MINUTES
UNIVERSITY GRADUATE COMMITTEE
March 21, 2012

Members Present: Anna Sosa (Communication Sciences and Disorders), Cathy Propper (Biological Sciences), Cindy Browder (Chemistry), Eric Meeks (History), Gary Emanuel (Educational Leadership), Gretchen McAllister (Teaching and Learning), Jim Wilce (Anthropology), John Masserini (Music), Karen Plager (Nursing), Laura Taylor (Ex-officio: Cline Library), Meghan Warren (Physical Therapy), Michael Costelloe (Criminal Justice), Johan Bodaski (Graduate Student), 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), and Y. Evie Garcia (Ex-Officio-Graduate College), Richard Rogers (Applied Communication),

Members Absent: Alex Steenstra (MA in Administration), Cecilia Ojeda (Modern Languages), David Koerner (Physics & Astronomy), Emily Babcock (Physician Assistant Studies), Eric Otenyo (Politics and International Affairs), Greg Glau (English), Luis Fernandez (Sustainable Communities), Marcia Metcalf (Business Administration), Michelle Harris (Sociology), Pat Peterson (Educational Specialties), Ruihong Huang (Geography, Planning and Recreation), Thomas DeStefano (Educational Psychology).

Guests: Debbie Craig (Athletic Training), Debbie Huntzinger (Climate Science), Erik Nielsen (SESES), K. Laurie Dickson (Assessment), Laura Sujo-Montes (Educational Specialties), Lisa Williams (CASA), Scott Galland (CASA), Scot Raab (Athletic Training), and Wilbert Odem (Civil and Environmental Engineering).

Graduate College: Melissa Riggs, Tracy Botts

The meeting was called to order at 3:03 pm by Niranjan Venkatraman.

I. Welcome, Announcements, and Brief Reports

A. Approval of the Minutes of the February 15, 2012 meeting.

Minutes were approved by all members present.

B. Graduate Student Government Report

Johan Bodaski, GSG president, filled in for Moussa Tankari. He reported on the GSG election process and timeline, the conference being hosted in April, and the first-time hiring of a GSG student assistant who will share time also with the Graduate College.

C. Dean’s Remarks

Dr. Evie Garcia substituted for Dean Mellott, who is being inducted as the new president of the Western Association of Graduate Schools (WAGS) at the annual conference this week. Dr. Garcia reported that there were thirty more anticipated defenses before the semester’s end and asked members to please make room in their schedules to attend one or more defenses as part of their UGC service.

II. Curricular Changes

Consent Items

A. College of Health and Human Services
   1. Athletic Training and M.A. Teaching Science; Integrated Degree

B. NAU – Yuma
   1. Masters of Administration

A motion was approved to consider the two consent items together. The first item proposed a new integrated degree program to meet the need in Arizona for Certified Athletic Trainers that are also high school teachers. The second item proposes a slight change in emphasis title. The items were approved by all present.
Action Items

A. College of Education

Educational Specialties

1. M. Ed. Special Education: Cross-Categorical (Non Certified)

Dr. Laura Sujo-Montes spoke on the proposed program of studies to replace the current M. Ed. (noncertified) program of studies and offer more flexible options for graduate students to pursue a particular area of specialization beyond what they learned in their undergraduate programs. The motion was approved by all present.

2. M. Ed. Special Education with Cert: Severe/Profound Low Incidence

Dr. Sujo-Montes explained that the current course catalog has courses incorrectly listed. The motion was approved by all present.

B. College of Engineering, Forestry & Natural Sciences

CECMEE

1. CENE 568

Dr. Wilbert Odem explained that course and program assessment indicates that the existing course, CENE 468, should be offered as a graduate course rather than an undergraduate course. The motion was approved with one abstention.

Electrical Engineering and Computer Science

1. Electrical Engineering; M. Eng.

Dr. Niranjan Venkatraman explained that the changes are part of a general clean-up of previous programs for the defunct tri-university degree and the initiation of the integrated program. The motion was approved by all present.

2. Electrical Engineering; M.S.E.

Dr. Venkatraman explained that this degree program no longer makes minimum enrollment, so requirements have been modified. Adjustments are needed to accommodate new changes to NAU graduate policy pertaining to minimum-hour requirements in non-400-level courses for students in a non-thesis option program as well as to delete a reference to EE 698, which is no longer offered. The motion was approved by all present.

Forestry

1. FOR 504

The proposal requests changes of title, description, and syllabus. Dr. Rich Hofstetter responded to concerns raised that the syllabus did not follow standard, required format including classroom policies and learning outcomes statements. Drs. Hofstetter and Garcia will work together to reformat. The motion was approved with one abstention pending changes to the syllabus.

2. FOR 517

The proposal asks that the course move from two credits to three in order to reach desired course objectives. As above, there were concerns that the syllabus needed standard formatting including how assignments are weighted, assessment, and grading scale. The motion was approved pending changes to the syllabus to be made by Drs. Hofstetter and Garcia.

SESES

1. Climate Science and Solutions; M.S.
Dr. Deborah Huntzinger explained that after offering the program for two years there is a need to tweak required/core courses and to broaden electives. The motion was approved pending approval of course ENV 650 below.

2. ENV 650

Dr. Erik Nielsen introduced the new course, which is envisioned as a current topics course to be taught by different faculty members. UGC members suggested a course title change on the syllabus to reflect this; Lisa Williams (CASA) suggested that normally the general title remains followed by a specific, secondary title. Dr. Garcia asked Scott Galland to make that change to the submitted syllabus. The motion was approved by all present.

III. Informational Items

A. March 21, 2012 FAST TRACK Report

The Fast Track Report was presented. Dr. John Masserini asked to pull the music items until he had an opportunity to review them with the department chair.

IV. Discussion Items

A. Revisions to Thesis Requirements—Evie Garcia

The AdHoc Dissertation and Defense Subcommittee recommended changes in wording on the Requirements for Theses and Dissertations policy. The UGC recommended changes to clarify that students must be physically present for the defense and that exceptions to the same location requirement refer only to faculty. The language was approved pending the changes discussed.

B. Distinction Between 600- and 700-Level Courses

After discussion, the committee concluded generally that the current definition in the catalog regarding 600 and 700-level courses sounds fine. Guidelines already exist in the catalog, there is already a “permission of instructor” capability for undergraduates to take 500-level courses, and the flexibility for departments to make distinctions based on their program and student needs is valuable. Dr. Garcia will pull language pertaining to 500-level courses and bring it to the next meeting for discussion generally and in regards to integrated programs.

V. Agenda Items for Next UGC Meeting

None were discussed.

VI. Adjourn

The meeting was adjourned at 4:10 pm.