MINUTES
UNIVERSITY GRADUATE COMMITTEE
November 28, 2012

Members Present: Alan Lew (Geography, Planning and Recreation), Anna Sosa (Communication Sciences and Disorders), April Judd (Mathematics and Statistics), Barbara Tomlinson (Nursing), Jason Kordosky (Substitute, Graduate Student), Colleen Byron (MA in Administration), Emily D. Babcock (Physician Asst Studies), Gary Emanuel (Educational Leadership), Greg Glau (English), Gretchen McAllister (Teaching and Learning), James Sample (Substitute, Earth Sciences and Environmental Sustainability), John Masserini (Chair, Music), Karen McCoy (Ex-officio: Cline Library), Kathy Savage (Business Administration), Mary McClellan (Educational Psychology), Matthew Bowker (Forestry), Meghan Warren (Physical Therapy), Ramona Mellott (Ex-Officio-Graduate Dean), Richard Hofstetter (Forestry), Shelia Nair (Politics & International Affairs), Stephanie Hurst (Chemistry), Steve Hempleman (Biological Sciences), Sumner Sydeman (Psychology), Y. Evie Garcia (Ex-Officio-Graduate College).

Members Absent: Brant Short (Applied Communication), David Trilling (Physics & Astronomy), Fred Hurst/Patrick Deegan (Ex-officio – Extended Campuses), Jennifer Kurth (Educational Specialties), Joe Collentine (Modern Languages), Luis Fernandez (Sustainable Communities), Michael Amundson (History), Michael Costelloe (Criminal Justice), Michelle Harris (Sociology), Niranjan Venkatraman (Engineering), Walter Vannette (Anthropology).

Guests: Debbie Nogueras (Nursing), Jenny Scott (Extended Campuses), Lisa Williams (CASA), Scott Galland (CASA), Guest Speakers: Laurie Dickson and Melinda Treml (Academic Assessment).

Graduate College: Victoria L. Endres

The meeting was called to order at 3:05 pm by John Masserini.

I. Welcome, Announcements and Brief Reports

1. Approval of the Minutes of the October 24, 2012 meeting — John Masserini

Minutes approved by all present.

2. Graduate Student Government Report — Jason Kordosky

Jason reported on behalf of Cassie Rivas. He reported that the GSG would be having a social event at the 1899 Grill this coming Friday evening. Work continues on the GSG Facebook page and the NAGPS Merit Scholarship is in the works. A Textbook Pledges Program is also in the developmental stages. Travel Awards will be awarded December 3, 2012 for the Spring/Summer sessions.

3. Dean’s Remarks — Ramona Mellott

Dean Mellott had no remarks.

II. Consent Items

None.

III. Action Items

A. College of Arts and Letters

1. English Literature, M.A. Fall 2013 New Courses, Program of Study

Item was tabled at the department's request.
B. College of Engineering, Forestry and Natural Sciences

1a. GLG 572     Fall 2013     New Course

James Sample spoke about the new geology course which will be an elective. The course will be widely applicable to several programs besides geology. Low temperature processes will be explored in this class which was originally offered as a 599 special topics course.

A motion was approved for the new course.

C. W.A. Franke College of Business
1. Business Foundations: Graduate Certificate     Fall 2013     New Plan

1a. BA 520     Fall 2013     New Course
1b. BA 521     Fall 2013     New Course
1c. BA 522     Fall 2013     New Course
1d. BA 523     Fall 2013     New Course
1e. BA 524     Fall 2013     New Course

Kathy Savage addressed the need for the new Business Foundations certificate plan and the resulting five new courses. She stated the courses were all more hands-on and applied functional knowledge to managerial issues. The new courses will be offered during the summer sessions only. All courses are in-person classes on the Flagstaff campus. The certificate program is anticipated to provide useful training to students in other professionals who do not have a business undergraduate degree. The degree would also provide foundational knowledge for students with non-business undergraduate degrees seeking admission into the MBA program.

Discussion followed with this action requested: Additional information needs to be added to the syllabus for each of the five classes including making a better distinction between undergraduate work and graduate work using the same textbooks. This may be done by adding to course descriptions consistent with the plan description; adding to course outcomes and assessment of course outcomes. Evie Garcia will forward electronic revisions submitted by Kathy Savage to the UGC Review Subcommittee for a vote to facilitate the process.

Motion was approved to accept the new certificate program and courses with the suggested changes/additions and with final approval by the UGC Review Subcommittee.

IV. Informational Items

A. There was no FAST TRACK Report

V. Discussion/Action Items

A. Dismissal Policy – Evie Garcia
Evie asked for department feedback. Any additional feedback may be forwarded to her via email. The discussion included the following:
- Some programs require so many credits that the limitation of six credits of C grades will need to include wording from departments who have been approved to allow more than 6 credits of C grades
Stringent rules regarding number of credits of C grades may put students at risk who are taking courses with large credit loads. For example, a student taking an 8-credit course would be in violation of the "no more than 6 credits of C" rule if got one C.

Consequences allow for too many tries and may lead to greater problems. It may be best to make the Graduate College policy very stiff and allow departments to be more lenient as needed.

Lengthy timeline allowing improvement may ultimately allow unqualified students to get to capstone courses.

Departments may run reports that trigger department-level holds and interventions before the Graduate College process begins.

B. GPA Policy Change
C. Bylaws Revision of Consent Agenda Criteria

Items B. and C. were withdrawn by Evie Garcia to allow more time for discussion of other issues during this meeting.

D. Research Integrity—Ramona Mellott

After a brief description of the policy and training proposal, UGC representatives were asked to take the research integrity training policy and plan back to their departments to get feedback on what might work best for their students. The issue will be re-visited at during the January UGC meeting.

E. Guest Speakers - Articulation of Assessment and Curriculum: Developing Program Outcomes

Laurie Dickson and Melinda Treml from Office of Curriculum, Learning Design, and Academic Assessment facilitated a hands-on workshop to begin articulating and assessing program learning outcomes. Laurie began by stating that learning outcomes are not enough, There also must be an assessment of the effectiveness of the program. A diagram handout was the source for beginning discussions.

Concerns were offered regarding generation of multiple reports. Most programs already have some assessment reports in place that could be expanded and modified. There is no need to follow a common report model when one is already in place. These assessments are necessary to satisfy our university accreditation with the North Central Association of Accreditation.

Melinda Treml addressed issues and ideas listed in the handout she passed out to the group. Both handouts used by Laurie and Melinda are available upon request.

UGC representatives suggested an emphasis on flexibility in approach and examples of how departments have initiated discussions that led to successful development of learning outcomes.

V. Agenda Items for the Next UGC Meeting

There was no time left to discuss agenda items for the next UGC meeting in January.

UGC Chair, John Masserini, wished everyone happy holidays and adjourned the meeting at 5:01 p.m.