MINUTES
UNIVERSITY GRADUATE COMMITTEE
October 22, 2014

Members Present: Mike Amundson (History), Karen Applequist (Educational Specialties), Nadine Barlow (Physics & Astronomy), Steve Brown (Music), Amanda Butkiewicz (Graduate Student Government), Angelina Castagno (Educational Leadership), Joe Collentine (Modern Languages), Michael Costelloe (Criminology and Criminal Justice), William Crawford (English), Amy Hughes (Ex-Officio: Cline Library), Stephanie Hurst (Chemistry & Biochemistry), April Brown Judd (Mathematics & Statistics), Tom Kolb (Forestry), John Masserini (Ex-officio: Associate Dean), Gretchen McAllister (Chair, Teaching & Learning), Ramona Mellott (Ex-officio: Dean), Todd Johnson (Substitute; Business), Stephen Nuño (Politics & International Affairs), Patricia Peterson (Faculty Senate Representative), Jim Sample (School of Earth Sciences and Environmental Sustainability), Brant Short (School of Communication), Barbara Tomlinson (School of Nursing), Niranjan Venkatraman (Engineering), and Meghan Warren (Physical Therapy).

Members Absent: Emily Babcock (Physician Assistant Studies), Colleen Byron (Administration), Patrick Deegan (Ex-officio: Extended Campuses), Evie Garcia (Educational Psychology), Ann Huffman (Psychological Sciences), Steve Hemplman (Biological Sciences), Fred Hurst (Ex-officio: Extended Campuses), Luis Fernandez (Sustainable Communities), and Alan Lew (Geography, Planning and Recreation), Kooros Mahmoudi (Sociology), Cathy Small (Anthropology), and Anna Sosa (Communication Sciences & Disorders).

Guests: Scott Galland (Curriculum and Assessment), Bonita Switala (Registrar), Laurie Dickson (Curriculum and Assessment), Cindy Scott (Extended Campuses), and Melinda Treml (Curriculum and Assessment).

Graduate College: Victoria Endres

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

I. Welcome, Announcements, and Brief Reports
   A. Approval of the Minutes from of the September 24, 2014, Meeting – Gretchen McAllister

The minutes were approved by all present. April Brown Judd was approved as UGC chair-elect.

B. Graduate Student Government Report – Amanda Butkiewicz

Amanda announced GSG community service events, including working with the local food bank and supporting the NAU Homecoming events and carnival.

C. Associate Dean’s Remarks – John Masserini
Dr. Masserini explained the non-curricular change form is no longer available. The FastTrack Form should to be used. The final Program of Study drafts are due November 3, 2014 and should to be sent to John Masserini or Kirsten Slaughter-Rice.

**D. Dean’s Remarks – Ramona Mellott**

Dr. Ramona Mellott announced her new position as Dean of the College of Education. While her contract begins with COE on November 1, 2014, she will still serve in both roles until the Graduate Dean position is filled. Dr. Mellott thanked everyone for their dedication over the years when she served as Graduate Dean and with the UGC.

**II. Curricular Changes**

**A. College of Arts and Letters**

**1. School of Music**

**a. Music Teaching, MM, Fall 2015 – Deactivate Plan**

Todd Sullivan, Director of the School of Music, presented for the School of Music, reassuring the group that the program will be reassessed.

A motion was approved for the deletion of the plan.

**B. Extended Campuses**

**1. Executive Police Leadership: Graduate Certificate, Fall 2015 – New Plan**

Cindy Scott, Associate Clinical Professor from NAU-Yuma, explained that the students have asked for this certificate.

A motion was approved for the new plan.

**III. Informational Items**

**A. October 22, 2014 FAST TRACK Report**

Item was reviewed with no comment by representatives.

**IV. Discussion Items**

**A. Academic Appeals Policy Clean Version**

Amanda Butkiewicz stated that the Graduate Student Government (GSG) supports the policy. GSG suggested making the policy more visible by placing links on the departmental webpages and in departmental graduate handbooks. There were minor editing concerns, including the addition of a flowchart. Dr. Masserini created a timeline chart to accompany the policy. A member suggested changing the grievance wording on page 3.
The policy was approved, pending the discussed changes.

B. **Co-convene Standards**  *Clean Version*

The committee was reminded that graduate-level learning outcomes for co-convene courses should reflect higher expectations, more advanced analytical and critical thinking skills, and/or a heavier workload when compared to the undergraduate outcomes in the co-convened course. Some members of the committee commented that the document is too detailed, too long, and contains specific “required” elements that might not be appropriate and/or applicable for all disciplines requesting a co-convened course. It was suggested that the document be reduced to one-page of “best practices” that can be applied across disciplines, with the remaining details linked as an appendix. This appendix will contain expanded explanations of these basic “best-practices” with specific examples and suggestions.

The standards will be reviewed at the November meeting.

**The document will be edited and retuned for discussion at the next UGC meeting.**

C. **Transfer Credit Policy**  *Clean Version*

Questions surrounding the acceptance of transfer credits within the doctoral degrees came from some members of the committee. It was decided that the policy would indicate that the number of credits allowed for doctoral degrees, as well as specifics of what is allowed to be transferred into a doctoral degree, will be explicit in the departmental handbook. It was confirmed that potential students could be advised on transfer credits by the graduate coordinator (or potential advisor) prior to admission to their program.

The policy was approved, pending the discussed changes.

D. **Characteristics of Degree Program Expectations**

Laurie Dickson and Melinda Treml, Associate Vice Provost and Associate Director for Curriculum and Assessment, respectively, presented information on degree program expectations. They stated that the Faculty Senate approved the “Expectation for Degree Programs” in May 2014, and this document is part of the larger conversation occurring in curriculum committees and across campus. The work being done and the documents that are distributed from their office is part of a larger effort to set a framework for program assessment, curriculum development and review, and broadly addressing student learning objectives. Among other benefits to the university, by engaging in these activities and discussions we can effectively demonstrate the work we do for our students and keep our programs current and viable in today’s global market.

There was a bit of faculty resistance surrounding the time commitment for this process. It was also noted that the “marketing” aspect of this is not the job of the faculty – it is the job of the university marketing department. Discussion included a need for better descriptions under the first bullet item “Degree Program Purpose.” “How” and “Why” within that bulleted section are essential for the purpose of assessments.

The meeting was adjourned at 4:20 pm.