MINUTES
UNIVERSITY GRADUATE COMMITTEE
October 26, 2011

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), Cathy Propper (Biological Sciences), Cindy Browder (Chemistry), Laura Taylor (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), Jennifer Kurth (Educational Specialties), Jim Wilce (Anthropology), John Masserini (Music), Karen Plager (Nursing), Dirk deHeer (Substitute for Meghan Warren-Physical Therapy), Michael Costelloe (Criminal Justice), Nandor Sieben (Mathematics and Statistics), Niranjan Venkatraman (Engineering), Paul Umhoefer (Earth Sciences and Environmental Sustainability), Ramona Mellott (Ex-Officio-Graduate Dean), Richard Hofstetter (Forestry), Steven Funk (Psychology), Y. Evie Garcia (Ex-Officio-Graduate College), and Marcia Metcalf (Business Administration)

Members Absent: Alex Steenstra (MA in Administration), Moussa Tankari (Graduate Student Representatives), Cecilia Ojeda (Modern Languages), Thomas DeStefano (Educational Psychology), Gary Emanuel (Educational Leadership), Patrick Deegan (Ex-Officio-Extended Campuses), Luis Fernandez (Sustainable Communities), Michelle Harris (Sociology), Richard Rogers (Applied Communication),

Guests: Annette Lawrence (CPA-SBS), Bill Huffman (SBS), Lisa Williams (CASA), Marilyn McDonald (CASA), Scott Galland (CASA), Karla Hackstaff (Women and Gender Studies), Tom Hoisch (SESES), Scott Anderson (SESES), Ilene Decker (Nursing), & Angie Golden (Nursing), and Barbara Tomlinson (Nursing).

Graduate College: Tracy Botts.

The meeting was called to order at 3:00 pm by Niranjan Venkatraman.

I. Welcome, Announcements and Brief Remarks

1. Approval of the Minutes of the September 28, 2011 meeting — Niranjan Venkatraman. Minutes were approved unanimously by all members present.

2. Graduate Student Organization Report — Moussa Tankari. Moussa Tankari was not present. Dean Mellott gave a brief update and provided information on almost $16,000 in travel awards given recently to approximately 144 students.

3. Dean’s Remarks — Ramona Mellott.

   The dean discussed a proposal to adjust admissions processes to initially require unofficial student transcripts from other universities until admission is recommended, at which time official transcripts would be required. This will save a significant amount of money for applicants who must pay for every set of official transcripts they request. Currently, approximately 70% of graduate applicants have been NAU undergraduates and unofficial transcripts are used for NAU undergrads applying to graduate programs. She requested that members discuss this with their units and bring the feedback to the next UGC meeting.

4. Fall 2011 Graduate Coordinator Workshop Series—Evie Garcia. Evie Garcia presented on the different workshops to be offered for graduate coordinators this fall.

II. Consent Items

   All items (A – C) on the Consent Agenda were approved by members present.

   A. College of Engineering, Forestry & Natural Sciences
1. Geology; M.S. Fall 2012 - Major Reqmts-Course(s) Added, Geology M.S Major Reqmts-Course(s) Deleted

B. College of Social and Behavioral Sciences

1. M.S. Applied Geospatial Sciences Thesis: Fall 2012 - Major Reqmts-Course(s) Added, Name Change, Text within Plan
2. M.S. Applied Geospatial Sciences Non-Thesis: Fall 2012 - Delete Plan, Delete Subplans
3. Ethnic Studies Graduate Certificate Fall 2012 Certificate Reqmts-Course(s); Text within Plan
4. GSP 687(1) - PROFESSIONAL DEVELOPMENT SEMINAR - Spring 2012 Catalog Descr, Prereqs

C. The W.A. Franke College of Business

1. Business Administration; Masters Fall 2012 Name Change, Subplan Reqmts- Deleted, Text within Plan
2. ACC 502 (3) ADVANCED COST ACCOUNTING Spring 2012 Delete Course, Remove Co-convene
3. ACC 505 (3) ADVANCED BUSINESS LAW Spring 2012 Delete Course, Remove Co-convene
4. ACC 556 (3) GOVERNMENTAL ACCOUNTING Spring 2012 Delete Course, Remove Co-Convene
5. MGT 560 (3) ENTREPRENEURSHIP Spring 2012 Delete Course

III. Curricular Changes

A. College of Engineering, Forestry & Natural Sciences

1. SESES PhD Fall 2012 New Plan

   Motion made by Gretchen McAllister and seconded by John Masserini. A brief presentation was made by Paul Umhoefer on the program and acknowledging the many individuals that contributed to the proposal development. A question was raised regarding the high number of 500-level courses. UGC will address over the next few years. Another question involved inclusion of an education course for students in the program interested in faculty positions. Dr. Umhoefer said it would not be required, but students who are interested in the faculty track will be encouraged to take teaching practicum classes.

   **Motion was unanimously approved by all members present.**

1. EES 505 (1) TOPICS IN GEOLOGY I - Fall 2012 Catalog Descr, Course Title, Number, Prereqs,
2. EES 506 (1) TOPICS IN GEOLOGY II Fall 2012 Number, Prereqs, Subject

   The two EES courses were presented together. Motion was made by Gretchen McAllister and seconded by Cindy Browder. Dr. Umhoefer gave a brief presentation on the classes and the changes made at the suggestions of the review committee. Questions related to differences between thesis and dissertation students were discussed and clarified. **Motion to approve the program was unanimously approved by all members present.**

B. College of Health and Human Services

1. Doctor of Nursing Practice Fall 2012 New Plan.
Motion to approve the new program was made by John Masserini and seconded by Greg Glau. A presentation was made by Ilene Decker on the changes in the profession and the required doctorate mandate which goes into effect in 2015. Once the mandate is official, the plan is to go from a BS to the DPN. Right now it is being proposed as a post-master's degree. The FNP will continue to be offered until such time as all students are required to have a DPN. Many master's prepared students will be seeking this option to earn the doctoral degree. **Motion to approve the program was unanimously approved by all members present.**

1. NUR 677 (3) Research Methods for Advanced Practice Nurses - Fall 2012 New Course
2. NUR 700 (3) Introduction to Doctor of Nursing Practice: Designing Theory and Research Guided Models…- Fall 2012 New Course
3. NUR 701 (3) Healthcare and Policy for Advanced Practice - Fall 2012 New Course
4. NUR 702 (3) Healthcare Technology and Informatics for Advanced Practice Nursing - Fall 2012 New Course
5. NUR 703 (4-9) Doctor of Nursing Practice Clinical Practice - Fall 2012 New Course
6. NUR 704 (2) Scholarly Inquiry Doctoral Project Research - Fall 2012 New Course
7. NUR 705 (3) Leadership for APN in Clinical Practice - Fall 2012 New Course
8. NUR 706 (3) Dissemination of Scholarly Inquiry Project for APN in Clinical Practice - Fall 2012 New Course

Motion was made by Eric Otenyo and seconded by Greg Glau to approve the eight courses required for the newly approved doctoral program. This is a not a traditional research degree, rather it helps prepare doctoral-level practitioners with scholarly inquiry skills. All of the changes to the courses recommended by the review committee were addressed by the School of Nursing faculty. **All items (1-8) were unanimously approved by all members present.**

C. College of Social and Behavioral Sciences

1. WGS 510 (3) Spring 2012 Co-convene, New Course WGS 510 - Gendering Nature

Motion was made by Karen Plager and seconded by Greg Glau to approve the new course WGS 510. A brief presentation on the changes made to the course was made by Karla Hackstaff, Director of the Women and Gender Studies program. Feedback from the review committee on the evaluation section was addressed. **Course was unanimously approved by all members present.**

IV. Fast Track Approval Report

UGC Fast Track Approvals for 10/26/2011 were presented electronically. Committee members were encouraged to visit the site to see the list of items once the link has been repaired.

V. Discussion Items

A. Curriculum Definitions—Ramona Mellott

The Curriculum Definitions were presented and, with amendments to the text for clarity and one change (from 12 to 9 hours for emphasis areas), approved unanimously by all members present.

B. Bylaws and Policy Subcommittee—Ramona Mellott

Ramona Mellott presented briefly on the work of the UGC bylaws and policy subcommittees. The Incomplete grade policy was discussed. The members were asked to seek input from their department on the following options (not exhaustive) and bring feedback to the next UGC meeting. Possibilities include:

1. Keep the permanent incomplete but modify the language to prevent the misuse of the permanent "I" while addressing language to allow the faculty member to make the appropriate change to the grade as indicated in the grade change contract
2. Language as stated above in #1, but also limit the number of permanent "I" grades
3. The "I" grade reverts to an "F" after one year with a caveat to allow appeals for a restricted number of a permanent "I" grades.

The committee is also working on bylaw and policy changes, including Rules of Order for meetings, etc., which will be shared with the UGC in future meetings.

C. Ad Hoc Dissertation-Defense Subcommittee—Evie Garcia
1. Issues Document Distributed to UGC during 2010-11 Academic Year
2. Academic Catalog Wording: Requirements for Theses and Dissertations
4. Dissertation Defense Scheduling Form
5. Dissertation Defense Reporting Form (to Graduate Dean)

Evie Garcia presented documents related to changes to the dissertation policy, processes, and forms, and the role of the graduate representative on final defenses. Questions included whether there should be an advocacy role for the grad rep on dissertation final defences, as well as the role of a master's degree person on a dissertation committee as a rare exception along with the suggestion that the proposed master’s degree committee member’s relevant experience be clarified.

Another suggestion was adding that the UGC rep. be from outside the department, and a question on whether thesis requirements have been addressed (they have not). The subcommittee opted to work on dissertation issues first, but if departments have recommendations for theses, those may be submitted to the UGC as part of the feedback process. Committee members were asked to share the information with their departments and bring this feedback to the next UGC meeting.

D. Discussion of how Fast Track has been working
   Compare with current UCC Fast Track Process.
   http://www4.nau.edu/avpaa/UCCPolicy/FastTrack.docx

A comparison of the two forms was completed by Evie Garcia and the following Items will be added to the fast track document: adding prefix changes and plan changes resulting from Fast Track changes listed consistent with all relevant policies governing the number of credits for the degree type as well as the number of credits of specific types. These recommendations were approved by the members of UGC for both prefix and plan changes.

VI. Agenda Items for Next UGC Meeting
History plan deletion re-vote, pending email or letter request from the department chair
Definition regarding differences between 500-, 600- and 700-level courses

VII. Adjourn

A motion was made and seconded to adjourn the meeting at 5 p.m.

Respectfully submitted by Ramona Mellott