CALL TO ORDER
Ann Goodnight, Chair

ROLL CALL
Ann Goodnight, Chair

READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT
Ann Goodnight, Chair

1. CONSENT AGENDA

A. Approval of November 15, 2018 Minutes (open & closed session) 7.1A
B. Request to Change Undergraduate Degree Program Title 7.1B
   a. B.S. in Agricultural and Environmental Technology to B.S. in Biological and Agricultural Engineering Technology
C. Designation of Time Limited Option for Distinguished Professorships 7.1C
D. Conferral of Tenure Requests 7.5A

2. REQUESTED ACTION

A. Revisions to Policy 05.15.03 – Non-Salary and Deferred Compensation 7.2A
   Presenter: Marie Williams, Associate Vice Chancellor, Human Resources
   Rationale: Updates are to comply with new IRS rules related to moving expenses and to include the proposal of a lump-sum relocation allowance (for household moving expenses, house-hunting trips and/or temporary housing.)

3. REPORTS

A. Annual Report on Intercollegiate Athletics 7.3A
   Presenters: Mike Mullen, Vice Chancellor and Dean, Division of Academic and Student Affairs
   Katie Graham, Assistant Dean and Director, Academic Support Program for Student Athletes

Denotes full Board approval required
B. Graduation Report 7.3B
   Presenter: Louis Hunt, Senior Vice Provost, Enrollment Management & Services

C. Student Body President Report 7.3C
   Presenter: Jess Errico, Student Body President

D. Provost Update 7.3D
   Presenter: Warwick Arden, Executive Vice Chancellor and Provost
   a. Academic Programs Update 7.3D.a.
      • MOA for 3+2 Master’s Program with Chongqing University of Post and Telecommunications
      • Graduate Certificate Program Title Change – Public Policy to Policy Analysis
      • Bachelor of Science in Biomedical Engineering to Joint Bachelor of Science in Biomedical and Health Sciences Engineering
      • New Delivery Mode - Master of Accounting
   b. Reappointment, Promotion and Tenure Process Update (no materials)
   c. Update on Leadership Position Searches and Leadership Reviews (no materials)
   d. AP Credit Update (no materials)

4. TOPIC OF INTEREST/COMMITTEE DISCUSSION  TAB 7.4
   A. Complementing the Tenure Track: Professional Faculty at NC State
      Presenter: Katharine Stewart, Vice Provost, Faculty Affairs

5. CLOSED SESSION  TAB 7.5
   A. Personnel Matters 7.5A
   ✓ B. Honorary Awards 7.5B

6. RECONVENE OPEN SESSION

7. ADJOURN

✓ Denotes full Board approval required
CONSENT
AGENDA
ITEMS
The University Affairs Committee of the Board of Trustees of North Carolina State University met November 15, 2018 in the Winslow Hall Conference Room.

Members Present: Susan Ward, Acting Committee Chair
Tom Cabaniss
Jess Errico
Jim Harrell
Ron Prestage
Jimmy Clark, Board Chair

Mrs. Susan Ward chaired the meeting in Mrs. Ann Goodnight’s absence. Mrs. Ward called the meeting to order at 1:16 p.m. The roll was called and a quorum was present.

All members of the committee were reminded of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act. It was inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the committee at this meeting. There being none, the meeting continued.

Consent Agenda

A motion was made by Mr. Cabaniss to approve the consent agenda items which included approval of the September open and closed session meeting minutes; approval to establish The Moise Khayrallah Center for Lebanese Diaspora Studies (KCLDS); approval of the degree program title change from Masters of Education in Science Education to Masters of Education in Science, Technology, Engineering and Mathematics Education (STEM Ed); approval to discontinue two degree programs: Masters of Education in Technology Education and Masters of Education in Mathematics Education; and designation of a time limited option for three distinguished professorships. Mr. Harrell seconded the motion. The motion carried.

Requested Action

Tuition and Fees

Chancellor Woodson presented the recommendations from the Tuition Review Advisory Committee and the Fee Review Committee for the 2019-2020 year. These recommendations are in keeping with the instructions provided to campuses from the UNC System Office for this year’s process and have been supported by the Chancellor. The instructions include no increases for resident undergraduate tuition.

The Tuition Review Advisory Committee, co-chaired by the Provost and the Student Body President, approved the following campus initiated tuition increase (CITI) recommendations:

- a 0% tuition increase for undergraduate residents (new cohort)
- a 3% increase for undergraduate nonresidents
- a 2% increase for graduate residents
- a 4% increase for graduate nonresidents.

The Committee recommended that 33.7% of the tuition increase revenue be allocated to need-based financial aid, that 26.5% be allocated to provide funding to the Graduate Student Support Plan, that 27.2% be used to improve quality and accessibility of the NC State educational experience, and that 12.6% be used to provide funding for faculty promotional increases.
Next, the fee recommendations for 2019-2020 were presented. The Fee Review Committee, co-chaired by the Vice Chancellor and Dean of the Division of Academic and Student Affairs and the Student Senate President, voted unanimously to maintain fees at current levels for the 2019-2020 academic year with no fee increases.

After discussion, a motion was made by Dr. Prestage, and seconded by Mr. Cabaniss, to recommend to the full board approval of the 2019-2020 campus initiated tuition increase requests and student fee recommendations as outlined in Chancellor Woodson’s recommendation under Tab 7.2A. The motion carried.

Premium Tuition Request
The committee was informed that the Tuition Review Advisory Committee also recommended a premium tuition request for the Master in Foundations of Data Science program. NC State is in the process of requesting approval of the program to be established and implemented for Fall of 2020. Concurrently, a new tuition premium of $5,600 per year beginning in Fall 2020 is being requested for the program. The UNC System Office requires both the premium tuition request and program establishment request be submitted to the Board of Governors at the same time. The Master in Foundations of Data Science is an interdisciplinary program to be offered by the Departments of Computer Science, Mathematics, and Statistics that will train the next generation of professionals for careers in industry, government, and academia. Dr. Prestage moved to recommend to the full board approval of the premium tuition request for the Foundations of Data Science program. Mr. Cabaniss seconded the motion. The motion carried.

Undergraduate Degree Programs: 120 Credit Hour Exception Requests
Vice Chancellor and Dean Mike Mullen explained the UNC Board of Governors recently amended UNC Policy 400.1.5 to stipulate that “ Constituent institutions will require no more than 120 semester credit hours for a four-year baccalaureate degree program unless an exception is granted by a board of trustees.” To comply with the 120 credit hour mandate, each college examined its degree programs and has taken steps to adjust them, if needed, or request an exception. Currently, out of NC State’s 102 undergraduate degree programs, 80 exceed 120 hours. Of these 80, 60 are revising their curricula by various means including planning minor curriculum changes such as dropping a course or eliminating electives in order to bring the credit hours required for graduation to 120 by fall of 2019. The remaining 20 degree programs are requesting an exception from this mandate. The 20 exceptions include 17 requests from the College of Engineering, and one request each from the Colleges of Design, Education and Natural Resources. All of the exception requests are associated with accreditation and/or licensure requirements. Dr. Prestage moved to recommend to the full board approval that 20 degree programs be granted an exemption from the 120 credit hour requirement in UNC Policy 400.1.5. This includes 17 degree programs in the College of Engineering and one each in the Colleges of Design, Education and Natural Resources. Mr. Harrell seconded the motion. The motion carried.

Bonus Structure
Director of Athletics Deborah Yow discussed updates to the bonus structure for track & field and cross country which requires approval per Non-Salary and Deferred Compensation Policy 05.15.03. The existing structure is the most out of date among all 23 teams. The proposed new structure is in keeping with those utilized for all sports. Mr. Cabaniss moved to approve the bonus structure as presented. Dr. Prestage seconded the motion. The motion carried.

Informational Reports
The committee received several reports. First, Chancellor Woodson shared that North Carolina native Dr. Christine Darden will deliver December’s commencement address and receive an Honorary Degree. Dr. Darden is an internationally recognized expert in high-speed aerodynamics and sonic-boom research. Over her 40-year career with NASA, she won dozens of honors, including two NASA medals: one for her work and leadership of the sonic boom program and one for her active involvement in encouraging students to pursue careers in math and science. She received the Black Engineer of the Year Outstanding Achievement in Government Award and the Women in Science and Engineering Lifetime Achievement Award.
Next, Dr. Carolyn Bird, Chair of the Faculty, provided an update on Faculty Senate activities. The Faculty Senate has been busy discussing topics ranging from Campus IT Accessibility to the Salary Equity Study. The Fall General Faculty meeting was held on October 30 with Student Well-Being as the main discussion topic.

In his report, Dr. Jason Painter, Staff Senate Chair, noted the Staff Senate has addressed many constituent questions and concerns during this year’s first quarter including items related to Hurricane Florence adverse weather time reporting, annual enrollment processes and the annual raise process. Staff Senate has created a new committee on “Employee Experience and Relations” that deals with issues such as work/life balance, campus environment and transportation. One of the first initiatives this committee is working on is to establish a Staff Advisory Council in every college and administrative area to better address local staff needs.

Provost Arden informed the committee about a new academic certificate and dual degree partnership and provided information about faculty retentions. The on-campus undergraduate certificate in Field Botany will be offered jointly by the Departments of Plant and Microbial Biology and Forestry and Environmental Resources. The certificate requires 14 hours of traditional course work in four courses and will be helpful to students in securing employment with the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Services, and private consulting firms and conservation organizations. The Wilson College of Textiles and Zhejiang Sci-Tech University have proposed a dual degree partnership that would enable students to earn dual Master of Textiles (MT) degree from NC State, and Master of Engineering degree from Zhejiang Sci-Tech University (ZSTU) in 3 years of full-time study. Finally, Provost Arden provided a report on faculty retentions. Over the past seven years, NC State has made 120 counteroffers and 204 pre-emptive retention offers. Sixty-three percent (63%) of counteroffers were successful and 93% of the pre-emptive retentions were successful. The overall success rate of counter offers and pre-emptive retentions was 81% over this seven year period. Committee discussion focused on the programs in place such as the University Faculty Scholars Program to recognize and retain top faculty.

**Closed Session**

At 2:42 p.m. a motion was made by Chair Ward, and seconded by Dr. Prestage, to go into closed session to prevent the premature disclosure of an honorary degree or award and to establish the amount of compensation and other materials terms of an employment contract or proposed employment contract. The motion carried.

**Reconvene in Open Session**

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

Dr. Prestage moved to approve the Head Coach Employment Agreement for Women’s Track and Field and Cross Country as discussed in closed session. Mr. Cabaniss seconded the motion. The motion carried.

With no further business, Chair Ward announced the meeting adjourned at 3:20 p.m.

____________________________________
Susan P. Ward, Acting Committee Chair
MEMORANDUM

To: Dr. Michael Mullen  
Vice Chancellor and Dean of the Division of Academic and Student Affairs

From: Dr. Garey Fox, P.E., Professor and Department Head  
Department of Biological and Agricultural Engineering

Date: May 16, 2018

Subject: Change in Degree Program Title  
Current Title: Agricultural and Environmental Technology  
SIS Code: 11AGEVTBS  
CIP Code: 01.0201

Proposed New Title: Biological and Agricultural Engineering Technology  
Proposed New SIS Code: 11BAETBS  
Proposed Effective Date: August 1, 2019

Reason for Title Change: With today’s reliance on the tools of science and technology, the increasing need to produce a safe and abundant food supply, and increasing concerns about environmental sustainability, there is a significant need for graduates with the ability to use technology for the management of biological and agricultural systems. While this has always been the goal of the Agricultural and Environmental Technology program, the program (i) has not been able to attract the desired quality of students to meet the program’s goals, (ii) fails to market the degree as a four-year degree program that interfaces with engineering to prospective students, and therefore, (iii) puts our graduates at a competitive disadvantage compared to other national institutions with similar degrees. Furthermore, students do not feel as connected to the department because of the variation of the program name from the department’s name. Finally, this change allows the program to pursue accreditation through the Engineering Technology Accreditation Commission of ABET as the current program fits ABET’s curricular and career thoughts on engineering technology. Therefore, the Department of Biological and Agricultural Engineering requests permission to change the Agricultural and Environmental Technology degree program name to the B.S. in Biological and Agricultural Engineering Technology. Changing the degree program name to Biological and Agricultural Engineering Technology is strongly supported by current students in the program, unanimously supported by the department’s Advisory Board representing potential employers of the program’s graduates, supported by alumni and employers based on an external survey, and unanimously supported by the faculty.

Impact to the Classification: The title change does not impact the classification of the CIP code.

Impact to Other Programs or Departments: The revision does not impact other programs or departments, as this is the only engineering technology program. The department has consulted with the Associate Dean of Academic Affairs in the College of Engineering, who is supportive of the request since the program fits ABET’s curricular and career thoughts on engineering technology.

Impact on Current Students: Current students will not be impacted in completing their degrees.

Please do not hesitate to contact me (919-515-6700, gafox2@ncsu.edu) with any questions about this request.
Curriculum Action
2 messages

Andy Hale <hale@ncsu.edu>  
To: Stacy Supak <stacy_supak@ncsu.edu>  

Tue, Aug 7, 2018 at 11:32 AM

Stacey,

I am in the process of preparing a curriculum action for the B.S. in Agricultural and Environmental Technology which includes dropping GIS 410 as an elective and replacing it with GIS 280. Is this acceptable for you? I do not anticipate more than 5 students a year would be taking GIS 280. A copy of the curriculum action has been attached for your review.

Thanks for your input,
Andy

--
S. Andrew Hale, Ph.D.
Professor, Undergraduate Coordinator and Associate Head
Department of Biological and Agricultural Engineering
108 D.S. Weaver Labs
North Carolina State University
Raleigh, NC 27695-7625
Phone: (919) 515-6760
FAX: (919) 515-7760
Andy_Hale@ncsu.edu
Appointment Calendar
http://www.bae.ncsu.edu/people/faculty/hale/

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

AET Revision to 120 Credit Hours.pdf
925K

Stacy Supak <sksupak@ncsu.edu>  
To: Andy Hale <hale@ncsu.edu>, Eric Money <esmoney@ncsu.edu>  

Thu, Aug 9, 2018 at 1:07 PM

Hi Andy,

Thank you for sharing the curriculum action form. It looks good to me.

-Stacy
[Quoted text hidden]

--
=================================
Stacy Supak, PhD
Teaching Assistant Professor
Center for Geospatial Analytics
North Carolina State University
5121 Jordan Hall
Raleigh, NC 27695
(919) 513-8026
North Carolina State University
Undergraduate Degree in Biological and Agricultural Engineering Technology

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

Endorsed By:

[Signature]
Head, Department/Program

Recommended By:

[Signature]
Chair, College Curriculum Committee

Endorsed By:

[Signature]
College Dean

Recommended By:

Vice Provost, DELTA (if DE degree/certificate)

Recommended By:

[Signature]
Chair, University Courses & Curricula Committee

Approved By:

[Signature]
Dean, (DASA or the Graduate School)

Recommended By:

[Signature]
Dean's Council

Approved By:

[Signature]
Executive Vice Chancellor and Provost

Approved By:

[Signature]
Chancellor
Designation of Time Limited Option for Distinguished Professorships

**Background:** Donors who endow a distinguished professorship at NC State University may elect to pursue matching funds available through the state’s Distinguished Professors Endowment Trust Fund (DPETF). In accordance with state statutes, as well as University of North Carolina system and NC State University policies, the NC State University Board of Trustees (BoT) is authorized to designate that endowed distinguished professorships seeking DPETF matching funds may be time limited.

We request this designation from the BoT when a donor agreement indicates intent that a distinguished professorship be awarded, or potentially awarded, at a rank other than professor (i.e. assistant, associate professor) and/or for a period other than an individual’s full career.

This designation provides the university with the maximum flexibility in awarding the distinguished professorship over time. Still, the overwhelming majority of NC State’s distinguished professorships are offered to professors for the duration of their career at NC State.

**Recommended Action:** We request designation of the following distinguished professorships which may be time limited:

1. Goodnight Distinguished Chair in Molecular Toxicology, Executive Vice Chancellor and Provost, $2.67M endowment
2. Goodnight Distinguished Chair in Quantum Computing, Executive Vice Chancellor and Provost, $2.67M endowment
3. Goodnight Distinguished Professorship in Geospatial Analytics, Executive Vice Chancellor and Provost, $2.167M endowment
4. Goodnight Distinguished Professorship in Artificial Intelligence and Machine Learning, Executive Vice Chancellor and Provost, $2.167M endowment

**Policy References:**
- UNC Policy 600.2.3 - Distinguished Professors Endowment Trust Fund
- NCSU Policy 01.05.01 – Board of Trustees Bylaws
- NCSU Regulation 05.20.17 – Professorships of Distinction
Conferral of Academic Tenure:

The information regarding conferral of academic tenure is included in the Closed Session Materials – Tab 7.5A.
REQUESTED
ACTION
ITEMS
PROPOSED NEW REGULATION: POL: 05.15.03 Non-Salary and Deferred Compensation

Rationale: Due to new IRS rules (effective January 2018) which made moving expenses now fully taxable to employees, the policy has been updated to reflect this IRS change. In addition, the University proposes to make changes to this policy in order to permit payment of a lump-sum relocation allowance that includes an allowance for these 3 types of moving expenses (household moving expenses, house-hunting expenses and temporary housing).

Review Process:

12/2/18     VC for F&A/AVC for HR authorizes transmittal of PRR for review
11/29/18    General Counsel preliminary review for legal issues
12/3/18     General Counsel final review
12/11/18    [Cabinet, or official with delegated authority to approve PRR] final approval
01/14/19    University Council (approval/notification), if applicable
02/21/19    Board of Trustees (approval/notification), if applicable

Authority
Title
Non-Salary and Deferred Compensation
Classification
POL05.15.03
PRR Subject
Employment
Contact Info
NC STATE UNIVERSITY
Policies, Regulations and Rules


Related Policies:
UNC Policy Manual 300.2.14 - Non-Salary and Deferred Compensation
UNC Policy Manual 300.2.14[R] - Regulations for Deferred Compensation for Chancellors
1. INTRODUCTION

1.1 UNC Policy 300.2.14 requires each campus of the University of North Carolina to develop a policy on non-salary compensation that is provided to employees who are exempt from the State Human Resources Act (EHRA). This policy establishes guidelines and procedures for deferred compensation and non-salary compensation at North Carolina State University (NC State).

1.2 Within the parameters outlined below, non-salary compensation may be provided for reasons that are relevant to attracting or retaining faculty and staff of the highest possible quality. Decisions concerning non-salary compensation shall not be based on a Protected Status as defined by NCSU POL 04.25.05 (Equal Opportunity, Non-Discrimination and Affirmative Action Policy), age (40 or older), color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, or veteran status.

1.3 In accordance with UNC Policy 300.2.14, this policy specifies non-salary compensation that is provided uniformly to defined categories of employees. Advance approval by the NC State Board of Trustees (BOT), which may be delegated to its University Affairs Committee, is required for any other non-salary compensation.

2. APPLICABILITY OF, AND EXEMPTIONS FROM, THE POLICY

2.1 This policy applies to EHRA employees at NC State, except –as follows:

2.1.1 Chancellors are exempt from this policy. UNC Policy 300.2.14, Section C, addresses non-salary and deferred compensation for the Chancellor and UNC Policy 300.1.5 addresses the official residence provided to the Chancellor.

2.1.2 Athletic directors and head coaches to whom contracts are issued are exempt from most provisions of this policy, but are subject to policy 1100.3 of the UNC Policy Manual. Non-salary and/or deferred compensation that falls outside of the terms of an athletic director’s or coach’s contract is subject to this policy.

2.1.3 Athletic coaches with at-will appointments are covered by this policy.
2.1.4 Deferred compensation that is included as part of formal faculty medical (including veterinary) practice plans is exempt from this policy.

3. DEFINITIONS

3.1 Deferred or Delayed Salary/Compensation

3.1.1 For purposes of this policy, “deferred” or “delayed” salary or compensation is defined broadly as including, but not limited to, any payment or contribution by the institution or one of its associated entities, whether paid directly to the employee, to the employee’s account or plan, or to a person acting in a capacity similar to a trustee for the employee, and which is paid later than the regular or next subsequent payment cycle (except for a payroll error that is promptly corrected upon discovery).

3.1.2 Delayed and deferred salary or compensation includes traditional 457 deferred compensation plans, retirement plans or accounts, annuities, and life insurance, that accumulate cash value. This definition includes both tax qualified and non-qualified plans, and any other similar form of payment, whether tax sheltered or not.

3.1.3 The State of North Carolina and NC State offer employees standard benefit offerings for deferred compensation, including voluntary 457, 403(b), and 401(k) options; contributions to those plans by the institution or its associated entities are not permitted under UNC policy.

3.1.4 This policy does not prohibit the institution from making permitted employer contributions to the Teachers and State Employees Retirement System (TSERS) or the Optional Retirement Program (ORP).

3.1.5 Unless expressly approved by the Board of Governors, neither NC State nor its associated entities may provide any other employer-paid, entity-paid, or privately-paid options for deferred compensation to any employee.

3.2 Non-Salary Compensation

3.2.1 For purposes of this policy, non-salary compensation includes all compensation of monetary value other than (a) base salary; (b) salary supplements for additional temporary, acting, interim, or administrative responsibilities beyond base salary; (c) honor supplements that are part of formally-established programs at the departmental, college, university, or UNC level, such as stipends associated with named or endowed professorships; or (d) one-time award recognition programs established and administered at the college/division, university, or UNC level, such as the university’s annual Awards for Excellence and Service Recognition programs. Any other awards of non-salary compensation at the departmental or unit level that require advance BOT approval.

3.2.2 Non-salary compensation also includes, but is not limited to, payment of a relocation allowance, payment of moving expenses, provision of a motor vehicle or motor vehicle
allowance, provision of housing or housing allowances, club memberships, or other special benefits provided for job-related reasons and business necessity.

3.3 Exclusions from the Definition of “Non-Salary Compensation”

3.3.1 Items that are required by the organization for the express purpose of conducting University business are not considered “non-salary compensation” and are not covered by this policy. Examples include, but are not limited to, interview expenses incurred by job candidates as part of a University recruitment, provision of housing when occupancy of such housing is required as part of the job; reimbursement of professional or work-related travel expenses, including mileage reimbursement for business use of a personal vehicle, and allowable per diem meal expenditures; payment of required visa-related fees for work authorization of non-resident alien employees; and the provision of equipment to perform the work of the position, even if used at home, including computers, cellular phones, personal data assistants (PDA), pagers and similar work-related items, and including occasional personal use as authorized under NCSU REG08.00.02 - Computer Use Regulation.

3.3.2 Some direct expenses associated with remote work assignments, such as extended foreign assignments for less than twelve months, may be excluded from the definition of non-salary compensation in accordance with tax law, and must be evaluated on a case-by-case basis by the University Payroll Office and the Office of General Counsel.

3.3.3 In accordance with the State Budget Manual, interview-related travel and lodging expenses for EHRA job candidates are considered official state business and may be paid with state appropriated funds. Payment/reimbursement of such expenses is not considered to be compensation to the individual and is not treated as taxable income. Expenses of accompanying family members cannot be paid or reimbursed with state funds.

3.4 Funding Source

3.4.1 The funding source for non-salary compensation shall be from sources other than state-appropriated funds, except as noted below. Non-salary compensation may be provided by an associated foundation or other associated entity only if permitted by that entity’s policies and approved by the BOT. The BOT may approve an exception permitting non-salary compensation to be funded from state-appropriated funds only when also permitted by the Office of State Budget and Management (OSBM).

3.5 Tax Implications

3.5.1 Non-salary compensation shall be appropriately reported to federal and state tax agencies. The value of personal use that is deemed not to be job-related must be reported and assessed appropriate taxes.

4. TYPES OF NON-SALARY COMPENSATION
4.1 Household Moving Relocation Allowance Expenses

4.1.1 In accordance with the State Budget Manual, moving relocation allowances expenses (e.g., moving expenses, house-hunting trips, temporary housing) cannot be paid from state appropriated funds for initial employment and are fully taxable to the employee. Actual costs of moving standard household goods and personal effects may be paid from non-state appropriated funds subject to availability for this purpose and requires three estimates in accordance with the State Budget Manual [SAL1]. Only discretionary funds can be used for relocation allowances.

4.1.2 The Chancellor is delegated with the authority to provide payment of a moving relocation allowance expenses in an employment offer, and may further delegate such authority no lower than the Executive Vice Chancellor and Provost, Vice Chancellor or Dean level.

4.1.2.1 NCSU REG01.20.01 - Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EHRA), in effect on the date of the adoption of this policy authorizes such delegation by the Chancellor. Accordingly, the Chancellor has issued a standing authorization for moving relocation allowances (up to a designated limit) as part of an initial appointment offer for permanent full-time tenured, tenure-track, non-tenure track faculty, and other EHRA non-faculty employees. The Chancellor has issued a standing authorization to the Athletic Director for moving relocation expenses (up to a designated limit) as part of an initial appointment offer for coaches, assistant coaches, assistant/associate athletic directors, and other EHRA non-faculty employees in the Department of Athletics. Such delegations and authorization levels may be subsequently changed or updated outside of this policy, as long as any such change remains in compliance with UNC policy.

4.1.3 Household moving relocation allowance exceptions that exceed the designated limit must be authorized in advance on a case-by-case basis by the Chancellor, Provost and Executive Vice Chancellor and Provost, or supervising Vice Chancellor. Relocation allowance requests that exceed the designated limit will be limited to the actual amount of relocation expenses incurred, or up to the approved relocation allowance amount, supported by receipts.

4.1.4 All relocation allowance requests must be submitted and processed using the University’s designated Non-Salary and Deferred Compensation Form.

4.1.5 Not every offer/appointment is intended or required to include such provisions, and its inclusions should be based on business necessity to attract well-qualified candidates, and contingent upon the availability of discretionary funds.

4.2 House-hunting Expenses

4.2.1 The State Budget Manual provides guidance for employee travel and subsistence for the purpose of house-hunting with family. This policy allows for up to three two (2) day trips or
one four (4) day/three (3) night trip for house-hunting purposes. Such house-hunting expenses related to initial employment cannot be paid from state appropriated funds.

4.2.2 All EHRA positions are eligible for the house-hunting expense reimbursement set forth in section 4.2.1. House-hunting expenses for eligible employees and their accompanying family members must be authorized in advance on a case-by-case basis by the Chancellor, Provost and Executive Vice Chancellor, or supervising Vice Chancellor.

4.2.3 Not every offer/appointment is intended or required to include such provisions, and its inclusions should be based on business necessity to attract well-qualified candidates.

4.3 Temporary Housing

4.3.1 Positions categorized as top executive officers (JCAT group 1A), senior institutional/ chief functional officers (JCAT group 1B), tenured full professors (JCAT 200), head coaches (JCAT 498) and assistant coaches (JCAT 499) may be reimbursed for receipted temporary housing costs as part of the initial hire, up to $3,000 per calendar month for up to 6 months (3 months for assistant coaches). Temporary housing costs that exceed these limits, duration, or that are provided to any other EHRA employee, must be authorized in advance on a case-by-case basis by the Chancellor, Provost and Executive Vice Chancellor, or supervising Vice Chancellor.

4.3.2 Not every offer/appointment is intended or required to include such provisions, and its inclusions should be based on business necessity to attract well-qualified candidates.

4.3.3 Remote Work Assignment

a. Any EHRA employee covered by this policy may be reimbursed for receipted expenses, including temporary housing and other incidental living costs necessary to facilitate a temporary out-of-state or foreign-duty work assignment (e.g., study abroad assignments, remote research stations, etc.), not to exceed $2,500 per calendar month for a period not to exceed one year, with the approval of the Chancellor, the Executive Vice Chancellor and Provost, or the supervising Vice Chancellor or Dean.

b. The Chancellor shall have the authority to authorize temporary housing and other incidental living costs per item a. above in an amount not to exceed $5,000 per calendar month and/or a total duration of up to 18 months, when deemed necessary to conduct legitimate University business that is out-of-state or related to a foreign-duty work assignment.

c. Any reimbursements that exceed these limits or duration must be authorized in advance on a case-by-case basis by the Board of Trustees.

4.4 Vehicle and Parking Costs

Vehicle and parking costs for all categories of EHRA employees except those listed below must be authorized in advance on a case-by-case basis by the BOT. Any personal use of such vehicles must be reported and is considered taxable income.

4.4.1 The following positions are authorized as resources allow (but are not required) by this policy to receive one lease vehicle, courtesy vehicle, or comparable vehicle allowance up to
$7,500 in value (plus associated vehicle insurance, vehicle tax expenses, and campus parking permits, if any) for the primary purpose of conducting university business: the university’s chief advancement officer; the university’s chief development officer; the university’s chief alumni affairs officer; and the chief development officer of each college. The university’s athletic director and head coaches to whom contracts are issued may receive vehicles as provided under the express terms of those contracts. Employees who receive a leased car or courtesy car are responsible for reporting personal mileage to their departments.

4.4.2 The following positions in athletics are authorized (but are not required), as resources allow, to receive one vehicle or comparable allowance (no associated vehicle costs are provided):

(a) head coaches appointed at-will

(b) the assistant coaches, director of operations, and head strength/conditioning coach for football, men’s basketball, and women’s basketball;

(c) assistant coaches for baseball and volleyball; and

(d) the head athletic trainer and the director of high school recruiting for football

4.5 Club Memberships

4.5.1 Positions categorized as top executive officers (JCAT 1A), senior institutional/chief functional officers (JCAT 1B), and the chief advancement officer of each college may be provided with memberships at the University’s institution-affiliated clubs (The State Club and/or the University Club) for job-related purposes. Personal use is taxable as noted below.

4.5.2 University departments may hold a “departmental” membership, in the name of the department head, for departmental business use only at either of the University’s institution-affiliated clubs, if such memberships are allowed by club policy. Such memberships must be approved in advance by the Chancellor or designee. All personal use of departmental memberships is prohibited.

4.5.3 The Provost, and the university’s chief advancement officer may be provided with one external club membership for job-related purposes; any such club must have a non-discrimination policy prohibiting discrimination against groups protected by federal and North Carolina law.

4.5.4 Individuals who hold academic rank and a primary faculty appointment in the department of physical education – and whose primary role is to provide physical education instruction to students -- as well as EHRA employees in the departments of physical education, campus recreation, and athletics whose primary responsibilities involve providing the direct physical training of students/athletes and/or ensuring the safety and maintenance of fitness and physical education equipment — may be provided membership or access to Carmichael Complex or Athletics fitness facilities (as appropriate) for job-related purposes.
4.5.5 All other memberships in health clubs/fitness facilities, as well as any club memberships for all other categories of EHRA employees, must be authorized in advance on a case-by-case basis by the BOT.

4.5.6 In no case may the funding source for club memberships be state-appropriated funds. Use of an authorized club membership for personal reasons must be reported for tax purposes, and is considered taxable income. Under IRS regulations, all use is assumed to be personal and taxable unless all usage is documented and reported to the University Payroll Office, distinguishing each instance of business/job-related use.

4.6 Athletic and Cultural Events

4.6.1 Positions categorized as top executive officers (JCAT 1A) and senior administrators/chief functional officers (JCAT 1B) may be provided with admission to university-related athletic or cultural events for job-related purposes, including admission for an accompanying guest, if the guest is expected to assist in university-related hosting activities.

4.6.2 Athletic event tickets may be provided for coaches and athletics administrators in accordance with a standardized, position-based schedule that is maintained by the Athletic Director and approved by the Chancellor.

4.6.3 Athletic or cultural event tickets or related amenities provided to any EHRA employee for discretionary (non-business-related) use must be authorized in advance on a case-by-case basis by the BOT, must be reported for tax purposes, and is considered taxable income, except that excess single-use tickets to campus events that could not otherwise be sold (and as a result are deemed to have no market value) may be distributed on a non-discriminatory basis as occasional employee recognition/appreciation awards by the Chancellor, Provost and Executive Vice Chancellor, Vice Chancellor, or Dean.

4.7 Discounts and Privileges

4.7.1 Employee discounts on products or services such as those offered through university dining, bookstore, or other university business operations, if offered, must be made available to all benefits-eligible University employees and may not exceed 20% of the cost charged to non-employee customers for the same products or services. Any cost waiver or discount exceeding 20% must be reported to the University Payroll Office as taxable compensation on a case-by-case basis.

4.7.2 Occasional meals or refreshments of *de minimis* value that are furnished on business premises for the convenience and benefit of the employer (such as coffee or a working lunch provided to a group of employees at a meeting) are permitted in accordance with the State Budget Manual if state funds are used.

4.7.3 Regular meal privileges or lodging provided to an employee as a *required* condition of employment (i.e., meals provided to dining service employees who cannot leave their
workplace during meal service hours, or housing provided to dormitory resident advisors) may be permitted; employing units should consult with the University Payroll Office in advance.

4.7.4 One meal per work shift may be provided to the following positions within the department of university dining for job-related purposes to help ensure quality control: director and associate director of dining services, as well as the directors of dining hall operations, retail operations, marketing, and catering, and the department’s chief dietician and executive chef.

4.7.5 Meals for coaches, athletic trainers, and sports supervisors interacting directly with athletes at training table during that sport’s season are authorized as a job-related purpose under this policy.

4.8 Incentive & Overload Compensation

4.8.1 Incentive payments provided to employees for participating in an approved research study conducted by NC State are authorized by this policy. Payments of cash or equivalent (such as gift certificates with a specific face value) must be included as compensation through payroll and are taxable.

4.8.2 Incentive-based compensation beyond base salary provided to any Athletics employee (other than the athletic director and head coaches with contracts covered by UNC Policy 1100.3, who are exempt from this policy), for reasons including, but not limited to, reaching performance goals such as post-season playoffs or student academic achievement levels, must be approved on a case-by-case basis by the BOT.

4.8.3 Compensation paid from NC State-associated entities to faculty who teach in executive education or comparable programs is authorized by this policy. Payments in excess of 20% of the faculty member’s annual base salary – from all sources including supplemental or overload pay that is subject to the 20% overload limit -- must be approved on a case-by-case basis by the Chancellor, on recommendation of the Dean and Provost.

4.8.4 Any form of incentive-based compensation beyond base salary to be paid to any EHRA employee in recognition of performance or productivity, except as provided for in this policy, must be expressly authorized by the Chancellor and the BOT and conform with any relevant policies and guidelines of the BOG then in effect.

4.9 Educational Assistance, Dependent Care, and Related Benefits

4.9.1 Any employer-provided benefits in excess of current IRS limits for qualified educational assistance, dependent care, or similar benefit programs must be authorized in advance by the Chancellor or Provost, and must be reported to the University Payroll Office as taxable compensation on a case-by-case basis.

4.10 All Other Non-Salary Compensation

4.10.1 Provision of any other form of non-salary compensation or benefit -- including but not limited to, cash, gifts, gift certificates, prizes, awards, additional paid time off, parking fee
waivers, payment of visa-related fees for family members of a non-resident alien employee, or access to special campus services or benefits -- must be authorized in advance on a case-by-case basis by the Chancellor up to $500 or the BOT, if more than $500; and, if approved by either, must be treated as taxable income as applicable.
REPORTS
Intercollegiate Athletics Annual Report
2017 - 2018

Dr. Mike Mullen
Vice Chancellor and Dean
Division of Academic and Student Affairs

Katie Graham
Assistant Dean and Director
Academic Support Program for Student Athletes

Annual Reporting Requirement

UNC System Office Policy 1100.1, related to Intercollegiate Athletics, "requires that chancellors submit an annual report to the board of trustees of the constituent institutions with a copy to the president, who will report to the Board of Governors."
Reporting Requirements

- Undergraduate Student-Athlete Admission Profiles
- Graduate Student-Athlete Enrollment
- Undergraduate Student-Athlete Enrollment
- NCAA Academic Progress Rate
- NCAA Graduation Success Rate

Freshmen Enrollment Profile
Fall 2017 and Spring 2018
Recruited Freshmen Student-Athletes
2017 - 2018

<table>
<thead>
<tr>
<th></th>
<th>Total Enrolled</th>
<th>Avg. Core HS GPA</th>
<th>Avg. SAT</th>
<th>Avg. ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-Athletes</td>
<td>148</td>
<td>3.52</td>
<td>1135</td>
<td>25</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>2</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>2</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Football</td>
<td>37</td>
<td>3.58</td>
<td>1103</td>
<td>22</td>
</tr>
</tbody>
</table>

Minimum Course and Admission Requirements

- Minimum Course Requirements (MCR)
  - Completion of specific courses at high school level prior to enrollment
- Minimum Admission Requirements (MAR)
  - Minimum High School GPA and test scores
# MCR and MAR Exceptions

## 2017 - 2018

<table>
<thead>
<tr>
<th></th>
<th>Enrolled</th>
<th>MCR Exceptions</th>
<th>MAR Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time Freshmen</td>
<td>4971</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td>Recruited Freshmen Student-Athletes</td>
<td>148</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

---

# Graduate Student-Athlete Enrollment
## Graduate Enrollment Totals by Sport

<table>
<thead>
<tr>
<th>Sport</th>
<th>2014-15</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Baseball</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Men's Football</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Men's Golf</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Soccer</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Men's Swimming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Tennis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Track &amp; CC</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Men's Wrestling</td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Gymnastics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Softball</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Soccer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Swimming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Tennis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Track &amp; CC</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Mixed Rifle</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>21</td>
</tr>
</tbody>
</table>

---

### Graduate Programs

- Applied Statistics and Data Management
- Business Administration
- Leadership and Volunteer Management
- Liberal Studies
- Physiology
- Public Policy
- Sport Management
- Sport and Entertainment Venue Management
- Youth Development and Leadership
Top 10 Undergraduate Majors

1. Sport Management
2. Business Administration
3. Communication
4. Psychology
5. Biological Sciences
6. Parks, Recreation, and Tourism Management
7. Accounting
8. Civil Engineering
9. Sociology
10. Nutrition Science
Undergraduates and Student-Athletes

Academic Progress Rate

- Team-based metric that tracks the eligibility and retention of student-athletes each term.
- How APR is calculated:
  - Each student-athlete receiving athletically related financial aid earns one point for being academically eligible and one point for returning the next term or graduating.
  - A team’s total points are divided by points possible and then multiplied by 1,000 to equal the team’s Academic Progress Rate.
  - The rolling four-year APR is used to determine accountability.
## Single-Year Academic Progress Rate (APR) Scores

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>APR Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>977</td>
</tr>
<tr>
<td>2011-2012</td>
<td>979</td>
</tr>
<tr>
<td>2012-2013</td>
<td>977</td>
</tr>
<tr>
<td>2013-2014</td>
<td>988</td>
</tr>
<tr>
<td>2014-2015</td>
<td>977</td>
</tr>
<tr>
<td>2015-2016</td>
<td>984</td>
</tr>
<tr>
<td>2016-2017</td>
<td>988</td>
</tr>
</tbody>
</table>

- Metric created by the NCAA to measure graduation progress of student athletes
- Includes:
  - First-time, full-time freshmen
  - Students who enter midyear
  - Transfers into institution
- Excludes:
  - Students who leave institution in good standing prior to graduation and had athletics eligibility remaining
- Reported as a 4-class average

Graduation Success Rate
## Graduation Success Rate
### 2008 - 2011

<table>
<thead>
<tr>
<th>Men's Sports</th>
<th>NC State</th>
<th>D1 Avg.</th>
<th>Women's Sports</th>
<th>NC State</th>
<th>D1 Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>91</td>
<td>84</td>
<td>Basketball</td>
<td>80</td>
<td>91</td>
</tr>
<tr>
<td>Basketball</td>
<td>56</td>
<td>85</td>
<td>CC/Track</td>
<td>96</td>
<td>91</td>
</tr>
<tr>
<td>CC/Track</td>
<td>81</td>
<td>83</td>
<td>Golf</td>
<td>100</td>
<td>95</td>
</tr>
<tr>
<td>Football</td>
<td>74</td>
<td>79</td>
<td>Gymnastics</td>
<td>100</td>
<td>96</td>
</tr>
<tr>
<td>Golf</td>
<td>89</td>
<td>91</td>
<td>Soccer</td>
<td>100</td>
<td>94</td>
</tr>
<tr>
<td>Soccer</td>
<td>92</td>
<td>86</td>
<td>Softball</td>
<td>88</td>
<td>91</td>
</tr>
<tr>
<td>Swimming</td>
<td>90</td>
<td>90</td>
<td>Swimming</td>
<td>93</td>
<td>96</td>
</tr>
<tr>
<td>Tennis</td>
<td>100</td>
<td>93</td>
<td>Tennis</td>
<td>100</td>
<td>95</td>
</tr>
<tr>
<td>Wrestling</td>
<td>59</td>
<td>77</td>
<td>Volleyball</td>
<td>100</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mixed Rifle</td>
<td>100</td>
<td>84</td>
</tr>
</tbody>
</table>

**NC State 86%**

Questions?
Graduation Update 2019

Louis Hunt
Senior Vice Provost
Enrollment Management and Services
Growth in Degrees Awarded
2009-2018

Bachelor

↑25% in all Bachelor's Degrees

Master

↑48% in all Master's Degrees

Doctorate

↑26% in all Doctoral Degrees

Source: Department of Registration and Records, 1/24/2019
Freshman Graduation Rates
1995-2014

First in the Pack
Supporting first-generation college students throughout their time at NC State.
Six-Year Freshman Graduation Rates by Gender

Six-Year Freshman Graduation Rates of Tier 1 and Tier 2

Source: Department of Registration and Records (2004-2012) http://www2.acs.ncsu.edu/UPA/internaldata/retention/atr_cens2011_ethnic.htm
Six-Year Freshman Graduation Rates of Underrepresented Students

(African American, Native American, and Hispanic)

# Six-Year Graduation Rates

## UNC System and Peer Comparisons

<table>
<thead>
<tr>
<th>Institution</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fayetteville State University</td>
<td>32.5</td>
</tr>
<tr>
<td>Elizabeth City State University</td>
<td>37.5</td>
</tr>
<tr>
<td>UNC Pembroke</td>
<td>39.5</td>
</tr>
<tr>
<td>NC A&amp;T State University</td>
<td>42.6</td>
</tr>
<tr>
<td>North Carolina Central University</td>
<td>43.5</td>
</tr>
<tr>
<td>Winston-Salem State University</td>
<td>49.3</td>
</tr>
<tr>
<td>UNC Charlotte</td>
<td>53.8</td>
</tr>
<tr>
<td>UNC Greensboro</td>
<td>53.9</td>
</tr>
<tr>
<td>Western Carolina University</td>
<td>58.4</td>
</tr>
<tr>
<td>UNC Asheville</td>
<td>61.5</td>
</tr>
<tr>
<td>East Carolina University</td>
<td>62.0</td>
</tr>
<tr>
<td>UNC School of the Arts</td>
<td>70.5</td>
</tr>
<tr>
<td>UNC Wilmington</td>
<td>72.4</td>
</tr>
<tr>
<td>Appalachian State University</td>
<td>73.2</td>
</tr>
<tr>
<td>NC State University</td>
<td>79.3</td>
</tr>
<tr>
<td>UNC Chapel Hill</td>
<td>90.7</td>
</tr>
<tr>
<td><strong>Avg</strong></td>
<td><strong>82.0</strong></td>
</tr>
<tr>
<td><strong>University of Florida</strong></td>
<td><strong>88.0</strong></td>
</tr>
<tr>
<td><strong>North Carolina State University</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Purdue University--West Lafayette</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>North Carolina State University--Raleigh</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Michigan State University</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Rutgers University--New Brunswick</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Avg</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>University of Arizona</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Colorado State University</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>Iowa State University</strong></td>
<td><strong>90.7</strong></td>
</tr>
<tr>
<td><strong>University of Florida</strong></td>
<td><strong>90.7</strong></td>
</tr>
</tbody>
</table>


Tab 7.3B Page 8
Graduation Rate Projections Based on First-Term GPA Performance

Source: Enrollment Management and Services, 1/24/2019
QUESTIONS?

ldhunt@ncsu.edu
AS OF JANUARY 25, 2019

Graduation Robe Closet
With a generous donation of a few size runs of baccalaureate and masters regalia from the Bookstore, SG partnered with the Career Development Center to pilot a graduation robe closet. Starting with the fall 2018 semester, Pack Promise students were able to borrow caps and gowns at no charge to wear to their commencement ceremonies. We are working to secure additional robes in high demand sizes to expand this program beyond Pack Promise students.

Receipt Printing
We worked with NC State Dining to make receipts at feasible on campus dining locations print by request only. Common Grounds, Starbucks, Dining Halls, and the Atrium will now print receipts upon request only. Jason's Deli, Red Sky, and Tuffys which print order numbers on receipts to coordinate pick up will be the only locations printing receipts automatically, helping to reduce waste and improve sustainability.

Campaign Assistance Fund
Student Senate passed the Campaign Spending Reform Act, which reduced SG campaign spending limits for student senate seats by 75% and for all other elected positions by 50%. This legislation also allowed the establishment of a formal campaign assistance fund, whereby students running for student body officer positions can receive money allocated from the SG budget, reducing out of pocket expenses required for campaigning. Both of these changes were enacted to reduce the financial burden of running for office in an SG election, lowering the financial barrier of entry into Student Government and ideally leading to increased participation.

Painted Pack Fans
Athletics and SG have partnered for the 2018-2019 basketball season to launch the Painted Pack Fans program. SG paints 10-15 student fans during select home games to build spirit and instill NC State pride. Students can request to be painted using a form included in the ticket request email.
Student Fees Town Hall

In preparation for future fee increase requests and in response to student requests for earlier involvement in the fee process, SG partnered with the Division of Academic and Student Affairs to host a Student Fee Town Hall. Representatives for the five largest fees (University Transportation, Student Health, Student Center Operations, WellRec, and Education & Technology) were all present to describe how the fee money is used and to discuss future fee needs. We are working to establish this town hall as an annual event.

Examination Policy Revision Act

Student Senate passed the Examination Policy Revision Act, which supported an exam relief policy for the entire academic year. Policies are currently in place stating that students will not be made to take three consecutively scheduled final exams within a 24 hour period. This resolution encouraged a change of the existing policy to encompass the entire academic year, or creation of a new policy specifically for exams during the semester that would allow students to seek relief from three regular exams within a 24 hour period. Copies of this resolution were sent to the Vice Chancellor for Academic and Student Affairs, the Chair of the Faculty Senate, all Associate Deans for Academic Affairs, and the Senior Associate Dean of the University College.

Pack Your Portfolio

In partnership with the Career Development Center, the SG Communications Department hosted Pack Your Portfolio, a professional development event. Career Development Center Ambassadors helped with resume review, mock interviews, internship navigation, and LinkedIn, while Student Government provided free professional headshots. The Wolfpack Styled Professional Clothing Closet, a free student resource for professional clothing, was also highlighted. Attendees were able to learn about and get practice with many vital career skills by interacting directly with professionals at this highly engaging event. This event achieved the Champion level of Sustainable Event Certification.

Student Body President Jess Errico
98th Session
MEMORANDUM OF AGREEMENT FOR “3+2” PROGRAM

BETWEEN

NORTH CAROLINA STATE UNIVERSITY
RALEIGH, NC, U. S. A.

AND

CHONGQING UNIVERSITY OF POST AND TELECOMMUNICATIONS
CHONGQING, CHINA

This Agreement is to formalize the academic exchange between North Carolina State University (hereafter referred to as NC State) and Chongqing University of Posts and Telecommunications (namely, the School of Foreign Languages, hereafter referred to as CQUPT) for a 3+2 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 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 successfully complete three (3) years’ course studies at CQUPT and one semester of studies at NC State that results in a BA degree from CQUPT 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 PROGRAM

1) CQUPT 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. To be eligible to apply for admission to NC State, CQUPT students must have:
   a) completed at least 75% of the CQUPT 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 CQUPT confirming the student has successfully passed the CQUPT evaluation.

d) Students recruited into this 3+2 Program will initially come from the School of Foreign Languages at CQUPT. In the future as the 3+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 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 CQUPT students per year in the first phase (1-2 years) of this program, with CQUPT students coming to NC State in Fall 2019. Depending on the total number of applicants from CQUPT, this number may increase.

4) NC State will evaluate those selected CQUPT 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 CQUPT 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 https://projects.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 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, CQUPT will grant each of these students a statement that the student has completed the CQUPT BA degree requirements in their respective disciplines. Students will be required to provide an official letter from CQUPT indicating the BA degree requirements were satisfied prior to being admitted to the MSTC Program.
7) NC State will officially review CQUPT 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 program will not need to submit resume, GRE scores, or recommendation letters to complete their application. CQUPT'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 MSTC committee and the NCSU 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 standard 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 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) year, 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) CQUPT students will pay out-of-state tuition, fees and living expenses during their studies at NC State. The NC State Cashiers Office provide current rates online (https://studentservices.ncsu.edu/your-money/tuition-and-fees/). 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, CQUPT 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: ________________

President
Chongqing University of Post and
Telecommunications

Signature: ____________________
Dr. Li Lin

Date: ________________

Dean
The Graduate School
North Carolina State University

Signature: ____________________
Dr. Peter Harries

Date: ________________

Associate Dean
School of Foreign Languages
Chongqing University of Post and
Telecommunications

Signature: ____________________
Dr. Shunyu Wang

Date: ________________

College of Humanities and Social Sciences
North Carolina State University

Signature: ____________________
Dr. Deanna Dannels

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 CQUPT 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 hours as non-degree seeking students; only 6 credit hours applied toward the MSTC degree and another 6 credit hours applied toward the CQUPT BA degree)

1. ENG 512 Theory and Research in Professional Writing (Core requirement)
2. GC 420 Visual Thinking (Applications course) or EAC 530 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)
North Carolina State University
3+2 BA-to-MS in Technical Communication
Chongqing University Post and Telecommunications

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

Endorsed By:

See internal routing form
Head, Department/Program

Recommended By:

See internal routing form
Chair, College Curriculum Committee

Endorsed By:

See signature on agreement
College Dean

Recommended By:

N/A
Vice Provost, DELTA (if DE degree/certificate)

Recommended By:

N/A
Chair, University Courses & Curricula Committee

Approved By:

See signature on agreement
Dean, (DASA or the Graduate School)

Recommended By:

[Signature] 11/29/18
Dean’s Council

Approved By:

[Signature] 11/29/18
Executive Vice Chancellor and Provost

Approved By:

[Signature] 12/19/18
Chancellor
NC State University
Certificate Proposal Form

Certificate Title: _Policy Analysis______________________________

New: □
Revision: ☒

Classification of Instructional Programs (CIP) Discipline # (6 digits): _44.0501_
*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?y=55

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

Proposed Effective Date: _August 1, 2018________________________

Director of the Certificate Program: _Bruce McDonald_____________________
Program Coordinator (if different from Director): __________________________
Graduate Services Coordinator: _Meggie Romick__________________________
College: __Humanities and Social Sciences______________________________
Department/Program: __Public Administration __________________________

Catalog Description:
Policy analysis – the analysis of the actions of government and its partners in the non-profit and private sectors – is the keystone of public administration. The creation, adoption, implementation and evaluation of public policy is a complex process. It requires skills in quantitative methodologies, reasoning and argumentation. The Graduate Certificate in Policy Analysis helps you make the most of your skills by providing you with the tools you need to be an effective policy analyst and policy advocate.

Projected Enrollment:

<table>
<thead>
<tr>
<th></th>
<th>Yr. 1-</th>
<th>Yr. 2-</th>
<th>Yr. 3-</th>
<th>Yr. 4-</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance</td>
<td>Yr. 1-</td>
<td>Yr. 2-</td>
<td>Yr. 3-</td>
<td>Yr. 4-</td>
</tr>
</tbody>
</table>

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
To: The Graduate School

From: Bruce McDonald, Director of Master of Public Administration
       Jerrell Coggburn, DGP and Chair, Department of Public Administration

Re: Program Name Change for the Graduate Certificate in Public Policy

Date: April 10, 2018

Action requested for Graduate Certificate of Public Policy

The faculty of the Department of Public Administration have met and propose to change the name of the Graduate Certificate of Public Policy to the Graduate Certificate of Policy Analysis.

Background

During the fall 2017 semester, the Department of Public Administration formed a committee to look at the Graduate Certificate in Public Policy. This committee was tasked with looking at the courses offered as part of the program, the ability to recruit for the program, the utility of the certificate to alumni upon graduation and faculty strengths within the department. As part of this evaluation, the committee solicited constituent feedback and employer feedback. Based on this review, it became evident that the title of the certificate does not accurately reflect the program. This reflection is in terms of student interest, courses offered as part of the certificate, employer needs, and faculty expertise. It was concluded that changing the name to better reflect the program will improve the utility of the certificate but also improve the ability of the department to recruit for the program. At its faculty meeting on March 21st, the faculty voted unanimously to change the name of certificate to a Graduate Certificate in Policy Analysis.

Program Curriculum:
The curriculum of the certificate is, and will continued to be as follows. Successful completion of the certificate requires a minimum of 15 credit hours. This includes 9 hours of core course work:

- PA 507: The Public Policy Process
- PA 509: Applied Political Economy
- PA 511: Public Policy Analysis

Students are then required to take 6 credit hours of electives to reach the minimum credit hour requirement.

Logistics:
Students currently enrolled in the certificate or those who complete the certificate prior to the formal approval of the name change will be awarded the certificate under its old title. Students who enrolled prior to the formal approval but have not graduated by the date of that approval will have the option to graduate under the new or old certificate name. All students accepted into the program after formal approval has been made will receive the certificate under the programs new name.
Graduate Certificate in Public Policy Name Change
North Carolina State University

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

Endorsed By:

\[\text{Signature}\]

JERTRELL D. COGBURN
4/12/18
Head, Department Director of Graduate Program (Printed Name and Signature) Date

Recommended By:

\[\text{Signature}\]

J Scott Despain
4/18/18
Chair, College Graduate Studies Committee (Printed Name and Signature) Date

Endorsed By:

\[\text{Signature}\]

Dean
4/24/18
College Dean (Printed Name and Signature) Date

Recommended By:

\[\text{Signature}\]

Peter J. Harris
8/20/15
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:

\[\text{Signature}\]

Dean's Council (Printed Name and Signature) Date

Approved By:

\[\text{Signature}\]

Executive Vice Chancellor and Provost (Printed Name and Signature) Date

Approved By:

\[\text{Signature}\]

Chancellor (Printed Name and Signature) Date
December 21, 2018

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033

Dear Dr. Wheelan:

In April 2018, NC State University received a letter stating the Commission accepted our notification that the joint Bachelor of Science (B.S.) degree program in Biomedical and Health Sciences Engineering with the University of North Carolina Chapel Hill received accreditation from the Accreditation Board for Engineering and Technology (ABET).

Since the joint B.S. degree program is operational and now ABET accredited, this letter seeks approval from the Commission to close NC State’s Biomedical Engineering B.S. degree program, effective January 1, 2019. Presently, there are three students enrolled in the BME program that aim to graduate in May 2020. The courses they need to graduate will be available until the students complete the program at NC State. If any further information is needed, please contact me. Thank you for your consideration.

Sincerely,

W. Randolph Woodson
Chancellor

WRW/flc

Enclosure (2)

cc: Dr. Warwick Arden, Executive Vice Chancellor and Provost
    Dr. Duane Larick, Senior Vice Provost and Accreditation Liaison
    Dr. Louis Martin-Vega, Dean, College of Engineering
    Dr. Peter Harries, Interim Dean, Graduate School
    Dr. Nancy Allbritton, Professor and Chair, UNC/NC State Department of Biomedical Engineering
UNIVERSITY OF NORTH CAROLINA
REQUEST TO DISCONTINUE
A DEGREE PROGRAM, SITE OR DELIVERY MODE

Date: December 29, 2018

Constituent Institution: North Carolina State University

Is the program a joint degree program? Yes___ No X___

Joint Partner campus __________________________

Title of Authorized Program: Biomedical Engineering Degree Abbreviation: BS

CIP Code (6-digit): 14.0501__________________ Level: B X____ M ___ L ____ D ____

CIP Code Title: Bioengineering and Biomedical Engineering

If the degree program has associated UNC Teacher Licensure Specialty Area Codes that, upon this discontinuation, should be attributed to a different degree program, then complete the following:

<table>
<thead>
<tr>
<th>UNC Teacher Licensure Specialty Area Code (one per line; add as needed)</th>
<th>Degree Program to Receive Specialty Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Term of Proposed Discontinuation (when new students will no longer be admitted):

term ___ Spring ___ year ___ 2019 ___

1. What type of program discontinuation is being requested? (if b/c/d, one or more can be selected)
   a) _______Discontinue - Permanent. (While course offerings already shared across degree programs may continue, the program components will not become a significant or distinct component of another program. Degree program is discontinued in full in Academic Program Inventory (API), including any approved off-campus sites and alternate means of delivery; requires action of Board of Governors)

   b) _______Discontinue - Delivery. Eliminate one or more delivery types and keep the program active.
      o _______On-campus delivery of program
o  _____ Online delivery of program
o  _____ Site-based delivery of program
    _____ Instructor present (off-campus delivery)
    _____ Instructor not present (site-based distance education)

c)  X  _____ Discontinue - Consolidate. Program components will become a significant or distinct
    component in another degree program (e.g. concentration/track).
    o  ___X__ Existing degree program (BOG approved)
      •  Program title, degree, CIP: Biomedical and Health Sciences Engineering (Joint with
         UNC-CH), 14.0501 ________________________________
    o  _____ New degree program (Request to Establish and BOG approval generally required)
      •  Proposed program title, degree, CIP ________________________________

If (b) is selected and sites are to be discontinued, please list them (add lines as needed).
Site #1

(address, city, county, state)                          (date of site authorization by GA)

Site #2

(address, city, county, state)                          (date of site authorization by GA)

Site #3

(address, city, county, state)                          (date of site authorization by GA)

2.  Explain why the program, site, or delivery mode is being discontinued.
   a.  If the program, site or delivery mode addresses high priority needs, how will those needs be
       addressed by other programs?
       With the exception of three students, all students in the program have elected to transition
       to the new joint degree program in Biomedical and Health Sciences Engineering.
   b.  Describe how affected parties (faculty, staff, students) will be informed of the impending
       closure and, where applicable, of any additional charges/expenses to students.
       The three students who remain in the program were notified of the program closure by e-
       mail and confirmed their desire to remain in the program. BME faculty and staff were all
       involved in creation of the new degree program, so received notification of the change
       through many communication channels. Other affected departments whose courses were
       required in the former curriculum were notified of the changes through the University
       Course and Curriculum Committee. Departments that offer courses that were added to the
curriculum or could experience significant enrollment changes were notified and confirmed their approval of the changes by e-mail.

c. Describe steps to be taken to allow students enrolled in the program, site or delivery mode to complete their courses of study.
Three students remain in the program. We anticipate that two of the students will graduate in May. One of the students, for reasons unrelated to this degree change, plans to change her major. If, for some reason, any of the three students’ plans change. The courses they need to graduate continue to be offered.

3. Discuss the reassignment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be reassigned.
All BME faculty, staff an EHRA non-faculty have transitioned to the new joint Biomedical and Health Sciences Program.

4. Discuss the discontinuation of the employment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be discontinued.
N/A

5. Discuss reallocation or reduction of costs resulting from each discontinuation(s), including specific amounts related to each discontinuation.
N/A

6. Name, title, telephone, and e-mail of contact person for this notification of discontinuation:

This request to discontinue a degree program, delivery mode or site has been reviewed and approved by the appropriate institutional committees and authorities.

Signature of Chief Academic Officer: _______________________________ 12/6/16

Signature of Chief Academic Officer (Joint Campus partner) _______________________________
April 19, 2018

Dr. W. Randolph Woodson  
Chancellor  
North Carolina State University  
A Holladay Hall; Campus Box 7001  
Raleigh, NC  27695-7001

Dear Dr. Woodson:

Thank you for your letter of December 15, 2017, notifying the Commission of the recent discipline-specific accreditation awarded to a joint degree program with the University of North Carolina – Chapel Hill, effective fall 2017.

North Carolina State University notified the Commission on March 23, 2015, of its plan to establish a joint Bachelor of Science (B.S.) degree program in Biomedical and Health Sciences Engineering with the University of North Carolina – Chapel Hill. The Commission accepted the notification on July 27, 2015. The joint program was established and has received accreditation from the Accreditation Board for Engineering and Technology (ABET) in fall 2017.

We acknowledge the information and will add it to our files.

Best regards,

Kevin W. Sightler, Ph.D.  
Director of Substantive Change

KWS/SKO:iy

cc: Dr. Duane Larick, Sr. Vice Provost for Academic Strategy & Resource Management  
Dr. Nuria M. Cuevas
UNIVERSITY OF NORTH CAROLINA
REQUEST TO DELIVER
EXISTING DEGREE PROGRAM – NEW DELIVERY MODE OR SITE

Date: August 15, 2018

Constituent Institution: North Carolina State University

Is the program a joint degree program? Yes ___ No ___ X ___

Joint Partner campus N/A

Title of Authorized Program: Master of Accounting Degree Abbreviation: MAC

CIP Code (6-digit): 520301 Level: B M X I D

CIP Code Title: Accounting

Proposed term to enroll students in alternate delivery method: term Fall year 2019

Provide a brief statement from the university SACSCOC liaison regarding whether the new delivery mode does or does not constitute a substantive change.

Identify the objective of this request (select one or more of the following)

☐ Add on campus delivery
☐ Add online delivery; Maximum percent offered online ____100%____
☐ Program will be listed in UNC Online
☐ One or more online courses in the program will be listed in UNC Online
☐ Add site-based delivery (list new sites below; add lines as needed)
  ☐ Instructor present (off-campus delivery)
  ☐ Instructor remote (site-based distance education)

Site #1

(address, city, county, state)

Site #2

(address, city, county, state)

Site #3

(address, city, county, state)
Supply basic program information needed for UNC Academic Program Inventory (API), UNC Online

Minimum credit hours required ___31___
Expected number of full-time terms to completion ___2___

I. Justification for New Delivery Mode

1. Description and Purpose
   a. Provide a 250-word or less description of the proposed program, including target audience, delivery method, hours required, program core and concentrations (if applicable), opportunities for which graduates will be prepared, and other special features. For online programs, describe whether the delivery is synchronous with an on-campus course, partially synchronous, asynchronous, other, and using what platform(s).

   The MAC online program will target working professionals currently not served by the full-time resident MAC Program. These individuals are in the local, national and global community and are looking to advance their education but, due to family or employment commitments, are unable to participate in a full-time resident program. The online program will provide schedule flexibility and remote access so students can earn a master of accounting degree from a nationally recognized program in 2 to 3 years. The majority of the courses in the online program will be delivered by capturing live campus courses and delivering them in an asynchronous online format. Further, each class will include a synchronous capability where student can interface directly with the faculty member and graders. This hybrid format allows instructors to more naturally interact with students, creating a more engaging experience for the online students. The college and department are upgrading an existing classroom capture room with state of the art technology to use with this new online program. Similar to the full-time resident program, the online program will require 31 credit hours to complete.

   The online program will provide students with a broad understanding of accounting and business practices, as well as a rigorous technical accounting education. The core curriculum will include:

   ● 3 hour-credit courses:
     ● ACC 508 - ADVANCED COMMERCIAL LAW
     ● ACC 510 - ADVANCED FINANCIAL ACCOUNTING
     ● ACC 519 - APPLIED FINANCIAL MANAGEMENT
     ● ACC 530 - ADVANCED INCOME TAX
     ● ACC 533 - ACCOUNTING & TAX RESEARCH
     ● ACC 540 - IT RISK AND CONTROLS
     ● ACC 550 - ADVANCED AUDITING

   ● 1 hour-credit course:
     ● ACC 600 - MANAGERIAL & CAREER EFFECTIVENESS

   Additionally, students will be required to take nine hours of graduate-level electives, from courses currently being provided by the Jenkins MBA and MAC Programs.
Students can elect to choose a concentration focus area such as audit analytics, tax analytics\(^1\), information technology, or enterprise risk management.

b. How does the proposed delivery mode align with system, institutional and unit missions and strategic plans?

The program supports the goals of NC State’s strategic plan:

1. **Enhance student success**: The online format will provide access and flexibility to earn a degree from a nationally recognized program that will enable graduates to meet the 150 hour requirement to be licensed as a CPA and advance other professional opportunities.

2. **Invest in faculty**: Expanded opportunities to engage with graduate students will allow us to attract and retain research-oriented faculty and expand existing skills.

3. **Support interdisciplinary scholarship**: N/A

4. **Pursue organizational excellence**: The online courses will provide students flexibility to complete either online and/or campus course format. With the use of the campus courses to create the online content the department will create efficiencies in the delivery of graduate courses. It is expected that the online format will complement the campus format program.

5. **Engage locally and globally**: An online program will allow access to working professionals in the Research Triangle, national and global community who are looking to advance their education while continuing employment, which should be valuable to many regional, national and global companies.

2. **Student demand**: Provide documentation of student demand for the new delivery mode. Directly address the extent to which students will be drawn from a pool of students not previously served by the existing program.

The goal of offering the online masters of accounting program is to provide an alternative to the traditional campus program that does not require students to relocate and forgo employment while completing the program. This new online format is expected to expand the pool of students seeking to obtain a MAC degree by attracting professionals with 4 – 8 years of experience who are not currently served by our existing full-time resident program.

Professionals are discovering that graduate accounting degrees are becoming necessary for advancement in corporate and public accounting positions. A discussion of online accounting masters’ degrees in U.S. News & World Report indicates that online graduate accounting degrees can lead to more job opportunities and higher salaries. They cite a 2017 survey report by the Graduate Management Admission Council which states that 42% of people responding to the survey planned to hire masters’ graduates in 2017, up from 39% in 2016. In addition, the discussion highlights a 2015 survey from Georgetown University’s Center on Education and the Workforce which found that accountants age 34 or less who graduated with master’s

\(^1\) As students in the online MAC Program, they will be able to take classes in the recently approved tax analytics certificate program and pay the online MAC Program tuition rate. Only selected classes in the certificate program will be made available to the online MAC students.
degrees earned on average $66,000, as compared to $45,000 if they only had a bachelor’s degree.

3. **Unnecessary duplication.** List similar programs offered by other North Carolina institutions (public or private), including enrollments and delivery method. In cases where other UNC institutions provide similar online, site-based distance education, or off-campus programs, include evidence regarding how the proposed program meets unmet need. Discuss collaborative opportunities with these programs.

Currently, the only North Carolina university that offers an online master of accounting program is the University of North Carolina at Chapel Hill. North Carolina universities that offer on-campus master’s of accounting programs are: Appalachian State University, East Carolina University, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Wilmington, Wake Forest University, and Western Carolina University.

The University of North Carolina at Chapel Hill’s target group for the online program is students with any undergraduate degree and requires 33 to 48 credit hours to complete. NC State’s online program target group will be working undergraduate accounting degree holders that are seeking a flexible program to earn their masters of accounting degree. The NC State online program will offer focus areas related to information technology, enterprise risk management and business analytics that draw on the strengths of the university and campus program. These focus areas are not offered in the University of North Carolina at Chapel Hill’s online program. These focus areas are also distinctive when compared to other masters programs in the state. Additionally, it is expected that the online format will complement the campus format by offering students enrolled in either format the opportunity to take courses in the other format. With the increasing debt load of students graduating from undergraduate programs, this will enable students who cannot afford the housing, tuition and fees to attend a full-time, on-campus masters of accounting program to achieve their goals to become Certified Public Accountants and advance their professional careers.

4. **Enrollment.** Estimate the total number of students that would be enrolled in the program during the first year of operation and in each delivery mode (campus, online, site - add lines as needed):

   Delivery Mode_ Campus_____ Full-Time ___115___ Part-Time ___4_____

   Delivery Mode_ Online_____ Full-Time ___0___ Part-Time ___20_____
5. **Resources.**

   a. Are new faculty, staff, library, facility/equipment, or other resources required to deliver the program? If so, explain the need and, using the template provided, estimate the costs and sources of funds to provide resources needed.

   The department plans to use classroom capture technology to capture existing campus courses for delivery to the online program. This approach has been very successful at Auburn University and on a pilot basis in our existing MAC program.

   The anticipated resources, in addition to existing faculty, needed for the program in Year 1 include:
   
   - Video capture technicians
   - Instructional design support
   - Graders
   - Marketing/Advertising Expenditures

   The Department of Accounting is currently utilizing the expertise of an instructional design consultant to support existing classes and the recently approved tax analytics certificate program. This individual will work with each faculty member in developing an engaging and interactive online experience.

   Existing MAC Program faculty will be the primary contact for the student. They will be responsible for development of course content, method of delivery and contact with students – both in asynchronous and synchronous format.

   Revenue generated in Year 1 is projected to be approximately $4,600 in premium tuition per semester for each part-time student (6-8 credit hours). For 2019-2020, the projected revenue will be ($4,600 x 2 semesters) x 20 students = $184,000. This will cover the resource needs.

   As the program grows additional resources will be needed in the areas of:
   
   - Assistant Director – Online Admissions
   - Career Services
   - Student Advising

   The projected growth in the program from 20 to 40 students will generate an additional $184,000 to cover these additional resources. As the program continues to grow and the classes reach capacity, additional faculty may be needed. These additional faculty will be compensated from the additional tuition.

   The department and college is already investing in upgrading a video capture classroom to allow current students flexibility in taking some of their courses online.

   As a new online program, we will request start-up funding from Delta to cover the incremental costs in course development. Additionally, we believe the online program will qualify for Enrollment Growth funds.
b. Discuss how the new delivery mode will impact the workload of existing faculty.

The initial estimated enrollment levels are not anticipated to have significant impact on faculty workloads. Initial online class sizes will be small. Graders will be hired to assist with student communications and grading of some student projects and activities. It is anticipated that as the program grows, additional faculty will need to be hired.

c. (site-based distance education and off-campus delivery only) If the institution has not previously delivered a degree program at this site, briefly describe the facilities, infrastructure, and arrangements and how they meet the needs of the program.

Not applicable.

6. Delivery Considerations. Provide assurances of the following (not to exceed 250 words per lettered item):

a) Access (all programs). Students have access to academic support services comparable to services provided to on-campus students and appropriate to support the program, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling.

Similar to the campus program the online program will charge a premium tuition to support admissions, financial aid, academic advising, delivery of course materials, and career services. Services will be provided through multiple mediums – online, email, phone calls, in-person and virtual technology (e.g., Google Hangout). The existing infrastructure will be used as a platform to provide the services.

b) Curriculum delivery (online and site-based distance education only). The distance education technology to be used is appropriate to the nature and objectives of the program. The content, methods and technology for each online course provide for adequate interaction between instructor and students and among students.

The department and college are investing over $300,000 in building a new classroom capture room to use for online courses offered in the campus and online MBA and MAC programs. In addition to start-of-the-art technology, the program plans to leverage existing course and faculty experiences with the online MBA program. Faculty will engage with students using the features of the technology – discussion forums, synchronous help sessions and virtual communication methods. Additionally, faculty will be available for in person meetings, phone calls and email exchange similar to our current full-time resident program.

c) Faculty development (online and site-based distance education only). Faculty engaged in program delivery receive training appropriate to the distance education technologies and techniques used.
The department is currently providing contract instructional design support to faculty developing and offering online courses for the campus MAC program that allows students additional flexibility for completing courses. A number of faculty also have experience with delivering online courses through the MBA program. The funds from the premium tuition will be allocated to support course and faculty development.

d) Security (online and site-based distance education only). The institution authenticates and verifies the identity of students and their work to assure academic honesty/integrity. The institution assures the security of personal/private information of students enrolled in online courses.

NC State University’s information technology provides state-of-the-art infrastructure to protect the privacy and confidentiality of faculty and student information. Secure web-based Duo authentication is mandatory to access NC State’s internet services available to students and faculty. All students and faculty are required to use their campus user name and password to log into Moodle to verify their identities. A wide range of tools and approaches will be adopted to ensure the integrity of the online course offerings including:

- Using proctoring services to ensure integrity of class assignments.
- Using software tools such as Lockdown browser to limit students’ access to supporting materials and extra resources during exams.
- Educating students about the academic integrity and the consequences if academic integrity is violated.

7. Contact. Provide the name, title, email address, and phone number of the person(s) responsible for planning this proposed program.

Scott Showalter, MAC Director, scott_showalter@ncsu.edu, 919-513-0526

This request to establish a new distance education degree program (or program site) has been reviewed and approved by the appropriate institutional committees and authorities.

Chief Academic Officer: ____________________________

Chief Academic Officer (Joint Partner Campus): ____________________________
This request has been reviewed and approved by the appropriate campus committees and authorities.

**Endorsed By:**  
Kathy Krawczyk  
Head, Department/Director of Graduate Program (Printed Name and Signature)  
5/1/18  

**Recommended By:**  
Donald P. Warsing  
Chair, College Graduate Studies Committee (Printed Name and Signature)  
5/31/18  

**Endorsed By:**  
Steven Allen  
College Dean (Printed Name and Signature)  
5/31/18  

**Recommended By:**  
(see attached concerns)  
Thomas J. Miller  
Vice Provost, DELTA (if DE degree) (Printed Name and Signature)  
8/2/18  

**Approved By:**  
Peter J. Harrjes  
Dean of the Graduate School (Printed Name and Signature)  
8/30/18  

**Recommended By:**  
Jennifer Klawick  
Dean's Council (Printed Name and Signature)  
11/29/18  

**Approved By:**  
Randy Woodson  
Executive Vice Chancellor and Provost (Printed Name and Signature)  
11/30/18  

**Approved By:**  
Richard Woodson  
Chancellor (Printed Name and Signature)  
12/19/18  

(revised August 2015)