable date. A notice specifying the time and place of each regular meeting of the Board shall be posted by the Assistant Secretary on the Board of Trustees’ homepage website. If the date of a regular meeting is changed, the Assistant Secretary shall change the posting and notify each member of the Board at least ten (10) calendar days in advance of the meeting date. Any matter of business may be considered at a regular meeting.

2.2 Special and Emergency Meetings

2.2.1 A special meeting of the Board of Trustees or of a Standing Committee with delegated authority may be called by the Board Chair or by the Chancellor. A special meeting of the Board of Trustees may also be requested upon the written request of not fewer than six (6) members of the Board, directed to the attention of the Assistant Secretary, who shall notice a special meeting upon receipt of the sixth written request. A notice specifying the time and place of a special meeting shall be communicated by the Assistant Secretary to each member of the Board so that it is received at least forty-eight (48) hours in advance of the meeting date. Any matter of business may be considered at a special meeting.

2.2.2 When deemed necessary by the Board Chair or by the Chancellor, the Board Chair may conduct an emergency meeting of the Board with immediate notice. Only business connected with the emergency may be considered at the meeting.

2.2.3 A special or emergency meeting may be conducted by electronic means provided that the arrangements for such meeting comply with the applicable State laws concerning the conduct of electronic meetings of public bodies.
2.3 Agenda

2.3.1 At least seven (7) days prior to each regular meeting of the Board of Trustees, a copy of the agenda, including (insofar as is practicable) copies of all reports and other written materials to be presented to the meeting, shall be provided to each member of the Board by the Assistant Secretary. Insofar as is practicable, a copy of the agenda of each special meeting of the Board shall be sent to each member of the Board at least seven (7) days in advance of the special meeting; however, if such advance mailing is not practicable, the agenda for a special or an emergency meeting may be presented to the members of the Board as the first order of business at the meeting. No items may be considered at a special meeting except as contained on the agenda.

2.3.2 The agenda for every meeting of the Board shall be prepared by the Chancellor in consultation with the Chair. Every request for inclusion of an item on the meeting agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the Chancellor sufficiently far in advance of the meeting to permit a determination to be made by the Chancellor with respect to the propriety and practicability of including that item on the meeting agenda for the meeting.

2.3.3 Any member of the Board of Trustees may present to any regular meeting of the Board any item whether or not the same item is on the meeting agenda of the meeting, but no final action shall be taken on an item not on the agenda except by unanimous consent.

2.4 Conduct of Business

2.4.1 A quorum of the Board shall consist of a majority of the members of the Board.

2.4.2 The Chair shall preside over all regular and special meetings of the Board of Trustees. In the absence of the Chair, the First Vice Chair will preside. In the absence of the First Vice Chair, the Second Vice Chair will preside. In the absence of the Chair and both Vice Chairs, a presiding officer shall be elected by and from the membership of the Board of Trustees.

2.4.3 All members of the Board of Trustees may vote on all matters coming before the Board for consideration. No member may vote by proxy.

2.4.4 Except as modified by specific rules and regulations enacted by the Board of Trustees, Robert's Rules of Order Newly Revised (latest edition) shall constitute the rules of the parliamentary procedure applicable to all meetings of the Board of Trustees and its several committees.

2.4.5 Between regular meetings of the Board, routine matters of business within the authority of any committee of the Board may be dealt with by written ballot and without a meeting if such is deemed appropriate by the Chair of the committee. Any action taken by this method must be reported to the Board at its next regular meeting and the written ballots made available for public inspection.
2.5 Minutes

2.5.1 The Secretary or Assistant Secretary shall take minutes of all meetings of the Board of Trustees; shall file, index, and preserve all minutes, papers, and documents pertaining to the business and proceedings of the Board; shall be custodian of all records of the Board; when required the Secretary or Assistant Secretary, shall attest the execution of all legal documents and instruments of North Carolina State University at Raleigh.

2.5.2 Within a reasonable period after each meeting of the Board of Trustees, the Secretary or Assistant Secretary shall transcribe the minutes of the meeting and provide a copy to each member of the Board.

2.6 Executive Closed Session

2.6.1 By vote of a majority of the members present at any meeting of the Board of Trustees, the meeting may be closed to the public, subject to the requirements of applicable State laws concerning when and how closed sessions may be motioned and held accessible to such meetings.

2.7 Keeping Board of Governors Informed

2.7.1 The Assistant Secretary of the Board of Trustees shall keep the Board of Governors, through the Secretary of The University of North Carolina, fully and promptly informed concerning activities of the Board of Trustees, including notice of any changes in the membership of the Board or in its committee structure or bylaws and notices of meetings, and a copy of the minutes of all meetings.

3. POWERS AND DUTIES

3.1 General Powers and Duties

3.1.1 The Board of Trustees shall promote the sound development of North Carolina State University at Raleigh within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to North Carolina State University at Raleigh and shall also serve as advisor to the Chancellor concerning the management and development of the institution. The Chancellor shall be the official medium of communication between the Board of Trustees and all individuals, officials, agencies and organizations, both within and without the institution.

3.2 Other Powers and Duties

3.2.1 The Board of Trustees shall have such other powers and duties, not inconsistent with provisions of The Code of The University of North Carolina or with applicable provisions of State law, as are specified in said Code or as shall be defined and delegated by the Board of Governors.
4. AMENDMENT OF BYLAWS

4.1 Amendment of Bylaws

4.1.1 These bylaws may be amended at any regular or special meeting of the Board of Trustees by an affirmative vote of a majority of the members of the Board if the substance of the amendment has been filed in writing with the Secretary or Assistant Secretary and a copy has been sent mailed to each member of the Board at least seven days prior to the meeting at which the amendment is to be voted upon.

5. SUBORDINATION TO UNIVERSITY CODE

5.1 Subordination to University Code

To the extent that any of these bylaws may be inconsistent with The Code of The University of North Carolina, as the same may be amended from time to time, said Code shall control.

Appendix 1

NC State Board of Trustees’ Delegations of Authority, Assignments and Guidelines

I. Audit, Risk Management and Finance Committee Delegated Authority and Assignments

a. Audit

i. Provide oversight of the internal audit function.

ii. Review and approve the annual internal audit plan at the beginning of the audit cycle.

iii. Receive quarterly activity reports from the internal auditor.

iv. Receive direct verbal and/or written reports from the university’s internal auditor regarding out of the ordinary reviews and findings that may involve senior level university employees, trustees or affiliates.

v. Review a comparison of the annual internal audit plan to the actual internal audits performed.

vi. Provide oversight of the annual financial statement audit.

vii. Assure that the university is performing self-assessments of operating risks and evaluations of internal controls on a regular basis.

viii. Meet with representatives of the State Auditor’s Office to review the annual state auditor’s report and the university’s corrective action, if any.
ix. Review audit reports of University-associated entities.

b. Finance

i. Advise the Chancellor with respect to the development of budget estimates for the university, and with respect to the execution and administration of the budget as approved by the General Assembly and the Board of Governors.

c. Risk Management

i. Provide oversight of the risk management and compliance functions.

ii. Receive annual reports on risk management, compliance and legal issues.

d. Planning

e. Policy Development

i. Recommend to the Board of Trustees for approval policies regarding the preservation, maintenance and management of institutional trust funds.

ii. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the maintenance of campus security.

iii. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to information technology and cybersecurity.

II. Buildings and Property Committee Delegated Authority and Assignments

a. Subject to policies of the Board of Governors and all legal requirements Buildings and Real Property relative to the construction of state-owned buildings, for the following matters concerning campus capital construction projects which have been approved by the Board of Governors and authorized by the State of North Carolina:

i. Maintain a master plan for the physical development of the university.

ii. Select architects or engineers for buildings and improvements requiring such professional services.

iii. Select construction managers at risk for buildings and improvements requiring such professional services.

iv. Approve building sites.

v. Approve plans and specifications; and

vi. Accept all completed buildings and projects.
b. Prepare and maintain a master plan for the physical development of the institution.

c. Acquisitions and Dispositions of an Interest in Real Property

i. Approve all proposals involving acquisition or disposition of any interest in real property other than leases and for which authority has not been delegated to the chancellor, provided that if the proposal involves an interest in real property valued at $50,000 or more, the matter shall be recommended by the committee to the Board of Trustees for its approval and forwarding to the UNC President or Board of Governors, as required by the policies of the Board of Governors.

ii. Approve all acquisitions or dispositions by lease where the term of the lease exceeds 10 years or has an annual rent in excess of $150,000, provided that where the term of the lease exceeds 10 years or has an annual rent in excess of $350,000, the matter shall be recommended by the committee to the Board of Trustees for its approval and forwarding to the UNC President or Board of Governors, as required by the policies of the Board of Governors.

d. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies applicable to the control, operation and supervision of buildings and property pursuant to applicable provisions of State law and policies of the Board of Governors.

ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval changes to campus parking and traffic policies.

III. Executive Committee Delegated Authority and Assignments

a. Act for the full Board of Trustees between meetings with the responsibility to report on its actions at the next Board meeting.

b. Review and take final action on proposed contracts of $10,000 or more that may constitute a potential conflict of interest under the Dual Memberships and Conflicts of Interest Policy of the Board of Governors, UNC Policy 200.1.

c. Review and make recommended findings to the Board of Trustees regarding allegations of violation of UNC Policy 200.1.

d. If a member of the Executive Committee has a substantial interest in an entity that is intending to contract with the university, as defined in UNC Policy 200.1, the Chair of the Board of Trustees may assign the matter to another standing committee of the Board of Trustees or appoint an ad hoc committee of no less than three members of the Board of Trustees to handle the matter. If the Chair of the Board of Trustees has a substantial interest or is alleged to have
violated UNC Policy 200.1, the First Vice Chair of the Board of Trustees will assign or appoint
the committee.

e. Serve as the Compensation Committee of the Board of Trustees; for the Chancellor and Vice
Chancellors

IV. University Advancement Committee Delegated Authority and Assignments

a. Development and Advancement Activities

i. Approve all university fundraising campaigns.

ii. Advise the chancellor and vice chancellor for university advancement on the formation
of campaign steering committees.

iii. Advise the chancellor and vice chancellor for university advancement on the priority,
timing, direction, funding and management of capital and other fundraising campaigns.

iv. Recommend to the Board of Trustees for approval the naming of all facilities and
programs, owned, operated or controlled by the university.

v. Advise the chancellor in all areas pertaining to development, advancement services,
university communications and alumni relations.

vi. Receive nominations for the Watauga Medals and recommend nominees for approval
to the Board of Trustees.

vii. Receive regular reports on University Communications and NC State Alumni
Association activities and initiatives.

b. External Affairs

iii. Receive regular reports on the activities of the state legislature.

c. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for
approval policies related to the relationship between the university and its affiliated
foundations and the coordination of all fundraising activities intended to benefit the
university.

ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for
approval policies including but not limited to such matters as the conduct of fundraising
campaigns, and the use and application of privately donated funds for any activity whose
sponsorship may implicate or obligate the university.
iii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding fundraising activities intended to benefit the Endowment Fund and various affiliated foundations.

iv. Recommend naming guidelines for endowed funds, and facilities and programs funded in whole or in part by private monies.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding the awarding of the Watauga Medal.

V. University Affairs Committee Delegated Authority and Assignments

a. EHRA Personnel - on the recommendation of the chancellor

i. Approve the non-salary compensation for all EHRA employees, other than Vice Chancellors, who are exempt from the State Human Resources Act in accordance with UNC Policy 300.2.14 and NCSU POL05.15.03.

ii. Establish salary ranges, based on available relevant market data for deans and other senior academic and administrative officers that are not established by UNC General Administration.

iii. Recommend any salary increase for an EHRA employee other than for Vice Chancellors that requires approval by the Board of Governors.

iv. Review and approve any administrative separation or retreat rights subject to Board of Trustees approval under UNC Policy 300.1.6[R] and NC State POL 05.15.01. “Retreat rights” are those conditions of employment that would apply should the administrator leave his/her administrative position.

v. Confer permanent tenure consistent with NCSU POL05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure.

vi. Designate particular Distinguished Professorships, including Distinguished Scholars, and Distinguished Fellows, as which may be time limited pursuant to UNC Policy 600.2.3.

viii. Confer emeritus status to an individual with an SAAO Tier I appointment at retirement.

viii. Appoint or extend the contract of the athletic director and head coaches with employment contracts in accordance with UNC Policy 1100.3. Recommend contracts for Board of Governors’ approval in circumstances where the proposed contract terms require such approval under UNC Policy 1100.3.
ix. Review and recommend to the Board of Trustees for approval petitions relating to EHRA employees seeking political candidacy and/or public office holding as required by UNC Policy 300.5.2.

b. Employee Appeals

i. Discharge and Suspensions of Employees.

1. In a manner consistent with the Board of Trustees’ Policies and Procedures, with applicable policies of the Board of Governors, and with State law, hear appeals of discharged or suspended employees from actions taken by the chancellor when the applicable policies allow such appeals.

ii. Disposition of Employee Grievances.

1. Hear and render a decision on appeals in UNC Code Section 607 grievances, where neither the relevant administrative respondent nor the chancellor made an adjustment recommended by the grievance committee in favor of the grievant.

c. Academic Programs and Research

i. Review academic degree proposals requiring approval by the Board of Governors or UNC General Administration (including new degree programs, distance education delivery versions of approved academic programs, new distance education sites, discontinuation of degrees, and changes in degree program titles) and, upon the recommendation of the chancellor, to recommend such programs and proposals to the Board of Trustees.

ii. Receive notification on behalf of the Board of Trustees of other academic program proposals (including new certificates, concentrations and minors).

d. Student Affairs

i. Upon the recommendation of the chancellor, review and recommend to the Board of Trustees the approval of campus initiated tuition increases and the approval of student fees (proposed new fees as well as adjustments to existing fees).

e. Honorary Degrees, Awards and Distinctions

i. Receive and review nominations for Honorary Degrees and Holladay Medals and recommend nominees for approval to the Board of Trustees.

ii. Provide advice in the chancellor’s selection of a Commencement speaker.
f. Planning

i. Review and recommend to the Board of Trustees for approval changes in the university’s mission statement.

ii. Advise the chancellor on the development of plans to carry out the university’s mission.

iii. Review and approve the establishment, and continuation and discontinuation of Centers and Institutes as required by the BOG and UNC President and in accordance with UNC Policy 400.5[R].

g. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval personnel policies not otherwise prescribed by State law, the UNC Code or policies of the Board of Governors, for personnel in all categories of university employment.

ii. Recommend to the Board of Trustees for approval policies regarding the collection of tuition, fees and other monies to be collected from students, as approved by the Board of Governors.

iii. Recommend to the Board of Trustees for approval policies regarding acceptance of cash obligations in lieu of cash from students in payment of tuition and fees; and requirements for collateral security.

iv. Recommend to the Board of Trustees for approval policies for administration of scholarships and other financial aid to students.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the provision of student services and activities, including but not limited to student government and intercollegiate athletics, subject to general provisions as may be prescribed by the Board of Governors.

vi. Upon recommendation of the Chancellor, recommend to the Board of Trustees for approval policies related to research and centers and institutes.

h. Responsibilities

i. Receive and hear reports at committee meetings from the Chair of the Faculty Senate, the Chair of the Staff Senate, and the Student Body President.

VI. Nominations Committee Guidelines
a. Select one or more nominees for Chair from Board of Trustee members in their second consecutive (and last) term of appointment.

b. Where possible, ensure that each nominee for Chair corresponds to the guideline of limited continuity of leadership: a term as Chair of at least two years. A Chair who is serving a second consecutive year as Chair is ineligible for reappointment as Chair until one year has elapsed from the end of the second consecutive year of service.

VII. Chancellor Delegated Authority

a. EHRA Personnel - which may be further delegated to permanent designees

i. Take final action on all EHRA personnel actions, except those contained in UNC Policy 600.3.4 and UNC Policy 1100.3 which are retained by the Board of Trustees.

ii. Approve EHRA salary increases as authorized by UNC Policy 200.6, section I.A.(4) and as further sub-delegated as follows:

   a) A temporary salary stipend or supplement with a specified end date that does not exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary, up to 12-months in duration; and

   b) A temporary salary stipend or supplement without a specified end date that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary; and

   c) A permanent base salary adjustment that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary

b. Student Matters - which may be further delegated

i. Determine, after consultation with the faculty, whether an individual student shall be entitled to receipt of a particular degree.

ii. Establish admission policies and resolve individual admission questions for all schools and divisions within the university.

iii. Collect from each student, at the beginning of the semester or term, such tuition, fees and other amounts necessary to pay other expenses for the term, as have been approved by the Board of Governors.

iv. Require payment of such advance deposits, as such times and under such conditions, as may be required by State law or by the Board of Governors.

v. Require payment of such nonrefundable application of fees, in connection with each application for admission, as may be required by State law of by the Board of Governors.
vi. Administer scholarships and other forms of financial aid to students which are limited in their application to or are supported by North Carolina State University subject to the terms of any applicable laws and to policies of the Board of Governors.

vii. Regulate student activities including student conduct, the approval of organized, institutionally-recognized student activities and the definition of roles and functions of any institutionally-recognized system of student self-government and student participation in the governance of any aspect of institutional programs and services.

viii. Establish and supervise the institution's program of intercollegiate athletics, subject to such policies as may be prescribed by the Board of Governors and the Board of Trustees.

ix. Maintain campus security, subject to applicable provisions of State law and such policies as may be adopted by the Board of Governors.

x. Control and supervise campus utilities and other facilities subject to applicable provisions of State law and policies of the Board of Governors.

c. Signature Authority for Contracts, Leases and Other Agreements – which may be further delegated.

i. Sign and execute agreements, contracts, leases, and other official documents (all herein referred to corporately as agreements) with institutions, agencies, corporations, partnerships, individuals and other legal entities, said agreements including all such agreements not required by law or administrative regulation to be otherwise executed.

ii. Agreements shall comply with (1) the law of North Carolina, especially North Carolina General Statutes, Chapters 143 and 146, when applicable, and (2) with The Code and with policies determined by the Board of Governors or the Board of Trustees.

d. Acquisition and Disposition of Real Property by Lease

i. Acquire or dispose of real property by lease, subject to necessary approvals from State officials and agencies, provided the interest in property does not exceed $25,000 annual rental.

ii. The Chancellor, or the Chancellor's appointed representative, is authorized, subject to any necessary approvals from State officials or agencies, to execute any lease or rental agreement for space in any building on the Centennial Campus if (a) the business terms of the agreement have been approved by the Board of Trustees or its Committee on Buildings and Property, (b) the agreement is for a period of ten years or less, and (c) the annual rental is less than $50,000.

ed. Authority to Award Emeritus Status
i. Award emeritus status to Faculty and SAAO Tier II employees in accordance with applicable Board of Trustees policies governing the award of emeritus status.

The Use of Firearms on the University's Research Stations, Field Laboratories, Forest and Woodland Properties – which may be further delegated.

i. Establish operating procedures and to allow the use of weapons on the University's research stations, field laboratories, forest and woodland properties for the purposes of controlling animal depredation of crops and for wildlife management.

VIII. Vice Chancellor for Finance and Administration Delegated Authority

a. Purchase, Sell, Transfer or Sign Trust Fund Assets and Securities

i. Buy stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.

ii. Sell, trade, assign, endorse, and deliver for transfer certificates representing stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.

iii. Assign for reissue or redemption any registered obligation of any corporation, the United States Government and its instrumentalities, or of any state or political subdivision thereof, now or hereafter registered in the name of North Carolina State University at Raleigh.

b. Trademark registration and licensing program – or designee

i. Register such marks, symbols and other indicia of the University in the various states and with the U.S. Patent and Trademark Office as he deems appropriate.

ii. Enter into an agreement with an agent for the licensing of North Carolina State University's marks, symbols, and indicia in a manner deemed consistent with the purposes and needs of the University.

c. Internal Revenue Service Reimbursement Resolutions – or designee

i. Declare the official intent of NC State within the meaning of Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, evidencing NC State's intent to reimburse NC State for expenditures incurred and paid by NC State in connection with projects from the proceeds of tax exempt obligations.

d. Business Signatures – or designee

i. Establish Imprest Checking Accounts.
ii. Approve Tax Related Documents necessary for the University.

iii. Approve Trust Fund Authorities and Related Changes.

iv. Approve University Receipt Centers.
Graduation Rates Reach New Heights
More than 5,600 students graduated in our spring Commencement Ceremony, earning a total of 6,067 degrees. When combined with the degrees conferred at our December Graduation, NC State awarded more than 10,000 degrees this academic year. This is an all-time high for the university. In addition to increased graduation rates and the number of degrees conferred, students’ time to degree has decreased in accordance with NC State’s strategic plan. Over the past five years, NC State’s four-year graduation rate increased 12 percentage points; degrees conferred increased 10 percent for bachelor’s, 21 percent for master’s, and 31 percent for doctoral. And, NC State’s student success initiatives result in students graduating faster with reduced student debt.

NC State’s First Newman Fellow
Ashle Page was named a 2017 Newman Civic Fellow, the first NC State student to receive the award. She graduated in May with degrees from the College of Textiles and the College of Engineering as a 2017 Newman Civic Fellow. This prestigious honor was awarded to 273 students across the nation to recognize their exceptional community service and leadership efforts and provide tools needed to further develop these skills.

Impressive Jump in Patent Rankings
NC State jumped 17 places on the Top 100 universities in U.S. utility patents list published by the National Academy of Inventors and the Intellectual Property Owners Association. The university now holds the number 80 spot and was credited at the first signee on 32 patents issued in 2016. NC State is one of only four institutions based in North Carolina to earn a place on the list.

New Interdisciplinary Master’s Program
Thanks to a $1 million grant from the National Science Foundation, NC State’s College of Agriculture and Life Sciences will begin creating a master’s program designed for students from underrepresented groups. The Interdisciplinary Biochemistry Graduate Program will provide tuition for 20 master’s students in the Department of Molecular and Structural Biochemistry over the course of five years. The program is slated to begin with its first class of recipients as early as fall of 2018.

Eastman Chemical Company Partnership Continues
Executives at Eastman Chemical Company announced that they planned to renew their six-year master research agreement with NC State and expand its engagement with colleges and departments across campus. A representative of the company said that collaborative research opportunities are already underway in the Poole College of Management and the College of Agriculture and Life Sciences.
College of Design Student Virtual Reality Project to Appear at National Conference
Students and faculty in NC State’s College of Design continue to impress in all aspects of design. This spring a group of students created Paper Town Virtual Reality, an interactive art installation that immerses the user in a miniature, 360-degree physical environment experienced virtually through web virtual reality. It was accepted to appear at SIGGRAPH, the most well-known and widely respected conference for animation and interactive media, from July 30 – August 4, 2017 in Los Angeles.

Student Project Protects Environmental Resource
A Senior Design Project from students in the Department of Biological and Agricultural Engineering has come to fruition on Harkers Island. In need of wetland restoration and armed with a Duke Energy Grant, the Core Sound Waterfowl Museum and Heritage Center tapped students to brainstorm possible methods of revitalizing the ecosystem for environmental benefits as well as educational opportunities. Mason Marriner, Alex May, Kristen Navaroli, Meghan Porter and Taylor Williams designed and built a solar-powered water pump in the area that will transfer water from nearby ponds and canals to the dry wetland between rain events.

NC State to host 2020 Science Olympiad
It was announced that the 2020 Science Olympiad National Tournament will be held on NC State’s Campus. North Carolina has the second-largest Science Olympiad program in the country and has a vast network of participants. NC State students volunteer to help facilitate Science Olympiad events across North Carolina through The Science House at NC State. Hosting the 2020 National Tournament is an outstanding opportunity to encourage young students to think critically, work collaboratively, and innovate while introducing them to NC State. The event will also allow NC State students, faculty and administrators to engage members of academic communities and industry partners from across the country.

Barbieri to Receive 2017 Emerging Scholar of Distinction Award
Dr. Carla Barbieri, Associate Professor in Equitable and Sustainable Tourism in the Department of Parks, Recreation and Tourism Management, will receive the 2017 Emerging Scholar of Distinction Award from the International Academy for the Study of Tourism at their biennial conference in Guanzhou, China. There she will present the key contributions of her research to the field of tourism. Barbieri leads the NC State Agritourism Lab which research focuses on the sustainability of tourism in agricultural settings as a means to promote societal well-being in the US and abroad.

Susan K. Nutter Retires After 30 Years
Vice Provost and Director of Libraries Susan K. Nutter announced her plans to retire this fall after 30 years at NC State. Nutter is responsible for a tremendous amount of the growth and progress within NCSU Libraries. Throughout her career, Nutter has worked to transform the capabilities of existing library spaces and revolutionize the ways in which libraries can be used for research, education and outreach. She is largely responsible for the planning and designing of the James B. Hunt Jr. Library on Centennial Campus, an extremely decorated and widely-respected library.
Action Sheet

Check one below:

☐ Letter/Memo
☐ Contract/Agreement
☐ Lease – New ____ Renewal ____ Other ____ Associated Entity? Y / N
☐ Easement
☐ UNC- GA
☐ Reimbursement
☐ Other

Subject: PO2 Disposition of Real Estate

ABB space in Center for Technology and Innovation

Signature(s) required: Chancellor Woodson
Notary
Witness

Final distribution by? URED

Final version sent via: Mail ☐ Electronically ☐

Real Estate & Development

Date: 6/19/17

Originating Dept: RE&D
Contact/Phone: HLS 3-3711
☐ RUSH-DATE:

Reviewed/Signed off w/ Date:
Prepared by
Legal*
Director
AVC / RE&D
AVC / Treasurer*
Notary*/Witness*
Vice Chancellor
Other

Background/Instructions: This item is in late stage negotiation and, on completion, will require execution in August 2017

Complex / Address: Suite 100, 1010 Main Campus Drive
With: ABB
For / Use: High Bay/Mezzanine research space
Term: ±Nine (9) years and six (6) months
Compensation: ±$438,306/year ($29/rentable Square foot), escalating ±2.5%/year

VC Comments:

Return to:
☐ Human Resources, Box 7563
ATTN: Corrinda Watkins

☐ RE&D, Box 7408
ATTN: Harlan

☐ OGC, Box 7008
ATTN: Kathryn Livesay

☐ Call for Pickup: Harlan
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University Date: 6/19/17

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (sub-lease), (rental), or (other specify):

The disposition by sub-lease is recommended for the following reasons: This disposition furthers ABB’s programmatic connectivity on Centennial Campus (CC) and the University at large. ABB was the first private tenant to locate on CC almost 20 years ago. It is actively engaged with NC State, including sponsored research, a professorship endowment, memberships in FREEDM Systems Center and Power America, and has provided generous contributions to the College of Engineering.

With this new space, the firm will occupy over 152,000 square feet on CC and plans to increase its headcount by 60 over the next three years.

Description of Property:
±15,114 rentable square feet (RSF) of highbay/mezzanine research space
Centennial Campus - Center for Technology and Innovation
1010 Main Campus Drive, Suite 100, Raleigh, NC 27606

Term: ± Nine (9) years and six (6) months beginning approximately 8/15/17 and ending on approximately 1/31/2027. Rent Commencement approximately 1/1/2018 or upon issuance of Certificate of Occupancy following space fit-up. No renewal options.

Estimated value: ±$438,306

Where deed is filed, if known: N/A

If deed is in the name of agency other than applicant, state the name. N/A

Rental income, if applicable, and suggested terms:
- ±$438,306 per year ($29.00/RSF/Yr) for ± Nine (9) years and six (6) months with no renewal option.
- Rent to escalate annually by ±2.5%.

Funds from the disposal of this property are recommended for the following use.
Centennial Campus Trust Fund for the furtherance of campus development.

Action recommending this transaction was taken by the Board of Trustees at its meeting held on July ____ , 2016.

Signature [Handwritten Signature]
 Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
DISPOSITION OF REAL PROPERTY

SPACE LEASE

LESSEE ABB

LESSOR State of North Carolina

LOCATION 1010 Main Campus Drive, Suite 100

SIZE ±15,114 Rentable Square Feet (High Bay/mezzanine research space

RATE ±438,306 per year ($29/RSF/Yr.)

Escalation ±2.5% annually

TERM ±Nine (9) years and six (6) months beginning approximately 8/15/17 and ending on approximately 1/31/2027. Rent Commencement approximately 1/1/2018 or upon issuance of Certificate of Occupancy following space fit-up. No renewal options.

USE This disposition furthers ABB's programmatic connectivity on Centennial Campus (CC) and the University at large. ABB was the first private tenant to locate on CC almost 20 years ago. It is actively engaged with NC State, including sponsored research, a professorship endowment, membership in FREEDM Systems Center and Power America, and generous contributions to the College of Engineering.

With this new space, the firm will occupy over 152,000 square feet on CC and plans to increase its headcount by 60 over the next three years.
TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL PROPERTY

Form Number: PO-2
Preparation Date: June 19, 2017

Request: Disposition by space lease of 15,114 rentable square feet of high bay/mezzanine research space on Centennial Campus, Center for Technology and Innovation, Suite 100, 1010 Main Campus Drive for ABB.

Institution NORTH CAROLINA STATE UNIVERSITY

RECOMMENDED BY CHANCELLOR, NCSU

(Chancellor's Signature)

RECOMMENDED BY COMMITTEE ON BUILDINGS AND PROPERTY

(Chairman’s Signature)

RECOMMENDED BY BOARD OF TRUSTEES, NCSU

(Chairman’s Signature)

RECOMMENDED BY BOARD OF GOVERNORS

(Secretary's Signature)
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Scott R. Douglass
sdougla3@ncsu.edu
Security Level: Email, Account Authentication (None)

Signature
Using IP Address: 152.1.140.247

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Electronic Record and Signature Disclosure
ELECTRONIC RECORD AND SIGNATURE DISCLOSURE
From time to time, North Carolina State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies
At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent
If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosures electronically is described below.

Consequences of changing your mind
If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically
Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.
How to contact North Carolina State University:
You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: eecummin@ncsu.edu

To advise North Carolina State University of your new e-mail address
To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at eecummin@ncsu.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.
In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from North Carolina State University
To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to eecummin@ncsu.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with North Carolina State University
To inform us that you no longer want to receive future notices and disclosures in electronic format you may:
i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to eecummin@ncsu.edu and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

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<td>Internet Explorer 6.0? or above</td>
</tr>
<tr>
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** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.
Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify North Carolina State University as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by North Carolina State University during the course of my relationship with you.
CALL TO ORDER
Stan Kelly, Chair

ROLL CALL
Stan Kelly, Chair

READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT
Stan Kelly, Chair

1. CONSENT AGENDA

   A. Approval of April 20, 2017 Minutes (open & closed session) 7.1A
   B. Request to Continue Centers/Institutes 7.1B
      a. William and Ida Friday Institute for Educational Innovation (WIFIEI)
      b. Center for Innovation Management Studies (CIMS)
   ✓ C. Request for Change in Degree Program Titles 7.1C
      a. Masters in Digital Learning and Teaching (M.S. and M.Ed.)
      b. Master of Global Innovation Management
      c. Masters of, Masters of Science, and Doctor of Philosophy in Zoology
   D. Conferral of Tenure Requests 7.4A

2. REQUESTED ACTION

   ✓ A. Revisions to Policy 11.35.01 – Code of Student Conduct 7.2A
      Presenter: Michael D. Mullen, Vice Chancellor and Dean, Academic and Student Affairs
      Rationale: The Code of Student Conduct must be reviewed every three years in consultation with campus units. Revisions include: clarification regarding the scope of Code and providing flexibility to the administration in issuing sanctions; DASA is the responsible division for implementation and authority over student conduct and discipline; updating definitions to be consistent with other PRRs and procedures on similar topics (e.g. Title IX violations); and various technical revisions.

   B. Department of Athletics Proposed Bonus Structures for Staff 7.2B
      Presenter: Deborah Yow, Director of Athletics
      Rationale: Requires approval per Non-Salary and Deferred Compensation Policy 05.15.03.
      a. Gymnastics
      b. Men’s Golf
      c. Men’s Tennis

Denotes full Board approval required
3. INFORMATIONAL REPORT

A. Academic Programs Update

New Graduate Certificate Programs
- a. Materials Science and Engineering
- b. Mathematics
- c. Public Interest Design
- d. Military Land Sustainability

New Undergraduate Certificate Programs
- a. Food Safety and Quality Management

Changes/Revisions to Existing Undergraduate Certificate Programs
- a. Agronomic Crop Production
- b. Soil Science

Memoranda of Agreement
- a. Zhejiang University
- b. Nanjing Normal University

4. CLOSED SESSION

A. Personnel Matters

✓ B. Honorary Awards

5. RECONVENE OPEN SESSION

6. ADJOURN

Denotes full Board approval required
CONSENT
AGENDA
ITEMS
The University Affairs Committee of the Board of Trustees of North Carolina State University met April 20, 2017 in the Winslow Hall Conference Room.

Members Present:        Stan Kelly, Committee Chair
                         Tom Cabaniss
                         Jimmy Clark
                         Ben Jenkins
                         Paul Nolan
                         Dewayne Washington
                         Jim Owens, Board Chair

Others Present: Randy Woodson             Duane Larick
                Warwick Arden              Michael Lipitz
                Carolyn Bird               Jeannette Moore
                Angkana Bode                Marielle Pocan
                Cathi Dunnagan              Lori Preiss
                Eileen Goldgeier            Alan Rebar
                Cecile Hinson               Krista Ringler
                Marc Holt                   Katharine Stewart
                Louis Hunt                  PJ Teal
                Calvin Jackson              Courtney Thornton
                Amy Jinnette                Deborah Yow
                Sarah Lannom

Chair Stan Kelly called the meeting to order at 2:45 p.m. A quorum was present.

Chair Kelly reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the University Affairs Committee at this meeting. Hearing none, he proceeded with the committee agenda.

Consent Agenda
A motion was made by Mr. Nolan to approve the items on the consent agenda. Mr. Jenkins seconded the motion. The motion carried.

Requested Action
Ms. Lori Preiss, Director of EHRA Administration in Human Resources, presented the proposed 2017-2018 salary ranges for Senior Academic and Administrative Officer Tier II positions. She explained the purpose is to establish competitive ranges for EHRA SAAO Tier II positions based on current market data to allow the university to attract and retain highly qualified executive talent. She reviewed the methodology for establishing the ranges, which is the same methodology used by UNC-GA to develop the SAAO Tier I salary ranges. She noted that 3.73% is the average increase in the salary ranges from FY 2016-17 to 2017-18. Mr. Cabaniss made a motion, seconded by Mr. Jenkins, to approve the salary ranges. The motion carried.

Next, Provost Arden gave an overview of the request to approve time-limited appointment options for two distinguished professorships. He noted a distinguished professorship can be established such that it is
awarded for the full career of the faculty member or as time-limited such that each awardee holds the title for three years, five years, etc. UNC and NC State policies authorize the NC State Board of Trustees to designate a distinguished professorship as time-limited either upon its establishment or when the professorship is vacated. Mr. Clark made a motion, seconded by Mr. Cabaniss, to approve the time-limited designations contained in the agreements for the Bob and Carol Mattocks Distinguished Professorship in Nonprofit Leadership and the Lampe Distinguished Professorship in Biomedical Engineering. The motion carried.

Reports

Ms. Krista Ringler, Director of Scholarships and Financial Aid, provided an annual report on the list of recognized entities awarding full scholarships to undergraduates and the number of students receiving full scholarships from each entity. Per North Carolina General Statute, students who receive full scholarships from the list of recognized entities are considered residents of North Carolina and will receive the resident tuition benefit. There are 62 new and continuing students benefitting from this provision, including 52 Park Scholars.

Next, Dr. Louis Hunt, Senior Vice Provost and University Registrar, gave a report on the special consideration process of undergraduate admissions and the performance of students previously admitted through that process. He explained the purpose of the process is to provide a mechanism to admit students with exceptional talents in areas important to the university community. The overriding criterion in all admissions decisions is the potential for academic success. Although 6-year graduation rates of students admitted through this process are lower and fluctuate more than those of the overall student population, Dr. Hunt suggested the numbers were “good” given the small number of students admitted through the process and the unique circumstances of those individuals. The process is continuously monitored, but no changes are planned for the immediate future. Applicants admitted through this process have graduated in a variety of majors, including Engineering.

In the Faculty Senate update, Faculty Chair Jeannette Moore highlighted recent topics discussed in the Senate including the Bias Incidence Response Team (BIRT), preliminary Faculty Workload survey results and the upcoming mandatory two-factor authentication login process, which will add an additional layer of security to help prevent phishing attacks. She reported that Dr. Kimberly Ange-van Heugten was elected Associate Chair of the Faculty (2017-2019). She also noted that at the last Faculty Senate meeting of the semester, Benny Suggs, on behalf of the Alumni Association, presented her with a rocking chair in appreciation of her service. Finally, she introduced Dr. Carolyn Bird who will become Chair of the Faculty on July 1, 2017. Chair Kelly thanked Dr. Moore for her service to the university and for her interaction with the committee.

Staff Senate Chair Angkana Bode delivered the Staff senate report. She began by noting the year-long pilot of the Staff Ombudsman Program is off to an impressive start. She thanked Associate Vice Chancellor for Human Resources Marie Williams for her guidance in this area. She also highlighted other activities including Staff Senate’s focus to promote and facilitate staff participation in the capital campaign, the February 16 “Dance Around the World” event to celebrate our diverse campus, and community service initiatives, such as the NC State Habitat Build-A-Block project. Finally, she recognized Cathi Phillips Dunnagan who will serve as Staff Senate Chair effective July 1, 2017. On behalf of the committee, Chair Kelly thanked Ms. Bode for her service and for the energy and enthusiasm she brought to the chair position.

As part of the continued effort to provide more in-depth information to the committee on an area of focus, Provost Arden introduced Dr. Katharine Stewart, Vice Provost for Faculty Affairs, for a report on the promotion and tenure process at NC State. Dr. Stewart began by noting NC State has been recognized nationally for its fair and transparent policies in the promotion and tenure process. She gave an overview of the tenure track faculty life cycle, which begins with a rigorous and competitive search process. The promotion and tenure decision process includes a comprehensive internal review at the department, college and university levels as well as external evaluations by at least five accomplished scholars who are not part of the NC State community. Once tenure is achieved, faculty receive a post-tenure review by peers, the department head and dean every five years. In response to a question, Vice Provost Stewart explained the review options available in the promotion and tenure process for faculty with interdisciplinary appointments.

Chancellor Woodson shared that Raleigh Mayor Nancy McFarlane will give the May commencement address.
In his update, Provost Arden informed the committee of three recent distinguished professorship appointments:

- Dr. Phil Castellano, a Professor in the Department of Chemistry, has been named as the College’s first Goodnight Innovation Distinguished Chair.
- Dr. Marie Davidian, Professor in the Department of Statistics in the College of Sciences and formerly William Neal Reynolds Distinguished Professor of Statistics in the College of Agriculture and Life Sciences, has been named J. Stuart Hunter Distinguished Professor in Statistics.
- Dr. Len Stefanski, Professor in the Department of Statistics in the College of Sciences and formerly Drexel Professor of Statistics, has been named R.A. Fisher Distinguished Professor in Statistics.

The Provost also reported that in accordance with the UNC Policy on the Employment of Related Persons (Anti-Nepotism Policy), NC State did not have any reported employees out of compliance with the policy for calendar year 2016.

**Closed Session**

At 3:45 p.m. Mr. Jenkins made the motion, seconded by Mr. Washington, to go into closed session to establish the amount of compensation and other materials terms of an employment contract or proposed employment contract; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an employee or prospective employee. The motion carried.

**Reconvene in Open Session**

After coming out of closed session, Chair Kelly announced the meeting in open session.

Mr. Cabaniss moved to approve the personnel items discussed in closed session including a head coach employment agreement and a non-salary compensation request. Mr. Jenkins seconded the motion. The motion carried.

With no further business, Chair Kelly announced the meeting adjourned at 4:15 p.m.

______________________________________

Stan Kelly, Chair
MEMORANDUM

TO: Alan H. Rebar  
   Vice Chancellor for Research, Innovation and Economic Development

FROM: W. Randolph Woodson  
       Chancellor

SUBJECT: Recommendation to continue the William and Ida Friday Institute for Educational Innovation (WIFIEI) under Regulation 10.10.04

DATE: May 10, 2017

In response to your Memorandum dated May 9, 2017, authorization is hereby granted to forward the request to continue the William and Ida Friday Institute for Educational Innovation (WIFIEI) to the Board of Trustees for approval.

WRW/mh

cc: Mary Ann Danowitz, Dean, College of Education  
    Glenn Kleiman, Executive Director, Friday Institute  
    Dave Frye, Associate Director, Friday Institute  
    Paola Sztajn, Associate Dean for Research  
    Mladen Vouk, Associate Vice Chancellor, Research Development  
    Jonathan Horowitz, Assistant Vice Chancellor, Research Administration  
    Larisa Slark, Senior Administrative Coordinator – Centers and Institutes
MEMORANDUM

TO: W. Randolph Woodson
Chancellor
NC State University

FROM: Alan H. Rebar
Vice Chancellor for Research, Innovation and Economic Development
NC State University

SUBJECT: Recommendation to continue the William and Ida Friday Institute for Educational Innovation (WIFIEI) under Regulation 10.10.04

DATE: May 9, 2017

The William and Ida Friday Institute for Educational Innovation (WIFIEI) was authorized in November 2005 by the NC State Board of Trustees to advance education through innovation in teaching, learning, and leadership. In accordance with NC State Regulation 10.10.04, a Periodic review of the Institute was conducted by a team of experts and a site visit was completed in December 2016 for activities in fiscal years 2012 - 2016. Following the receipt of the Review Team’s report, as well as a response from the Institute that is approved by the College of Education, this memo requests your approval of continuance.

The Report delivered by the Review Team supports strongly the mission and direction of the Institute and shows that its activities are important and valuable, and consistent with the mission and strategic plan of NC State. Indeed, the Report states that the Institute “continues to be an integral player in progress of public education in North Carolina”. The Review Team added that the Institute brings education to the people by being “deeply networked into the K12 education community of the North Carolina, and, increasingly, other states and even other countries”. The Review Team concluded that “each of the 115 districts in the NC Public School System in various ways have been the beneficiary of the innovation generated” at the Institute.

The Review Team provided a number of recommendations, including increased collaborations with the College as well as industrial partners on Centennial Campus. Additionally, the Review Team recommended that the Institute develop and implement a strategic communications plan. These recommendations were accepted, and efforts will be undertaken by the Institute and College to address these deficiencies.

The Office of Research, Innovation and Economic Development recommends that the WIFIEI should continue as a University Institute as sanctioned by the NC State Board of Trustees, and requests your approval of this recommendation.

AHR/mh

cc: Mary Ann Danowitz, Dean, College of Education
Glenn Kleiman, Executive Director, Friday Institute
Dave Frye, Associate Director, Friday Institute
Paola Sztajn, Associate Dean for Research
Mladen Vouk, Associate Vice Chancellor, Research Development
Jonathan Horowitz, Assistant Vice Chancellor, Research Administration
Larisa Slark, Senior Administrative Coordinator – Centers and Institutes
MEMORANDUM

TO: Alan H. Rebar  
Vice Chancellor for Research, Innovation and Economic Development

FROM: W. Randolph Woodson  
Chancellor

SUBJECT: Recommendation to continue the Center for Innovation Management Studies (CIMS) under Regulation 10.10.04

DATE: May 26, 2017

In response to your Memorandum dated May 25, 2017, authorization is hereby granted to forward the request to continue the Center for Innovation Management Studies (CIMS) to the Board of Trustees for approval.

WRW/mh

cc: Annette Ranft, Dean, Poole College of Management  
Paul Mugge, Executive Director, CIMS  
Michelle Grainger, Managing Director, CIMS  
Steven Allen, Associate Dean for Research  
Mladen Vouk, Associate Vice Chancellor, Research Development  
Jonathan Horowitz, Assistant Vice Chancellor, Research Administration  
Larisa Slark, Senior Administrative Coordinator – Centers and Institutes
MEMORANDUM

TO: W. Randolph Woodson
Chancellor
NC State University

FROM: Alan H. Rebar
Vice Chancellor for Research, Innovation and Economic Development
NC State University

SUBJECT: Recommendation to continue the Center for Innovation Management Studies (CIMS) under Regulation 10.10.14

DATE: May 25, 2017

The Center for Innovation Management Studies (CIMS) was authorized in May 2000 by the UNC Board of Governors to create, synthesize and disseminate industry-relevant information on innovation management and to develop current and future generations of innovation management researchers and industry practitioners. In accordance with NC State Regulation 10.10.04, a Periodic review of the Center was conducted by a team of experts and a site visit was completed in November 2013 for activities from July 2008 – June 2013. Following the receipt of the Review Team’s report, as well as a response from the Poole College of Management (PCOM), this memo requests your approval of continuance.

The Report delivered by the Review Team supports the mission and direction of the Center and shows that its activities are important and valuable, and consistent with the mission and strategic plan of NC State. With that said, the Review Team provided a number of recommendations that were accepted by the Center and College. In particular, the Center will re-double efforts to link PCOM faculty to the Center and integrate Center activities more fully within the College’s teaching and research programs.

The Office of Research, Innovation and Economic Development recommends that CIMS should continue as a University Center as sanctioned by the NC State Board of Trustees, and requests your approval of this recommendation.

AHR/mh

cc: Annette Ranft, Dean, Poole College of Management
    Paul Mugge, Executive Director, CIMS
    Michelle Grainger, Managing Director, CIMS
    Steven Allen, Associate Dean for Research
    Mladen Vouk, Associate Vice Chancellor, Research Development
    Jonathan Horowitz, Assistant Vice Chancellor, Research Administration
    Larisa Slark, Senior Administrative Coordinator – Centers and Institutes
Routing for On-Campus Approval of Degree Program Actions

Type of Action: Enter “X” for Action Type(s) and list Title and Prefix(s) as indicated

_____ New Degree Program
_____ Proposed Program Title __ _Learning Design and Technology ___________

_____ New Certificate Program
_____ Proposed Certificate Program Title____________________________

_____ New Minor Program
_____ Proposed Minor Program Title____________________________

_____ Change in Degree Program Title
_____ Current Degree Program Title __ _Digital Learning and Teaching ___________

_____ Change in Certificate Program Title
_____ Current Certificate Program Title____________________________

_____ Change in Minor Program Title
_____ Current Minor Program Title____________________________

_____ Change in Course Prefix
_____ Current Course Prefix __________ Proposed Course Prefix___________________

_____ Program Discontinuation

 Proposed Effective Date__________________ Program Contact: John Lee JLeeDncsu.edu


Routing of Action: Indicate date when the following occurs

Completed Request to Plan and 1-page Concept Paper

_____ Council of Dean’s- Approval to Plan

Completed Proposal

2/1/2017 Department Head endorses*
2/1/2017 College Curriculum Committee (undergraduate or graduate) recommends*
2/1/2017 College Dean endorses*

Proposal moves to Undergraduate or Graduate office for routing

2/1/2017 Recommended by Vice Provost, DELTA, if applies*
3/3/2017 Substantive Change Review Team (SCRT) informed

If SACS notification is required, SCRT prepares letter for Chancellor to send to SACS

3/30/17 University Courses & Curriculum Committee or Administrative Board of the Graduate School recommends

N/A Associate Deans Council or Graduate Operations Council informed

4/10/17 Dean (Graduate School or DASA) approves*

Proposal move to the Executive Vice Chancellor Provost’s office for routing

Vice-Provosts informed
Deans’ Council recommends*
Executive Vice Chancellor and Provost approves*
Chancellor’s Executive Officer’s (EOM) recommend
University Council informed
Board of Trustees subcommittees recommend
Chancellor approves*
Accreditation Liaison notifies SACS, if applicable
Submitted to UNC-General Administration by Provost’s Office

* Signature is required on the signature page for the action
Program for Learning Design and Technology, in Teacher Education & Learning Sciences Department
College of Education
North Carolina State University

This request has been reviewed and approved by the appropriate campus committees and authorities.

Endorsed By: ___________________________ 2/1/17  
Head, Department/Director of Graduate Program

Recommended By: ___________________________ 2/1/17  
Chair, College Graduate Studies Committee

Endorsed By: ___________________________ 2-1-17  
College Dean

Recommended By: ___________________________ 2/17/17  
Vice Provost, DELTA (if DE degree)

Approved By: ___________________________ 4/10/17  
Dean of the Graduate School

Recommended By: ___________________________ 3/8/17  
Dean's Council

Approved By: ___________________________ 5/9/17  
Provost

Approved By: ___________________________  
Chancellor  
(revised August 2010)
TO: Graduate Studies Committee
RE: Master’s Program Name Change Request to Learning Design and Technology
CC: John Lee
DATE: Monday, January 30, 2017

Dear Graduate Studies Committee:

The Digital Learning and Teaching Program in the Department of Teacher Education and Learning Sciences request a program name change to align the master’s and doctoral programs. The request is to change the overall program and master’s program from Digital Learning and Teaching (DLT) to Learning Design and Technology (LDT). There are pertinent reasons for this request.

First, the two-name program lead to unnecessary confusion among students and College of Education faculty – what are the critical distinctions between the names Digital Learning and Teaching at the master’s level and Learning Design and Technology at the doctoral level? In fact, this distinction is neither necessary nor contributes to a coherent picture of the program, and related master’s and doctoral degrees. A single name, Learning Design and Technology, ensures a clear and accurate designation.

Second, when the Learning Design and Technology doctoral program area of study (PAS) was established, we distributed a list of more than ten prospective program names to the more than 20 interdisciplinary faculty on campus who agreed to be affiliated with the doctoral PAS. These faculty were asked to rank-order prospective program names, including Digital Learning and Teaching, and the program name that rose to the top was Learning Design and Technology.

Third, Learning Design and Technology best aligns with the department’s emergent focus on the Learning Sciences, while addressing the design element that prospective students in sectors such as industry and health are seeking as we attempt to broaden the student applicant base beyond K-12.

Finally, Learning Design and Technology is a recognizable name among peer institutions domestically (e.g., the University of Georgia, Penn State University, Purdue University, and Stanford University), which allows us to be recognized equally among these well-regarded programs.

Should you have any additional questions regarding this request, we would be happy to respond.

Sincerely,

Dr. Michael A. Evans
Digital Learning and Teaching Master’s Program Coordinator (on behalf of colleagues)
Thanks Mary...

[Quoted text hidden]

michael a evans <michael.a.evans@ncsu.edu>  
Fri, Jan 13, 2017 at 12:13 PM  
To: Jessica DeCuir-Gunby <jdecuir@ncsu.edu>, Mary Martin <mmartin@ncsu.edu>  
Cc: John Lee <jkle@ncsu.edu>, "aaron_clark@ncsu.edu" <aaron_clark@ncsu.edu>  

BTW, I shared the letters (emails) of agreement from the College of Design and STEM Ed (CED) with John last term, but can resend if needed - the name that was approved is as follows:

Learning Design and Technology (LDT)

Thanks!

[Quoted text hidden]

Mary Morris <mmartin@ncsu.edu>  
Fri, Jan 13, 2017 at 3:10 PM  
To: michael a evans <michael.a.evans@ncsu.edu>  
Cc: Jessica DeCuir-Gunby <jdecuir@ncsu.edu>, John Lee <jkle@ncsu.edu>, "aaron_clark@ncsu.edu" <aaron_clark@ncsu.edu>  

Please do resend

Thanks,
Mary

Mary M. Morris  
North Carolina State University  
College of Education  
Executive Assistant to the  
Associate Dean for Academic Affairs  
204 Poe Hall  
919.515.5906  
919.515.5901 (fax)  
mmartin@ncsu.edu  

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This message may contain legally confidential and privileged information and is intended only for the named recipient(s). No one else is authorized to read, disseminate, distribute, copy, or otherwise disclose the contents of this message. If you have received this message in error, please notify the sender immediately by e-mail or telephone and delete the message in its entirety.

All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties.

[Quoted text hidden]

michael a evans <michael.a.evans@ncsu.edu>  
Fri, Jan 13, 2017 at 4:46 PM  
To: Mary Morris <mmartin@ncsu.edu>  
Cc: Jessica DeCuir-Gunby <jdecuir@ncsu.edu>, John Lee <jkle@ncsu.edu>, "aaron_clark@ncsu.edu" <aaron_clark@ncsu.edu>  

Here you go - from STEM Ed and College of design below:

________ Forwarded message ________  
From: Aaron Clark <aaron.clark@ncsu.edu>  
Date: Tue, Dec 6, 2016 at 1:27 PM  
Subject: Re: Speak with you about master's name change  
To: michael a evans <michael.a.evans@ncsu.edu>  
Cc: John Lee <jkle@ncsu.edu>, Ellen vasu@ncsu.edu <ellen_vasu@ncsu.edu>  

Michael
Sorry for the late reply, but I had to discuss some items with the faculty. Our program, titled Technology, Engineering and Design Education, do have some concerns, but they can be easily addressed on your website for the TELS program. With the use of the words Technology and Design in your title, plus being in a College of Education, we ask that you review your front-page (splash-page) for your program to make sure that we limited the confusion for students. In the past, this has been a problem, and if we are to move forward with your proposal, we want students seeking your program to know exactly what it is and the great curricula you offer. I suggest moving forward with your request to the Graduate Studies Committee for the College.

Aaron

——— Forwarded message ———
From: art <art_rice@ncsu.edu>
Date: Mon, Dec 5, 2016 at 2:56 PM
Subject: Re: Response to your name change
To: michael a evans <michael.a.evans@ncsu.edu>
Cc: Mark Hoversten <mark_hoversten@ncsu.edu>

Michael
The College of Design see no problem with the proposed name change to "Learning Design and Technology" We feel that this name appropriately uses the term "Design" in support of learning.

art

Arthur Rice, FCELA,
Associate Dean College of Design
Professor of Landscape Architecture
NCState University
Raleigh, NC 27695
art_rice@ncsu.edu

(919)515-8347
[Quoted text hidden]
April 20, 2017

To: Dean Maureen Grasso, Graduate School
From: Dr. Steve Allen, Associate Dean, Poole College of Management
Re: Request for Degree Program Name Change

The Poole College of Management requests that the Master of Global Innovation Management (MGIM) degree program be renamed to the Master of Management, effective for students matriculating in fall 2017.

Background

The Master of Global Innovation Management (MGIM) degree program was established at NC State in 2008. This one-year, dual degree program provides a concentration in innovation management along with basic business management for early-career managers. The program is offered in partnership with Aix-en-Marseille Graduate School of Management/IAE (AMGSM/IAE). More than 165 students have completed the program; 18 are enrolled in the current academic year. MGIM graduates that are competitively admitted may complete an additional year of study in the Jenkins MBA program and earn an MBA from NC State.

In 2012, the College of Management began offering another concentration emphasizing management issues in the luxury industry. This new concentration was called Global Luxury Management (GLM). This concentration is offered in partnership with SKEMA Business School in France. All students in this concentration currently receive a Master of Global Innovation Management degree from NC State and a Master of Science in Management degree from SKEMA upon graduation. There is some innovation management content in this concentration, but there also is content from other management disciplines such as marketing and supply chain management.

In 2015, the faculty of the Jenkins Graduate School voted to stop offering the MGIM dual-degree program with AMGSM/IAE due to low program enrollment and the need to shift resources to other graduate-level programs with higher market appeal. Students admitted in the 2016-2017 year will be the last group to earn the Master of Global Innovation Management degree with a concentration in innovation management. AMGSM/IAE has been informed of the decision and has found another US partner.

Given the discontinuation of the innovation management concentration in the MGIM program, the faculty determined that the name of the degree should be re-examined. Innovation management represented no more than 25 percent of the degree requirements and the MGIM degree name is not well recognized. The faculty decided that the degree name should be changed to Master of Management. This is a well-recognized degree name and it much more accurately reflects degree content.
Justification

Changing the name of the one-year degree to *Master of Management* is appropriate at this time because:

- After the current class graduates in May 2017, the innovation management concentration in the MGIM degree will no longer represent an actual program of study.
- AMGSM/IAE has found a new US partner and wants to continue to use the MGIM degree name outside of the partnership with NC State
- *Master of Management* is a recognized name for a one-year degree in business. Some schools offer a general management degree; others permit specialization in a particular area of business.
- Interest in the GLM concentration remains strong. *Master of Management* is both sufficiently broad and accurate to be the umbrella degree that has Global Luxury Management as a concentration.
- Adopting the name *Master of Management* for this degree will provide a framework under which Jenkins may consider other degrees with market value in the future (e.g., sustainability management).
ABGS Reviewer Comments: MGIM Name Change to Management

Reeves:
-I have no objections to the name change, but if this truly is a change in focus for the degree, I would expect there to be some changes in the set of required courses, electives, etc. PCOM didn't ask for any changes other than a name change for the degree?

Clark:
-None

Dannels:
-I concur with Doug; if this is simply a name change, I'm fine with it. If it is more, I presume we'd need more.
ABGS Reviewer Comments: MGIM Name Change to Management

Reeves:

-I have no objections to the name change, but if this truly is a change in focus for the degree, I would expect there to be some changes in the set of required courses, electives, etc. PCOM didn't ask for any changes other than a name change for the degree?

Clark:

-None

Dannels:

-I concur with Doug; if this is simply a name change, I'm fine with it. If it is more, I presume we'd need more.

Steve Allen’s response:

- The curriculum will not be changing at all. I am not sure where they are getting that. The Global Luxury concentration will be the only remaining option and it will be the same in 2017-18 as it was in previous years.
Change in Program Name: Master of Global Innovation Management to Master of Management
North Carolina State University

This request has been reviewed and approved by the appropriate campus committees and authorities.

Endorsed By: 
Head, Department/Director of Graduate Program (Printed Name and Signature) Date

Recommended By: 
Chair, College Graduate Studies Committee (Printed Name and Signature) Date

Endorsed By: 
College Dean (Printed Name and Signature) Date

Recommended By: 
Vice Provost, DELTA (if DE degree) (Printed Name and Signature) Date

Approved By: 
Dean of the Graduate School (Printed Name and Signature) Date

Recommended By: 
Dean's Council (Printed Name and Signature) Date

Approved By: 
Executive Vice Chancellor and Provost (Printed Name and Signature) Date

Approved By: 
Chancellor (Printed Name and Signature) Date

(revised August 2015)
DATE: February 3, 2017
TO: Senior Vice President for Academic Affairs
FROM: Rebecca E. Irwin Director of the Zoology Graduate Program (DGP) and Martha B. Reiskind, Coordinator of Academic Programs in Applied Ecology

RE: Name change of the Zoology Graduate Program to Biology Graduate Program.

**Proposed effect date: January 1, 2018**

I am writing to request a change in the name of the Graduate Program in Zoology to the **Graduate Program in Biology**. This would involve changing the name for the Ph.D., M.S., and Masters programs.

The name “Zoology” does not encompass the rich diversity of research being conducted by graduate students and mentors in this program. The program includes students and faculty who study insects, plants, microbes, animals, organic and inorganic nutrients, and their interactions at all levels of biological organization in terrestrial and aquatic environments. Moreover, the name “Zoology” is antiquated and has been affecting our ability to compete successfully at the national and international levels for the best student recruits. The “Zoology” graduate program was reviewed in October 2016 and the review committee strongly urged the program to change its name to encompass its membership. On January 23, 2017 we had a meeting of the “Zoology” Graduate Program, and at that meeting, the membership voted unanimously to rename itself “Biology.” I should note that the membership discussed various other modifiers that could be added to the name “Biology,” but there was no one modifier that was acceptable to the entire membership and some members felt excluded by some modifiers. Thus, the name “Biology” is the most appropriate name to describe our diverse program. After polling our current graduate students, over 90% of the students plan on adopting the new name of the program, and less than 10% prefer to graduate with the original name of Zoology and will be able to do so.

This program is made up of faculty across departments and colleges, including the Department of Applied Ecology (CALS) and the Department of Biological Sciences (COS). As we address various points brought up in our external review, we envision opportunities for faculty across campus to participate in this interdepartmental and intercollege **Graduate Program in Biology**.

The program is administered by the Department of Applied Ecology and will continue to be under the new name Biology.

We look forward to watching our program grow and strengthen with this change in name.

Sincerely,

Rebecca E. Irwin
Director, Zoology Graduate Program
Email: reirwin@ncsu.edu
Current Zoology Program Statistics

Graduate Student Information

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<th>Biological Sciences (17ZO)</th>
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Grand Total of 47 ZO Students

Graduating Spring 2017

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<td>1 MS</td>
<td>1 MR</td>
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Grand Total 4

Incoming Fall 2017

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<td>4 MS</td>
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Grand Total 9

Faculty Information

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<th>Forestry</th>
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</table>

TOTAL 75 faculty members
Name change to the zoology graduate program
3 messages

Martha Reiskind <mreiski@ncsu.edu> Tue, Feb 7, 2017 at 4:41 PM
To: Gerald LeBlanc <gal@ncsu.edu>, Harry Daniels <harry_daniels@ncsu.edu>
Cc: Rebecca Irwin <reirwin@ncsu.edu>

Hello,
I wanted to give you a heads up that tomorrow or Thursday I'm going to bring by the paper work for the name change of the zoology graduate program to biology graduate program. One thing they said was it would be helpful, in addition to your signature on the paper work, if I could get an email confirmation from you and Harry, that you are both in favor of this change. I will attach it to the paperwork. I will collect Dr. Irwin's (DGP) and Dr. Daniels' signature and then come by and collect Dr. LeBlancs before I send it to the COS GSC. From there it will head back to the CALS GSC for signatures, and eventually make it's way to the graduate school.

Thanks so much.
Best,
Martha

--

Martha Burford Reiskind, PhD
Assistant Professor
Coordinator of Academic Programs in Applied Ecology
Department of Applied Ecology, Box 7617
North Carolina State University
Raleigh, NC 27695

Phone: 919.515.3495
Email: mreiski@ncsu.edu or martha_reiskind@ncsu.edu
Department website: http://appliedecology.cals.ncsu.edu/
Lab website: http://burfordreiskind.com/

Gerald LeBlanc <gal@ncsu.edu> Tue, Feb 7, 2017 at 4:48 PM
To: Martha Reiskind <mreiski@ncsu.edu>
Cc: Harry Daniels <harry_daniels@ncsu.edu>, Rebecca Irwin <reirwin@ncsu.edu>

Martha,

I am writing to confirm that I, as a representative of the Department of Biological Sciences, am in favor of the graduate program name change from Zoology to Biology.

Best regards,

Jerry

--

Gerald A. LeBlanc, PhD
Professor and Head
Department of Biological Sciences
North Carolina State University
Box 7614
Harry Daniels <harry_daniels@ncsu.edu>  
To: Martha Reiskind <mbreiski@ncsu.edu>  
Cc: Gerald LeBlanc <gal@ncsu.edu>, Rebecca Irwin <reirwin@ncsu.edu>  

As Department Head of Applied Ecology, this email is confirmation of my support for the proposed name change of the graduate program in Zoology to "Biology".

Let me know if you need additional information.

Regards,

Harry

--------------------------------------------------
Harry V. Daniels, PhD  
Professor and Head  
Department of Applied Ecology  
http://appliedecology.cals.ncsu.edu  
Director, Online Environmental Assessment Program  
http://ea.cals.ncsu.edu/  
Blog site http://ea.cals.ncsu.edu/blog/  
North Carolina State University  
127-A David Clark Labs  
Campus Box 7617  
Raleigh, NC 27695  
Tel. (919) 515-4663  
Fax (919) 515-5327
ACTION FOR NAME CHANGE OF ZOOLOGY GRADUATE PROGRAM

RECOMMENDED BY:  
DGP. ZOOLOGY PROGRAM  
2/8/17  
DATE

GRADUATE COORDINATOR, ZOOLOGY PROGRAM  
2/7/17  
DATE

ENDORSED BY:  
HEAD, DEPARTMENT/PROGRAM (APPLIED ECOLOGY)  
2/8/17  
DATE

HEAD, DEPARTMENT/PROGRAM (BIOLOGICAL SCIENCES)  
4/20/17  
DATE

COLLEGE GRADUATE STUDIES COMMITTEE (APPLIED ECOLOGY)  
4/26/17  
DATE

COLLEGE GRADUATE STUDIES COMMITTEE (BIOLOGICAL SCIENCES)  
4/27/17  
DATE

CALS DEAN  
4/26/17  
DATE

COS DEAN  

APPROVED BY:  
DEAN OF GRADUATE SCHOOL  
4/11/17  
DATE

PROVOST  
DATE

CHANCELLOR  
DATE

PROPOSED EFFECTIVE DATE 1 MARCH 2017

APPROVED EFFECTIVE DATE
Conferral of Academic Tenure:

The information regarding conferral of academic tenure is included in the Closed Session Materials – Tab 7.4A.
REQUESTED ACTION ITEMS
PROPOSED REVISION TO: POL 11.35.01 – Code of Student Conduct

Rationale: Pursuant to POL 11.35.01 – Code of Student Conduct Section 13.2 the Direction, Office of Student Conduct (OSC) shall review the Code every three years in consultation with other campus units. The review and proposed revisions include clarifications on the scope of the Code, providing more flexibility to the OSC regarding sanctions, returning authority over the code to the Division of Academic and Student Affairs, updating definitions to be consistent with other PRRs and best practices, and various technical amendments.

Consultation Process:

June 2016
Paul Cousins, Director, Office of Student Conduct begins mandatory PRR review pursuant to Section 13.2 of the Policy

June 2016
General Counsel preliminary review and consultation

July 2016 – May 2017
Consultation and Review: Office for Institutional Equity and Diversity (OIED), n Fraternity and Sorority Life, NC State Police, University Housing, Student Development, Health, and Wellness

May 2017
General Counsel final review

June 27, 2017
Chancellor’s Cabinet review and approval

July 2017
Board of Trustees (approval/notification), if applicable

August 14, 2017 UC Notification

NC STATE UNIVERSITY
Policies, Regulations and Rules

<table>
<thead>
<tr>
<th>Authority</th>
<th>Board of Trustees</th>
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<tr>
<td>Title</td>
<td>Code of Student Conduct</td>
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<td>POL11.35.01</td>
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<td>PRR Subject</td>
<td>Student Discipline</td>
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Contact Info

Director, Office of Student Conduct (919-515-2963)
1. **INTRODUCTION**

All students at North Carolina State University (NC State) are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the Code of Student Conduct and imposition of sanctions. This Code of Student Conduct (Code) establishes the expectations for student conduct in the university community. The Code, therefore, proscribes the types of behavior that adversely affects the university community, and the resulting actions that may be taken to both educate students about behavioral expectations and to protect NC State’s community. This Code and its accompanying regulation, NCSU REG 11.35.02 (Student Discipline Procedures) describe the process to be followed when a student has been charged with a violation of the Code.

NC State embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The
university has the right under appropriate certain circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

2. DEFINITIONS
The terms defined in the Student Discipline Procedures (Procedures) shall have the same meaning when used in the Code and are incorporated here by reference.

3. AUTHORITY FOR STUDENT DISCIPLINE
The Chancellor has the authority to establish procedures and impose disciplinary action on a student or student group/organization. The Chancellor may delegate such authority to University administrators or other officials.

4. DEFINITION OF MISCONDUCT
The definition of misconduct at NC State is set forth in this Code in order to give students general notice of prohibited conduct and is not designed to define misconduct in exhaustive terms.

5. SCOPE
5.1 Locations Covered
The Code applies to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct (whether in NC, another state or a foreign country) that adversely affects the university community, its mission, programs, or the pursuit of its objectives, or poses a serious risk of danger to or disruption or interference with, a member of the university community. The Provost Vice Chancellor and Dean of Academic and Student Affairs shall determine whether the Code applies to off-campus conduct falls within the scope of the Code.

5.2 Persons Covered
The Code applies to all students as defined in the Procedures. The university may initiate a disciplinary action against a student alleged to have violated the Code or other applicable University policies, regulations or rules, or federal, state or local law regardless of the actions taken by civil or criminal authorities or private litigants. This code also applies to students outside a specific term, such as summer, and may cover not currently enrolled but still eligible to seek a degree.

5.3 Violations of Law and Disciplinary Action
Students may be accountable to the university and/or to criminal or civil authorities for acts that constitute violations of law and of this Code. The university has the right to proceed with its disciplinary procedures regardless of whether a criminal investigation/charges are pending, and regardless of whether Disciplinary action at the university will normally proceed while criminal proceedings are pending and cannot be challenged on the basis that criminal charges involving the same incident have been dismissed, resolved, or reduced. However, a student who faces criminal charges may choose to accept interim sanctions, which may include suspension and/or eviction/removal from University housing facilities, while the criminal proceeding is pending. The interim sanctions will be imposed by the Director without a hearing or ruling on the charges under the Code, in order to meet the needs of the campus community, but while protecting the respondent from creating a record that may be used against him or her in criminal court. Once the a criminal matter has been adjudicated/judgment has been rendered
against a student (including prayer for judgment), the university’s disciplinary process may proceed.

5.4 Student Groups or Organizations

5.4.1 A student group/organization and its officers may be held collectively or individually responsible for violations of the Code. Student groups/organizations may be charged with violations of the Code without regard to whether members of such groups/organizations are individually charged with violations arising from the same misconduct incident.

5.4.2 A position of leadership in a student group/organization comes with the expectation of responsibility. Student officers or leaders cannot knowingly permit, condone or acquiesce in any violation of the Code by the group/organization.

5.4.3 The officers or leaders or any identifiable representative for a student group/organization may be required by the Director to take appropriate action designed to address the violation of the Code or to prevent its recurrence by the student group/organization. Failure to comply with the Director’s directive shall be considered a violation of the Code, both by the officers, leaders, or representative for the student group/organization and by the student group/organization itself.

5.5 Additional Standards

Students in certain categories may also be subject to other University behavioral standards. For example, students who are enrolled in the Graduate School, the College of Veterinary Medicine, student athletes, ROTC, or students who live in university housing residence halls may be subject to additional standards of behavior.

5.6 Howl for Help: Health and Safety Intervention

The university encourages students to engage in responsible bystander behaviors. In cases of intoxication, overdose, and/or alcohol poisoning, the university’s primary concern is the health and safety of those involved. No student seeking medical treatment for an alcohol or other drug overdose will be charged with specific violations of the Code related to the possession and/or consumption of alcoholic beverages or drugs. For more information on this program, please visit: https://alcohol.dasa.ncsu.edu/howl/

6. STANDARDS OF CLASSROOM BEHAVIOR

The primary responsibility for managing the classroom environment, whether in-person or online, rests with the faculty. Students who engage in any unlawful acts or behaviors which result in disruption of a class, may be directed by the faculty member or University Police to leave the class for the remainder of the class period. If a disruptive student refuses to leave when the faculty member tells him or her to do so, the faculty member should leave the classroom and call University Police to remove the student. This provision regarding classroom behavior is not to be used to punish students with differing academic interpretations of course content or viewpoint, but to address behavior that is disruptive within the educational environment, including impact to other students.

7. REPORTS OF MISCONDUCT

7.1 Any person may report alleged misconduct by a student or a student group/organization to the Office of Student Conduct. Misconduct should be reported in as timely a manner as possible. Failure to report misconduct in a timely manner can affect the ability to gather the information needed to assess whether the conduct would constitute a violation of the Code and to
support the filing of a charge pursuant to the Code. In some cases, a delay in reporting may result in no charges being filed against the student or student group/organization.

7.2 Any person who reports possible misconduct by a student or a student group/organization is a “complainant,” for purposes of initiating an investigation of the reported misconduct, however, a designated University official (who may or may not have been the original “complainant”) serves as the “complainant” at any hearing.

7.3 Misconduct by a student or a student group/organization occurring within university housing facilities should be reported to University Housing.

7.4 Persons wishing to withdraw a report of misconduct against a student or student group/organization must do so in writing. The university specifically reserves the right to pursue charges against a student or student group/organization for violations of the Code that threaten the safety or well-being of the campus community, constitute violent behavior as defined in NCSU REG04.05.02 - Campus/Workplace Violence Prevention and Management, or any other behavior that adversely affects the university or its educational programs or mission.

8. ACADEMIC MISCONDUCT

All members of the University community, students, faculty and other employees, have the responsibility to report academic misconduct to the appropriate authority.

Faculty members must undertake a threshold responsibility for such traditional safeguards as examination security and proctoring and should clearly communicate their academic expectations in the course syllabus. The use of the Pack Pledge, “I have neither given nor received unauthorized aid on this test or assignment,” on all syllabi, assignments, examinations, or other academic evaluations is encouraged. Similarly, faculty members should familiarize themselves with the procedures for addressing academic misconduct. The procedures for reporting academic misconduct can be found in NCSU REG11.35.02 - Student Discipline Procedures.

Definitions regarding academic misconduct are set forth in writing in order to give students general notice of prohibited conduct. They should be read broadly and are not designed to define academic misconduct in exhaustive terms. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. If a student is in doubt regarding any matter relating to the standards of academic integrity in a given course or on a given assignment, that student must consult with the faculty member responsible for the course before presenting the work.

8.1 Aiding and Abetting

Aiding and abetting others to cheat or plagiarize is as detrimental to the scholarly community as engaging in the acts themselves. Aiding and abetting others to cheat or plagiarize includes, but is not limited to, the following:

(a) Giving unauthorized assistance to another or others during a test or evaluation;
(b) Posing as another student in order to meet a course or graduation requirement;
(c) Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation;
(d) Providing aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation;

(e) Permitting one's academic work to be represented as the work of another; or

(f) Sharing or distributing academic materials, including class notes, in violation of the UNC Policy Manual 500.2 – Patent and Copyright Policies or NCSU REG01.25.02 – Copyright Infringement – Policy Statement.

8.2 Cheating

Cheating is the giving, taking, or presenting of information or material by a student that unethically or fraudulently aids oneself or another person on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of that student's record or academic career. Cheating includes, but is not limited, to the following actions:

(a) Copying from someone else's assignment, examination, or other academic exercise;

(b) Possessing, buying, selling, removing, receiving, or using, at any time or in any manner not prescribed by the faculty member, any information related to an instrument of academic evaluation;

(c) Using materials, equipment, or assistance in connection with an assignment, examination, or other academic exercise which have not been authorized by the faculty member, including but not limited to, notes, calculator, or other technology;

(d) Obtaining or attempting to obtain, in a dishonest manner, any material relating to a student's academic work;

(e) Working with another or others in completing an assignment, examination, or other academic exercise when the faculty member has required independent and unaided action;

(f) Attempting to influence or change an academic evaluation, grade, or record by unfair means;

(g) Permitting another individual to substitute for one's self in an academic evaluation;

(h) Marking or submitting an examination or evaluation material in a manner designed to deceive the grading system;

(i) Failing to comply with a specific condition of academic integrity which has been clearly announced in a particular course;

(j) Submitting, without prior permission of the faculty member, any work by a student which has at any time been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution;

(k) Submitting of material in whole or part for academic evaluation that has been prepared by another individual(s);

(l) Submitting data which have been altered or contrived in such a way as to be deliberately misleading; or

(m) Providing false information to the University in any manner to achieve an unfair advantage, enhance one’s record, or complete a requirement.

8.3 Destruction or Removal of Academic Materials
The destruction or removal of academic materials denies access to, and prevents the ability to develop the full potential of, scholarly resources. Prohibited acts under this section include, but are not limited to, the following:

(a) Removing or attempting to remove, destroy, steal, or make inaccessible library or other academic material without authorization; or

(b) Willfully damaging the academic work or efforts of another.

### 8.4 Plagiarism

Plagiarism is the use or close imitation of the language and thoughts of another and the representation of the other’s work as their own. The act of submitting work for evaluation or to meet a requirement is regarded as assurance that the work is the result of the student's own thought and study, produced without assistance, and stated in that student's own words, except as quotation marks, references, or footnotes acknowledge the use of other sources. Any ideas or materials taken from another source for either written or oral use must be fully and correctly acknowledged. Submission of work used previously must first be approved by the faculty member. Plagiarism includes, but is not limited, to the following actions:

(a) Representing the work of others as his or her own; or

(b) Submitting written materials without proper attribution or acknowledgment of the source.

### 9. SANCTIONS FOR ACADEMIC MISCONDUCT

Sanctions for academic misconduct result in the creation of a disciplinary file for individuals or groups. Sanctions are imposed to:

(a) Define a student or organization’s status at the university following a finding of responsible for a violation;

(b) Serve as a clear statement about University standards and expectations;

(c) Educate students on the effects of their behavior; and

(d) Attempt to affect a change in that behavior in the future.

Academic misconduct that involves advance planning, collaboration, falsification of papers, forms or documents, actual or potential harm to other students, or other aggravating circumstances may result in suspension or expulsion from the university. In addition, a student will may be suspended (or expelled) if further academic misconduct is committed while he or she is on academic integrity probation. Where suspension is the minimum sanction to be imposed for a second instance of academic misconduct, a lesser sanction may be imposed at the discretion of the Vice Chancellor and Dean of Academic and Student Affairs Provost's discretion only upon a showing of extraordinary circumstances by evidence and argument at the initial conduct process. Factors or circumstances affecting sanctions shall be considered on a case by case basis.

### 9.1 Academic Integrity Probation

A student found responsible for academic misconduct will usually may be placed on academic integrity probation for the remainder of the student’s academic career. In addition, one or more of the sanctions listed below may be imposed.

### 9.2 Reduction in Grade
A reduction in grade on the assignment, examination, or academic exercise on which the violation occurred.

9.3 No Credit

No credit on the assignment, examination, or academic exercise on which the violation occurred, and/or no credit for the course.

9.4 Educational Exercises

Participation in an educational exercise regarding academic integrity.

9.5 Suspension

Suspension is a separation from the university for a specified period of time, after which the student may be eligible to return. While suspended, the student shall not participate in any University-sponsored activity and will be trespassed from University premises. Exceptions to this trespass may be granted by the Provost based on the written petition of the student and for good cause. In cases where the student will complete graduation requirement during the current semester, suspension is to take effect immediately. In addition, graduating students may have a disciplinary notation placed on their transcript or have their transcript withheld for the period of the suspension. In cases where a student will complete graduation requirements in either summer session I or II, the suspension period will include both summer sessions. Notations of the suspension will appear on the student’s transcript. Suspension notations on transcripts may be removed at a later date upon student petition to the Vice Chancellor and Dean of Academic and Student Affairs. However, a disciplinary file indicating suspension will be maintained by the Office of Student Conduct on a permanent basis. The student’s name will be included in the UNC system database for suspended/expelled students.

9.6 Expulsion

Expulsion may be imposed in the most severe cases of academic misconduct. Expulsion is a recommendation that must be approved by the Vice Chancellor and Dean of Academic and Student Affairs and is the permanent separation of the student from the university, unless at a later date the Chancellor concludes on the basis of the former student’s petition and any supportive documentation that he or she should be approved for reinstatement at NC State. When expelled, the student shall no longer participate in any University-sponsored activity and will be trespassed from University premises. A disciplinary file indicating expulsion will be maintained by the Office of Student Conduct on a permanent basis and will result in a permanent transcript notation. The student’s name will be included in the UNC system database for suspended/expelled students. Expulsion precludes enrollment at any UNC constituent institution.

9.7 Additional Sanctions

Additional sanctions not listed above may be imposed. These include, but are not limited to, required counseling, research and reflective writing assignments, as well as other non-academic sanctions listed in the Code. For graduate students, in addition to the sanctions imposed above, other sanctions may apply if the Dean of the Graduate School or the Dean of the College of Veterinary Medicine, as applicable, determines that the graduate student is subject to the policies and procedures established for the Graduate School or the College of Veterinary Medicine.
10. NON-ACADEMIC MISCONDUCT

Behavior that is subject to disciplinary action under the Code includes alleged violations of federal, state or local law that threaten the safety or well-being of the campus community, any act that constitutes violent behavior as defined in NCSU REG04.05.02 - Campus/Workplace Violence Prevention and Management, and any other behavior that adversely affects the University or its educational programs or mission. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. All members of the university community, students, faculty and other employees, have the responsibility to report non-academic misconduct.

Examples of behavior that will be subject to disciplinary action include:

10.1 Alcohol Violations
(a) Possession and/or consumption of alcoholic beverages by a person under the age of 21;
(b) Possession or consumption of any alcohol beverage inside any University Athletic facility except on such occasions as designated by the Chancellor;
(c) Aiding and abetting the possession and/or consumption of alcoholic beverages by a person who is under the age of 21;
(d) Consumption of any alcoholic beverages where it is not legally permissible to do so, regardless of age;
(e) Any other violations of the NC State Alcohol Policy; or
(f) Conduct that could form the basis of any charge relating to a violation of North Carolina laws regarding the purchase, possession, manufacture, and consumption of alcoholic beverages or driving while under the influence.

10.2 Computer and Network Abuse
(a) Theft or misuse of University Information Technology Resources (IT) or State Property computing resources, including violations of NCSU REG08.00.02 – Computer Use Regulation;
(b) Violation of NCSU REG01.25.02 – Copyright Infringement – Policy Statement;
(c) Unauthorized entry into or transfer of an electronic file;
(d) Use of another person’s computing identification and/or password without authorization or permission;
(e) Use of University IT Resources to interfere with the work of another student, faculty member, or other NC State employee;
(f) Use of University IT Resources to send obscene or harassing messages; or
(g) Use of University IT Resources to interfere with normal operations of the NC State computing system.

10.3 Creating a Safety Hazard
Any act that intentionally or reckless creates a safety hazard, including but not limited to:
(a) Creating a safety hazard, including but not limited to, starting or attempting to start a fire or failing to exit a building when a fire alarm is sounded; or

(b) Tampering with or misusing fire and/or other life safety equipment, including fire alarms, closed circuit televisions, or elevators;

(c) Failing to comply with campus traffic laws while on a pedestrian conveyance (bicycle, skateboard, scooter, etc.); or

(d) Throwing objects from an elevated position in the direction of persons below.

10.4 Damage to Property

Engaging in an act that intentionally or recklessly damages, destroys, or defaces property of the university or another.

10.5 Disorderly Conduct

(a) Engaging in conduct that disrupts class including, but not limited to, the use of cell phones or other electronic devices for voice or text communication, unless permitted by the faculty member;

(b) Conduct that disrupts, interrupts or attempts to force the cancellation of any University-sponsored activity, University Function or authorized Non-University Function activity, including educational activities, meetings, ceremonies, scheduled events, essential University processes, and authorized solicitation activities and other events, functions or activities. Participation in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community;

(c) Leading or inciting others to disrupt scheduled and/or normal activities within any University building or other University premises;

(d) Obstruction that unreasonably interferes with freedom of movement or safe passage, either pedestrian or vehicular, on University premises;

(e) Conduct that is lewd, disruptive, or indecent; or

(f) Engaging in conduct which disturbs the peace, order, or discipline at the university or University-sponsored activity;

(g) Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress; or

(h) Disruption or obstruction of teaching, research, administration, university programs, operations or other University-sponsored activities, including public service functions, on or off University premises, or other non-University activities when the act occurs on University premises.

10.6 Disruption of the Student Conduct Process

(a) Attempting to discourage an individual’s proper participation in, or use of, the conduct system;

(b) Attempting to influence the impartiality of the hearing officer, conduct board member, or appeal administrator;
(c) Harassment and/or intimidation of a hearing officer, conduct board member, or appeal administrator prior to, during, and/or after a student conduct proceeding; or

(d) Influencing or attempting to influence another person to commit an abuse of the conduct system.

10.7 Drug Violations

(a) Illegal possession or use of controlled substances as defined by the North Carolina General Statutes § 90-86 through § 90-113.8;

(b) Manufacturing, selling, or delivering any controlled substance or possession with intent to manufacture, sell or deliver any controlled substance;

(c) Misuse of any legal pharmaceutical drugs;

(d) Knowingly breathe or inhale any substance for the unlawful purpose of inducing a condition of intoxication; or

(e) Possession of drug-related paraphernalia, including but not limited to, pipes, bongs, hookahs and other water pipes; all equipment, products and materials of any kind that are used to facilitate, or intended or designed to facilitate, violations of 10.7(a) of this Policy or NCSU POL04.20.05 - Illegal Drugs.

Further information regarding drug violations is discussed in NCSU POL04.20.05 - Illegal Drugs and through UNC Policy Manual 1300.1 – Illegal Drugs.

10.8 Failure to Comply

(a) Failing to comply with the directions of University employees, including University Police in performance of their duties;

(b) Failing to submit identification upon request to duly authorized and properly identified University officials; or

(c) Failing to comply with the sanctions imposed under this Code.

10.9 Fireworks

Unauthorized possession or use of fireworks or explosive device on University premises.

10.10 Hazing

Causing or permitting a person, incident to initiation into or membership in a society, club, athletic team, or similar group or organization, to participate in any activity that subjects or is likely to subject that person or others to risks of physical injury, mental distress, or personal indignities, or which destroys or removes public or private property, whether or not such person has consented to participation in the activity. Silent participation or acquiescence in the presence of hazing are not neutral acts; they are violations of this section. Any activity related to organizational membership or potential membership that negligently, intentionally, or recklessly, or negligently humiliates, degrades, abuses, or otherwise creates a risk of mental or physical harm or discomfort, or unreasonably interferes with a student’s academic activities or successes. Consent or lack of intent are not defenses to charges under this Section.

10.11 Harassment
(a) No student shall threaten, coerce, or intimidate another person or identifiable group of persons, based upon membership in a protected class as prescribed in NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination Policy); or

(b) No student shall engage in harassment as defined by NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination Policy). Charges of sexual harassment are covered separately under section 10.15 of this policy.

In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. Advice should be sought from the Office of General Counsel and the Office of Institutional Equity and Diversity, as appropriate.

10.12 Infliction or Threat of Bodily Harm

(a) Inflicting physical injury upon another;

(b) Placing another in fear of, or at risk of, physical injury or danger; or

(c) Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another.

10.13 Providing False Information

(a) Intentionally initiating or causing to be initiated any known false report, warning or threat of fire, explosion or other emergency;

(b) Forgery, alteration, or misuse of any University document, records, or instrument of identification;

(c) Furnishing false information, oral or written, to any University official, faculty or staff member, or office; or

(d) Possession or use of an instrument of identification that is not one’s own or is fictitious or altered.

10.14 Relationship Violence or Interpersonal Violence

Relationship or interpersonal violence includes Dating Violence, Domestic Violence, and Stalking. Relationship or interpersonal violence occurs when one person in a social relationship of a romantic or an intimate nature relationship uses abuse to maintain power over a partner. Abusive behaviors can be physical or emotional, including but not limited to, threats of self-harm or hard to others, pervasive and derogatory name calling, belittling, isolation, engaging in sexual acts while in a dating or domestic relationship when one of the individuals does not consent.

(a) Dating Violence is conduct arising out of a social, personal, romantic or intimate relationship or a dating relationship that: inflicts physical injury upon another person; or is a pattern of coercive behavior that is used by one person to gain power and control over another. It may include the use of physical and sexual violence, verbal and emotional abuse, or any conduct that places another in fear of, or at risk of, physical injury or danger.

(b) Domestic Violence is conduct arising out of a personal, romantic or intimate relationship where the parties are current or former spouses, persons who live together or have lived together, have child in common, are current or former household members that: inflicts physical injury upon person fitting this definition; or is a pattern of coercive behavior that is used by one person
to gain power and control over another. It may include the use of physical and sexual violence, verbal and emotional abuse, or any conduct that places another in fear of, or at risk of, physical injury or danger.

(c) Stalking is engaging in a course of conduct directed at a specific person, whether in the context of a social or intimate relationship or otherwise, that would cause a reasonable person to feel fear for their safety or safety of others or suffer substantial emotional distress. Stalking, including cyber stalking, may include, for example, non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts or any other communications that are undesired and/or place another person in fear of, or at risk of, physical injury or danger.

Conduct arising out of a personal, intimate relationship that:
(a) Inflicts physical injury upon another person; or
(b) Places another in fear of, or at risk of, physical injury or danger.

10.15 Sexual Misconduct
Sexual Misconduct includes:

(a) Sexual Harassment, as defined in NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination Policy). Sexual harassment may include, for example, unwelcome sexual advances and sexual favors. Sexual harassment also includes any acts of sexual violence.

(b) Sexual Exploitation, which is taking sexual advantage of another person without consent, and includes, but is not limited to, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over the other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; voyeurism and indecent exposure, and other sexual offenses, and allowing third parties to observe private sexual acts.

(c) Sexual Contact (without consent), which is the deliberate intentional touching of a person’s intimate parts (including genitalia, groin, breast or buttocks or clothing covering any of those areas); or the deliberate touching of another person with one’s intimate parts; or using force to cause a person to touch his/her own or another person’s intimate parts.

(d) Sexual Intercourse (without consent), which is the penetration (anal, oral or vaginal) of a person by a penis, tongue, finger or an inanimate object; or

(e) Retaliation (including threats, harassment, intimidation, coercion) against a person because he/she filed a complaint alleging sexual misconduct, relationship or interpersonal violence, including dating violence, domestic violence, or stalking or participated in an investigation or procedure involving charges of sexual misconduct, relationship or interpersonal violence, including dating violence, domestic violence, or stalking.

10.16 Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include, for example, non-consensual communication,
including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts or any other communications that are undesired and/or place another person in fear.

10.167 Theft
(a) Stealing or attempting to steal another’s property, money or services;
(b) Knowingly possessing, purchasing, or exchanging stolen or embezzled property, money or services;
(c) Unauthorized use or access to private or confidential information in any medium; or
(d) Unauthorized possession, duplication, or use of keys or card access to any University premises.

10.187 Trespass
Unauthorized entry to University premises, including intruding upon, forcibly entering, or otherwise proceeding into unauthorized areas of University premises, or the residential space of another without permission.

See NCSU REG 04.05.01 – Trespassing on University Property.

10.198 Unauthorized Use of Property
Attempted or actual use of property of NC State, property of a University community member, or other personal or public property without proper authorization, or in a manner for which the property was not intended.

10.201 Violation of University Policies, Regulations, or Rules
Violation of any written policies, regulations, or rules of the University, as adopted by the university and as may be amended from time to time.

10.20 Weapons
(a) Illegal or unauthorized possession of weapons on University premises or at University-sponsored activities; or
(b) Possession or use of weapons in any manner that harms, threatens, or causes fear to others.

11. Sanctions
Sanctions in this section result in the creation of a disciplinary file for individuals or groups. Sanctions are imposed to:
(a) Define a student or organization’s status at the university following a finding of responsible for a violation;
(b) Serve as a clear statement about University standards and expectations;
(c) Educate students on the effects of their behavior; and
(d) Attempt to affect a change in that behavior in the future.
Misconduct that involves substantial theft or fraud, significant physical, emotional, or mental damage to a person, significant property damage, Harassment, Sexual Misconduct, Relationship Violence or Interpersonal Violence, including Dating Violence, Domestic Violence.
and Stalking, stalking, substantial physical, emotional or mental damage to persons, committed at least in part because of the victim’s membership in a protected class, or actions that create a substantial risk of bodily harm may result in suspension or expulsion from the university. Sanctions for drug-related misconduct are governed by NCSU POL04.20.05 - Illegal Drugs.

Mitigating or aggravating factors or circumstances affecting sanctions shall be considered prior to imposing a sanction. Factors to be considered may include, but are not limited to: a student’s demonstration of insight for his or her misconduct, present demeanor and attitude, past disciplinary record of the student, community service or assistance related to the misconduct, the nature of the misconduct, as well as the degree of any damage, injury, or harm resulting from it. The Office of Student Conduct may upon initial review of the charges and accompanying narrative determine whether, if proved, the misconduct could result in sanctions of suspension or expulsion and schedule a hearing accordingly.

One or more of the sanctions listed below may be imposed for non-academic misconduct:

11.1 Written Warning

A Written Warning is a disciplinary reprimand that serves as notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary actions.

11.2 Disciplinary Probation

Disciplinary Probation is a pre-suspension status. A student may be placed on disciplinary probation for a period no less than the remainder of the current semester up to the remainder of his or her academic career. If found responsible for a violation while on disciplinary probation, a student may face more severe sanctions up to and including suspension or expulsion.

11.3 Suspension

Suspension is a separation from the university for a specified period of time after which the student may be eligible to return. While suspended, the student shall not participate in any University-sponsored activity and will be trespassed from University premises. Exceptions to this trespass may be granted by the Provost Director, Office of Student Conduct based on the written petition of the student and for good cause. The student’s name will be included in the UNC System database for suspended/expelled students. In cases where the student will complete graduation requirement during the current semester, suspension is to take effect immediately. In addition, graduating students may have a disciplinary notation placed on their transcript or have their transcript withheld for the period of the suspension. In cases where a student will complete graduation requirements in either summer session I or II, the suspension period will include both summer sessions. Notations of the suspension will appear on the student’s transcript.

Suspension notations on transcripts may be removed at a later date upon student petition to the Vice Chancellor and Dean of Academic and Student Affairs. However, a disciplinary file indicating suspension will be maintained by the Office of Student Conduct on a permanent basis.

11.4 Expulsion

Expulsion is a recommendation that must be approved by the Vice Chancellor and Dean of Academic and Student Affairs and is a permanent separation of the student from the university, unless at a later date the Chancellor concludes on the basis of the former student’s petition and any supportive documentation that he or she should be approved for reinstatement at NC State. When expelled, the student shall no longer participate in any University-sponsored
activity and will be trespassed from University premises. A disciplinary file indicating expulsion will be maintained by the Office of Student Conduct and will result in a permanent transcript notation. The student’s name will be included in the UNC System database for suspended/expelled students. Expulsion precludes enrollment at any UNC constituent institution.

11.5 EvictionRemoval from University Housing

Eviction is the removal of the student from any University housing. Residents of University housing facilities found responsible for violations of this code may be removed from University housing facilities. Removal from University housing facilities may be for a period no less than the remainder of the current semester up to the remainder of the student’s academic career. The duration of any removal and/or trespass from University housing facilities is at the discretion of the Director, University Housing. All costs incidental to eviction the removal from the University Housing facility are the responsibility of the student. Students subject to eviction removal from a University Housing facility will be trespassed from entering all University housing facilities. Exceptions to this trespass may be granted by the Director, University Housing based on the written petition of the student and for good cause.

11.6 Restriction of Privileges

Restriction of privileges may be applied when the student’s violation(s) are related to the benefit that one receives as a student at NC State. Examples of privileges that may be restricted include, but are not limited to: attendance at University athletic events, use of Carmichael Complex, visitation in University housing facilities, or participation in intercollegiate athletic events. Some exceptions may be made to ensure access to primary University services such as food services, health care, or academic resources.

11.7 Additional Sanctions

Additional sanctions not specifically listed above may be imposed. Such sanctions, where appropriate, may include but are not limited to: service or research projects, required counseling, participation in special educational programs, restitution for damage to or destruction of property, relocation to another room or residence with coordination of appropriate University staff, behavioral contracts, trespass or no contact orders, etc. Additional group or organizational sanctions may include revocation or denial of registration or recognition.

12. INTERIM ACTIONS

In certain circumstances, NC State may take one or more interim actions to safeguard the university community before a student conduct process begins or is completed. These interim actions may be imposed effective immediately, without prior notice, when, in the university’s judgment, there is a need to implement an individualized response based on the status of the student, the seriousness of the alleged violation(s) of the Code and/or the potential for an ongoing threat or disruption to the University community. The university may take interim actions as follows:

12.1 Extraordinary Measure: Interim Suspension

An extraordinary measure in the form of an interim suspension is a diversion from the regular disciplinary process, but may be necessary to ensure the safety and well-being of the campus...
community. Students subjected to an interim suspension will be accorded a hearing as provided for in the Procedures.

12.1.1 A student may be suspended on an interim basis, if the student:
(a) Poses an ongoing threat of disruption of, or interference with, the normal operations of the university;
(b) Poses a threat of causing physical harm to others or of placing others in fear of imminent danger;
(c) Poses a threat of causing significant property damage;
(d) Threatens the safety or well-being of the campus community;
(e) Has been charged with a violation of NCSU POL04.20.05 - Illegal Drugs; or
(f) Has been charged with Sexual Misconduct, Relationship or Interpersonal Violence, including Dating Violence, Domestic Violence and Stalking, and there is a need to separate the respondent from campus. relationship violence, sexual misconduct, or stalking and there is a need to separate the respondent from campus.

12.1.2 A student may be suspended on an interim basis if the Director, in his or her professional judgment, finds that the student is suffering from a mental, emotional, or psychological disorder, and as a result of this disorder, the student has engaged in, or threatens to engage in behavior which:
(a) Causes physical harm to others or would place others in fear of imminent danger;
(b) Causes significant property damage; or
(c) Causes disruption of, or interference with the normal operations of the university.

12.1.3 A student may be suspended on an interim basis, if, as a result of a mental disorder, a student charged with a violation of the Code:
(a) Lacks the capacity to respond to pending disciplinary charges;
(b) Did not know the nature or wrongfulness of the conduct at the time of the offense; or
(c) Poses a significant risk to the health or safety of others.

12.2 Other Interim Actions
The university may take interim actions other than suspension to ensure the safety and well-being of the campus community including, but not limited to, “no contact” orders, relocation in University housing facilities, registration holds, and adjustments to class schedules. Any interim actions taken may not be used as evidence to support charges under the Code.

13. INTERPRETATIONS AND REVIEW
13.1 Any question of interpretation or application of the Code will be referred to the Vice Chancellor and Dean of Academic and Student Affairs Provost for final determination.

13.2 The Code shall be reviewed every three (3) years under the direction of the Director and in consultation with other campus units as appropriate.
### NC State University
Department of Athletics
Gymnastics Staff Bonuses

**Head Coach** | **Assistant Coach 1** | **Assistant Coach 2**
--- | --- | ---
**Academic** | | |
Federal Graduation Rate (FGR) * | | |
Single Year FGR ≥ 80% | 5,000 | 2,500 | 2,500 |
Academic Progress Rate (APR) ** | | |
Single Year APR of 1,000 | 5,000 | 2,500 | 2,500 |
**Competitive** | | |
EAGL Championship | | |
EAGL Meet Champions | 5,000 | 2,500 | 2,500 |
NCAA Tournament (non-cumulative) | | |
Top 36 Finish | 2,500 | 1,000 | 1,000 |
Top 18 Finish | 5,000 | 2,500 | 2,500 |
Top 12 Finish | 10,000 | 5,000 | 5,000 |
Top 6 Finish | 20,000 | 7,500 | 7,500 |
National Champions | 40,000 | 10,000 | 10,000 |
Coach of the Year (may be independently earned) | | |
EAGL Coach of the Year | 2,500 | - | - |
NACGC National Coach of the Year | 5,000 | - | - |
**Maximum Bonus Potential** | **$ 62,500** | **$ 17,500** | **$ 17,500** |

* Beginning Year 3 (i.e., beginning in 2019-20)
** Beginning Year 2 (i.e., beginning in 2018-19)
## NC State University
### Department of Athletics
#### Men's Golf Staff Bonuses

<table>
<thead>
<tr>
<th></th>
<th>Head Coach</th>
<th>Assistant Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Graduation Rate (FGR) *</td>
<td>5,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Single Year FGR ≥ 80%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Academic Progress Rate (APR) **</td>
<td>5,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Single Year APR of 1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Competitive</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC Tournament</td>
<td>15,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Championship (team)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NCAA Tournament (non-cumulative)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCAA Regional Qualifier</td>
<td>5,000</td>
<td>1,000</td>
</tr>
<tr>
<td>NCAA Top 30 Finish</td>
<td>10,000</td>
<td>2,500</td>
</tr>
<tr>
<td>NCAA Top 15 Finish</td>
<td>15,000</td>
<td>5,000</td>
</tr>
<tr>
<td>NCAA Top 8 Finish</td>
<td>25,000</td>
<td>7,500</td>
</tr>
<tr>
<td>NCAA Champions</td>
<td>50,000</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Coach of the Year (may be independently earned)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC Coach of the Year</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>GCAA National Coach of the Year</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Maximum Bonus Potential</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$</td>
<td><strong>90,000</strong></td>
<td>$ 20,000</td>
</tr>
</tbody>
</table>

* Beginning Year 3 (i.e., beginning in 2019-20)

** Beginning Year 2 (i.e., beginning in 2018-19)
NC State University  
Department of Athletics  
Men's Tennis Staff Bonuses

<table>
<thead>
<tr>
<th>Academic</th>
<th>Head Coach</th>
<th>Assistant Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Graduation Rate (FGR) *</td>
<td>10,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Single Year FGR ≥ 75%</td>
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<td></td>
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<tr>
<td>Academic Progress Rate (APR) **</td>
<td>10,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Single Year APR of 1,000</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Competitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC Regular Season</td>
</tr>
<tr>
<td>Champions</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACC Tournament</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champions (team)</td>
</tr>
</tbody>
</table>

| NCAA Tournament (non-cumulative) | |
|----------------------------------|
| Round of 64 Appearance | 5,000 | 2,500 |
| Round of 32 Appearance | 7,500 | 3,750 |
| Sweet 16 Appearance | 10,000 | 5,000 |
| Elite 8 Appearance | 20,000 | 7,500 |
| Final Four Appearance | 30,000 | 10,000 |
| National Championship Appearance | 40,000 | 12,500 |
| National Champions | 50,000 | 15,000 |

<table>
<thead>
<tr>
<th>NCAA Tournament (may be independently earned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Singles Champion</td>
</tr>
<tr>
<td>Individual Doubles Champion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final ITA Ranking (non-cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 25</td>
</tr>
<tr>
<td>Top 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coach of the Year (may be independently earned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC Coach of the Year</td>
</tr>
<tr>
<td>ITA National Coach of the Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Bonus Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
</tr>
<tr>
<td>Assistant Coach</td>
</tr>
</tbody>
</table>

* Beginning Year 3 (i.e., beginning in 2019-20)
** Beginning Year 2 (i.e., beginning in 2018-19)
REPORTS
NEW GRADUATE CERTIFICATE PROGRAMS
NC State University
Certificate Proposal Form

Certificate Title: ___ Graduate Certificate in Materials Science and Engineering ___
   New: ☒
   Revision: ☐

Classification of Instructional Programs (CIP) Discipline # (6 digits): _14.1801___
   *Please ensure that you select the appropriate CIP code for your certificate program. Please consult this website for more information about CIP codes: https://nces.ed.gov/ipeds/cipcode/default.aspx?v=55

Certificate Type:
   On-Campus: ☐  Distance: ☒  On-Campus & Distance: ☐

Proposed Effective Date: ___ March 1, 2017 ___

Director of the Certificate Program: _________________________________
Program Coordinator (if different from Director): _________________________________
Graduate Services Coordinator: ___ Edna Deas ___
College: ___ Engineering ___
Department/Program: ___ Materials Science and Engineering ___

Catalog Description:
The Department of Materials Science and Engineering (MSE) offers a graduate certificate in Materials Science and Engineering. The graduate certificate program (GCP) is intended primarily for working professionals who have an undergraduate degree in a technical field, but who do not have formal training in MSE. The certificate program will provide a basic understanding of materials science and engineering principals to improve students’ on-the-job experience and knowledge. The MSE GCP will require a total of 12 credit hours, including one required course (MSE 500, 3 credit hours) and three MSE elective courses (9 credit hours). The elective courses will be tailored to the particular needs of the student.

Projected Enrollment:
   On-Campus  Yr. 1-N/A  Yr. 2- N/A  Yr. 3- N/A  Yr. 4-N/A
   Distance  Yr. 1---10  Yr. 2---15  Yr. 3---20  Yr. 4---20

Attachments:
   ☒ Proposal Document
   ☐ Statement of other departments likely to be affected and summary of consultation with those departments
   ☒ Program-level assessment
   ☒ Campus Routing Form
   ☒ Signature Page
Graduate Certificate in Materials Science and Engineering

Description
The Materials Science and Engineering (MSE) department proposes to establish a Graduate Certificate Program (GCP). This program is primarily intended for working professionals who do not have formal training in MSE, but wish to acquire a basic understanding of materials science to improve their on-the-job experience and knowledge. For this reason, we anticipate that most people interested in the MSE GCP will enroll as distance education students through Engineering Online (EOL). Many MSE courses are already being offered through EOL as part of the existing Master of Materials Science and Engineering and Master of Nanoengineering distance education degree programs. It will be a simple matter to extend enrollment in these courses to GCP students. In addition, with a large number of on-line MSE courses to choose from, students can customize their particular certificate programs to focus on specific areas of materials science that interest them.

Learning Outcomes
Upon completion of the MSE Graduate Certificate Program, students should be able to:
- Describe the structure of crystalline and amorphous materials on the atomic or molecular level.
- Identify the structure and chemistry of point, line, and planar defects in crystalline solids, and describe their roles in determining the properties of these materials.
- Identify the phases present and determine the equilibrium phase compositions and amounts for any temperature and alloy composition, using a binary phase diagram.
- Design heat treatments that will impart desired properties to materials using time-temperature-transformation diagrams.
- Describe the structural aspects of materials on various size scales that affect the mechanical, thermal, electrical, optical and magnetic properties of materials.
- Apply processing/structure/property relationships to the selection of appropriate materials (within the chosen program of study) for various applications.

At the time they complete this certificate program, graduates are expected to:
- Be prepared to move into career positions that require a basic comprehension of structure/processing property relationships for engineering materials.
- Be sufficiently satisfied with the overall educational experience of the certificate program to recommend it to others with the same professional goals

Program of Study
The MSE GCP will require a total of 12 credit hours, including MSE 500 (3 credit hours) and three MSE elective courses (9 credit hours) tailored to the needs of the student. MSE 500 is a fast-paced overview of the field of materials science and engineering and is designed for students who do not have a formal background in MSE, such as those with BS degrees in chemistry, physics and other fields of engineering. MSE 500 also provides the foundation for more specialized MSE graduate courses.
All current courses available to the MSE GCP are shown in Table 1, and all are offered through the EOL program. Each course is 3 credit hours and most courses are offered at least once per year. By judicious selection of elective courses, in consultation with the MSE GCP Coordinator, students can customize their GCP to focus on areas of interest to them. For example, a course sequence that focuses on semiconducting materials might consist of the following courses:

MSE 500  Modern Concepts in Materials Science  
MSE 702  Defects in Solids  
MSE 760  Materials Science in Processing of Semiconductor Devices  

And one from the following:  
MSE 565  Introduction to Nanomaterials  
MSE 580  Materials Forensics and Degradation  
MSE 708  Thermodynamics

Requirements for admission  
To be admitted to the MSE Graduate Certificate Program, a student must have a BS degree in the sciences or engineering from a regionally accredited four-year college or university, and have an overall (or major) GPA of at least 3.0 on a 4-point scale.

An application for acceptance into the GCP is required for all new students. Applications will be accepted in the fall and spring semesters, with deadline dates of October 1 and March 1, respectively. Students can begin study in the fall or spring semester immediately following their acceptance into the program. Students must complete the Graduate School application, found at http://www.ncsu.edu/grad/applygrad.htm. Applications will be reviewed at the department/program level.

Registration procedures, registration dates and course availability for each semester can be found on the NCSU Registration and Records webpage at http://www.ncsu.edu/registrar/. Additional information regarding the MSE GCP can be found on the MSE website (http://www.mse.ncsu.edu) under the Graduate tab. Questions regarding the MSE GCP can be directed to the MSE certificate coordinator. Information regarding Engineering Online can be found at engineeringonline.ncsu.edu.

Academic success in the MSE GCP might have a strong bearing on admission to a graduate degree program. However, completion of a graduate certificate program IN NO WAY guarantees entry into a graduate degree program, which must be done through a separate application process.

Academic Performance Requirements  
- To receive a Graduate Certificate, a student must maintain a minimum 3.00 grade point average (GPA) on all coursework taken at NCSU. All grades on courses taken towards the GCP in courses at the 500-level and above are included in the GPA. Any courses taken at the 400 level and below are not eligible for certificate credit and subsequently do not affect the graduate GPA.  
- All courses taken for certificate credit must be completed with a grade of “B” or better.
- All courses taken for certificate credit must be letter-graded. Credit-only courses cannot be used for certificate credit.
- Transfer credit from other institutions is not allowed for the GCP. All coursework must be registered through NC State University.
- Up to six (6) hours of post-baccalaureate coursework taken at NC State, if not already used in another graduate program, may be transferred into the GCP. All transfer credit must carry a grade of B or better.
- All GCP requirements must be completed within four (4) calendar years, beginning with the date the student commences courses applicable to the GCP.

Program Administration

The MSE GCP will be administered by the Distance Education Coordinator in the Department of Materials Science and Engineering, in cooperation with the NCSU Engineering Online program for distance-education students.

All required and elective courses for the GCP are existing courses in MSE, or they are cross-listed with other engineering departments. The implementation and presentation of the GCP is not expected to require effort outside the normal academic activities of the course instructors. No additional staff or resources will be required.

At the completion of the certificate, students will complete an exit survey for the purpose of evaluating the quality of the certificate program and its impact on students. The exit interviews will be conducted by the program coordinator. The results will be used to inform curricular improvement.

Coordinator for the MSE GCP
C. Maurice Balik
Professor and Distance Education Coordinator
Materials Science and Engineering Department
Campus Box 7907
North Carolina State University
919-515-2126
balik@ncsu.edu

Enrollment Projection
Initial enrollment will include personnel from IM Flash Technologies in Utah. This company has expressed an interest in a program such as the MSE GCP. Several IM Flash employees have already enrolled in the PBS program at NCSU to sample some of the MSE graduate courses. If they find that the MSE GCP meets their needs, they estimate that as many as 50 IM Flash employees may participate in the GCP over the next several years. We anticipate that employees from other companies may also be interested in the MSE GCP, and we will take measures to market the program to our industry partners. We project an initial annual enrollment of 10 students, but expect that to grow to perhaps 30 students or more within the next 5 years.

Faculty Participants
All faculty who teach the graduate-level MSE courses listed in Table 1 will participate in the MSE GCP. This includes most of the MSE faculty, as well as a few faculty in other departments who teach courses that are cross-listed with MSE. For the 2014-15 academic year, the faculty who taught these courses are listed in Table 2. All instructors listed are members of the graduate faculty. Minor changes in the instructors for each course may occur each year to balance teaching loads with other faculty activities.
<table>
<thead>
<tr>
<th>REQUIRED COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE 500       Modern Concepts in Materials Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE 509       Nuclear Materials (cross listed with NE)</td>
</tr>
<tr>
<td>MSE 540       Processing of Metallic Materials</td>
</tr>
<tr>
<td>MSE 545       Ceramic Processing</td>
</tr>
<tr>
<td>MSE 555       Polymer Technology and Engineering</td>
</tr>
<tr>
<td>MSE 556       Composite Materials</td>
</tr>
<tr>
<td>MSE 565       Introduction to Nanomaterials</td>
</tr>
<tr>
<td>MSE 580       Materials Forensics and Degradation</td>
</tr>
<tr>
<td>MSE 702       Defects in Solids</td>
</tr>
<tr>
<td>MSE 705       Mechanical Behavior of Engineering Materials</td>
</tr>
<tr>
<td>MSE 706       Phase Transformations and Kinetics</td>
</tr>
<tr>
<td>MSE 708       Thermodynamics of Materials</td>
</tr>
<tr>
<td>MSE 757       Radiation Effects on Materials (cross listed with NE)</td>
</tr>
<tr>
<td>MSE 760       Materials Science in Processing of Semiconductor Devices</td>
</tr>
<tr>
<td>MSE 791       Adv. Topics: Mechanical Properties of Nanostructured Materials</td>
</tr>
<tr>
<td>MSE 791       Adv. Topics: Nanoscale Simulation and Modeling</td>
</tr>
<tr>
<td>Instructor</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>J.-P. Maria</td>
</tr>
<tr>
<td>C. M. Balik</td>
</tr>
<tr>
<td>Elizabeth Dickey</td>
</tr>
<tr>
<td>Jag Kasichainula</td>
</tr>
<tr>
<td>Carl Koch</td>
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<tr>
<td>Jon-Paul Maria</td>
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<tr>
<td>Jay Narayan</td>
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<tr>
<td>Ron Scattergood</td>
</tr>
<tr>
<td>Joe Tracy</td>
</tr>
<tr>
<td>Yara Yingling</td>
</tr>
<tr>
<td>Yuntian Zhu</td>
</tr>
<tr>
<td>K. L. Murty</td>
</tr>
</tbody>
</table>
Graduate Certificate in Materials Science and Engineering
Outcomes Assessment Plan

Objectives
1. In this certificate program, students will learn the principles and concepts of materials science and their relevance to the processing/structure/properties paradigm of engineered materials.
2. The certificate program will provide an educational experience that satisfies the expectations of its graduates.

Objectives and Outcomes
1. By the time they complete this certificate program, graduates should be able to:
   - Understand the crystalline lattice and the nomenclature used to describe it
   - Identify the structure and chemistry of point, line, and planar defects in solids
   - Read and interpret a unary and binary phase diagram
   - Understand the roles of thermodynamics and kinetics in regulating phase transitions
   - Articulate processing/structure relationships for materials relevant to selected program of study
   - Articulate structure/property relationships for materials relevant to selected program of study

2. At the time they complete this certificate program, graduates are expected to:
   - Be satisfied with the usefulness of the certificate program in enabling them to achieve their professional goals
   - Be sufficiently satisfied with the certificate program to recommend it to others with the same professional goals
   - Be satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their professional goals
   - Be satisfied with the frequency and timeliness of courses offered for the certificate
   - Be satisfied with the quality of teaching in certificate courses
   - Be satisfied with the overall educational experience of the certificate program

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Evidence to be Collected</th>
<th>Source of Evidence</th>
<th>Frequency of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the crystalline lattice and the nomenclature used to describe it</td>
<td>Exams from MSE 500</td>
<td>Students</td>
<td>Annually</td>
</tr>
<tr>
<td>Identify the structure and chemistry of point, line, and planar defects in solids</td>
<td>Exams from MSE 500</td>
<td>Students</td>
<td>Annually</td>
</tr>
<tr>
<td>Read and interpret a unary and binary phase diagram</td>
<td>Exams from MSE 500</td>
<td>Students</td>
<td>Annually</td>
</tr>
<tr>
<td>Understand the roles of</td>
<td>Exams from MSE 500</td>
<td>Students</td>
<td>Annually</td>
</tr>
<tr>
<td>thermodynamics and kinetics in regulating phase transitions</td>
<td>Exams from elective courses</td>
<td>Students</td>
<td>Annually</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>----------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Articulate processing/structure relationships for materials relevant to selected program of study</td>
<td>Exams from elective courses</td>
<td>Students</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Objective 2. The certificate program will provide an educational experience that satisfies the expectations of its graduates

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Evidence to be Collected</th>
<th>Source of Evidence</th>
<th>Frequency of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be satisfied with the usefulness of the certificate program in enabling them to achieve their professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>To be sufficiently satisfied with the certificate program to recommend it to others with the same professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>To be satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>To be satisfied with the frequency and timeliness of courses offered for the certificate</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>To be satisfied with the quality of teaching in certificate courses</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>To be satisfied with the overall educational</td>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
<td>experience of the certificate program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE CERTIFICATE PROGRAM FORM

COLLEGE/DEPARTMENT/PROGRAM NAME:
College of Sciences

DEPARTMENT/PROGRAM NAME:
Mathematics

CERTIFICATE TITLE:
Postbaccalaureate Graduate Certificate in Mathematics

TYPE OF PROPOSAL:
New: ☒
Revision: ☐
Discontinuation: ☐

CIP DISCIPLINE#: 270101

CERTIFICATE TYPE: On-campus ☐ Distance ☐ On-campus & Distance ☒

PROPOSED OR CURRENT PROGRAM CODE: by Graduate School

PROPOSED EFFECTIVE DATE: August 2017 APPROVED EFFECTIVE DATE:

GRADUATE CATALOG DESCRIPTION
The Graduate Certificate in Mathematics provides students with graduate level academic credentials in Pure or Applied Mathematics. The program is aimed at satisfying broad needs in professional development and can be tailored to individual needs.

PROJECTED ENROLLMENT
On campus
Yr 1  5  Yr 2  5  Yr 3  5  Yr 4  5
Distance Education
Yr 1  15  Yr 2  30  Yr 3  40  Yr 4  50

PROGRAM COORDINATOR: Director of Graduate Program in Mathematics

Attachments:
☒ 1. Graduate Certificate Proposal
☒ 2. Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments
Proposal for an online track of the Postbaccalaureate Graduate Certificate in Mathematics

Program Justification

The Department of Mathematics at North Carolina State University wishes to establish an online track of the existing Graduate Certificate in Mathematics. This new track is aimed at individuals who desire to increase their knowledge and skills in Mathematics either for future job opportunities or in preparation for graduate studies. Students who complete the certificate will gain an in-depth knowledge of not only mathematical methods and concepts but also of how Mathematics plays a key role in current developments in the Sciences and technology.

The proposed new track will make it possible for students with job commitments to receive an advanced mathematical education; the resulting diversification and extension of the student pool is in agreement with NC State’s land grant mission.

Program Objectives

1. The students will learn about current mathematical concepts and methods; they will acquire a graduate level working knowledge of at least one field of Mathematics among algebra, analysis, mathematical modeling and computational methods

2. The certificate program will provide an educational experience that satisfies the expectations of its graduates.

Graduate Catalog Description

The Graduate Certificate in Mathematics provides students with graduate level academic credentials in Pure and Applied Mathematics. The program is aimed at satisfying broad needs in professional development and can be tailored to individual needs.

Projected Enrollment

<table>
<thead>
<tr>
<th>Category</th>
<th>Yr 1</th>
<th>Yr 2</th>
<th>Yr 3</th>
<th>Yr 4</th>
<th>Yr 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td>15</td>
<td>25</td>
<td>35</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Distance Education</td>
<td>15</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

These projections are based on (i) repeated unsolicited questions and requests received by our graduate program and (ii) a promising market demand study conducted by EAB, under the auspices of DELTA, in Spring 16. The EAB market analysis identified a strong long term growth potential for the program. The program will be initially geared toward high school teachers and will progressively be expanded to other professionals as more online courses become available.
Admission Requirements

Applicants must meet one of the two following requirements:

- Be a graduate of a regionally accredited four-year college or university and have a GPA of at least 3.00 on a 4-point scale.
- Be a degree student in good standing in a NC State University graduate program.

Provisional Admission

Applicants who do not meet the GPA requirements may be admitted provisionally based on relevant work experience and/or educational background. Students who are admitted provisionally must complete two of the courses required for the program with a grade of B or higher in each course in order obtain full admission.

Program of Study

Students take a combination of graduate and undergraduate mathematics courses that are tailored to the individual student. The certificate requires 12 hours of NC State mathematics courses, taken for a grade. There is no specific list of courses for the certificate. Of the 12 hours, 3 hours may be at the 400 level; the other 9 hours will be at the 500 level or above. The following classes are suggested; the status of completion of an online version is mentioned for each.

MA402 – Mathematics of Scientific Computing; being developed in S17
MA405 – Introduction to linear algebra; to be developed in Summer 17
MA501 – Advanced Mathematics for Engineers and Scientists, I; available
MA502 – Advanced Mathematics for Engineers and Scientists, II; to be developed in Summer 17
MA508 – Geometry for Secondary Teachers; being developed in S17
MA513 – Introduction to Complex Variables; to be developed in F17
MA523 – Linear Transformation and Matrix Theory; being developed in S17
MA580 – Numerical Analysis, I; available
MA591 – Fundamentals of Linear Algebra and Differential Equations; available

Academic Performance

1. Award of a Graduate Certificate requires a minimum overall GPA of 3.000. A minimum grade of C- is required for a course to be included in the certificate.
2. None of the required 12 hours may be taken for S/U or “credit only”.
3. No transfer credits from other institutions are allowed for the certificate.
4. All students must be registered through NC State University.
5. All Graduate Certificate requirements must be completed within four (4) calendar years of the date the student begins the course work for the certificate.

Application and Completion Processes
1. An application for acceptance into a certificate program is required for all new applicants. The applicant must apply via the Graduate School application, found at http://www.ncsu.edu/grad/applygrad.htm.

2. Those applicants who are currently enrolled in an NC State graduate program need only provide the Graduate student Certificate Plan Data Entry form, found at http://www.ncsu.edu/grad/faculty-and-staff/docs/grad-cert-plan-data-entry.pdf.

3. New applications will be reviewed at the department/program level and new applicants will pay a $25 application fee.

Each semester, students should contact the Certificate Coordinator to determine registration procedures, course availability and registration dates. When all certificate coursework is satisfactorily completed, the Certificate Coordinator forwards appropriate information to the Director of Graduate Programs for Mathematics who then notifies the Graduate School.

Admission to other graduate programs

Academic success might have a strong bearing on admission to a degree program however completion of a certificate program in no way guarantees entry into a graduate degree program which is done through a separate application process.

Responsibility for Administration and Resources

This certificate program resides in the College of Sciences. It will be administered by the Director of Graduate Programs in the Mathematics Department in conjunction with the Certificate Coordinator. The certificate coordinator will:

- Make all admission decisions to the certificate program
- Notify the Dean of the Graduate School of the student's completion of certificate requirements
- Update program website and program listings as needed on University websites
- Coordinate scheduling of courses with the Dept. of Mathematics Course Coordinator
- Assess learning outcomes
- Function as liaison with academic departments/colleges

Existing resources will be used to support the administration of this program.

Program or Policy Changes for this Certificate

Changes in the graduate certificate and related policies will be determined by the faculty and channeled through the appropriate college committees. Changes will be reported to the Graduate School.

Outcomes Assessment Plan

Objectives
1. The students will learn about current mathematical concepts and methods; they will acquire a graduate level working knowledge of at least one field of Mathematics among algebra, analysis, mathematical modeling and computational methods.

2. The certificate program will provide an educational experience that satisfies the expectations of its graduates.

Objectives and Outcomes

1. By the time they complete this certificate program, graduates should be able to:
   
   - Identify and describe the major foundational principles and methods of one field of Mathematics.
   
   - Apply the concepts and methods learned during the completion of the certificate in their own professional activities.
   
   - Describe the role played by Mathematics in the Sciences and Technology through concrete examples.

2. At the time they complete this certificate program, graduates are expected to be:
   
   - Satisfied with the usefulness of the certificate program in enabling them to achieve their professional goals.
   
   - Satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their professional goals.
   
   - Satisfied with the frequency and timeliness of courses offered for the certificate.
   
   - Satisfied with the quality of teaching in certificate courses.
   
   - Satisfied with the overall educational experience of the certificate program.
   
   - Sufficiently positive about the certificate program to recommend it to others with similar professional goals.

Objective 1:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Evidence to be Collected</th>
<th>Source of Evidence</th>
<th>Frequency of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates should be able to identify and describe the major foundational principles and methods of one field of Mathematics</td>
<td>Final exams for corresponding courses</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Graduates should be able to apply the concepts and methods learned during the completion of the certificate in their own professional activities</td>
<td>Projects in corresponding courses</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Graduates should be able to describe the role played by Mathematics in the</td>
<td>Exit interview administered by the</td>
<td>Student</td>
<td>Upon certificate</td>
</tr>
</tbody>
</table>
Objective 2: The certificate program will provide an educational experience that satisfies the expectations of its graduates.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Evidence to be Collected</th>
<th>Source of Evidence</th>
<th>Frequency of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be satisfied with the usefulness of the certificate program in enabling them to achieve their professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Students</td>
<td>Upon certificate completion</td>
</tr>
<tr>
<td>To be sufficiently satisfied with the certificate program to recommend it to others with the same professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Students</td>
<td>Upon certificate completion</td>
</tr>
<tr>
<td>To be satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their professional goals</td>
<td>Exit survey administered by Graduate School</td>
<td>Students</td>
<td>Upon certificate completion</td>
</tr>
<tr>
<td>To be satisfied with the frequency and timeliness of courses offered for the certificate</td>
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<td>Students</td>
<td>Upon certificate completion</td>
</tr>
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<td>To be satisfied with the quality of teaching in certificate courses</td>
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<td>Students</td>
<td>Upon certificate completion</td>
</tr>
<tr>
<td>To be satisfied with the overall educational experience of the certificate program</td>
<td>Exit survey administered by Graduate School</td>
<td>Students</td>
<td>Upon certificate completion</td>
</tr>
</tbody>
</table>
Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments

No other departments or programs are likely to be affected by this proposed change.
NC State University
Certificate Proposal Form

Certificate Title: Public Interest Design Certificate
New: ☒
Revision: ☐

Classification of Instructional Programs (CIP) Discipline # (6 digits): Architecture 04.0201 and Landscape Architecture 04.0601

Certificate Type:
On-Campus: ☒ Distance: ☐ On-Campus & Distance: ☐

Proposed Effective Date: Fall semester, 2017

Program Coordinator: Bryan Bell
Graduate Services Coordinator: Richard Corley
College: Design
Department/Program: Architecture and Landscape Architecture

Catalog Description:

The Graduate Certificate in Public Interest Design at NC State University provides academic training in the emerging field of public interest design. The fifteen credit program is designed to provide students and professionals with skills and specialization in how to use design to address a broad range of critical challenges that communities face in the world. The curricular content is research, classroom and field based. Coursework subjects includes Affordable Housing, Coastal Dynamics, Design/Build, Community Planning, Research Methods, and Environmental Social Equity in Design.

Projected Enrollment:

<table>
<thead>
<tr>
<th></th>
<th>Yr. 1-4</th>
<th>Yr. 2-6</th>
<th>Yr. 3-8</th>
<th>Yr. 4-10</th>
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<tr>
<td>Distance</td>
<td>Yr. 1-0</td>
<td>Yr. 2-0</td>
<td>Yr. 3-0</td>
<td>Yr. 4-0</td>
</tr>
</tbody>
</table>

Attachments:

X Proposal Document
X Statement of other departments likely to be affected and summary of consultation with those departments
X Program-level assessment
X Campus Routing Form
X Signature Page
Public Interest Design Certificate
North Carolina State University
College of Design

Introduction

Public Interest Design is a participatory and issue-based design practice that places emphasis on the “triple bottom line” of sustainable design that includes environmental, economic, and social challenges across the world. Public Interest Design seeks to broaden access of the benefits of design to all of the general public. By connecting the design process to global issues, Public Interest Design helps further establish the public value of design to a broader audience and provides designers with a larger platform to affirm the value of all the design disciplines.

The built and natural environments, including the spaces in which we live and work, the products we consume, and the messages we receive, have a powerful impact on society. It has a powerful impact on how we function in society. Good design requires attention and sensitivity to social, economic, political, cultural and behavioral issues. The aim of all curricula at the College of Design is to develop the designer’s perception, knowledge, skills and problem-solving abilities in order to prepare students for a successful career – and life. Public Interest Design provides one area of study that links design education and professional practice with the knowledge and skills to address global issues.

The strength of Public Interest Design at the NCSU College of Design extends back into the late 1960’s, with a recognized history of community-based service through the teaching legacies of many faculty. This certificate would allow the College of Design to build on past leadership in public service and to strengthen the institution’s role as a global leader in Public Interest Design. Both the millennial generation and current practitioners desire the knowledge of how to use their design education and professional skills to serve the public meaningfully.

This certificate allows the College of Design (COD) to further align its research, education and outreach activities with the strategic plans of the university. The proposed certificate aligns with the following stated goals from Pathways to the Future, NCSU Strategic Plan, 2011-2020: "We see an educational institution that nurtures graduates ready to enter productively into society with skills, an inquiring mind, global awareness, and a sense of social responsibility." The Plan includes:

- Applying innovative solutions to societal problems at the local, state, national and global levels.
- Facilitating interactions among extraordinary minds engaged with complex real-world problems.
- Promoting an integrated approach to problem solving that transforms lives and provides leadership for social, economic and technological development across North Carolina and around the world.

Program Intent

The graduate level certificate program in Public Interest Design will provide education in this rapidly emerging field. The curricular content, which is research, classroom and field based, educates students and professionals in how to use design to address a range of critical challenges that communities face in the world. This is an opportunity to further align the teaching, research and outreach of all the design departments of the College of Design with the mission of the University. This certificate would capitalize on NCSU’s past leadership and current faculty, as well as join the growing cultural momentum to provide expanded public service.
The programs objectives are to educate students to:

a. analyze precedents of how Public Interest Design is and can be a meaningful part of professional practice;
b. describe one model of professional practice in public interest design;
c. identify public need for design that can address community challenges;
d. determine a design project’s social, economic, environmental impact on a community;
e. document stakeholders and assets that can address project challenges;
f. test a process of working with a community as a design partner;
g. apply a collaborative process with multiple stakeholders.

Market for Graduates

Public and pro bono services are an integral part of the Architecture and Landscape Architecture professions. The motivation to “improve quality of life in communities” has been documented as the second main reason that people enter the profession of architecture. In 1996, Ernest L. Boyer and Lee D. Mitgang conducted a survey of architecture students and asked the following:

Please rank the most important reasons for entering the architecture profession:

Top reason given: Putting creative abilities to practical use:
44% gave as first reason for entering the profession of architecture.

Second most often reason given: Improving quality of life in communities
22% gave as first reason for entering the profession of architecture.

If we combine these top two reasons, we arrive at a working definition of Public Interest Design: “the desire to improve quality of life in communities” by “putting creative abilities to practical use.”

Two more recent surveys, one of American Institute of Architects members and another of a sample of students at the Harvard Graduate School of Design, document the current strong interest for a public-based practice.

The following are the results of a 2011 survey of the graduate student body in all design degree programs at Harvard’s Graduate School of Design, conducted through the GSD Student Services with Bryan Bell as Principal Investigator:

Please rank the three most important reasons you chose to enter the profession of architecture:

Putting creative abilities to practical use:
As first reason: 63%
As second reason: 17%
Third reason: 20%

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1 Building Community: A new future for architecture education and practice; Ernest L. Boyer and Lee D. Mitgang; The Carnegie Foundation for the Advancement of Teaching, Survey on Education of Architects, 1996; p. 9
Improving quality of life in communities
As first reason: 26%
As second reason: 46%
As third reason: 28%

The following are the results of the 2011 survey of a representative national sample of AIA members as part of the 2010 Latrobe Prize research, *Wisdom from the Field*, funded by the College of Fellows of the AIA and conducted by Roberta Feldman, Sergio Palleroni, David Perkes and Bryan Bell. The need for training in Public Interest Design was clearly identified in the Latrobe survey. The results provides evidence that the lack of training in this field was a major obstacle in succeeding in a career in public interest design:

   a. 54% of survey respondents identified the lack of “necessary identified expertise and training” as an obstacle to successful practice of Public Interest Design;

   b. 72% identified the lack of on-the-job training in public interest design as an obstacle;

   c. Seven specific learning objectives were identified as needed for a successful practice in PID;

   d. 20% of survey respondents knew architects who left the field of architecture because of dissatisfaction with how it served local communities, showing that failing to accomplish this goal is a clear and tangible loss for the profession in terms of trained and licensed practitioners.

Similarly, confirmation of the desire among students for education, training in public interest design was also found through the survey of the graduate student body at the Harvard Graduate School of Design:

   a. If training in Public Interest Design were available to you now, how likely – if at all – would you be to pursue it?
      
      Very likely: 26%
      Somewhat likely: 52%

   b. How would you choose to gain additional expertise and training in Public Interest Design?
      Please check all that would be of interest.
      Classes at my school: 73%
      An independent service program like a summer design/build studio: 68%
      Independent training sessions organized by and located at a university: 24%
      Online webinars: 7%

This data provides indicators of a nation-wide demand for such a certificate program, among both professionals and students. The growth of Public Interest Design as a professional practice means that the motivations of students and professionals to serve the public and communities can be part of their full-time or part-time of a professional career.

**Enrollment Projection**

Currently, there is only one certificate program in PID, which is offered at Portland State University in Oregon. Thus, developing this certificate is an opportunity for the NCSU College of Design to become further recognized for one of its strengths and offer a specific program of study in a highly sought field through the first certificate program in the eastern United States.

It is anticipated that there will initially be four students growing to ten students enrolled per year by Year 4.
Proposing Departments

The School of Architecture and the Department of Landscape Architecture are co-applicants of the Public Interest Design Certificate. Elective courses have been identified throughout the four academic departments that comprise the College of Design: School of Architecture, Landscape Architecture, Art + Design, and Graphic Design and Industrial Design.

Beyond the design disciplines, Public Interest Design practices rely on diverse stakeholders to achieve positive impact. Rather than the professional/client transactional relationship of traditional design practice, Public Interest Design takes a shared-expertise approach where the assets of multiple stakeholders are recognized, respected and applied to the design solution – including governmental entities and funding sources in addition to community members, etc.

Most practitioners found they needed to expand their conventional professional roles and services to include planning, research, advocacy strategies, and others to meet the public needs of a project. This required cultivating new skills and strategies and building relationships with experts in other fields, representatives of various non-profits, and/or government officials to facilitate projects.

2011 FAIA Latrobe Prize Research Report, “Wisdom from the Field”
Roberta Feldman, Sergio Palleroni, David Perkes and Bryan Bell

Certificate Program Coordinator

Bryan Bell, Associate Professor
301B Brooks Hall
North Carolina State University
919-637-2804
bbell@ncsu.edu

Faculty Participants

School of Architecture:
Robin Abrams, Professor
Tom Barrie, Professor
Bryan Bell, Associate Professor
David Hill, Interim Head and Associate Professor
Sara Queen, Assistant Professor
Katie Wakeford, Assistant Professor of Practice
Ellen Cassilly, Instructor
Randy Lanou, Instructor

Department of Landscape Architecture
Gene Bressler, Professor and Head of Department
Celen Pasalar, Assistant Dean for Research and Extension, Assistant Professor, Architecture/Affiliate PhD Faculty
Kofi Boone, Associate Professor
Academic Requirements for Participants

Certificate students are expected to complete a total of 15 hours of coursework. Participants not in the College of Design would pursue Option 3 which does not include design studios. Additionally, it is possible to earn this certificate as a post-baccalaureate, non-degree seeking student. In addition,

There are three methods of fulfilling this requirement:

Option 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
<td>3</td>
</tr>
<tr>
<td>Two (2) approved design studios</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Option 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
<td>3</td>
</tr>
<tr>
<td>One (1) approved design studios</td>
<td>6</td>
</tr>
<tr>
<td>Two (2) approved seminars</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Option 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
<td>3</td>
</tr>
<tr>
<td>Four (4) approved seminars</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Required Coursework

All studios and seminars taken for certificate credits must be either: (1) be listed below, or (2) approved by the Certificate Coordinator prior to the student’s enrollment in the proposed course.

Successful completion of the following seminar is required for all PID Certificate students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
<td>3</td>
</tr>
</tbody>
</table>
Successful completion of between 6 and 12 credit hours from the following courses may be included towards the completion of the PID Certificate:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAR 500</td>
<td>Community Planning and Design Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>ARC 503*</td>
<td>Affordable Housing Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>ARC 503*</td>
<td>PID Incubator Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>ARC 503*</td>
<td>Coastal Dynamics Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>ARC 503*</td>
<td>Design Build Summer Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>LAR 582</td>
<td>Coastal Dynamics Studio</td>
<td>Studio</td>
<td>6</td>
</tr>
<tr>
<td>LAR 582</td>
<td>Introduction to Research Methods</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>LAR 578</td>
<td>Environmental Social Equity in Design</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>LAR 579</td>
<td>Human Use of the Urban Landscape</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>LAR 582</td>
<td>Performance and Metrics</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ID 582</td>
<td>Human Centered Design</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ADN 592/ARC 590</td>
<td>DIY Cartography</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ARC 590</td>
<td>Special Topics - topics vary, by approval of PID Certificate Coordinator</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>LAR 582</td>
<td>Special Topics - topics vary, by approval of PID Certificate Coordinator</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ADN 502</td>
<td>Documentary Film</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ADN 503*</td>
<td>Introduction to Practice Based Research on Art and Design</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ADN 503*</td>
<td>Storytelling Through Films</td>
<td>Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

*Only these pre-approved sections of ARC 503 and ADN 503 are eligible for credits

NOTE – not all courses are taught every year.

Successful completion of up to 6 credit hours from the following courses in other NCSU Public Administration Departments may be included towards the completion of the PID Certificate:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 510</td>
<td>Public Policy Analysis</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 512</td>
<td>Public Budgeting</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 521</td>
<td>Government and Planning</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 535</td>
<td>Problem Solving for Public and Nonprofit Organizations</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 536</td>
<td>Management for Nonprofit Organizations</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 546</td>
<td>Program Evaluation</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 553</td>
<td>Disasters and Public Policy</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PA 598</td>
<td>Grant Writing and Management</td>
<td>Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Successful completion of up to 6 credit hours in other NCSU departments other than the College of Design and the Department of Public Administration can count towards PID Certificate if given approval by PID Certificate Coordinator at the time of application to the PID Certificate program.

All coursework for the PID Certificate must be a registered NC State University course. Transfer credit from other institutions is not allowed.

Additional Opportunities

Students in the Public Interest Design Certificate Program will join an academic and professional community that offers a broad range of extracurricular activities. These include the College of Design visiting lecturers and
membership in student organizations, such as the American Institute of Architecture Students’ Freedom by Design program, which organize community-based design/build projects.

Application Process

Students must apply on-line through the College of Design website to participate in the certificate program, (https://design.ncsu.edu/academics/architecture/#overview). The PID Certificate application process is a separate process from application to admission for NCSU departments. To qualify for admission to the Certificate in Public Interest Design, students must meet one of the following criteria:

- Be a degree student in good standing in a NC State University graduate program. Students must have at the time of application a GPAS of 3.00 in their professional degree program. (Transcript required at time of application.)
- Be a graduate of an accredited four year college or university, and have a GPA of at least 3.0 on a 4.0 scale in their last 60 credit hours of undergraduate study. (Transcript required at time of application.)
- Be a practicing professionals with related experience or education. (Resume required at time of application.)
- Be a member of the public with related experience or education. (Resume required at time of application.)

Students must apply to graduate from the certificate at the same time or prior to the time that they apply to graduate from their degree program.

As Part 1 of the application for admission for the PID Certificate, each student must identify a plan of proposed coursework that fulfill all the required learning objectives.

As Part 2 of the application for admission for the PID Certificate, each student must apply to the Graduate School for admission.

Certificate Completion

To receive a PID Graduate Certificate, all three of the following criteria must be met:

1. A student must complete 15 hours of coursework in an approved selection of courses identified above.
2. A student must have a minimum 3.00 cumulative grade point average (GPA) on all certificate coursework. The minimum grade to receive certificate credit can be no lower than a grade of B-. GCP students who take letter-graded 400-, 500- and 700-level courses do not have the option of taking the courses for "credit only" if they intend for the course to be part of their GCP.

Additionally, PID Certificate requirements must be completed within four calendar years, beginning with the date the student commences courses applicable to the GCP. A student may obtain more than one certificate. Each certificate must have at least nine credit hours that are unique to it.

Note: Academic success in a certificate program might have a strong bearing on admission to a degree program, but completion of a certificate program in no way guarantees entry into a graduate degree program, which is done through a separate application process.

Program Outcome Assessment Plan
Objective 1: In this certificate program, students will learn concepts of effective practice and leadership in how to use design to address the critical challenges communities face globally by developing the designer’s perception, knowledge, skills and problem-solving abilities in order to prepare students for a career in public interest design.

Evidence of successful completion of each outcome is required to be provided by each student. Documentation must be provided that addresses critical criteria for each outcome. These criteria are provided on the PID Certificate website.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Evidence to be Collected</th>
<th>Source of Evidence</th>
<th>Frequency of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze precedents of how Public Interest Design can be a meaningful part of professional practice</td>
<td>ARC 563. Public Interest Design Seminar: Case Study or LAR 582.002: Environmental Social Equity in Design: Case Study</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Describe one model of professional practice in public interest design</td>
<td>ARC 563. Public Interest Design Seminar: Case Study or LAR 582.002: Environmental Social Equity in Design: Case Study</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Identify public need for design that can address community challenges</td>
<td>ARC 503.002 Public Interest Design Incubator Studio Project or ARC 503 Summer Design/Build Project or Pre-approved ARC 503 Project</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Identify the social, economic, and environmental impact of a design project’s on a community</td>
<td>ARC 563. Public Interest Design Seminar: Case Study or LAR 582 Performance and Metrics analysis</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Identify stakeholders and assets that can address project challenges</td>
<td>ARC 503.002 Public Interest Design Incubator Studio Project or ARC 503 Summer Design/Build Project or Pre-approved ARC 503 Project</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>Test a process of working with a community as a design partner</td>
<td>ARC 503.002 Public Interest Design Incubator Studio, SEED process digital documentation or Pre-approved ARC 503 Project</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>----------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Apply a collaborative process with multiple stakeholders</td>
<td>ARC 503.002 Public Interest Design Incubator Studio Project or ARC 503 Summer Design/Build Project or Pre-approved ARC 503 Project</td>
<td>Certificate Coordinator</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Objective 2. The certificate program will provide an educational experience that satisfies the expectations of its graduates.

<table>
<thead>
<tr>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be satisfied with the usefulness of the certificate program in enabling them to achieve their professional goals</td>
</tr>
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<td>To be sufficiently satisfied with the certificate program to recommend it to others with the same professional goals</td>
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<td>To be satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their professional goals</td>
</tr>
<tr>
<td>To be satisfied with the frequency and timeliness of courses offered for the certificate</td>
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<td>To be satisfied with the quality of teaching in certificate courses</td>
</tr>
<tr>
<td>To be satisfied with the overall educational experience of the certificate program</td>
</tr>
</tbody>
</table>

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<th>Evidence to be Collected</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
<tr>
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<td>Exit survey administered by Graduate School</td>
<td>Graduate School</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Tab 7.3A
Public Interest Design Graduate Certificate
Application Part 1

Instructions: Download this form, complete and submit by email to Certificate Coordinator at bbell@ncsu.edu.

Applicant Name ____________________ Student ID ____________________

NCSU Degree Program or Other (if Other, transcript or resume required): ____________________________

Date of Application: ____/____/_______ Anticipated NCSU Graduation Date: ____/_______

Courses Taken

<table>
<thead>
<tr>
<th>All studios and/or seminars taken towards achieving the learning objectives</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
<td>Spring semester 2017</td>
</tr>
</tbody>
</table>

Proposed Courses

<table>
<thead>
<tr>
<th>All studios and/or seminars to be taken towards achieving the learning objectives</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. ID 582 Human Centered Design</td>
<td>Fall semester 2019</td>
</tr>
</tbody>
</table>

Learning Objectives Assessment

<table>
<thead>
<tr>
<th>Column 1 – Learning Objectives</th>
<th>Column 2 - Title of the course addressing the learning objective For the complete list of pre-approved courses and related learning objectives, see www.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Analyze precedents of how Public Interest Design is and can be a meaningful part of professional practice.</td>
<td>e.g. ARC 563 Public Interest Design Seminar: Case Studies and Current Issues</td>
</tr>
<tr>
<td>2: Describe one model of professional practice in public interest design.</td>
<td></td>
</tr>
<tr>
<td>3: Identify public need for design that can address community challenges.</td>
<td></td>
</tr>
<tr>
<td>4: Determine a design project’s social, economic, environmental impact on a community.</td>
<td></td>
</tr>
<tr>
<td>5: Document stakeholders and assets that can address project challenges.</td>
<td></td>
</tr>
<tr>
<td>6: Test a process of working with a community as a design partner.</td>
<td></td>
</tr>
<tr>
<td>7: Apply a collaborative process with multiple stakeholders.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: After submission and approval of Application Part 1, the Application Part 2 is to be submitted by student directly to the Graduate School for final approval.
Public Interest Design Graduate Certificate
Application Part 2

Graduate Student Certificate Plan Data Entry

Student ID ___________________ Student Name _______________________________________________

Student Program Related Information

Admit Term _______________________ (Enter semester and year)

Academic Load (for Graduate School office use only) LTHalftime

Academic Program (for Graduate School office use only in the case of NDS students) GCERT

Expected Graduation

Term (if known) _______________________ (Optional field – enter semester and year)

Student Plan & Sub-plan Related Information (choose code/description from drop-down lists below)

Academic Plan ________________________________________________________________

Academic Sub Plan (dynamically populates if a Distance Education sub plan exists for the plan chosen above)

* Please change the option below to a dash if you do not wish to choose a Distance Education subplan.

Director’s Signature Date

NOTE: If you are viewing this PDF in a browser and the Sub Plan drop-down above is not dynamically populating, please download it to your computer (right-click, Save or right-click, Save Page As) and open it with Adobe Reader or Adobe Acrobat.
notice of CCC approval_Re: CCC review of Public Interest Design Certificate program proposal

Kermit Bailey <klbailey@ncsu.edu>
To: Bryan Bell <bbell@ncsu.edu>, Art Rice <art_rice@ncsu.edu>
Cc: Jianxin Hu <jhu3@ncsu.edu>, Kathleen Rieder <rieder@ncsu.edu>, David Hill <dbhill@ncsu.edu>, Gene Bressler <gene_bressler@ncsu.edu>

Fri, Jan 27, 2017 at 9:17 AM

Bryan, good morning

...I'm thinking your dept. rep has informed you, but if not, I just wanted to notify you that your "new certificate program in Public Interest Design" curriculum action was approved by the College committee.

As discussed with you, to increase 'smooth sailing' down the road, we strongly encourage the following improvements to the document sent to the university:

- take out all 200 and 400 level courses listed as "curriculum options". These may raise unnecessary red flags, as they are not commensurate numbers to graduate credit / education.

- for 'future' courses / interest at the graduate level - outside of Arch (options), do inquire with DGPs and or dept. heads in regards to Special Topic or independent course numbers that may be available for the certificate program.

- rewrite the opening introduction, separating clearly faculty as retired (as legacy statement) and current faculty (the case forward being made).

- for record keeping, do provide a final document for the College records. Work with Associate Dean Rice, in regards to advancing the packet to the graduate school.

thank you for your due diligence, and good luck

Kermit, CCC chair.

On Tue, Jan 3, 2017 at 1:04 PM, Bryan Bell <bbell@ncsu.edu> wrote:

Dear CCC,

Happy New Year. I apologize for this early contact but I'd like to be sure to be to get an item on your agenda for your next meeting. Attached is the proposal for a new certificate program in Public Interest Design with co-applicants being the School of Architecture and Department of Landscape Architecture. I am hopeful that this certificate will not only strengthen collaboration between departments, but will add external recognition and aid recruitment for the excellent courses and research being done here already.

Gene and David have signed the approval flow form (attached) and the next review is the CCC. All departments are involved to some degree.

Senior Associate Dean Peter Harries and Mike Carter (Assessment) of the Graduate School have reviewed a draft and given provisional approvals. I can provide their emails if that is helpful.
Public Interest Design certificate

Jerrell D. Coggburn <jcoggburn@ncsu.edu>  
To: Bryan Bell <bbell@ncsu.edu>  

Mon, Feb 27, 2017 at 3:08 PM

Dear Bryan,

I want to thank you for reaching out to me and my Public Administration colleagues for input on your proposed Graduate Certificate in Public Interest Design. Likewise, I appreciate you meeting with me and Anne-Lise Velez to discuss possible ways PA can support the certificate.

I circulated the proposal among the faculty, and there was general agreement that the certificate should be supported. Conversation centered on which PA courses might be good complements to the certificate--there was no opposition to the proposal.

So, with that, let me extend our endorsement of the proposal and our willingness to work closely with you to develop a list of PA core and elective classes that might be of interest to certificate students.

We look forward to seeing the proposal advance and to supporting the certificate, be it through courses we offer or students we recommend.

Best,

Jerrell

--
Jerrell D. Coggburn  
Professor, Chair, and Director of Graduate Programs  
Department of Public Administration  
School of Public & International Affairs  
North Carolina State University  
Campus Box 8102  
Raleigh, NC 27695-8102  
Phone: 919-515-1888  
Fax: 919-515-7333  
jcoggburn@ncsu.edu
N. C. STATE UNIVERSITY
GRADUATE CERTIFICATE PROGRAM FORM

COLLEGE/DEPARTMENT/PROGRAM NAME:
College of Natural Resources
DEPARTMENT/PROGRAM NAME: Forestry & Environmental Resources
CERTIFICATE TITLE: Graduate Certificate in Military Land Sustainability

TYPE OF PROPOSAL: Revision: ☐ Discontinuation: ☐

CIP DISCIPLINE#: 

CERTIFICATE TYPE: On-campus ☐ Distance ☑ On-campus & Distance ☐

PROPOSED OR CURRENT PROGRAM CODE: by Graduate School

PROPOSED EFFECTIVE DATE: August 2017 APPROVED EFFECTIVE DATE: 

GRADUATE CATALOG DESCRIPTION

Students participating in the Graduate Certificate in Military Land Sustainability will identify, evaluate, and apply land management approaches in order to conserve natural resources and support military land uses. Students will complete a minimum of 14 hours of course work spanning three integrated, multidisciplinary thematic areas: land management, policy analysis and formulation, and cultural competency and conflict resolution. Students are expected to complete seven hours of online required courses, three hours of online elective courses, and the field-based capstone course. For certification in Military Land Sustainability, students must obtain a B or better in all courses.

PROJECTED ENROLLMENT

On campus
Yr 1 00  Yr 2 00  Yr 3 00  Yr 4 00
Distance Education
Yr 1 15  Yr 2 15  Yr 3 15  Yr 4 15

PROGRAM COORDINATOR: Dr. Dennis Hazel

Attachments:
☒ 1. Graduate Certificate Proposal
☒ 2. Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments
Proposal for
Graduate Certificate in Military Land Sustainability

Program Justification

The Department of Defense (DoD) oversees more than 25 million acres of military land, air, and water resources that are used for testing, training, and operational activities; these resources are also managed for conservation of natural resources\(^1\). However, unlike other federal land management agencies, natural resource practices on DoD land must provide military forces with realistic training and testing environments. To ensure the long-term sustainability of land resources, DoD works with other federal agencies, state agencies, local governments, and non-profit organizations. Students with a natural resources background may find both military and civilian careers in military land management.

North Carolina has a significant military presence, with five military bases, a military ocean terminal, and a U.S. Coast Guard base located within the state. The military supports 578,000 jobs in North Carolina, nearly $34 billion in state personal income, and $66 billion in gross state product.\(^2\) In North Carolina as in other states and U.S. territories military installations face the loss of the ability to train due to incompatible land use. In 2013, the Departments of Agriculture, Defense, and Interior announced the Sentinel Landscapes Partnership as the pathway toward concurrent military use and natural resource conservation. Sentinel Landscapes is an approach to regional and local planning where multiple partners including the local military installation agree to work together to develop strategies to promote working farm and forestlands, protect natural resources, and minimize unplanned development to promote health of the local economy while sustaining the ability of the military to train and maintain readiness. By agreement of the federal agencies, when the Department of Defense designates an area near and often including the local installation a “Sentinel Landscape”, those agencies will cooperate and focus resources to develop partnerships to accomplish these goals regarding working lands, natural resources, and the installation(s). There are now 33 North Carolina counties in the Eastern North Carolina Sentinel Landscape, and more than 30 state and local agencies and NGOs in the associated partnership. Most of the land in this Landscape is privately owned; much of it is forestland. Partners will seek to address top priority incompatible land use concerns identified by the military, including restrictions related to species conservation and potential development of privately owned agriculture, forest, and open space lands.\(^3\) As of April 2017, there are additional Sentinel Landscapes designated in Washington, Arizona, Minnesota, Virginia, Maryland, Delaware, and Florida, all of which require skilled managers.

The certificate in military land sustainability is proposed as a distance-education based graduate certificate program administered through NC State University, College of Natural Resources,

\(^1\) Department of Defense, Natural Resources Program, n.d., http://www.dodnaturalresources.net/
Department of Forestry and Environmental Resources. It is designed to provide focused training on natural resource management in and around military bases in order to preserve natural resources and to maintain military readiness. It is targeted to active military personnel, veterans committed to natural resource management, other government professionals, and natural resource professionals interested in civilian work with the military. By offering a predominately online certificate the Department of Forestry and Environmental Resources hopes to promote high-quality education for active duty personnel and working students. Students will require only one week of class attendance, in the required Field Course (NR 513), which will be conducted at the Raleigh campus with several North Carolina base field trips.

This program was originally designed in partnership with Texas A&M University, and was presented to the Graduate Administrative Board in August 2014. Texas A&M University is now offering their Military Lands Sustainability certificate independently. NC State maintains a working relationship with colleagues at TAMU, and faculty have collaborated on projects and course design and one TAMU faculty member is adjunct at NC State and assists with several NCSU courses. At this time, however, the NC State Military Lands Sustainability Certificate program is being represented to the Graduate Administrative Board as a stand-alone certificate program as it was deemed by Texas A&M to be too complex to develop appropriate university-to-university program agreements.

Program Objectives

The primary objective of this program is for students to identify, evaluate, and apply land management approaches to conserve natural resources and military sustainability in both DoD-owned and other areas important to military sustainment. Specific student learning outcomes include:

- Describe historic, current, and future use of military lands (to include competing interests of scarce resources), and general military land use requirements,
- Identify natural resource and environmental policies and emerging issues that impact military land uses and areas critical to military sustainment,
- Compare natural resource planning approaches on military lands and areas important to military sustainment,
- Evaluate alternative approaches to promoting compatible land uses to include buffer programs, regional planning, incentive programs, and community engagement,
- Compare diverse communities at local and regional scales and apply basic principles in conflict resolution and consensus building, and propose paths forward.
- Formulate successful solutions to military natural resource challenges by taking into account military mission, laws, policies, and science.

Graduate Catalog Description

Students participating in the Graduate Certificate in Military Land Sustainability will identify, evaluate, and apply land management approaches in order to conserve natural resources and support military land uses. Students will complete a minimum of 14 hours of course work spanning three integrated, multidisciplinary thematic areas: land management, policy analysis
and formulation, and cultural competency and conflict resolution. Students are expected to complete seven hours of online-required courses, three hours of online elective courses, and the field-based capstone course. For certification in Military Land Sustainability, students must obtain a B or better in all courses.

Projected Enrollment

On campus
Yr 1 __ Yr 2 __ Yr 3 __ Yr 4 __
Distance Education
Yr 1 15 Yr 2 15 Yr 3 15 Yr 4 15

Admission Requirements

The NC State Graduate Certificate in Military Land Sustainability is administered by the certificate coordinator for the proposed certificate. The coordinator is also an instructor in several courses. Acceptance into the Graduate Certificate in Military Land Sustainability program is competitive. Applicants must hold a B.S. or B.A. degree from a regionally accredited institution, preferably in a natural resource related field with a minimum of 3.0 GPA.

Provisional Admission

Applicants who do not meet the GPA requirements may be admitted provisionally based on professional training and achievements. Students who are admitted provisionally must maintain a 3.0 for the first six hours of credit in order to obtain full admission into the certificate program.

Program of Study

The graduate certificate requires a minimum of 14 hours, and includes the following courses:

Required Courses (1 credit hours required):
NR 510 Sustainable Military Land Management - 3 credit hours
NR 511 Managing Natural Resources in an Arena of Conflict - 3 credit hours
NR 512 Land Use Policy and Management - 3 credit hours
NR 513 Field Course and Practicum for Military Land Sustainability - 2 credit hours

Elective Courses (Must choose one 3 credit-hour elective from list below):
FOR 620 Woodlands Stewardship
GIS 510 Introduction to Geographic Information Science
FOR 531 Wildland Fire Science
MEA 517 Fundamentals of Climate Change Science
MEA 519 Barriers to Climate Change Literacy
MBA 554 Project Management
PS 536 Global Environmental Law and Policy

Academic Performance

1. Award of a Graduate Certificate requires a minimum GPA of 3.000 on all certificate coursework.
2. A student must make at least a “C-” in all courses.
3. None of the required 14 hours may be taken for S/U or "credit only".
4. No transfer credits from other institutions are allowed for the certificate.
5. All students must be registered through NC State University.
6. All Graduate Certificate requirements must be completed within the four (4) calendar years beginning with the date the students begins the course work for the certificate.
7. Graduate Certificate students are expected to maintain continuous enrollment every semester (excluding summer sessions) until all course work is completed. Under unusual circumstances, a one-semester leave of absence will be granted if the student is unable to enroll in a course. Written approval from the certificate coordinator must be obtained before the beginning of the semester.

Application and Completion Processes

1. An application for acceptance into a certificate program is required for all new certificate applicants, including currently enrolled students. The applicant must apply via the Graduate School application, found at http://www.ncsu.edu/grad/applygrad.htm.
2. Those applicants who are currently enrolled in an NC State graduate program need only provide the Graduate student Certificate Plan Data Entry form, found at https://grad.ncsu.edu/wp-content/uploads/2015/12/grad-certplan-data-entry.pdf
3. All applications will be reviewed at the department/program level and new applicants will pay a certificate application fee.

Each semester, students should contact the Certificate Coordinator to determine registration procedures, course availability and registration dates.

When all certificate coursework is satisfactorily completed, the Certificate Coordinator forwards appropriated information to the Director of Graduate programs for the College of Natural Resources who then notifies the Graduate School.

Admission to other Graduate Programs

Academic success might have a strong bearing on admission to a degree program BUT completion of a certificate program in no way guarantees entry into a graduate degree program, which is done through a separate application process.

Responsibility for Administration and Resources

The certificate program will be administered by the Director of Graduate Programs for Forestry and Environmental Resources in conjunction with the Certificate Coordinator. The certificate program coordinator will:

• Make all admission decisions to the certificate program
• Notify the Department DGP of the student's completion of certificate requirements.
• Update program website and program listing as needed on University websites
• Coordinate Scheduling of courses
• Oversee development of courses
• Assess learning outcomes
• Function as liaison with academic departments/colleges

Startup funding has been provided through DELTA. Student enrollment is expected to provide continued funding in the future that will be used to support the instruction in this program.

**Program or Policy Changes for this Certificate**

Changes in the graduate certificate and related policies will be determined by the faculty and channeled through the appropriate department and college committees and the university. Changes will be reported to the Graduate School.

**Outcomes Assessment Plan**

1. **Objectives**
The primary objective of this program is for students to identify, evaluate, and apply land management approaches to conserve natural resources and military sustainability in both DoD-owned and other areas important to military sustainment.

**Objectives and Outcomes**

By the time they complete this certificate program, graduates should be able to:

- Describe historic, current, and future use of military lands (to include competing interests of scarce resources), and general military land use requirements,
- Identify natural resource and environmental policies and emerging issues that impact military land uses and areas critical to military sustainment,
- Compare natural resource planning approaches on military lands and areas important to military sustainment,
- Evaluate alternative approaches to promoting compatible land uses to include buffer programs, regional planning, incentive programs, and community engagement
- Describe how renewable energy sources can affect military training routes
- Compare diverse communities at local and regional scales and apply basic principles in conflict resolution and consensus building, and
- Formulate successful solutions to military natural resource challenges by taking into account military mission, laws, policies, and science.
<table>
<thead>
<tr>
<th><strong>Outcome</strong></th>
<th><strong>Evidence</strong></th>
<th><strong>Source</strong></th>
<th><strong>When?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe historic, current, and future use of military lands (to include competing interests of scarce resources), and general military land use requirements</td>
<td>Exams from NR 510</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Identify natural resource and environmental policies and emerging issues that impact military land uses and areas critical to military sustainment</td>
<td>Exams and Case Study Review from NR 512</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Compare natural resource planning approaches on military lands and areas important to military sustainment</td>
<td>Exams and Case Study Review from NR 512</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Evaluate alternative approaches to promoting compatible land uses to include buffer programs, regional planning, incentive programs, and community engagement</td>
<td>Exams and Project Paper from NR 513</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Describe how renewable energy sources can affect military training routes</td>
<td>Class presentation and team report from NR 513</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Compare diverse communities at local and regional scales and apply basic principles in conflict resolution and consensus building</td>
<td>Exams and Project Paper from NR 511</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
<tr>
<td>Formulate successful solutions to military natural resource challenges by taking into account military mission, laws, policies, and science</td>
<td>Written Report from NR 513</td>
<td>Student</td>
<td>At end of semester</td>
</tr>
</tbody>
</table>

2. At the time they complete this certificate program, graduates are expected to:

   - be satisfied with the usefulness of the certificate program in enabling them to achieve their natural resource professional goals
   - be sufficiently satisfied with the certificate program to recommend it to other natural resource professionals working with the military
   - be satisfied with the appropriateness of the courses in providing the knowledge or training they anticipate needing for their natural resource professional goals
   - be satisfied with the frequency and timeliness of courses offered for the certificate
be satisfied with the quality of teaching in certificate courses
be satisfied with the overall educational experience of the certificate program

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<td>To be satisfied with the usefulness of the certificate program in enabling them to achieve their natural resource professional goals</td>
<td>Exit survey administered by Graduate School</td>
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</tr>
<tr>
<td>To be sufficiently satisfied with the certificate program to recommend it to other natural resource professionals working with the military</td>
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<tr>
<td>To be satisfied with the frequency and timeliness of courses offered for the certificate</td>
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<td>Upon certificate completion</td>
</tr>
</tbody>
</table>

**Consultations**

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Name</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>Bob Abt (<a href="mailto:Bob_abt@ncsu.edu">Bob_abt@ncsu.edu</a>)</td>
<td>The committee favored pursuing this certificate. 9/25/13</td>
</tr>
<tr>
<td>EA</td>
<td>Linda Taylor (<a href="mailto:LR_Taylor@ncsu.edu">LR_Taylor@ncsu.edu</a>)</td>
<td>I think the program in Military Land Sustainability would be a great asset to the current course offerings. 10/7/13</td>
</tr>
<tr>
<td>PA</td>
<td>Jerrell Coggbum (<a href="mailto:jcoggbum@ncsu.edu">jcoggbum@ncsu.edu</a>)</td>
<td>PA is supportive of the effort to establish the Military Land Sustainability Certificate program. 10/2/13</td>
</tr>
</tbody>
</table>
NEW UNDERGRADUATE CERTIFICATE PROGRAM
N. C. STATE UNIVERSITY
UNIVERSITY CERTIFICATE PROGRAM FORM

COLLEGE/DEPARTMENT/PROGRAM NAME: CALS/FBNS/FoodScience
CERTIFICATE TITLE: Certificate in Food Safety & Quality Management

CIP DISCIPLINE#: 01.1001

PROPOSED OR CURRENT PROGRAM CODE: Food Science (FS)

COURSE COMPONENTS: On-campus ☒ Distance ☐ On-campus & Distance ☐

PROPOSED EFFECTIVE DATE: 01/2017 APPROVED EFFECTIVE DATE:

ATTACHMENTS INCLUDED:
☒ 1. Statement of Justification for Program
☒ 2. Statement of Program Objectives
☐ 3. Proposed Revision(s) with Reasons
☒ 4. List of Program Requirements (use attached Format B)
☒ 5. Catalog Description of Proposed Certificate
☐ 6. Number of Certificate recipients in the past Five Years
☒ 7. Projected Enrollment
☒ 8. Admission Requirements
☒ 9. Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments

REQUIRED SIGNATURES:

[Signatures and dates listed]

[Signatures and dates listed]
February 1, 2017

To: Members of OUCC

Subject: Undergraduate Certificate in Food Safety and Quality Management

From: Clinton D. Stevenson
Assistant Professor and Distance Education Coordinator

The following information is provided following a request from the OUCC about the Undergraduate Certificate in Food Safety and Quality Management:

The objectives of the certificate program are for students to be able to accomplish the following:

1. Evaluate Good Manufacturing Practices in food processing facilities
2. Develop a food safety management plan for processing safe and wholesome foods in the food industry
3. Identify the role of operations management in food quality assurance

These objectives will be assessed every two years based on the general University assessment procedures. Also, students may be assessed on their self-reported competencies and self-efficacies for the learning outcomes listed above before and after completing the program.

Individual courses will also be assessed. For example, in FS 250 students will be assessed on their ability to evaluate the implementation of Good Manufacturing Practices in food processing facilities and communicate why this is important. They will be assessed by a combination of weekly quizzes, experiential learning assignments and a final project. The weekly quizzes will assess their basic knowledge and the instructor will review performance on these quizzes on a weekly basis and remediate the concepts that students had difficulty with by clarifying the concepts to the entire class. Students will be assessed on their ability to explain the practical applications of the subject matter through discussion forums, which will be assessed using rubric consisting of critical thinking and writing criteria. A final project will assess their abilities to audit a food processing facilities, and students will be assessed using a rubric that consists of criteria related to their ability to apply the subject matter in real world contexts.
University Certificate Program Form: Food Safety & Quality Management Certificate

NC State University College of Agricultural and Life Sciences
Department of Food, Bioprocessing and Nutrition Sciences

University Undergraduate Certificate in Food Safety & Quality Management – for NC State Students

AND

University Undergraduate Certificate in Food Safety & Quality Management – for Non-Degree Seeking Students

1. Statement of Justification for Program
Dr. Clint Stevenson intends to improve a departmental food safety certificate program by offering it as a new university distance education certificate program. The existing two-tier certificate program consisting of three 3-credit courses per certificate will be replaced with a condensed and more impactful program. The new format will be value-added, as it will be a university-credentialed program. Underserved individuals pursuing careers in food manufacturing industries will comprise the primary audience. Dr. Stevenson recently enhanced two of his courses by improving the interactivity of the learning activities in Articulate Storyline, producing a multimedia rich case study of the Howling Cow dairy processing plant, and creating a food safety game using videos and an interactive map of the plant (visit http://foodsafety.ncsu.edu/howling-cow-case-study to learn more). The Quality Matters program for online learning, as well as peer and student evaluations of teaching will conduct program evaluations.

A 2013 marketing study commissioned by DELTA that included regional employers of food quality assurance professionals indicated the need for a university recognized certificate program. The new program being proposed will significantly increase students' career potentials, as they will be awarded a university-transcripted certificate on their diplomas upon completing all four courses. Further, each individual course will prepare students to pass specific certification exams accredited by the American Society for Quality and the National Environmental Health Association. Students will not necessarily be required to take these third-party certifications, however they will be instructed of the merit of possessing these credentials.

2. Statement of Program Objectives
The objective of the University Certificates in Food Safety & Quality Management are to allow non-degree seeking (NDS) students not enrolled in a 4-year degree program at N.C. State University, as well NC State University undergraduate students, the opportunity to receive recognition on their transcript for the successful completion of a sequence of courses in the field of Food Safety & Quality management.

3. Proposed Revisions With Reasons
A statement of proposed revisions with reasons is not applicable to this proposal for a new certificate program. Yes, this new university certificate program will supersede a previous certificate program, however the previous certificate program was a departmental certificate program.
4. List of Program Requirements
Undergraduate Certificate in Food Safety & Quality Management

**Code:**

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area of Study</strong></td>
<td></td>
</tr>
<tr>
<td>Required Courses:</td>
<td></td>
</tr>
<tr>
<td>1. FS 250 Basics of Food Safety &amp; Quality</td>
<td>3</td>
</tr>
<tr>
<td>2. FS 435/535 Food Safety Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>3. FS 416 Quality Control in Food &amp; Bioprocessing Science*</td>
<td>3</td>
</tr>
<tr>
<td>4. BUS 370 Operations Management**</td>
<td>3</td>
</tr>
<tr>
<td>Elective Courses:</td>
<td>None</td>
</tr>
<tr>
<td>Other:</td>
<td>None</td>
</tr>
<tr>
<td>Total hours required for Certificate</td>
<td>12</td>
</tr>
</tbody>
</table>

* There is a pre-requisite of ST 311 for FS 416. This pre-requisite may be satisfied by an equivalent course from other institutions by requesting approval from the certificate program director.

** The instructor of BUS 370 Operations Management, Dr. Donavon Favre, has indicated his support to include this course in the new certificate program.

** Per previous conversations with the Poole College of Management (see #9 below), this course will only be offered to Food Safety & Quality Management Certificate students in the summer session.

Completion Requirements:
1. Completion of 12 credit hours from the list of required courses with a grade of C- or higher received for each course and an overall GPA of 2.5 or higher must be achieved upon completion of all required courses.
2. None of the required 12 credit hours may be taken for S/U or "credit only."
3. No transfer credits from other institutions to fulfill certificate course requirements are allowed except for the ST 311 pre-requisite for FS 416.

5. Catalog Description of Proposed Certificate

The University Certificate in Food Safety & Quality Management provides individuals an opportunity to learn basic food safety, quality control, and operations management concepts that are useful throughout the food manufacturing supply chain. It is available to non-degree seeking students and both undergraduate and graduate students at N.C. State University.

6. Number of Certificate Recipients in the Past 5 Years

The number of certificate recipients is not applicable to this proposal for a new certificate program. With that said, the previous food safety certificate program offered by the Department of Food Bioprocessing and Nutrition Sciences issued 10-20 certificates per year.
University Certificate Program Form: Food Safety & Quality Management Certificate

7. Projected Enrollment

Initial enrollment is anticipated to be approximately 20 students per year in both certificate programs: 10 non-degree seeking students and 10 NC State students. Enrollment is projected to grow over a 5-year period to 40 certificate recipients per year. These projections are based on previous departmental certificate enrollment, a study commissioned by DELTA in 2013, and an agreement with DELTA to market the new certificate program.

8. Admission Requirements

- Non-degree seeking / continuing education students: Must demonstrate current or previous enrollment in a 2-year or 4-year degree program at an accredited college or university and provide proof of a 2.5 GPA or higher; OR have received an Associate Degree, Bachelor of Science or Bachelor of Arts Degree.
- NC State students: Must have a GPA of 2.5 or higher.

Program Director: Clint Stevenson, Ph.D.
Assistant Professor and Distance Education Coordinator.
Department of Food, Bioprocessing and Nutrition Sciences
North Carolina State University
Campus Box 7624, Raleigh, NC 27695
919-513-2065, cdsteve3@ncsu.edu

9. Statement on Other Departments Likely to be Affected and Summary of Consultations with Those Departments.

Two parties will be affected by the proposed certificate and the summary of consultations with them are provided below:

1. Poole College of Management:
   - Dr. Donavon Favre, a Lecturer of Supply Chain & Operations in the Poole College of Management, is the instructor of the BUS 370 Operations Management that will be a required course in the proposed university certificate program. A letter of support from Dr. Favre is provided in this proposal.
   - Previous communications with the Poole College of Management have established that students enrolled in the Food Safety & Quality Management certificate program will be permitted to enroll in the summer offering(s) of BUS 370, provided below:

Tamah Morant, Associate Dean for Undergraduate Programs, <tcmorant@ncsu.edu>, wrote On Mar 17, 2016, at 6:08 PM:

"Hi Clint,
We've taken a look at the attached proposal. We unfortunately don't have the bandwidth in our PCOM courses to be able to guarantee seating for students outside of the College during the regular academic year. That said, we do want to help and would be very open to offering seats in our summer offerings of the
Universiy Certificate Program Form: Food Safety & Quality Management Certificate

course. I don't know if that's an option, given that you're hoping to have the course be a part of the required course line-up. However, if you were open to adjusting the curriculum such that BUS 370 were an elective, the summer offering might be a more viable option for students pursuing the certificate. If that's not an option, I would suggest that we open the lines of communication, perhaps most easily through Donovan, to help you incorporate some relevant topics from the area of operations management into a course developed within Food, Bioprocessing and Nutrition Services. Please feel free to reach out to me to discuss. Best, Tamah Morant”

Andy Nowel, Director of Curriculum, Scheduling and Assessment, <nowel@ncsu.edu>, wrote On Mar 29, 2016, at 8:22 AM:

“Hi Clint, This is helpful. Since your students would be enrolling in summers, I assume then your estimate for now would be approx 10 in summer? Given the agreement, seems you can proceed when you are ready to implement. Thanks, Andy”

2. DELTA
   • Dr. Rebecca Swanson, the Associate Vice Provost for Distance and Distributed Education and DELTA, was the first to suggest the proposed certificate program. Her suggestion occurred in the summer months of 2012 and she has continuously provided support to redesign the courses that will be required in the proposed certificate program. A letter of support from Dr. Swanson, on behalf of DELTA, is provided in this proposal.
July 21, 2016

Donavon Favre
Lecturer of Supply Chain & Operations
Poole College of Management

To Whom It May Concern:

I am writing to endorse the Food Quality Assurance Certificate program that Dr. Clint Stevenson is proposing. This program will include my course, BUS 370 Operations Management.

BUS 370 is the introductory course in supply chain management, covering a broad range of topics including inventory, forecasting, capacity planning and manufacturing. I have taught the course each fall and spring semester for 9 years both in the auditorium to 250-350 students per semester as well as on-line to about 45 students per semester. BUS 370 is a required class for all business and accounting students and can be taken in a business minor program or as an elective for majors such as engineering. BUS 370 would be an integral part of the Food Quality Assurance Certificate program. In considering the extent to which quality assurance professionals in the food industry interact with supply chain and operations management, this course will be valuable to students pursuing careers in food manufacturing.

Thank you for your consideration. Please do not hesitate to contact me with any questions you have.

Sincerely,

Donavon Favre, Ph.D.
919-449-4956
djfavre@ncsu.edu
July 22, 2016

Clint Stevenson, Ph.D.
Food Safety Education and Training
Department of Food, Bioprocessing, and Nutrition Sciences
North Carolina State University
116A Schaub Hall Campus Box 7624
Raleigh NC 27609

Dear Dr. Stevenson:

This letter confirms the support of Distance Education and Learning Technology Applications (DELTA) for the establishment of the undergraduate University Certificate in Food Safety and Quality Management.

By streamlining the course content and certificate development the program aligns student learning objectives with needed competencies in this high-demand area. The course updates include innovative approaches to technology-assisted pedagogy, fostering student engagement and helping ensure optimum learning outcomes. Combining two previously offered distance education certificates into one comprehensive certificate provides an added value for students who receive transcript recognition upon completion of the certificate.

We are confident that the proposed certificate will serve numerous students, both in North Carolina and beyond. By offering this program you extend learning opportunities to students whose work schedules or other life responsibilities preclude class attendance on campus.

We look forward to continued support of this program, and to working with you and your students.

Sincerely,

Rebecca Swanson

Rebecca Cowles Swanson, Ph.D.
Associate Vice Provost, Distance and Distributed Education
REVISIONS TO UNDERGRADUATE CERTIFICATE PROGRAMS
Undergraduate Certificate Revision Memorandum

To: Dr. Michael Mullen  
Vice Chancellor and Dean of the Division of Academic and Student Affairs

From: Dr. David A. Crouse  
Undergraduate Teaching Coordinator

Date: 25 October 2016

Re: Revisions to the Agronomic Crop Production Certificate (DE Only)

The Department of Crop and Soil Sciences would like to propose several changes to the Undergraduate Certificate in Agronomic Crop Production, with the goal of increasing flexibility to an expanding group of interested students. There also is a minor change in the contact information to reflect a new department name. The proposed changes are as follows:

Name Change  
Prior: Agronomic Crop Production  
Proposed: Crop Science  
Justification: The new name will reflect an expanded list of courses.

Certificate Description  
The first sentence and part of the second sentence of the description needs to be changed to read:

The Undergraduate Certificate in Crop Science is a program that allows participants to explore the breadth of crop related courses offered in the Department of Crop and Soil Sciences. Participants in the program can customize their program to gain ....

Curriculum Change

- Total credit hours required increased to 15 from 12
- Removed the three-year time limit

Requirements Courses

- CS 213 (4 cr) has been divided to CS 213 (3 cr) and CS 214 (1 cr)
- CS 230 (3 cr) has been removed from required courses
Restricted Elective Courses

- CS 210 (3 cr) has been added
- CS 230 (3 cr) has been added
- CS 424 (3 cr) has been added
- CS 495 (variable cr) has been added
- CS 524 (3 cr) has been added
- CS 590 (variable cr) has been added
- SSC 200 (3 cr) has been removed

Contact Person
Undergraduate Programs Office
Department of Crop & Soil Sciences
2234 Williams Hall
Campus Box 7620
919-515-5820
cropsoil-undergraduate-office@ncsu.edu

The original certificate, revised certificate showing edits and revised certificate with final language are attached to this memo.
Agronomic Crop Production
(DE Only)

Current Version

Description
The courses in this program provide an understanding of the importance of agronomic crops for our state and national economy; how agronomic growth, development, and yield interact with environmental factors during the production season; sustainable production systems for agronomic crops; and marketing and distribution issues of these crops that can be related to world hunger. Individual courses will vary in instruction style, exam methods and assignments, and will include an assortment of on-line instruction methodology, video and PowerPoint presentations, outside readings, and on-line discussion sessions.

Program Coordinator
Dr. Lori Unruh Snyder
Department of Crop Science

For additional information regarding Distance Education (click here) and please see the departmental website for more information.

Curriculum

- Total credit hours required: 12
- Students completing the Undergraduate Certificate in Agronomic Crop Production must complete a minimum of 12 credit hours with minimum of C- or better in each class.
- The program must be completed within three calendar years, beginning with the initial course enrollment date.
- The Certificate will be awarded upon successful completion of required and elective courses.
- Students who have graduated with or are currently enrolled in the Plant and Soil Sciences undergraduate baccalaureate degree program at N.C. State University are not eligible for this certificate.

Required Courses: (7 hours)

- CS 213 – Crops: Adaptation and Production (4 hours) (see footnote 1)
- CS 230 – Introduction to Agroecology (3 hours)

Elective Courses: (A minimum of 5 hours from the following course list)

- CS 216 – Oil Seed Crop Production (3 hours)
- CS 218 – Cereal Grain Crop Production (2 hours)
- CS 224 – Seeds, Biotechnology & Societies (3 hours)
- CS 312 – Grassland Management for Natural Resources Conservation (3 hours)
- SSC 200 – Soil Science (3 hours) (see footnote 2)

Footnotes:
1 One semester of General Biology is required.
2 This course has a General Chemistry pre-requisite.

Admissions Requirements
High school diploma is required. The successful completion of one college biology course or equivalent experience is required.

Plan of Study and Registration Information

Joan I. Huertas
Undergraduate Programs Assistant
Department of Crop Science
2415 Williams Hall
Campus Box 7620
919.515.5820
joan_huertas@ncsu.edu

Academic Structure

Term Effective: 8/2010
Plan Code: 11ACPCTU, 32ACPCTU
CIP Code: 01.1101
Description: Undergraduate Certificate in Agronomic Crop Production
Offered via Distance Education format only
Crop Science Agronomic Crop Production (DE Only)

Description
The Undergraduate Certificate in Crop Science is a program that allows participants to explore the breadth of crop related courses offered in the Department of Crop and Soil Sciences. Participants in the program can customize their program to gain an understanding of the importance of agronomic crops for our state and national economy; how agronomic growth, development, and yield interact with environmental factors during the production season; sustainable production systems for agronomic crops; and marketing and distribution issues of these crops that can be related to world hunger. Individual courses will vary in instruction style, exam methods and assignments, and will include an assortment of online instruction methodology, video and PowerPoint presentations, outside readings, and online discussion sessions.

Program Coordinator
Dr. Lori Graham Snyder  David Crouse
Undergraduate Teaching Coordinator and Director of Distance Education Programs
Department of Crop and Soil Sciences

For additional information regarding Distance Education (click here) and please see the departmental website for more information.

Curriculum
- Total credit hours required: **15**
- Students completing the Undergraduate Certificate in Agronomic Crop Production must complete a minimum of **15** credit hours with minimum of C- or better in each class.
- The program must be completed within three calendar years, beginning with the initial course enrollment date.
- The Certificate will be awarded upon successful completion of required and elective courses.
- Students who have graduated with or are currently enrolled in the Plant and Soil Sciences undergraduate baccalaureate degree program at N.C. State University are not eligible for this certificate.

Required Courses: (3 cr/4 hours)
- CS 213 – Crops: Adaptation and Production (3 cr/4 hours) (see footnote 1)
- CS 230 – Introduction to Agroecology (3 hours)

Elective Courses: (A minimum of 5 hours from the following course list)
- CS 210 – Lawn and Sports Turf (3 cr)
- CS 216 – Oil Seed Crop Production (3 cr/4 hours)
- CS 218 – Cereal Grain Crop Production (2 cr/3 hours)
- CS 224 – Seeds, Biotechnology & Societies (3 cr/4 hours)
- CS 230 – Introduction to Agroecology (3 cr)
- CS 312 – Grassland Management for Natural Resources Conservation (3 cr/4 hours)
- CS 424 – Seed Physiology (3 cr)
- CS 495 – Special Topics in Crop Science
- CS 524 – Seed Physiology
- CS 590 – Special Topics in Crop Science
- SSC 200 – Soil Science (3 hours) (see footnote 2)

Footnotes:
1. One semester of General Biology is required.
Admissions Requirements
High school diploma is required. The successful completion of one college biology course or equivalent experience is required.

Plan of Study and Registration Information
Undergraduate Programs Office
Department of Crop & Soil Sciences
2234 Williams Hall
Campus Box 7620
919-515-5820
cropsoil-undergraduate-office@ncsu.edu

Joan I. Huertas
Undergraduate Programs Assistant
Department of Crop and Soil Sciences
2415 2234 Williams Hall
Campus Box 7620
919-515-5820
joan_huertas@ncsu.edu

Academic Structure
Term Effective: 8/2010 1/2017
Plan Code: 11ACPTU, 32ACPTU CIP Code: 01.1101
Description: Undergraduate Certificate in Crop Science Agronomic Crop Production Offered via Distance Education format only
Crop Science (DE Only)

Description
The Undergraduate Certificate in Crop Science is a program that allows participants to explore the breadth of crop related courses offered in the Department of Crop and Soil Sciences. Participants in the program can customize their program to gain an understanding of the importance of agronomic crops for our state and national economy; how agronomic growth, development, and yield interact with environmental factors during the production season; sustainable production systems for agronomic crops; and marketing and distribution issues of these crops that can be related to world hunger. Individual courses will vary in instruction style, exam methods and assignments, and will include an assortment of on-line instruction methodology, video and PowerPoint presentations, outside readings, and on-line discussion sessions.

Program Coordinator
Dr. David Crouse
Undergraduate Teaching Coordinator and Director of Distance Education Programs
Department of Crop and Soil Sciences

Curriculum
• Total credit hours required: 15
• Students completing the Undergraduate Certificate in Agronomic Crop Production must complete a minimum of 15 credit hours with minimum of C- or better in each class.
• The Certificate will be awarded upon successful completion of required and elective courses.
• Students who have graduated with or are currently enrolled in the Plant and Soil Sciences undergraduate baccalaureate degree program at N.C. State University are not eligible for this certificate.

Required Courses: (3 cr)
CS 213 – Crops: Adaptation and Production (3 cr)

Elective Courses: (A minimum of 5 hours from the following course list)
• CS 210 – Lawn and Sports Turf (3 cr)
• CS 216 – Oil Seed Crop Production (3 cr)
• CS 218 – Cereal Grain Crop Production (2 cr)
• CS 224 – Seeds, Biotechnology & Societies (3 cr)
• CS 230 – Introduction to Agroecology (3 cr)
• CS 312 – Grassland Management for Natural Resources Conservation (3 cr)
• CS 424 – Seed Physiology (3 cr)
• CS 495 – Special Topics in Crop Science
• CS 524 – Seed Physiology (3cr)
• CS 590 – Special Topics in Crop Science

Admissions Requirements
High school diploma is required. The successful completion of one college biology course or equivalent experience is required.

Plan of Study and Registration Information
Undergraduate Programs Office
Department of Crop & Soil Sciences
2234 Williams Hall
Academic Structure

Term Effective: 1/2017
Plan Code: 11ACPCTU, 32ACPCTU CIP Code: 01.1101
Description: Undergraduate Certificate in Crop Science
Offered via Distance Education format only
Undergraduate Certificate Revision Memorandum

To: Dr. Michael Mullen  
Vice Chancellor and Dean of the Division of Academic and Student Affairs

From: David A. Crouse  
Undergraduate Teaching Coordinator

Date: 25 October 2016

Re: Revisions to the Soil Science Certificate

The Department of Crop and Soil Sciences would like to propose several changes to the Undergraduate Certificate in Soil Science, with the goal of increasing flexibility to an expanding group of interested students. There also is a minor change in the contact information to reflect a new department name. The proposed changes are as follows:

Certificate Description

The description needs to be changed to read:

The Undergraduate Certificate in Soil Science enables students to obtain the course credit hours in soil science necessary for advancement in soil related careers. To become a Soil Scientist in the U.S. Federal Government, the Office of Personnel Management requires 15 credit hours in subjects such as soil genesis, pedology, soil chemistry, soil physics, and soil fertility. In states like North Carolina and others with a soil scientist licensing program, 15 credit hours of soil science related coursework is required to qualify for the licensing exam. Nationally, to become a Professional Soil Scientist certified by the Soil Science Society of America, individuals must have completed 15 course credit hours in soil science or a related area. Those who complete this program will meet the coursework requirements for all three career advancement opportunities.

You can learn more about North Carolina’s licensed soil scientist program at http://ncblss.org. To learn about the national certification program, visit http://soils.org/certifications/become-certified

This program may be completed totally online.

Required Courses

- SSC 341 (3 cr) has been removed
- SSC 470/570 (3 cr) has been removed
Elective Courses — Select four of the following

- SSC 341 (3 cr) has been added
- SSC 541 (3 cr) has been added
- SSC 470/570 (3 cr) has been added
- SSC 421 (3 cr) has been added
- SSC 440/540 (3 cr) has been added
- SSC 442 (3 cr) has been added
- SSC 455 (3 cr) has been added
- SSC 495 (variable cr) has been added
- SSC 511 (4 cr) has been added
- SSC 590 (variable cr) has been added

Admissions Requirements
This program will be open to undergraduate students and those pursuing continuing education credits. It will also be open to students outside of North Carolina State University. A Bachelor of Science is required for admission into this program.

Plan of Study
The description needs to be changed to read:

While not a requirement of this certificate, a suggested plan of study that best prepares the student for licensing and certification exams includes the following courses in addition to SSC 200:

- SSC 341 or SSC541
- SSC 332 or SSC 532
- SSC 452 or SSC 551
- SSC 461 or SSC 511
- SSC 470 or SSC 570

Contact Person
Undergraduate Programs Office
Department of Crop & Soil Sciences
2234 Williams Hall
Campus Box 7620
919-515-5820
cropsoil-undergraduate-office@ncsu.edu

The original certificate, revised certificate showing edits and revised certificate with final language are attached to this memo.
Soil Science

Description

The Undergraduate Certificate in Soil Science offers a course of study that enables students to obtain the minimum 15 credit hours of soil science courses that are required to become licensed soil scientists in North Carolina, as well as 14 other states including Virginia, Indiana, Wisconsin, and Minnesota. Those who complete this program will be eligible to become licensed soil scientists.

Licensed soil scientists evaluate land quality, and thereby determine a property’s suitability for residential developments that enhance economic growth and minimize environmental impacts.

Graduates of this program will identify lands where new residential developments are most appropriate to maintain a community’s public health and environmental quality. This program is unique among those with environmental interests, because it trains students to identify how lands can best be used to benefit North Carolinians while also preserving wetlands and water quality. Our students will recognize that environmental sustainability does not always require preservation.

This program may be completed totally online. For more information about Distance Education [Click here]

Program Coordinator

Dr. David Crouse
Director of Distance Education Programs
Department of Soil Science
2224 Williams Hall
NC State University
Campus Box 7619
Raleigh, NC 27695
919.515.7320
Visit the department web site for information about the certificate and licensing.

Curriculum

Prerequisites:

To pursue the certificate, students must have the following training in basic sciences:

- 2 semesters of chemistry
- 1 semester of physics
- 1 semester of biology
- mathematics through algebra and trigonometry

Required Courses: The required courses are available on-campus and via distance education. Prerequisites may be required in some courses. Students should contact instructors before enrolling to discuss eligibility as needed.

- SSC 200 Soil Science (3 hrs)
- SSC 341 Soil Fertility and Fertilizers (3 hrs)
- SSC 470/570 Wetland Soils (3 hrs)

Elective Courses*: (Select two of the following)

- SSC 332 Environmental Soil Microbiology, or SSC 532 Soil Microbiology
- SSC 452 Soil Classification, or SSC 551 Soil Morphology, Genesis, Classification
- SSC 461 Soil Physical Properties and Plant Growth, or SSC 562 Environmental Applications of Soil Science

A grade of C (2.0) or higher in each course is required.

*SSC 332, 452, 461 are not offered online (DE). SSC 532 and 551 are available only online (DE). SSC 562 are available on-campus and online. The 500-level courses are graduate level courses.

Total Credit Hours Required: 15

Admissions Requirements

This program will be open to undergraduate students and those pursuing continuing education credits. It will also be open to students outside of North Carolina State University.

Plan of Study and Registration Information

Contact the Program Coordinator.

Academic Structure

Term Effective: 8/2009
Plan Code: 11SSCTU, 32SSCTU
CIP Code: 01.1201
Description: Undergraduate Certificate in Soil Science
Offered via on-campus and Distance Education format
Soil Science

Proposed Changes

Description

The Undergraduate Certificate in Soil Science offers a course of study that enables students to obtain the course credit hours in soil science necessary for advancement in soil related careers. To become a Soil Scientist in the U.S. Federal Government, the Office of Personnel Management requires 15 credit hours in subjects such as soil genesis, pedology, soil chemistry, soil physics, and soil fertility. In states like North Carolina and others with soil scientist licensing programs, 15 credit hours of soil science related coursework is required to qualify for the licensing exam. Nationally, to become a Professional Soil Scientist certified by the Soil Science Society of America, individuals must have completed 15 course credit hours in soil science or a related area. Those who complete this program will meet the coursework requirements for all three career advancement opportunities. To become a Soil Scientist in the U.S. Federal Government, the Office of Personnel Management requires 15 credit hours in subjects such as soil genesis, pedology, soil chemistry, soil physics, and soil fertility. Obtain the minimum 15 credit hours of soil science courses that are required. To become a licensed soil scientist in North Carolina and 14 other states, 15 credit hours of soil science related coursework is required to qualify for the licensing exam, as well as 14 other states including Virginia, Indiana, Wisconsin, and Minnesota. To become a Professional Soil Scientist, certified by the Soil Science Society of America, individuals must have completed 15 course credit hours in soil science or a related area. Those who complete this program will meet the coursework requirements for all three career advancement opportunities be eligible to become licensed soil scientists.

You can learn more about North Carolina's licensed soil scientist program at http://ncbls.org. To learn about the national certification program, visit http://soils.org/certifications/become-certified.

Graduates of the program will identify lands where new residential developments are most appropriate to maintain a community's public health and environmental quality. This program is unique among those with environmental interests, because it trains students to identify how lands can best be used to benefit North Carolinians while also preserving wetlands and water quality. Our students will recognize that environmental sustainability does not always require preservation.

This program may be completed totally online. For more information about Distance Education, click here.

Program Coordinator

Dr. David Crouse

Undergraduate Teaching Coordinator and Director of Distance Education Programs

Department of Soil Science

2234 Williams Hall

NC State University Campus

Box 7639

Raleigh, NC 27695

919.515.7320

Visit the department website for information about the certificate and licensing.

Curriculum

Prerequisites: To pursue the certificate, students must have the following training in basic sciences:

- 2 semesters of chemistry
- 1 semester of physics
- 1 semester of biology
- Mathematics through algebra and trigonometry

Required Courses: The required courses are available on-campus and via distance education. Prerequisites may be required in some courses. Students should contact instructors before enrolling to discuss eligibility as needed.

- SSC 200 * Soil Science (3 credit)
- SSS 441 Soil Fertility and Fertilizers (3 credit)
Elective Courses: (Select four two of the following)
- SSC 341* Soil Fertility and Fertilizers (3 cr) or SSC 541* Soil Fertility (3 cr)
- SSC 470*/570* Wetland Soils (3 cr)
- SSC 332 Environmental Soil Microbiology (3 cr) or SSC 532* Soil Microbiology (4 cr)
- SSC 421 Role of Soils in Environmental Management (3 cr)
- SSC 440*540* Geographic Information Systems (GIS) in Soil Science and Agriculture (3 cr)
- SSC 442 Soil and Environmental Biogeochemistry (3 cr)
- SSC 452 Soil Classification (4 cr) or SSC 551* Soil Morphology, Genesis, Classification (3 cr)
- SSC 455 Soils, Environmental Quality and Global Challenges (3 cr)
- SSC 461 Soil Physical Properties and Plant Growth (3 cr) or SSC 511* Soil Physics (4 cr)
- SSC 495 Special Topics in Soil Science (var cr)
- SSC 562* Environmental Applications of Soil Science (3 cr)
- SSC 590 Special Topics in Soil Science (var cr)

A grade of C (2.0) or higher in each course is required.

* Available through Distance Education and on-campus. SSC 342, 452, 461 are not offered online (OE). SSC 532 and 551 are available only online (OE). SSC 562 are available on-campus and online. The 500-level courses are graduate level courses.

Total Credit Hours Required: 15

Admissions Requirements
This program will be open to undergraduate students and those pursuing continuing education credits. It will also be open to students outside of North Carolina State University. A Bachelor of Science is required for admission into this program.

Plan of Study and Registration Information

Contact the Program Coordinator.

While not a requirement of this certificate, a suggested plan of study that best prepares the student for licensing and certification exams includes the following courses in addition to SSC 200:
- SSC 341 or SSC 541
- SSC 332 or SSC 532
- SSC 452 or SSC 551
- SSC 461 or SSC 511
- SSC 470 or SSC 570

Registration Information

Undergraduate Programs Office
Crop & Soil Sciences Department
2234 Williams Hall
Campus Box 7620
919-515-5820
cropsoil-undergraduate-office@ncsu.edu

Joan Huertas
Undergraduate Programs Assistant
Department of Crop and Soil Sciences
2234 Williams Hall
Campus Box 7620
919-515-5820
joan.huertas@ncsu.edu
Academic Structure

Term Effective: 3/24/01
Plan Code: 11SSCTU, 32SSCTU CIP Code: 01.1201
Description: Undergraduate Certificate in Soil Science Offered via on-campus and Distance Education format
Soil Science

Description
The Undergraduate Certificate in Soil Science enables students to obtain the course credit hours in soil science necessary for advancement in soil related careers. To become a Soil Scientist in the U.S. Federal Government, the Office of Personnel Management requires 15 credit hours in subjects such as soil genesis, pedology, soil chemistry, soil physics, and soil fertility. In states like North Carolina and others with a soil scientist licensing program, 15 credit hours of soil science related coursework is required to qualify for the licensing exam. Nationally, to become a Professional Soil Scientist certified by the Soil Science Society of America, individuals must have completed 15 course credit hours in soil science or a related area. Those who complete this program will meet the coursework requirements for all three career advancement opportunities.

You can learn more about North Carolina’s licensed soil scientist program at http://ncblss.org. To learn about the national certification program, visit http://soils.org/certifications/become-certified

This program may be completed totally online.

Program Coordinator
Dr. David Crouse
Undergraduate Teaching Coordinator and Director of Distance Education Programs

Curriculum
Prerequisites: To pursue the certificate, students must have the following training in basic sciences:
- 2 semesters of chemistry
- 1 semester of physics
- 1 semester of biology
- mathematics through algebra and trigonometry

Required Courses: The required courses are available on-campus and via distance education. Prerequisites may be required in some courses. Students should contact instructors before enrolling to discuss eligibility as needed.
- SSC 200* Soil Science (3 cr)

Elective Courses: (Select four the following)
- SSC 341* Soil Fertility and Fertilizers (3 cr) or SSC 541* Soil Fertility (3 cr)
- SSC 470*/570* Wetland Soils (3 cr)
- SSC 332 Environmental Soil Microbiology (3 cr) or SSC 532* Soil Microbiology (4 cr)
- SSC 421 Role of Soils in Environmental Management (3 cr)
- SSC 440*/540* Geographic Information Systems [GIS] in Soil Science and Agriculture (3 cr)
- SSC 442 Soil and Environmental Biogeochemistry (3 cr)
- SSC 452 Soil Classification (4 cr) or SSC 551* Soil Morphology, Genesis, Classification (3 cr)
- SSC 455 Soils, Environmental Quality and Global Challenges (3 cr)
- SSC 461 Soil Physical Properties and Plant Growth (3 cr) or SSC 511* Soil Physics (4 cr)
- SSC 495 Special Topics in Soil Science (var cr)
- SSC 562* Environmental Applications of Soil Science (3 cr)
- SSC 590 Special Topics in Soil Science (var cr)

A grade of C (2.0) or higher in each course is required.

* Available through Distance Education and on-campus. The 500-level courses are graduate level courses.

Total Credit Hours Required: 15
Admissions Requirements
This program will be open to undergraduate students and those pursuing continuing education credits. It will also be open to students outside of North Carolina State University. A Bachelor of Science is required for admission into this program.

Plan of Study
While not a requirement of this certificate, a suggested plan of study that best prepares the student for licensing and certification exams includes the following courses in addition to SSC 200:
- SSC 341 or SSC541
- SSC 332 or SSC 532
- SSC 452 or SSC 551
- SSC 461 or SSC 511
- SSC 470 or SSC 570

Registration Information
Undergraduate Programs Office
Crop & Soil Sciences Department
2234 Williams Hall
Campus Box 7620
919-515-5820

crops-soil-undergraduate-office@ncsu.edu

Academic Structure
Term Effective: ????? Plan Code: 11SSCTU, 32SSCTU CIP Code: 01.1201
Description: Undergraduate Certificate in Soil Science Offered via on-campus and Distance Education format
MEMORANDUM OF AGREEMENT FOR “3+X” PROGRAM

BETWEEN

NORTH CAROLINA STATE UNIVERSITY
RALEIGH, NC, U. S. A.

AND

ZHEJIANG UNIVERSITY
HANGZHOU, CHINA

This Agreement is to formalize the academic exchange between North Carolina State University (hereafter referred to as NC State) and Zhejiang University (hereafter referred to as ZJU) for a 3+X Master’s program. The two institutions subscribe to the statement of principles and procedures given below and to the terms of agreement regarding the responsibilities of each institution. This agreement is based on a spirit of cooperation, reciprocity, and of mutual benefit to both parties.

Both Universities wish to enter into an arrangement as set forth below:

1. Undergraduate students who complete three (3) years’ course studies at ZJU and one semester of studies at NC State that result in a BS degree from ZJU may be considered for enrollment in an NC State Master’s degree program (non-thesis) (hereafter referred to as the Program).

2. The Program may be completed in one additional year plus one summer session. Some degrees may require a total of three (3) or more semesters due to some graduate courses not being offered in summer sessions, any necessary pre-requisite courses, or optional elective courses the student may take.

3. Admission to the Master’s program is contingent upon the student meeting the relevant entry requirements as established by NC State and the degree program to which they are applying.

4. Upon successful completion of NC State’s Master’s program, ZJU students may be accepted into ZJU’s PhD programs provided they pass the relevant entry exam set by ZJU.

Both Universities have agreed to the terms and conditions stated below.

ENTRY AGREEMENT FOR 3+X PROGRAM

(1) ZJU will select qualified rising senior students at the end of their first semester in their third year of education to attend NC State for their fourth year of study. ZJU students need to have:
   a) completed the third year of the BS program at ZJU and achieved an overall GPA (Grade Point Average) of more than 3.0 on a 4.0 scale;
   b) obtained the minimum required TOEFL scores needed for admission into a
graduate program of NC State;
c) obtained an official written recommendation statement from ZJU confirming
the student has successfully passed the ZJU evaluation.

(2) ZJU students who have completed all four (4) years’ of education and have received their
BS degrees may apply for masters programs through the regular application process.

(3) NC State will evaluate those selected ZJU students using NC State’s admission standards
for their qualifications. NC State faculty may conduct an on-site interview to ensure
student quality. The selected ZJU students who meet both NC State and the Program’s
entry qualifications will be admitted to NC State as “GTI Certificate students” in the
Global Training Initiative (GTI) program. The parties will negotiate the number of
admitted students annually.

(4) This 3+X Master’s program is open only for participating degree programs offered by
NC State, as listed online at https://grad.ncsu.edu/students/international-
students/zhejiang/3x/.

(5) As NC State’s policy will not allow admitting students into graduate programs prior to
completion of their BS degrees, these admitted students will first apply to and matriculate
via the GTI Certificate Program for the first (fall) semester (and may come during an
optional “early start” program in July). As GTI Certificate students they will be expected
to register full-time (minimum 12 credit hours) and to take the required courses that are
designed for the specific Program as well as the required GTI 401 Colloquium. Credit
and non-credit English courses are also available during this first semester and students
will have the opportunity to take the TOEFL or other standardized tests after arrival, but
prior to October 15. The GTI has a separate on-line application process, which must be
completed before a student visa certificate can be issued. See http://www.ncsu.edu/gti
for more information.

(6) After they have successfully completed the course work needed to complete their BS
degree (minimum 12 credit hours) as GTI Certificate students at NC State, ZJU will grant
each of these students a statement that the student has completed BS degree requirements
in their respective discipline by ZJU. Students will be required to provide an official
letter from ZJU indicating the BS degree requirements are satisfied prior to being
approved for the Program. They must also provide a final transcript once the BS degree
has been conferred.

(7) NC State will officially admit ZJU students (change status) into a NC State Masters
degree program following the guidelines and requirements of each Master’s degree
program at NC State. The typical non-thesis Master’s program at NC State requires 30-
36 credit hours, depending on the specific discipline. NC State requires that the last 18
credit hours for a Master’s degree have to be taken after students have been admitted into
the Master’s program at NC State.
(8) ZJU students will pay out-of-state tuition, fees and living expenses during their studies at NC State. The NC State Cashiers Office provides current rates online (http://www.fis.ncsu.edu/cashier/). To complete the Program in one (1) year, it is anticipated that some students may also need to register for a minimum of six (6) credits during the Summer Session(s). NC State may provide guidance and logistical help with student housing and other relevant arrangements. The amount of living expenses may vary depending on the type of housing and living preferences.

(9) Upon successful completion of all course requirements in each of the Programs, ZJU students will be granted Master’s degrees by NC State. Some selected ZJU students may continue for one additional year in the Master of Science degree program (thesis required) if they meet NC State requirements. In addition, some faculty may provide financial support for research assistantships.

(10) ZJU students who return to ZJU with their Master’s degree may enter ZJU’s Ph.D. programs should they meet the relevant requirements set by ZJU.

(11) ZJU students who choose to continue their Ph.D. program at NC State will be required to apply following the normal application procedures and admission requirements set by NC State.

(12) Some of the required courses for Master’s degrees may be taken as Distance Education courses offered by NC State (maximum of three credits per semester), which will be counted toward the total credit hours required for the completion of Master’s degree programs.

GENERAL AGREEMENT

1) This Agreement represents the entire understanding between the parties and supersedes all other arrangements. This Agreement may only be changed with the written consent of both parties.

2) If either party shall temporarily fail to enforce any provision of this Agreement such temporary forbearance shall not constitute a waiver.

3) The two parties shall be in regular communication to resolve any problems or issues relating to this agreement.

4) Neither party may assign, transfer or sub-contract its commitments under this Agreement.

5) Either party may terminate this Agreement if the other shall be in material breach and following written notice of such breach shall not have remedied the breach within a period of 30 days.
6) The relationship of NC State and ZJU under this Agreement shall be that of independent contractors, and a party shall not be deemed, nor hold itself out as being a partner or agent of the other party. In addition, neither NC State nor ZJU shall be liable for acts of the other, and they shall not be liable for the acts of participating students in the Program.

7) Subject to the governing law of each Institution’s jurisdiction regarding public records, the Institutions agree not to use or disclose to anyone information belonging to the other party which is disclosed in connection with this Agreement which is of confidential nature and agree not to make any announcements of any nature in respect of this Agreement without the consent of the other party hereto.

8) This MOA will remain in effect for five (5) years from the date of signing, and is renewable thereafter for five-year terms subject to mutual consent in writing. Either party may terminate this Agreement for any reason upon nine (9) months’ prior written notice to the other. ZJU students enrolled in the Program at the time of the termination will be allowed to complete the Program.

9) This Agreement shall remain subject to laws and regulations of both countries.

**SIGNATURES**

Executive Vice Chancellor and Provost  
North Carolina State University  

Signature: _____________________________  
Dr. Warwick Arden  
Date: ________________________________

Executive Vice President  
Zhejiang University  

Signature: _____________________________  
Prof. Yonghua Song  
Date: ________________________________

Dean, Graduate School  
North Carolina State University  

Signature: _____________________________  
Dr. Maureen Grasso  
Date: 6/19/17
APPENDIX 1
MSTC PROGRAM (3+2) PARTICIPATION IN THE
3+X PROGRAM BETWEEN ZHEJIANG UNIVERSITY AND NC STATE

This Appendix recognizes the Master of Science in Technical Communication (MSTC) as a participating degree program in the 3+X program between NC State University (NC State) and Zhejiang University (ZJU). Undergraduate students who complete either three (3) years’ course studies at College of Arts and Humanities of ZJU and one semester of studies at NC State that result in a BA degree from ZJU may enroll in the Master of Science in Technical Communication (MSTC) degree program (non-thesis) (hereafter referred to as the Program) at NCSU. The Program includes a total of two years of study at NC State.

GENERAL PRINCIPLES

1) ZJU will select qualified rising senior students (in the top 15%) during the third year of study according to the standards and application process for the 3+X program. The number of admitted students will be negotiated annually with anticipated admission of up to five (5) students per year in the first phase (1-2 years). Participants in the MSTC 3+2 Program will initially come from College of Arts and Humanities of ZJU in the first phase of the program. Recruitment may be expanded to other disciplines in the future.

2) For admission into the 3+2 program, students who are accepted by GTI will submit the following materials to the MSTC committee by May 1: Undergraduate transcript, personal statement (2 pages long), and TOEFL score.

3) For admission into the MSTC Program, students will submit writing samples produced during one of their technical communication courses taken during the first semester at NC State. Students in the 3+2 program will not need to submit resume, GRE scores, or recommendation letters to complete their application. ZJU’s official recommendation and students’ first-semester academic records will substitute for these materials. Students must be in good academic standing after their first semester (GPA of 3.0).

4) 3+2 students in the MSTC Program are advised to enroll in no more than 9 hours per semester (equivalent to full-time load) because all graduate students at NC State are required to maintain a graduate GPA of 3.0 or better.

5) The MSTC Program requires students to complete a semester-long professional experience internship as part of their degree work. Students can meet this requirement with summer internships in the U.S., subject to any U.S. visa requirements or restrictions, or in China working on projects related to technical communication.

CURRICULUM & SUGGESTED TIMELINE

The MS curriculum requires 33 credit hours of 500-level courses, distributed as follows:
APPENDIX 1
MSTC PROGRAM (3+2) PARTICIPATION IN THE
3+X PROGRAM BETWEEN ZHEJIANG UNIVERSITY AND NC STATE

- 5 Core courses (15 hours): ENG 512, 515, 517, 518, 675
- 3-4 Applications courses (9-12 hours) chosen from a list of options
- 2-3 Theory/Methods courses (6-9 hours) chosen from a list of options

All graduate courses are three (3) credit hours. Students may include one or two 400-level courses from disciplines other than English as part of their degree program. Most of the MSTC courses are reading and writing intensive, with some requiring students to read and understand over 100 pages of theoretical materials per week. Meeting these requirements helps to prepare students as future technical communicators and to meet the expectations of potential employers. It takes at least two years for full-time students who are native speakers to finish the degree. Students can take courses in the second summer in order to continue progress to degree completion. In this sample curriculum, courses in the Applications and Theory/Methods categories are representative examples. Working with their advisor, students choose from a list of courses in each category; offerings vary by semester.

First Fall Semester (6 graduate credit hours + 3 undergraduate credit hours + 3 GTI credit as non-degree seeking students; only 6 credit hours applied toward the MSTC degree and another six credit hours applied toward the ZJU BA degree)
1. ENG 512 Theory and Research in Professional Writing (Core requirement)
2. GC 420 Visual Thinking (Applications course) or EAC 550 Adult Learning
3. FLE 401 Advanced Oral Communication in English for International Students or FLE 402 Research and Technical Writing for International Graduate Students
4. GTI 401 U.S. Culture and Education Colloquium

First Spring Semester (9 graduate credit hours)
1. ENG 518 Publication Management for Technical Communicators (Core requirement)
2. ENG 519 Online Information Design and Evaluation (Applications course)
3. CSC 554 Human-Computer Interaction (Theory/Methods course)

Summer 1: Internship or coursework

Second Fall Semester (9 graduate credit hours)
1. ENG 515 Rhetoric of Science and Technology (Core requirement)
2. ENG 508 Usability Studies for Technical Communication (Theory/Methods course)
3. ENG 517 Advanced Technical Writing and Editing (Core requirement)

Second Spring Semester (9 graduate credit hours, including capstone project)
1. ENG 520 Science Writing for the Media (Applications course)
2. ENG 675 Projects in Technical Communication (Core requirement; capstone project)
3. ENG 583 International Technical Communication (Theory/Methods course)
MEMORANDUM OF AGREEMENT FOR “3+2/4+2” PROGRAM

BETWEEN

NORTH CAROLINA STATE UNIVERSITY
RALEIGH, NC, U. S. A.

AND

NANJING NORMAL UNIVERSITY
NANJING, JIANGSU, CHINA

This Agreement is to formalize the academic exchange between North Carolina State University (hereafter referred to as NC State) and Nanjing Normal University (namely, the Department of English from Ginling College and the School of Foreign Languages and Cultures, hereafter referred to as NNU) for a 3+2/4+2 Master’s program. Participants in the 3+2 program will come from Ginling College of NNU while participants in the 4+2 program will come from the School of Foreign Languages and Cultures of NNU. The two institutions subscribe to the statement of principles and procedures given below and to the terms of agreement regarding the responsibilities that each institution undertakes as its part of the reciprocal exchange. This agreement is based on a spirit of cooperation, reciprocity, and of mutual benefit to both parties.

Both Universities wish to enter into an arrangement as set forth below:

1. Undergraduate students who complete either three (3) years’ course studies at Ginling College or four (4) years’ course studies at School of Foreign Languages and Cultures of NNU and one semester of studies at NC State that result in a BA degree from NNU may enroll in the NC State Master of Science in Technical Communication (MSTC) degree program (non-thesis) (hereafter referred to as the Program).

2. The Program includes a total of two years of study at NC State.

3. Admission to the Master degree program is contingent upon the student meeting the relevant entry requirements as established by NC State and the degree program to which they are applying. Students enrolled in the program are governed by all the Graduate School policies of NC State.

Both Universities have agreed to the terms and conditions stated below.

ENTRY AGREEMENT FOR 3+2/4+2 PROGRAM

1) Ginling College will select qualified rising senior students (top 15%) during their third year of education to attend NC State for their fourth and fifth years of study. The School of Foreign Languages and Cultures will select qualified rising senior students (top 15%) during their fourth year of education to attend NC State for their fifth and
sixth years of study. To be eligible to apply for admission to NC State, NNU students must have:

a) completed at least 75% of the NNU BA program;
b) obtained the minimum required TOEFL scores needed for admission into the graduate program of NC State;
c) obtained an official written recommendation from NNU confirming the student has successfully passed the NNU evaluation.
d) Students recruited into this 3+2/4+2 Program will initially come from the respective English or Translation programs at NNU. Although, in the future as the 3+2/4+2 Program grows, students with other disciplinary backgrounds such as in the sciences or engineering fields who also have strong English language proficiency may be considered as candidates for MSTC.

2) This 3+2/4+2 Program will focus on the existing Master of Science at Technical Communication (MSTC) at NC State.

3) The number of admitted students will be negotiated annually. The MSTC program plans to admit up to five NNU students per year in the first phase (1-2 years) of this program, with NNU students coming to NC State in Fall 2017. Depending on the total number of applicants from NNU, this number may increase.

4) NC State will evaluate those selected NNU students using the admission standards of the NC State graduate program to which they are applying to assess their qualifications. Online interviews or on-site interviews at NNU may be conducted by NC State faculty as part of the admissions process.

5) As NC State’s policy will not allow admitting students into graduate programs prior to completion of their BA degrees, students will first apply to and matriculate via the GTI Certificate Program for one semester. As GTI Certificate students they will be expected to register full-time (minimum 12 credit hours) and to take the required courses that are designed for MSTC as well as the required GTI 401 Colloquium.

a) The GTI has a separate on-line application process, which must be completed before a student visa certificate can be issued. See http://www.ncsu.edu/gti for more information. The deadline for the GTI application is February 28 before the first fall semester.
b) For admission into the 3+2/4+2 program, students who are accepted by GTI will submit the following materials to the MSTC committee by May 1: Undergraduate transcript, personal statement (2 pages long), and TOEFL score.

6) After they have successfully completed the course work needed to complete their BA degree (minimum 12 credit hours) as special students at NC State in the first fall semester, NNU will grant each of these students a statement that the student has completed BA degree requirements in their respective discipline by NNU. Students
will be required to provide an official letter from NNU indicating the BA degree requirements were satisfied prior to being admitted to the MSTC Program.

7) NC State will officially review NNU students for admission to the MSTC graduate program upon completion of the GTI semester and certification of the BA degree.

(a) At the end of the GTI semester, the MSTC committee reviews students’ GPA and writing samples (5-10 pages). Students are encouraged to submit a writing sample produced in one of their technical communication courses taken during the first fall semester at NC State as a BA-seeking student. Students in the 3+2/4+2 program will not need to submit resume, GRE scores, or recommendation letters to complete their application. NNU’s official recommendation and students’ first-semester academic records will substitute for these materials.
(b) Students who earn a 3.0 GPA or above in their GTI semester at NC State will be eligible for full admission to MSTC pending review of the above materials.
(c) Students earning a GPA lower than 3.0 may be eligible for provisional admission pending approval of the Graduate School.
(d) Students must meet academic performance standards set by the NC State Graduate School in order to continue their degree after being fully admitted into the MSTC program.

8) The MSTC program requires 33 credit hours of coursework, as outlined in the Appendix. It is required that at least 18 credit hours be taken after the student is admitted into the Program at NC State. The recommended full-time course load for all students in the MSTC program is 9 hours per semester. We do not advise students in the 3+2/4+2 program to enroll in more than 9 hours because all graduate students at NC State are required to maintain a graduate GPA of 3.0 or better.

9) The MSTC program requires students to complete a semester-long professional experience internship as part of their degree work. Students can meet this requirement with summer internships in the U.S. or in China working on projects related to technical communication. To complete the Program in the fifth (3+2) or sixth (4+2) year respectively, it is anticipated that students will need to complete their internships during the summer or to register for courses during the Summer Session(s).

10) NNU students will pay out-of-state tuition, fees and living expenses during their studies at NC State. The Graduate School and the NC State Cashiers Office provide current rates online (http://www.fis.ncsu.edu/cashier/). NC State may provide guidance and logistical help with student housing and other relevant arrangements. The amount of living expenses may vary depending on the type of housing and living preferences.

11) Upon successful completion of all program requirements, NNU students will be granted the MSTC degree by NC State.
12) Graduates who want to enter a Ph.D. program at NC State will be required to apply following the normal application procedures and admission requirements set by NC State.

GENERAL AGREEMENT

1) This Agreement represents the entire understanding between the parties and supersedes all other arrangements concerning this program. This Agreement may only be changed with the written consent of both parties.

2) If either party shall temporarily fail to enforce any provision of this Agreement such temporary forbearance shall not constitute a waiver.

3) The two parties shall be in regular communication to resolve any problems or issues relating to this agreement.

4) Neither party may assign, transfer or sub-contract its commitments under this Agreement.

5) Either party may terminate this Agreement if the other shall be in material breach and following written notice of such breach shall not have remedied the breach within a period of 30 days.

6) Either party may terminate this Agreement for any reason upon nine (9) months’ prior written notice to the other.

7) This Agreement shall remain subject to laws and regulations of both countries.

8) This agreement is for a period of five years, unless otherwise specified. Prior to the end of the fifth year the agreement must be reviewed and re-approved if requesting an extension. Upon the scheduled review date, responses to review criteria will be required to be completed and provided to the university review committee. If the agreement will be discontinued, a teach-out plan will be required for those students remaining in the program.
SIGNATURES

Executive Vice Chancellor and Provost
North Carolina State University

Signature: ____________________________
Dr. Warwick Arden

Date: ________________________________

Vice President
Nanjing Normal University

Signature: ____________________________
Dr. Minqiang Hu

Date: ________________________________

Dean
College of Humanities and Social Sciences
North Carolina State University

Signature: ____________________________
Dr. Jeff Braden

Date: 4-20-17

Director
Academic Affairs,
Nanjing Normal University

Signature: ____________________________
Dr. Xia Bian

Date: ________________________________

Dean
The Graduate School
North Carolina State University

Signature: ____________________________
Dr. Maureen Grasso

Date: 5-11-17

Dean
Ginling College
Nanjing Normal University

Signature: ____________________________
Dr. Zhao Yuan

Date: ________________________________

Dean
School of Foreign Languages & Cultures

Signature: ____________________________
Dr. Zhijun Yan

Date: ________________________________
APPENDIX: Suggested Curriculum and Timeline

The MS curriculum requires 33 credit hours of 500-level courses, distributed as follows:

- 5 Core courses (15 hours): ENG 512, 515, 517, 518, 675
- 3-4 Applications courses (9-12 hours) chosen from a list of options
- 2-3 Theory/Methods courses (6-9 hours) chosen from a list of options

All graduate courses in this program are 3 credit hours. Students may include one or two 400-level courses from disciplines other than English as part of their degree program. Most of the MSTC courses are reading and writing intensive, with some requiring students to read and understand over 100 pages of theoretical materials per week. In addition, students are required to have an extended internship (one semester or 120-hour equivalent) to meet the mandatory professional experience requirement and to complete a semester-long capstone project before defending it at the end of their study. Meeting these requirements helps to prepare students as future technical communicators and to meet the expectations of potential employers. It takes at least two years for full-time students who are native speakers to finish the degree. Therefore, two years is an aggressive timeline for NNU students to finish the degree. Students can take courses in the second summer to catch up if they cannot meet graduation requirements.

In this sample curriculum, courses in the Applications and Theory/Methods categories are representative examples. Working with their advisor, students choose from a list of courses in each category; offerings vary by semester.

**First Fall Semester (6 graduate credit hours + 3 undergraduate credit hours + 3 GTI credit as non-degree seeking students; only 6 credit hours applied toward the MSTC degree and another six credit hours applied toward the NNU BA degree)**

1. ENG 512 Theory and Research in Professional Writing (Core requirement)
2. GC 420 Visual Thinking (Applications course) or EAC 550 Adult Learning
3. FLE 401 Advanced Oral Communication in English for International Students or FLE 402 Research and Technical Writing for International Graduate Students
4. GTI 401 U.S. Culture and Education Colloquium

**First Spring Semester (9 graduate credit hours)**

1. ENG 518 Publication Management for Technical Communicators (Core requirement)
2. ENG 519 Online Information Design and Evaluation (Applications course)
3. CSC 554 Human-Computer Interaction (Theory/Methods course)

**Summer 1: Internship or coursework**

**Second Fall Semester (9 graduate credit hours)**

1. ENG 515 Rhetoric of Science and Technology (Core requirement)
2. ENG 508  Usability Studies for Technical Communication (Theory/Methods course)
3. ENG 517  Advanced Technical Writing and Editing (Core requirement)

Second Spring Semester (9 graduate credit hours, including capstone project)

1. ENG 520  Science Writing for the Media (Applications course)
2. ENG 675  Projects in Technical Communication (Core requirement; capstone project)
3. ENG 583  International Technical Communication (Theory/Methods course)