UNIVERSITY GRADUATE COMMITTEE - MINUTES
August 27, 2014

Members Present: Michael Amundson (History), Karen Applequist (Educational Specialties), Nadine Barlow (Physics and Astronomy), Emily Babcock (Physician Assistant Studies), Colleen Byron (Administration), Michael Costelloe (Criminology and Criminal Justice), William Crawford (English), Luis Fernandez (Sustainable Communities), Angelina Castagno (Educational Leadership), Amanda Butkiewicz (Graduate Student Government), Steven Hempleman (Biological Sciences), Ann Huffman (Psychological Sciences), Stephanie Hurst (Chemistry), April Brown Judd (Mathematics and Statistics), Evie Garcia (Educational Psychology), Kooros Mahmoudi (Sociology), Gretchen McAllister, (Chair, Teaching and Learning), John Masserini (Ex-officio: Graduate College), Ramona Mellott (Ex-officio: Graduate Dean), Marcia Metcalf (College of Business), Brant Short (Communications), Todd Sullivan (Music), Anna Sosa (Communication Sciences and Disorders), Barbara Tomlinson (Nursing), Niranjan Venkatraman (Engineering), and Meghan Warren (Physical Therapy)

Members Absent: Yuly Asencion-Delaney (Modern Languages), Amy Hughes (Ex-officio: Cline Library), Patrick Deegan (Ex-officio: Extended Campuses), Tom Kolb (Forestry), Alan Lew (Geography, Planning, and Recreation), Amy Hughes (Ex-officio: Cline Library), Patricia Peterson (Faculty Senate Representative), Jim Sample (School of Earth Sciences and Environmental Sustainability), Cathy Small (Anthropology), and Carol Thompson (Politics and International Affairs)

Guests: Laurie Dickson (Associate Vice-Provost), Scott Galland (Curriculum and Assessment), Melinda Treml (Associate Director, Curriculum and Assessment), and Lisa Williams (Registrars)

Graduate College: Victoria Endres

The meeting was called to order at 3:01pm by Gretchen McAllister.

I. Chair’s Welcome and Introductions – Gretchen McAllister

Dr. McAllister, College of Education, Department of Teaching and Learning and Coordinator for the Curriculum and Instruction Doctoral Program, introduced herself as the new Chair. She stated she has new ideas for future UGC meetings, including conversational methods that will enable deeper-level discussions and active debate among UGC members. She is looking forward to the challenges of this academic year.

Introductions were made around the table before proceeding with the meeting.

II. Approval of the Minutes from the April 9, 2014, Meeting – Gretchen McAllister

The minutes were approved by all present.
III. Provost’s Remarks – Laura Huenneke
Dr. Huenneke offered greetings to all present. She comes to this new academic year with optimism and energy.

Dr. Huenneke stated our new President, Dr. Rita Cheng, brings new life to our university and is continuing to open doors for many new opportunities for NAU. Dr. Cheng has been on campus only a few days and is already diving into her work as she embraces her new role. The arrival of a new President at the beginning of the academic year gives the UGC an opportunity to explore, examine, and promote our graduate programs. There might be potential to bring new program offerings aligned with NAU’s missions, programs that might have a global appeal, as well as interdisciplinary offers. She encouraged UGC members to remain “excellent” in their endeavors.

IV. Graduate Dean’s Remarks – Ramona Mellott
Dr. Mellott welcomed the members to the new academic year. She stated that UGC sets the tone for graduate education. There are several goals for the upcoming year, including increasing NAU’s graduate enrollment with the Graduate College playing an integral role in recruitment. Enrollment data for all areas is available on the Graduate College website.

The 3MRP event was a notable success in its inaugural year this past April. This will be an annual event, and UGC will be kept informed as plans are made for the next 3MRP competition. One 3MRP video was shown of the second place winner, John Kline, Physical Therapy, presenting “A conversion table for running on lower body positive pressure (LBPP) treadmills.”

V. Graduate Student Government Report – Amanda Butkiewicz
Amanda Butkiewicz, President of GSG for this academic year, reminded everyone that the Graduate Student Government (GSG) meets every other week on Thursdays at 4:30pm in the Graduate College conference room. The meetings will begin in October. All graduate students are welcome to attend.

VI. Elections/Selections: Subcommittees

A. Review Committee members:
   1. Gretchen McAllister, Chair
   2. No Chair – TBD
   3. Barbara Tomlinson
   4. April Brown Judd
   5. Colleen Byron
   6. Michael Costelloe

B. Scholarships and Awards Subcommittee:
   1. Steve Hempleman
   2. Marcia Metcalf
   3. Michael Amundson
C. Policy Subcommittee:
   1. Anna Sosa
   2. Karen Applequist
   3. Kooros Mahmoudi

D. Ad Hoc Dissertation Subcommittee:
   1. Tom Kolb
   2. Bill Crawford
   3. Evie Garcia
   4. Angelina Castagno

E. Appeals Subcommittee

The Appeals Subcommittee will be formed as needed.

VII. Discussion Items
   A. Program Learning Outcomes – Laurie Dickson, Associate Vice-Provost, and Melinda Treml, Associate Director Curriculum and Assessment

A synopsis of the information given by Dr. Dickson and Dr. Treml is provided below.

- The UGC/UCC is charged by the Faculty Senate with preparing learning outcomes for the academic catalog.
- Most programs have submitted a preliminary version of their programmatic learning outcomes to the OCLDAA.
- 19% of these were reviewed and accepted. These learning outcomes will be posted in the catalog by the end of September.
- 54% of the submitted outcomes need revisions before acceptance.
- Once the Learning Outcomes have been approved and revised, they will be visible in the 2014-2015 Academic Catalog.

Handouts and other materials from the meeting are available below:

- Degree Qualifications Profile Categories
- Characteristics of High Quality Degree Program Intended Student Learning Outcomes

VIII. UGC Structure and Processes: New Representative Orientation and Continuing Representative Refresher
   A. Introduction and Overview of UGC
   B. 2014-2015 UGC Meeting Calendar
   C. By-Laws
   D. Membership
   E. Navigating the Curriculum Process and Tips for New Members
   F. Dissertation Procedures, Checklist for UGC Representatives, and Report to the Dean
   G. Tour of the Graduate College Website

The meeting was adjourned at 4:53pm.