MINUTES
UNIVERSITY GRADUATE COMMITTEE
August 29, 2012

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), April Judd (Math and Statistics), Barbara Tomlinson (Nursing), Brant Short (Applied Communication), Cassie Rivas (Graduate Student), Colleen Byron (MA in Administration), David Trilling (Physics & Astronomy), Emily D. Babcock (Physician Asst Studies), Greg Glau (English), Gretchen McAllister (Teaching and Learning), Jennifer Kurth (Educational Specialties), Joe Collentine (Modern Languages), John Masserini (Music), Karen McCoy (Ex-officio: Cline Library), Kathy Savage (Business Administration), Mary McClellan (Educational Psychology), Meghan Warren (Physical Therapy), Michael Amundson (History), Michael Costelloe (Criminal Justice), Niranjan Venkatraman (Engineering), Paul Umhoefer (Earth Sciences and Environmental Sustainability), Richard Hofstetter (Forestry), Sheila Nair (Politics and International Affairs), Stephanie Hurst (Chemistry), Sumner Sydeman (Psychology), Walter Vannette (Anthropology), Yuly Asension (Modern Languages), and Y. Evie Garcia (Ex-Officio-Graduate College).

Members Absent: Luis Fernandez (Sustainable Communities), Michelle Harris (Sociology), Ramona Mellott (Ex-Officio-Graduate Dean), Steve Hemplman (Biological Sciences)

Guests: Laura Huenneke (Provost), Lisa Williams (CASA), Pamela Powell (Teaching & Learning), Scott Galland (CASA)

Graduate College: Melissa Riggs

The meeting was called to order at 3:19 pm by John Masserini.

I. Chair’s Welcome and Introductions — John Masserini

The chair welcomed UGC members and thanked them for their diligence, thought, and care as stewards of graduate education.

Approval of the Minutes of the April 18, 2012 meeting: Minutes approved by all present.

II. Provost’s Welcome — Laura Huenneke

The provost reported that strategic overview of graduate education is an institutional priority and faculty control of curriculum and governance is a core NAU value. She thanked UGC members for their work and expressed her appreciation for UGC and the good practices it has adopted. UGC is very important as a forum for larger conversations about graduate education.

III. Dean’s Remarks — Ramona Mellott

The dean reported on 2011-12 achievements and Graduate College goals for 2012-13, which include graduate enrollment, encouraging program assessment, research and scholarly integrity, standardization of programs of study on the NAU website, and adding admission requirements to the new catalog.

IV. Graduate Student Government Report — Cassie Rivas

Ms. Rivas spoke on GSG activities and initiatives for fall, including workshops, speakers, travel awards, and the annual fall picnic. She requested assistance in contacting constituents, and Dr. McAllister suggested use of departmental listservs. GSG will send a list of current officers and representatives to graduate coordinators to facilitate use.

V. Elections/Selections

Dr. Masserini asked for nominations and self-nominations for the committees below. Motions were made, seconded, and unanimously approved for each.

A. Election of Chair-Elect: Anna Sosa

B. Review Subcommittee Members
   1. John Masserini, UGC Chair (CAL)
   2. Anna Sosa, UGC Chair-Elect (CHHS)
3. Niranjan Venkatraman (Engineering) (CEFNS)
4. Gretchen McAllister (COE)
5. Meghan Warren (CHHS)

C. Other Subcommittees

1. Scholarships and Awards
   a. Michael Costelloe (SBS)
   b. Sumner Sydeman (SBS)
   c. Gary Emanuel (COE)

2. Ad Hoc Dissertation/Defense Subcommittee:
   UGC Charge to the Subcommittee
   a. Mary McGroarty (Applied Linguistics)
   b. Linn Montgomery (Biology)
   c. Stephen Schuster (Biology)
   d. Paul Umhoefer (Earth Sciences and Environmental Sustainability)
   e. Robert Horn (Educational Psychology)
   f. Wally Delecki (Educational Leadership)
   g. Ric Wiggall (Educational Leadership)
   h. Rich Hoffstetter (Forest Science)
   i. Pamela Powell (Curriculum and Instruction)
   j. (Need a representative from Politics and International Affairs)

3. Policy Subcommittee
   a. Greg Glau (English)
   b. Brant Short (Communication)
   c. Colleen Byron (Admin)

4. Appeals Subcommittee (form as needed)

VI. Agenda Items

A. Informational Items

1. UGC Forms Revisions
   a. New Course Proposal
   b. Course Change Proposal
   c. Course Delete Proposal
   d. New Academic Plan Proposal
   e. Plan Change or Delete Proposal

Dr. Garcia discussed changes and improvements to proposal forms to clarify student learning outcomes and other aspects of the forms.

2. Admissions Process Update
   a. Use of Unofficial Transcripts

Dean Mellott explained the new use of unofficial transcripts within the graduate student admission process and noted that all applications are now electronic.

3. New Catalog Policy website

Lisa Williams introduced the new catalog policy website. Course listings will be available in several months. Changes in marketing text can be sent to catalog@nau.edu. She needs information on departmental admission requirements beyond general NAU requirements and requests that UGC representatives review with their departments and submit.


UGC representatives to discuss these guidelines with their departments with an eye toward adopting similar procedures for theses. There will be a vote during the September meeting.

B. Discussion/Action Items

1. Fast Track and Consent Agenda Revisions
After discussion, UGC members voted to table this issue until the next meeting after representatives have an opportunity to bring the document to departments.

2. Program Outcome Assessment—Ramona Mellott
Graduate programs are not doing as much outcome assessment as undergraduate programs. The Office of Curriculum, Learning Design, & Academic Assessment under new director K. Laurie Dickson would like departments to develop a standard set of learning outcomes for programs: broad, but capable of differentiation by emphasis area. The Dean requests that UGC and graduate programs begin developing program learning outcomes if they have not done so already.

3. Dismissal Policy
The Graduate College does not have a dismissal policy. The Policy Subcommittee was charged with developing a policy for UGC review.

At this point, former UGC members were dismissed and first-time members stayed for an orientation regarding their UGC roles and questions.

VII. UGC Structure and Processes — New Representative Orientation

   A. Introduction and Overview of UGC
   B. 2012-2013 UGC Meeting Calendar
   C. By-laws
   D. Procedures for Reviewing Curriculum/Policies
   E. Dissertation Procedures and Checklist for UGC Representatives

New members received a packet of helpful materials and the above topics were reviewed.

VIII. Adjourn
The meeting was adjourned at 5:05 p.m.