MINUTES
UNIVERSITY GRADUATE COMMITTEE
November 30, 2011

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), Cathy Propper (Biological Sciences), Cecilia Ojeda (Modern Languages), Cindy Browder (Chemistry), Laura Taylor (Ex-officio: Cline Library), David Koerner (Physics & Astronomy), Eric Meeks (History), Eric Otenyo (Politics and International Affairs), Gary Emanuel (Educational Leadership), Greg Glau (English), Gretchen McAllister (Teaching and Learning), Jennifer Kurth (Educational Specialties), Jim Wilce (Anthropology), John Masserini (Music), Karen Plager (Nursing), Marcia Metcalf (Business Administration), Nandor Sieben (Mathematics and Statistics), Niranjan Venkatraman (Engineering), Paul Umhoefer (Earth Sciences and Environmental Sustainability), Richard Hofstetter (Forestry), Steven Funk (Psychology), Y. Evie Garcia (Ex-Officio-Graduate College), and Ramona Mellott (Ex-Officio-Graduate Dean).

Members Absent: Alex Steenstra (MA in Administration), Thomas DeStefano (Educational Psychology), Patrick Deegan (Ex-Officio-Extended Campuses), Luis Fernandez (Sustainable Communities), Michelle Harris (Sociology), Richard Rogers (Applied Communication), and Michael Costelloe (Criminal Justice).

Guests: Annette Lawrence (CPA-SBS), Kathy Bohan (Educational Psychology), Dan Davidson (Positive Behavior Support), Karen Applequist (Educational Specialties), Larry Gallagher (COE), Lisa Williams (CASA), Marilyn McDonald (CASA), Marc Matera (History), Mike Amundson (History), Paul Dutton (History), Sanjay Joshi (History), Scott Galland (CASA), and Sibylle Gruber (English).

Graduate College: Melissa Riggs, Tracy Botts.

The meeting was called to order at 3:02 pm by Niranjan Venkatraman.

I. Welcome, Announcements and Brief Remarks

A. Approval of the Minutes of the October 26, 2011 meeting — Niranjan Venkatraman.
   Minutes were approved unanimously by all members present.

   Moussa reported that NAU and GSG would host the western regional conference of the National Association of Graduate and Professional Students on April 13 and 14, 2012 in the University Union. There will be a reception at 1899 Grill followed by dinner on Friday evening. Saturday evening there will be a retreat at 6:30 pm in the Weatherford Hotel. GSG is looking for additional funding: the organization has a $5,000 budget and expects to need an additional $1,000.

C. Dean’s Remarks — Ramona Mellott.
   The dean reminded members that the December 16, 2011 commencement will feature a graduate-student-only commencement ceremony, to be followed by a reception for students and family in Du Bois Center. The spring graduate-student commencement ceremony is tentatively set for Saturday, May 12, 2012 at 2 pm.

D. Fall 2011 Graduate Coordinator Workshop Series—Evie Garcia.
   Dr. Garcia will host an Admissions Workshop on December 1 for faculty involved in admissions decisions. The workshop will also address changing Arizona laws.

   Additionally, she reminded members that students must do a dissertation or thesis format check before the format-check deadline. Students will be withdrawn from the UMI publishing process if this step is not completed on time.
II. Consent Items

A. College of Engineering, Forestry & Natural Sciences

1. Forestry 625, Applied Conservation Biology: Fall 2012 Delete Course

Motion was approved by all members present.

III. Curricular Changes

A. College of Arts and Letters

1. General English Studies M.A.: Fall 2012 Major Reqmts-Course(s) Added, Major Reqmts-Course(s) Deleted, Text within Plan

Sibylle Gruber made a brief presentation on the need for a program “clean-up” in the wake of other program and curricular changes last spring. She answered questions on the number of elective hours (which allows students, especially teachers, to tailor their program) and the rationale for the spring deletion of the Literacy, Technology and Professional Writing program.

The motion was approved by all members present.

B. College of Education

1. EPS 669 Crisis, Trauma and Disaster Counseling: Fall 2012 New Course

2. EPS 681 Evidence-Based Counseling Techniques: Fall 2012 New Course

Kathy Bohan spoke briefly on items 1 and 2. The new courses were proposed to address new standards for accreditation.

The motions were approved individually by all members present.

3. Counseling; M. A.: Fall 2012 Major Reqmts-Course(s) Added, Major Reqmts-Course(s) Deleted

Kathy Bohan addressed the need for a “technical clean-up” in this program, integrating recently added courses (e.g., EPS 669 and EPS 681 above).

The motion was approved by all members present.

4. Early Childhood, Special Education; M.Ed. (with Certification): Fall 2012 Major Reqmts-Course(s) Added, Major Reqmts-Course(s) Deleted, Major Reqmts-Unit Change

Karen Applequist and Larry Gallagher addressed changes recommended by the Arizona Department of Education program review unit to streamline the coursework and change the admissions requirements. Before voting on the motion to approve, Jennifer Kurth proposed a motion amendment to consider item 6 below simultaneously with item 4 because of the programs’ close relationship and related ADE recommendations.

The amended motion was approved by all members present.

5. Human Relations; M.Ed.: Fall 2012 Major Reqmts-Course(s) Deleted, Major Reqmts-Unit Change

Kathy Bohan spoke on the proposed changes to achieve a more focused core curriculum along with fewer elective options to improve the quality of the program and further increase enrollment.

The motion was approved by all members present.
6. Early Childhood, Special Education; M.Ed.: Fall 2012 Delete Plan

See #4 above.

7. Special Education, Cross Categorical; M.Ed. (Non Certified): Fall 2012 Delete Plan

Tabled at the request of the College of Education.

8. Early Intervention; Graduate Certificate: Fall 2012 Delete Plan

Karen Applequist reported that enrollment in this program is insufficient to retain it and the coursework is still available through existing programs.

The motion to delete was approved by all members present.

C. College of Engineering, Forestry & Natural Sciences

1. GLG 629 Evolution of Sedimentary Basins: Fall 2012 Prereqs, Units

Paul Umhoefer explained that previously the course was offered as a three-credit class accompanied by a one-credit seminar. The proposal would combine the two into one four-credit class with a lab component.

The motion was approved by all members present.

D. College of Health and Human Services

1. Case Management; Graduate Certificate: Fall 2012 Delete Plan

Karen Plager reported that there had been no students in the program for a long time and that no faculty are teaching case management. Dean Mellott mentioned that deleted courses would require a course deletion proposal.

The motion to delete was approved by all members present.

E. College of Social and Behavioral Sciences

1. ANT 557 Rock Art and Cultural Heritage: Spring 2012 New Course

Jim Wilce said that the new course would be an additional elective to the master’s program, one that should be offered given NAU’s proximity to rock art and the people who work with it.

The motion was approved by all members present.

2. Positive Behavior; Graduate Certificate: Fall 2012 Certificate Reqmts-Course(s) Added, Reqmts-Course(s) Deleted, Text within Plan

Dan Davidson spoke on the need to change course numbers to reflect the current program and update some description text. The motion was approved by all members present.

IV. Fast Track Approval Report

A. M. Ed. Special Education with Certification: Cross-Categorical High Incidence Fall 2012 Text within Plan

One Fast Track approval item was presented as an informational item.
V. Discussion Items

A. Request from History Department – Niranjan Venkatraman

Erik Meeks proposed that the UGC rescind its April 6, 2011 vote approving the deletion of the history PhD program. The *Navigating the Graduate Curriculum Approval Process* document on the Graduate College website states that "At the UGC meeting, a representative shall be on hand in support of the submission and shall be prepared to answer questions from the UGC. If no representative is in attendance, the item shall be tabled." Since no history representative was present at the April 6, 2011 meeting, Erik proposed that the vote be rescinded.

Niranjan Venkatraman proposed a motion to amend the April 6, 2011 minutes, which was followed by substantial discussion on topics including the history department’s timetable and faculty positions on this matter, the provost’s points regarding the deletion process presented by Dean Mellott, the issue of faculty governance, limits of the charge to UGC, precedents set by vote alteration, and related issues. Mike Amundson, Sanjay Joshi, Marc Matera, and Paul Dutton from the history department were present and participated in the discussion.

It was noted that the UGC followed its bylaws, which do not address the issue, and that setting aside the UGC deletion vote would not restore the History doctoral program which was slated for deletion beginning Fall 2011 term. A number of members agreed that the UGC did not follow procedure outlined in the curriculum approval process document and that they were not comfortable with the UGC approval of the program deletion without a representative present. Cindy Browder made a motion to amend the minutes of the April 6, 2011 meeting to point toward the current meeting for final discussion, which was approved. Jim Wilce made a second motion that the UGC rescind its earlier vote on the basis of procedure. The motion was passed with five abstentions, none opposed, and 18 in favor. It was suggested that the larger issue of the UGC’s role in the administrative decision-making process be added to the January 2012 meeting agenda.

B. Bylaws and Policy Subcommittee—Ramona Mellott

1. UGC Bylaws Document

Dean Mellott discussed proposed changes to the bylaws, including language consistency and policy clarifications, including:

- ex-officio members participate but do not vote
- abstentions are not counted as votes
- substitutes are entitled to one vote

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)

Given time constraints, representatives were asked to review the above documents for discussion at the next UGC meeting.

D. Role of the Review Subcommittee

1. Desired Detail of the Review Process
2. Student Petitions to Withdraw From Courses or Entire Terms After Grades Have Posted—Graduate Requirement for Faculty Input
   a. Petition to Drop a Class After the Deadline
   b. Petition to Withdraw From All Courses in a Term
These items were tabled until the next UGC meeting.

VI. Agenda Items for Next UGC Meeting

A. Distinction Between 600- and 700-Level Courses

VII. Adjourn

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