MINUTES
UNIVERSITY GRADUATE COMMITTEE
April 9, 2014

Members Present: Michael Amundson (History), Karen Applequist (Educational Specialties), Colleen Byron (Administration), Joe Collentine (Modern Languages), Michael Costelloe (Criminology and Criminal Justice), William Crawford (English), Crystal Ewen (Graduate Student Government), April Brown Judd (Mathematics and Statistics), John Masserini (Ex-officio: Graduate College), Ramona Mellott (Ex-officio: Graduate Dean), Marcia Metcalf (Business), Jim Sample (School of Earth Sciences and Environmental Sustainability), Louise Scott (Music), Brant Short (Communication), Anna Sosa (Chair; Communication Sciences and Disorders), Carol Thompson (Politics and International Affairs), Barbara Tomlinson (Nursing), and Meghan Warren (Physical Therapy)

Members Absent: Kim Curtis (Sustainable Communities), Gary Emanuel (Educational Leadership), Amy Hughes (Ex-officio: Cline Library), Stephanie Hurst (Chemistry), Tom Kolb (Forestry), Sherry Markel (Teaching and Learning), Walter Vannette (Anthropology), and Niranjan Venkatraman (Engineering)

Guests: Scott Galland (Curriculum and Assessment) and Lisa Williams (Registrars/CASA).

Graduate College: None.

The meeting was called to order at 3:05 by Anna Sosa.

I. Welcome, Announcements, and Brief Reports
   A. Approval of the minutes of the March 12, 2014 meeting – Anna Sosa

The minutes were approved by all present.

B. Graduate Student Government Report – Crystal Ewen

Ms. Ewen made a report. She indicated they had a team of 4 for Relay of Life who ran 12.5 miles and raised over $200.00. They are also part of a mid-semester evaluation committee for TAs discussing the importance of using that feedback to improve teaching. Elections are underway. We have GSG representation on the scholarship committee. Ramona Mellott also added that GSG has been very active and visible and have been asked to serve on several university committees. They did a survey on Graduate Student Needs and presented the data to ABOR and to PALC. They also worked on the textbook project which was received positively by the campus community and faculty senate.

C. Associate Dean’s Remarks – John Masserini

Dr. Masserini talked about the upcoming dissertation defenses and that he needed members to serve as the UGC representative. He also talked about providing updated information on the UGC membership in the upcoming academic year.
D. Dean's Remarks – Ramona Mellott

Ramona Mellott made a few remarks on the upcoming events—3MRP and the Grad College awards ceremony.

II. Curricular Changes - Consent Items

There were no Curricular Changes or Consent Items.

III. Action Items

A. College of Health and Human Services
   1. Physician Assistant Studies
      a. PHA 618, “4 Primary Care Rotation”, Fall 2015 – New course
      b. Physician Assistant Studies: MPAS, Fall 2015 – Major Requirements-
         Course(s) Added

Patrick Enkin, Associate Clinical Professor, presented information on the proposal. He said that PA students do 11 clinical rotations. There are opportunities for learning that do not fit well into the specific disciplines. Rather than repeat two courses, they will take a primary care course that does not perfectly fit into pediatric or any of the disciplines identified. This course will help students gain the knowledge to work effectively in the chosen setting.

A question was raised on the passing grade on the new course. Dr. Enkin indicated that the minimum passing grade is a C, which is similar to other graduate classes.

A motion was approved for the plan changes and the new course.

IV. Informational Items

A. April 9, 2014 FAST TRACK Report

Item was reviewed with no comment by the representatives.

V. Discussion Items

A. Graduate Admission policy – TOEFL Requirements and Feedback
   1. Peer Institution TOEFL/IELTS Requirements
   2. TOEFL and IELTS Score Comparison Chart

Dr. Masserini presented on the updates made to the Admission/TOEFL or IELTS policy. He also presented the data gathered on the IELTS and what our peer institutions use for the IELTS. In order to make our scores consistent with other universities, we can accept IELTS scores at 6.5. Many universities offer graduate level remedial courses that may count for credit towards their program of study. Dr. Mellott offered to follow up on how international students are doing in their graduate coursework as well as talking to faculty. Motion was made and approved to accept the 6.5 IELTS score.

B. Graduate Assistant Stipends – Ramona Mellott and Jim Sample
A brief presentation was made on stipends and comparison information from other peer institutions. It will be helpful to gather information on why students who are offered admission choose not to attend NAU including the stipends they are receiving.

VI. Agenda Items for Next UGC Meeting

This item was not discussed.