MINUTES

UNIVERSITY GRADUATE COMMITTEE

November 20, 2013

Members Present: Michael Amundson (History), Colleen Byron (Administration), Joe Collentine (Modern Language), William Crawford (English), Richard Dean (Sub – Physician Assistant Studies), Crystal Ewen (Graduate Student Government), Evie Garcia (Ex-officio: Graduate College), Amy Hughes (Ex-officio: Cline Library), Stephanie Hurst (Chemistry), April Brown Judd (Mathematics and Statistics), Tom Kolb (Forestry), Alan Lew (Geography, Planning, and Recreation), John Masserini (Music), Gretchen McAllister (Teaching and Learning), Ramona Mellott (Ex-officio: Graduate Dean), Marcia Metcalf (College of Business), Catherine Propper (Biological Sciences), Jim Sample (School of Earth Sciences and Environmental Sustainability), Brant Short (School of Communication), Anna Sosa (Chair, Communication Sciences and Disorders), Barbara Tomlinson (School of Nursing), Niranjan Venkatraman (Engineering), and Meghan Warren (Physical Therapy).

Members Absent: Yuly Asencion-Delaney (Modern Languages), Karen Applequist (Educational Specialties), Steven Barger (Psychology), Michael Costelloe (Criminology and Criminal Justice), Kim Curtis (Sustainable Communities), Patrick Deegan (Ex-officio: Extended Campuses), Gary Emanuel (Educational Leadership), Michelle Harris (Sociology), Fred Hurst (Ex-officio: Extended Campuses), Mary McLellan (Educational Psychology), Patricia Peterson (Faculty Senate Representative), Carol Thompson (Politics and International Affairs), Kerry Thompson (Anthropology), and David Trilling (Physics and Astronomy).

Guests: Patricia Crist (Occupational Therapy), Jean Ann Foley (Teaching and Learning), Scott Galland (Curriculum and Assessment), Sherry Markel (Teaching and Learning), Jenny Scott (Extended Campuses), Lisa Williams (Registrar), and Lisa Wischmeier (Extended Campuses).

Graduate College: Kirsten Slaughter-Rice

The meeting was called to order at 3:04 by Anna Sosa.

I. Welcome, Announcements, and Brief Reports
   A. Approval of the Minutes from the October 23, 2013, Meeting – Anna Sosa

The minutes were approved by all present.

   B. Graduate Student Government Report – Crystal Ewing

Crystal Ewing reported on the increase in social events by the Graduate Student Government (GSG) to involve other graduate students, including a tailgate party at the last football game. Several of the representatives attended NAGPS in early November and learned other ways to market GSG to graduate students. GSG also has feedback on the Dismissal Policy, which will be mentioned when the policy is discussed.
C. Dean’s Remarks – Ramona Mellott

Dean Mellott provided an update on the 3 Minute Research Project and distributed the Call for Abstracts that was sent to graduate students, graduate coordinators, and departmental staff. Additional information and training will be provided to interested students in January. Students from all disciplines are encouraged to participate, and she requested that members also encourage their students to take part in this competition. The goal of this project is to teach good communication skills to graduate students, so they can present their research to a lay audience. Several members provided feedback about the project, including the need for students to communicate their research clearly and quickly and how this project pairs well with the five minute presentations currently done at conferences. Any questions regarding the project should be directed to Dean Mellott.

Dean Mellott announced the new Associate Dean of the Graduate College, John Masserini. Dr. Masserini will join the Graduate College in January, and she asked the committee to join her in welcoming him.

Dean Mellott presented Dr. Garcia with a plaque from the committee thanking her for her hard work and dedicated service to the UGC. Dr. Garcia said a few words, and light refreshments were served.

II. Curricular Changes – Consent Items.

There were no Curricular Changes or Consent Items.

III. Action Items

A. College of Education

1. Teaching and Learning

   a. Secondary Education-Continuing Professional; MEd, Fall 2014 – Major Requirements-Course(s) Added, Course(s) Deleted, Unit Change

Jean Ann Foley, Associate Professor in the Department of Teaching and Learning, summarized the changes to the Secondary Education – Continuing Professional Master’s degree. The changes focus on the understanding of curriculum with current issues in education. Six credits were removed from the elective course requirements, and two elective courses that had not been offered in 5 years were removed. These elective courses were replaced with secondary content courses that were previously offered as required courses. Students will have more options to fashion their own degrees to meet requirements. The change to a 30-hour degree reflects feedback from the students and will align with other programs offered throughout the state.

Dr. Sosa noted that potentially affected units were notified, and they did respond.

A motion was approved for the changes to the degree.

b. Elementary Education-Continuing Professional; MEd, Fall 2014 – New Subplan, Subplan Reqmts-Course(s) Added, Course(s) Deleted

Sherry Markel in the Department of Teaching and Learning, summarized the changes to the degree subplan. Students will be able to obtain the reading endorsement for the state of Arizona, which requires 15 hours.
A motion was approved for changes to the degree.

B. College of Health and Human Services
   1. Occupational Therapy
      a. Occupational Therapy; OTD, Fall 2014 – New Plan
      b. OTD 600, “Occupational Engagement and Participation Across the Life Span,” Fall 2014 – New Course
      c. OTD 601, “Practice Competency II and Fieldwork Level I,” Fall 2014 – New Course
      d. OTD 602, “Occupational Therapy Practice Theory and Models,” Fall 2014 – New Course
      e. OTD 620, “Human Anatomy,” Fall 2014 – New Course
      f. OTD 621, “Neuroscience Foundations for Practice,” Fall 2014 – New Course
      g. OTD 622, “Conditions Impacting Occupational Performance,” Fall 2014 – New Course
      h. OTD 623, “Human Movement for Occupation,” Fall 2014 – New Course
      k. OTD 633, “Educational Strategies and Learning in Healthcare and Academic Settings,” Fall 2014 – New Course
      l. OTD 640, “Biomechanical Function and Occupational Performance,” Fall 2014 – New Course
      m. OTD 641, “Psychosocial Function, Behavioral Health and Occupational Performance,” Fall 2014 – New Course
      n. OTD 642, “Pediatric Neurological and Sensorimotor Function and Occupation Performance,” Fall 2014 – New Course
      o. OTD 643, “Neurological and Sensorimotor Function and Occupational Performance: Adult,” Fall 2014 – New Course
      p. OTD 644, “Environmental Adaptation and Rehabilitation Technology,” Fall 2014 – New Course
      q. OTD 645, “Cognitive and Perceptual Function and Occupational Performance,” Fall 2014 – New Course
      r. OTD 646, “Upper Extremity Function and Occupational Performance,” Fall 2014 – New Course
      s. OTD 647, “Emerging Practice Seminar,” Fall 2014 – New Course
      t. OTD 650, “Evidence-Based Practice and Professional Communication,” Fall 2014 – New Course
      u. OTD 651, “Scholarship of Practice Approaches and Design,” Fall 2014 – New Course
      v. OTD 652, “Practice-Scholar Proposal Development Seminar,” Fall 2014 – New Course
      w. OTD 653, “Practice-Scholar Apprenticeship I,” Fall 2014 – New Course
      x. OTD 654, “Practice-Scholar Apprenticeship II,” Fall 2014 – New Course
      y. OTD 660, “Practice Competency I,” Fall 2014 – New Course
      z. OTD 670, “Health Policies, Service Delivered and Sustainability,” Fall 2014 – New Course
Patricia Crist, Founding Chair of the Occupational Therapy Program, introduced the new degree program and courses. The doctorate degree in clinical Occupational Therapy will prepare occupational therapists in the state. There are currently only 4-5 other programs approved in the nation. The program is up for the initial review by the accrediting organization in January.

In responses to questions, Dr. Crist responded that students can complete the degree in 33 consecutive months, including 6 months of fieldwork. The degree includes a 16-week residency and capstone experience at the end of the degree, which will provide experience in advanced areas of systems theory and public practice. Students will work with faculty to define a residency program, and Dr. Crist is currently working on finding mentors on campus and in the Flagstaff and Phoenix communities. One member asked if students had the opportunity to travel elsewhere, and Dr. Crist noted that some students may even travel internationally for their residencies, depending on their career goals.

Another member asked about the board review in the capstone course. Dr. Crist explained that there is a required exam, and the course reviews the examinations published by the national accreditation board. Student will not only review the exams, but they will also be ready to take the exam and have already passed all of the required courses prior to their residency. The program will receive data on both the group and individual scores from the examinations. Faculty at NAU will then determine the passing score for students at NAU and how to address students who do not receive passing scores.

Dr. Sosa asked how the OTD 790 will be offered. Dr. Crist noted that it may take the form of comprehensive or national exams. Students would enroll in and receive 1-credit hour for taking the examination. Dean Mellott asked if there was a course for reading for comprehensive exams and whether other doctoral programs offered the same type of course. Dr. McAllister noted that doctoral students in Teaching and Learning can take a directed reading course to prepare for comprehensive exams. Dr. Crist explained that they added a credit to the examination preparation so as to not hinder anyone from moving forward. If students do not do well enough on the exams, there are other options for moving forward, including practice competencies and subject areas. ATKI is already used by most programs, and there is a movement to set a minimum score. NAU will have the ability to set their own score minimum.
Students will apply to both the CAS system and Graduate College, and the program has already received 57 applications to date through the CAS system. Twenty-four students will be admitted to determine how the space and environment will work to help students meet the degree requirements.

Dr. Crist noted that between six and eight faculty members will be hired for the degree program. Depending on experimental learning aspects of the degree, as many as ten faculty members would be hired. This is an entrepreneurial program, which is funded through student tuition and fees. Dean Mellott stated the program will eventually be 100% self-supporting.

One member asked if the anatomy course would be cross-listed, since they are down in Phoenix. Dr. Crist responded that the course will not be cross-listed, and she is currently working with an anatomist to create a synergetic class.

A motion was approved for the new plan and new courses.

IV. Informational Items
A. November 20, 2013 FAST TRACK Report

Item was reviewed with no comment by representatives.

V. Policy Items
A. Dismissal Policy

Dr. Garcia summarized the changes to the policy. The title was changed to the “Academic Continuation Policy” because the undergraduate policy using this language. Several members suggested calling the policy the “Academic Continuation and Dismissal Policy” to be more descriptive. The other committee members agreed with this suggestion.

Course grades in Section 1A were further clarified. “Course” was added to provide clarification that the D or F grades referred to overall course grades, instead of individual assignment grades. In Section II, students may not receive 6 or more units of “C” grades. If students receive two “C” grades, they receive a low grade hold notification and letter, rather than waiting for the third “C” grade as previous policy versions did. Departments may also recommend dismissal for academic issues other than low grades, including failure to make progress.

Academic units may also recommend that a student be placed on probation (Section II.). The Graduate College is not always automatically notified if a student is failing to make progress because different programs have different requirements. Since requirements do vary, departments are able to make this recommendation to the Graduate College.

Ms. Ewen, on behalf of GSG, provided feedback on the policy. Students were concerned that departments may not submit all of the materials submitted by the student (Section III). She suggested adding “with a copy to the student” to “The academic unit must submit the unit’s review materials and all materials submitted by the student” sentence in Section III. Dr. Garcia suggested the addition of “must submit to the Graduate College” to the same sentence.

Dr. Garcia will contact Occupational Therapy and ask if they would like an exception to the 6 units of “C” grades.
The policy was approved pending the discussed changes.

The Dismissal Policy will be sent to legal counsel for review, and the committee will be notified if there are any significant changes. The policy will be effective in spring 2014.

VI. Announcements

Dr. Garcia told the committee about a student success webpage the Graduate College is creating, which will be live soon. The website provides resources to make student success more likely. The committee will be notified once the site is live. The committee was asked to provide feedback on the site and resources and to consider adding a link to the webpage on their own websites.

Dr. Garcia, Masserini, and Mellott are currently working on a transition plan, so Dr. Masserini will be up to speed when he joins the Graduate College on January 6, 2014.

Dr. Garcia reminded the Review Committee that there is an upcoming meeting in December. Dr. Sosa asked for any volunteers to replace the open position on the Review Committee, perhaps from the College of Arts and Letters or the College of Education. April Brown Judd from the Department of Mathematics volunteered. Dr. Sosa will send a call for other nominations to the entire committee, and any additional nominations will be voted on via e-mail.

VII. Agenda Items for Next UGC Meeting

Niranjan Venkatraman requested that the revised proposal for restructuring curriculum and assessment be included on the next UGC Meeting agenda.

Dean Mellott provided an update of the Academic Integrity Policy, which is currently under revision. The committee will have an opportunity to review the revised policy. The revised policy may include the requirements of signing and affirming a code of conduct and completing an online tutorial on academic integrity before students can register for classes.

The meeting was adjourned at 3:58 pm.