MINUTES
UNIVERSITY GRADUATE COMMITTEE
October 24, 2012

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), Aregai Tecle (Substitute, Politics and Intl Affairs), Barbara Tomlinson (Nursing), Brant Short (Applied Communication), Cassie Rivas (Graduate Student), Colleen Byron (MA in Administration), Emily D. Babcock (Physician Asst Studies), Greg Glau (English), Gretchen McAllister (Teaching and Learning), Joe Collentine (Modern Languages), John Masserini (Music), Karen McCoy (Ex-officio: Cline Library), Mary McClellan (Educational Psychology), Matthew Bowker (Forestry), Meghan Warren (Physical Therapy), Michael Amundson (History), Michael Costelloe (Criminal Justice), Niranjan Venkatraman (Engineering), Ramona Mellott (Ex-Officio-Graduate Dean), Richard Hofstetter (Forestry), Shelia Nair (Politics & International Affairs), Stephanie Hurst (Chemistry), Steve Hemplman (Biological Sciences), and Sumner Sydeman (Psychology).

Members Absent: April Judd (Math and Statistics), David Trilling (Physics & Astronomy), Gary Emanuel (Educational Leadership), Jennifer Kurth (Educational Specialties), Kathy Savage (Business Administration), Luis Fernandez (Sustainable Communities), Michelle Harris (Sociology), Paul Umhoefer (Substitute, Earth Sciences and Environmental Sustainability), Walter Vannette (Anthropology), and Y. Evie Garcia (Ex-Officio-Graduate College).

Guests: Annette Lawrence (SBS), Lisa Williams (CASA), Scott Galland (CASA)

Graduate College: Melissa Riggs and Erin Middlebrook

The meeting was called to order at 3:06 pm by John Masserini.

I. Welcome, Announcements and Brief Reports

1. Approval of the Minutes of the September 26, 2012 meeting — John Masserini

Minutes approved by all present.

2. Graduate Student Government Report — Cassie Rivas

Cassie Rivas reported on CFP Travel Awards. They are due next week, and December 3rd is when awards will be granted for travel time January through April. Awards are given in 3 cycles, with the first cycle being $9,000. Awards are given for research funding not for already funded or sponsored projects.

3. Dean’s Remarks — Ramona Mellott

Dean Mellott deferred remarks until after curriculum discussion. At that time, she discussed the following:
   a. Melissa Riggs is leaving the graduate College for a different position at NAU. Dean Mellott thanked Melissa for all of her hard work with the Graduate College.
   b. Research Integrity Task Force is required by the NSF/NIH. Training must occur and faculty will hear through the department if it’s for all students or just students directly affected by the requirement. Specific information will be presented at a future UGC meeting.
   c. NCA accreditation for the university if changing. 10 year reports will no longer be needed. There will be more regular visits to the university. A big focus is how are we assessing students? What are the learning outcomes, program outcomes, and how are we using these to modify our curriculum? Programs that don’t have effective outcomes will need to discuss how to change or create outcomes that are attainable for the student and realistic for the department. Performance outcomes should be looked at and discussed every year to determine what changes need to be made to outcomes. Ramona Mellott urged UGC representatives to think about this, talk about it with their departments and come up with some learning outcomes. Departments do not need to rewrite entirely new reports. They can use what they have for the department report and modify it for NAU. These annual outcome are not a new process, most programs are not doing this, and should start creating learning outcomes.

II. Consent Items

None.

Action Items
A. College of Engineering, Forestry & Natural Sciences

1. GLG 572  Spring 2013  New Course

Item was tabled

B. College of Social and Behavioral Sciences

1a. GSP 522  Fall 2013  New Course
1b. GSP 524  Fall 2013  New Courses
1c. GSP 687  Fall 2013  Catalog Descr, Prereqs, Repeat Rule
1d. Applied Geospatial Sciences: M.S.

Alan Lew discussed changes to the Geography, Planning & Recreation curriculum, including the addition of two new classes (GSP 522 and GSP 524). He described the Professional Science Master’s program that has law courses added in. It is a national program that has received some funding and the new classes with revisions will meet the requirements for this program. The program does address sustainable communities but there are no overlap courses with Sustainable Communities.

Motion was approved for new courses and program.

III. Informational Items

A. October 24, 2012 FAST TRACK Report
Applied Sociology pulled their program from the Fast Track.

IV. Informational Items

A. Council on Learning Report – Articulation of Assessment and Curriculum
The first meeting was held last week, and John Masserini discussed with the UCC that learning outcomes are not enough, there also needs to be some type of assessment. Curriculum materials need to be gathered from each committee to discuss what works and what does not work, and whether assessments are built in.

Some concerns were the effect on the curriculum process and generation of multiple reports, Some programs already have this in place and a liaison could simply be added to the agenda. It gives them a chance to give their input. There was a committee put some things together and discuss how it will work.

B. Draft Dismissal Policy—Ramona Mellott
We need to have an official dismissal policy. As of now we do not have a formal dismissal policy in place. Students should be formally dismissed from a program. NAU has a dismissal policy and departments can follow their own dismissal policies. The basic dismissal policy will be listed in the catalog policies. Departments will have to have their dismissal policies approved and listed with the Graduate College policy. Policies should work for the students, faculty, and departments. All students should succeed and we should make the policies so students can succeed. Think about the dismissal policy, discuss with departments, and bring it to the next meeting with questions. This is just a draft for departments to consider and bring feedback to the ad hoc subcommittee for another draft.

C. Draft Fast Track Policy Revision
Page 2 #5- There is a typo, Request not requests.
Awkward phrasing,--before or during the meeting, get rid of "with a question items, not issue process period, or if necessary during a meeting."

Approved with suggested changes.

D. Bylaws Revision of Consent Agenda Criteria

John deferred to next meeting.

V. Adjourn
The meeting was adjourned at 4:31 p.m.