MINUTES
UNIVERSITY GRADUATE COMMITTEE
August 31, 2011

Members Present: Alan Lew (Geography, Planning and Recreation), Alex Steenstra (MA in Administration), Anna Sosa (Communication Sciences and Disorders), Cathy Propper (Biological Sciences), Cecilia Ojeda (Modern Languages), Cindy Browder (Chemistry), Cynthia Childrey (Ex-officio: Cline Library), David Koerner (Physics & Astronomy), Eric Meeks (History), Eric Otenyo (Politics and International Affairs), Greg Glau (English), Gretchen McAllister (Teaching and Learning), Francis Reimer, sub (Educational Leadership), Jennifer Kurth (Educational Specialties), Jim Wilce (Anthropology), Paul Umhoefer (Earth Sciences and Environmental Sustainability).

Members Absent: Alex Steenstra (MA in Administration), Luis Fernandez (Sustainable Communities), Marcia Metcalf (Business Administration), Michelle Harris (Sociology), Richard Rogers (Applied Communication), Moussa Tankari (Graduate Student Representatives), Patrick Deegan (Ex-Officio-Extended Campuses).

Guests: Annette Lawrence (CPA-SBS), Bill Huffman (SBS), Lisa Williams (CASA), Kay Quillen (Teaching & Learning), Marilyn McDonald (CASA).

Graduate College: Melissa Riggs, Tracy Botts.

The meeting was called to order at 3:05 pm by Niranjan Venkatraman.

I. Chair’s Welcome and Introductions—Niranjan Venkatraman

II. Graduate Dean’s Remarks—Ramona Mellott

Dean Mellott reviewed UGC duties and her role as Graduate College dean. She discussed internal forces impacting graduate education including the 2020 vision, budget constraints, increased teaching loads, and recent legislative and ABOR initiatives such as performance funding.

She reviewed her 2010-11 priorities and accomplishments before setting out goals for 2011-12:

- Evaluate enrollment stabilization/growth; increase 4+1 program enrollment
- Focus on graduate program performance metrics and increase their visibility
- Explore development and requirement of a research integrity course/online module
- Address issues resulting from recent changes to federal financial aid regarding repeat courses and Gainful Employment programs (primarily Graduate Certificates in public institutions)
- Work closely with the new Graduate Student Government
- Program of studies tied to degree search
- Explore internal fellowship funding for doctoral students
- Implement the new electronic theses and dissertation process; develop online graduation form
- Support the establishment of three new graduate programs
- Address desirable UGC by-laws and policy changes
- Continue to foster interdisciplinary programs and activities

III. UGC Updates and Announcements—Evie Garcia

a. New website

b. 2011-2012 UGC Meeting Calendar
c. **Curricular form changes**

d. **New ETD System**

e. GRE Information Workshop, Wednesday, November 2, 10:30 – 11:30 AM and 3-4 PM (tentative times), Graduate College Conference Room, Ashurst, A109

Melissa Riggs presented an overview of the re-designed Graduate College website. The Graduate College associate dean, Evie Garcia, discussed the rationale for earlier UGC submission deadlines and the new submission process as well as changes to curricular forms, gave an overview of the new electronic thesis and dissertation process, and notified members of an information session on the new GRE by Educational Testing Service on November 2, 10:30 – 11:30 AM and 3-4 PM (tentative times), Graduate College Conference Room, Ashurst, A109.

IV. **Graduate Student Government—Moussa Tankari**

Dean Mellott spoke on the newly independent graduate student government organization.

V. **Minutes** of May 4, 2011 meeting

A motion to approve the minutes was made, seconded, and approved.

VI. **Elections/Selections**

a. Election of Chair-Elect

The nomination of John Masserini (Music) to serve as UGC Chair-Elect was made, seconded, and approved.

b. Review Subcommittee Members

1. Niranjan Venkatraman, UGC Chair (Engineering)
2. John Masserini, UGC Chair-Elect (Music)
3. Gretchen McAllister (Curriculum & Instruction)
4. Karen Plager (Nursing)
5. ([Marcia Metcalf [Business Administration] was not able to attend the meeting but volunteered for Review Subcommittee on 9/1/11])

IV. **Other Subcommittees**

1. Scholarships and Awards
   1. Meghan Warren (Physical Therapy)
   2. Michael Costelloe (Criminology and Criminal Justice)
   3. Tom DeStefano (Educational Psychology)
2. By-laws and Policy Committee
   1. Anna Sosa (Communication Sciences & Disorders)
   2. Erick Meeks (History)
   3. Greg Glau (English)
      a. By-laws
      b. Dishonesty policy
      c. Dismissal policy
      d. Incomplete grade policy
3. Ad Hoc Dissertation/Defense Subcommittee

Rich Hoffstetter will replace Tom Kolb as the Forestry representative on the subcommittee. Other members from each doctoral program will continue to serve on the committee.
4. Appeals (form as needed)

UGC representatives will be requested as needed.

VII. Discussion of Issues and Topics for 2011–12

a. Items from May 4, 2011 Meeting

1. Curriculum definitions

Please examine and review with your department for September 28th discussion.

2. Discussion of how Fast Track has been working

   1. Current UGC Fast Track Process:
   
   2. Compare with Current UCC Fast Track Process:
      http://www4.nau.edu/avpaa/UCCPolicy/FastTrack.docx

3. Discussion of how the CPA process is working

   Three UGC members reported their departments’ positive results in working with CPAs on curriculum development last year: increased efficiency and speed without loss of control. Another department reported some initial confusion given the CPAs began well into the last academic year, but issues seemed to resolve.

b. Additional Topics for Discussion for the 2011-2012 Academic Year

   ▪ Impact of Catalog deadlines on the process of addressing changes requested by UGC. Generally later deadlines resulting in changes in established process to help programs meet the deadlines possibly resulting in unfair processes for programs that come before UGC during earlier meetings.
   ▪ Extent of UGC authority in voting to delete a program

   Lisa Williams reported that a search query for prefixes is a priority goal for next year’s academic catalog. Dr. Garcia reminded members they are expected to serve on four doctoral defenses per academic year.

Returning UGC members concluded their participation in the meeting.

VIII. UGC Structure and Processes

a. Introduction and Overview of UGC

b. Member List

c. By-laws

d. Procedures for reviewing curriculum/policies

e. Defense Procedures and Checklist

Drs. Garcia, Mellott, and Venkatraman gave new members an overview of UGC working procedures, member expectations, and addressed questions.

IX. Adjourn

Meeting adjourned at 5:05 pm.