MINUTES
UNIVERSITY GRADUATE COMMITTEE
JANUARY 14, 2015

Members Present: Michael Amundson (History), Karen Applequist (Educational Specialties), Emily Babcock (Physician Assistant Studies), Nadine Barlow (Physics and Astronomy), Steve Brown (Music), Colleen Byron (Administration), Angelina Castagno (Educational Leadership), Cornel Ciocanel (Engineering), Joe Collentine (Global Languages and Cultures), Michael Costelloe (Criminology and Criminal Justice), William Crawford (English), Steven Hemplman (Biological Sciences), Ann Huffman (Psychological Sciences), Amy Hughes (Ex-officio: Cline Library), Stephanie Hurst (Chemistry), Evie Garcia (Educational Psychology), Tom Kolb (Forestry), Gretchen McAllister (Chair; Teaching and Learning), John Masserini (Ex-officio: Graduate College), Marcia Metcalf (College of Business), Stephen Nuño (Politics and International Affairs), Patricia Peterson (Faculty Senate Representative), Jim Sample (School of Earth Sciences and Environmental Sustainability), Erik Schiefer (Geography, Planning, and Recreation), Emily Schnurr (Graduate Student Government), Brant Short (Communication), Cathy Small (Anthropology), Anna Sosa (Communication Sciences and Disorders), Nora Timmerman (Sustainable Communities), Barbara Tomlinson (Nursing), Meghan Warren (Physical Therapy), and Maribeth Watwood (Ex-officio: Graduate Dean).

Members Absent: Patrick Deegan (Ex-officio: Extended Campuses), April Brown Judd (Mathematics and Statistics), and Kooros Mahmoudi (Sociology).

Guests: Tom Acker (Mechanical Engineering), Stuart Galland (Curriculum and Assessment), Wendy Holliday (Cline Library), Gene Moan (Educational Psychology), Ernesto Penado (Mechanical Engineering), Pam Powell (Teaching and Learning), Jenny Scott (Extended Campuses), Heidi Wayment (Psychological Sciences), Lisa Williams (Registrars), and Lisa Wischmeier (Extended Campuses).

Graduate College: Megan Ruiz

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 the November 19, 2014 meeting.

The minutes were approved by all present.

B. Graduate Student Government Report- Emily Schnurr

Emily Schnurr reported that the Graduate Student Government (GSG) is currently pursuing the ASNAU Textbook Initiative. Their goal is to provide information to graduate students regarding the use of their fees and to help motivate instructors to post necessary class materials in a
timely manner, prior to the beginning of each semester. GSG is also continuing to fill their representative positions. They are in need of applicants for CEFNS and one at-large member.

C. Associate Dean’s Remarks- John Masserini

Dr. Masserini announced the deadline to submit abstracts for the 3 Minute Research Presentations (3MRP) has been extended until Monday, January 19, 2015. Dr. Masserini, Dr. Watwood, and David Spivey will visit classes to promote this event. The Theater Department and School of Communication will provide training and feedback to the participants.

Dr. Masserini also announced an upcoming Graduation and Student Success Workshop. The invitation will be circulated to the members, graduate coordinators, and chairs. He will discuss Low Grade Holds, Academic Probation, and the Graduation Application and process.

D. Dean’s Remarks- Maribeth Watwood

Dr. Watwood shared her excitement about becoming the Dean of the Graduate College and her position on the UGC.

II. Curricular Items for Review

A. College of Arts and Letters

1. History
   a. History; M.A.- Fall 2015, Sub-plan Requirements- Course(s) Added

   Michael Amundson, Professor, Department of History, discussed the changes, including the revised and expanded learning outcomes. The added course specifically addresses the “Research in Public History” track. The first class was held in spring 2014 and was well received. The department decided to change the program to include a “Final Project” course with the thesis option as a choice for students. The thesis option would be distinguished on the transcripts.

   A motion was approved for the plan changes.

B. College of Education

   1. Educational Psychology
      a. EPS 672; Campus Crisis, Ethics and Legal Issues in Student Affairs- Fall 2015- New Course
      b. EPS 676; Professional Competencies in Student Affairs Leadership- Fall 2015- New Course

   Susan Longerbeam, Associate Professor, Department of Educational Psychology, and Gene Moan, Professor, Department of Educational Psychology, presented the changes to the curriculum, including the addition of two new courses to meet CAS Section II (d) and
ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners. The program is currently recognized as a strong program across multiple states; however, these additions will help promote the NAU program.

A member asked how this course would differ from the Educational Leadership courses. Dr. Longerbeam responded that the Educational Psychology courses are focused on responding from a counseling/psychological point of view.

c. EPS 684; Internship in Student Affairs- Fall 2015- New Course
d. Counseling- Student Affairs; M.Ed.- Fall 2015- Major Requirements- Course(s) Added, Course(s) Deleted

Drs. Longerbeam and Moan described the current internship, which requires field hours that are double the national standards. They seek to reduce the hours from the current 300 hours to 200 hours. This is to give students a more manageable schedule in their final semester to provide time for employment searches. Total practice hours with this change are still double CAS standards (300 hours), at 600 hours, including fieldwork (300), practicum (100) and internship (200). Their goal is to preserve quality and integrity of the program.

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

1. Educational Specialties & Teaching and Learning
   a. ECI 627; Early Childhood Science and Social Studies- Fall 2015- New Course

Pam Powell, Chair, Department of Teaching and Learning, described this new methods course, which focuses on science and social studies for children ranging from birth to grade three. This course is offered as part of the Master’s in Special Education-Early Childhood with Certification in the College of Education. The goal is to combine the content of science and social studies.

b. ESE 557; Evidence-Based Methods in Early Childhood Special Education for Young Children- Fall 2015- New Course

This item was tabled.

c. Special Education- Early Childhood with Certification; M.Ed.- Fall 2015- Major Requirements- Course(s) Added, Course(s) Deleted

This item was tabled.

A motion was approved for the new course only (Item 1a).

C. College of Engineering, Forestry and Natural Sciences

1. Mechanical Engineering
   a. ME 561; Engineering Plasticity- Fall 2015- New Course
Ernesto Penado, Chair, Department of Mechanical Engineering, presented this new course, which complements other courses offered in Engineering and will be included in the new emphasis that is a joint effort with School of Earth Sciences and Environmental Sustainability.

A member asked Dr. Penado to clarify the term Plasticity in the title. Plasticity is studied as the elastic behavior with material after permanent deformation.

b. ME 525; Applied Computational Fluid Dynamics- Fall 2015- Catalog Description, Co-convene, Prerequisites

Tom Acker, Professor, Department of Mechanical Engineering, noted that this course was previously taught by a professor that left NAU. It will be co-convened with undergraduate students in Mechanical Engineering and other fields.

A member asked how the class would function as a co-convened class. Dr. Acker explained that the class requirements would differ between graduate and undergraduate students, including extra and more complex assignments, as well as individual projects. Additionally, each graduate student will study a specific computational technique throughout the semester and teach the undergraduate students this technique during a class session.

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

D. College of Social and Behavioral Sciences
   1. Anthropology
      a. ANT 509; Spatial Archaeology- Fall 2015- New Course

Cathy Small, Professor, Department of Anthropology, presented the new course, which is an additional course for Anthropology electives. There are many changes occurring in the field of Anthropology, including an emphasis on technology, experience and expertise in the analysis of large data sets, and spatial analysis. This class is designed for students to work in a variety of professional fields, including private firms and government service. The class will be GIS based and will be an optional elective for the Master’s program.

A member asked if students would need previous knowledge with GIS software. Dr. Small responded that the department will use the same GIS platforms that are used in the Department of Geography, and there will be no prerequisites required. Another member noted that this class would likely have a strong relationship with Informatics courses on campus.

A motion was approved for the new course.

2. Ethnic Studies
   a. ES 570; Politicizing Hip Hop- Fall 2015- Co-convene, New Course
   b. Ethnic Studies GCRT; Fall 2015- Certificate Requirements- Course(s) Added

Angelina Castagno, Director, Ethnic Studies Program, described this course, which would be co-convened with a 400-level undergraduate course. It currently represents a hole in the
curriculum and addresses Ethnic Studies theories and epistemology. This class was offered at the undergraduate level last semester, and the department hopes to regularize it as a co-convened class every semester.

A member asked if the title of the class should be updated to something more general, since the Hip Hop genre evolves. Dr. Castagno responded that although Hip Hop can morph and evolve, the elements and theories are constant. Another member asked if the class would be sustainable. With the co-convened structure, they expect it will meet enrollment numbers. Currently, Ethnic Studies hosts workshops every spring semester that receive positive responses from students, and they are expecting the same type of positive response with this class. Another member asked how the co-convened class would function. Dr. Castagno described that the class content will differ in quality and quantity. The graduate students will have additional readings, assignments, and leadership roles, and more developed student learning outcomes.

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

3. Psychological Sciences
   a. Psychology; M.A. Fall 2015- Major Requirements- Course(s) Added, Sub-plan requirements- Course(s) Deleted, Text within Plan

Ann Huffman, Associate Professor, Department of Psychological Sciences, and Heidi Wayment Chair, Department of Psychological Sciences, discussed the proposal to merge the current four tracks into one. This will change the program into one 36-credit hour program instead of the 36-43 variable credit hour plans. The goal is to include experience in clinical research and teaching. To get into a Ph.D. program, students need experience in these areas, and the proposed changes will meet that need.

A member asked how they would ensure that students would be able to tailor their education to their specific educational and career goals, as stated in the plan paperwork. The students will have the option to take classes outside of the department, pending the approval from their advisor. Another member pointed out that the academic policy does not match that of the Graduate College policy. That will be resolved and updated.

A motion was approved for the plan changes, pending the amendment of the policy.

4. Women’s and Gender Studies; GCRT
   a. Women’s and Gender Studies GCert- Fall 2015- Major Requirements- Course(s) Added, Deleted, Unit Change, Text within Plan

Nancy Paxton, Professor, Department of English, explained that the change to this graduate certificate provides the potential to make it more of a true “multidiscipline” experience. The changes will also better align with national standards. The requirements will include the option of taking another course outside of the program if a student is lacking in a certain area and will streamline the process for students in similar degrees.

A motion was approved for the plan change.
III. Informational Items

A. January 14, 2015 FAST TRACK REPORT

Item was reviewed with no comment by representatives.

B. NAU Institutional Repository – Wendy Holliday

Wendy Holliday, Head of Teaching, Learning, and Research Studies, Cline Library, presented an overview of the Institutional Repository (IR) as it pertains to graduate student work. The IR will be a centralized place where NAU can collect the work of students, such as dissertations, theses, and major projects for public access. Many institutions have moved towards this form of dissemination of research and away from expensive online journals, which are not easily accessed without the funds to subscribe to these journals. ProQuest currently has a workflow that allows this transfer of information to occur with the copyright and regulations in mind, as well as the ability to capture student’s permission. There are also high safety and security measures taken for information in the IR. If a disaster were to strike, all of the information will be guaranteed safe. Additionally, if NAU decides to discontinue the use of an IR, the information on the system and all of the metadata will remain NAU’s possession.

A member asked how the IR would be financed. Ms. Holliday explained that the cost may be significant at this point, but there will be short-term and long-term advantages. In the short term, NAU will be compliant with NSF and NIH grant requirements and opportunities. The long-term benefits include open access to publication, which puts pressure on publishers that are monopolizing this market, ultimately, affecting policy and practice around accessibility.

Another member asked who would make the decision on what major projects would qualify to be published in the Repository. Those were details should be discussed and decided among faculty. However, details have yet to be decided on this issue.

Dr. Masserini and Dr. McAllister asked that the members take this information to their departments to define what will and will not be published. This topic will be further evaluated at a future UGC meeting.

C. Call for Courses to Market to All Graduate Students

Dr. Masserini asked that the members provide him with information on classes in their programs that are open to all graduate students. A few weeks before open enrollment, the Graduate College will send an email to all graduate students about the classes that are available to them, emphasizing that they should receive their advisor’s approval prior to enrolling in classes outside of their discipline. This will encourage students to explore multidisciplinary/interdisciplinary possibilities.
D. Non-Curricular Items on FastTrack Agenda

Dr. Masserini noted that the Non-Curricular Items are informational and not for voting. These items are included in the UGC agenda for tracking and potential auditing purposes.

IV. Discussion Items

A. Requirements for Doctoral Degrees: DNP   Clean Version

Dr. Masserini noted that the DNP’s admissions requirements are listed as policy in the catalog, thus, any changes must be approved by the UGC.

Barbara Tomlinson (Assistant Clinical Professor, School of Nursing) explained that the requirements need to be updated to better fit the DNP program. The requirement for prospective students to have a Master’s degree in nursing meets the requirements for admission. National certification as a Nurse Practitioner, Nurse Midwife, Nurse Anesthetist or Clinical Nurse Specialist is no longer required for admission to the DNP Program. Graduate level courses in pathophysiology, pharmacology, and physical assessment are no longer required for admission. The degree is a clinical doctorate with emphasis on enhancing leadership expertise in rural and underserved populations. These changes were approved by the Nursing faculty.

A motion was approved to these changes to the policy.

B. Applying for Graduation, Graduate Students, Policy   Clean Version

Dr. Masserini explained that the policy now indicates that it is up to the student to initiate the graduation application process and states that the each department might have a deadline well before the Graduate College deadline. The proposed changes also stipulates that a student who does complete a thesis or dissertation, but instead a final project, internships, etc., may walk in commencement one term prior to the term in which they will complete these requirements.

A member asked that the second paragraph in “Participating in Commencement Ceremonies” specify that students who do not complete a thesis or dissertation receive department approval before they are allowed to walk in commencement. Another member asked that the third paragraph of this section specify that students solely receiving a graduate certificate are not eligible to participate in commencement. This will alleviate any confusion with students who are candidates for a Master’s degree and a certificate.

Another member asked for clarification as to why the graduation application deadline is so early in the academic year. Dr. Masserini explained that each application has to be manually processed, unlike undergraduate graduation applications, which are all processed electronically. The Graduate College only has one designated person to process all of these applications, normally ranging from 900-1000 applications. It is important that these applications be reviewed early in the case that a student has an issue. If an issue does arise, then the student will have time to fix it. Dr. Evie Garcia, former Associate Dean of the Graduate College, also added that the date chosen is also due to the amount of time it takes to approve and process the
Commencement booklets. Students who turn in their application after the deadline might not have their name in the Commencement booklet.

A motion was approved for the changes to the policy, pending the proposed changes and additions.

C. Course Repeat, Graduate, Policy   Clean Version

Dr. Masserini noted that the current Course Repeat policy does not replace “D” or “F” grades; when the courses are repeated, the final grades are averaged together in the calculation of the student’s cumulative GPA. The student will need to take additional classes if they fall below the 3.0 minimum required to graduate. Currently, if as student were to fail a course that only offers an “Pass/Fail” option, the “F” would average into their GPA. If the student retakes the class and receives a “Pass,” the passing grade cannot be calculated into their GPA, thus creating an unfair calculation. The new policy will allow only a “Pass/Fail” repeated course to replace the original grade. If the department does not allow students to retake the class, the department will decide on another way to mediate the issue.

A motion was approved for the changes to this policy.

D. Graduate Course Repeat Enrollment Form

The new form outlines the proposed changes to the policy.

E. Agenda Distribution

Dr. Masserini noted that the current bylaws state that the meeting agenda must be distributed to the Committee on the Thursday before the UGC meeting. Dr. Masserini explained that getting changes so soon after departments receive feedback from the Review Subcommittee might put undue pressure on chairs and faculty. He asked when the ideal time would be for the agenda to be distributed to the members, taking into consideration that all materials related to the agenda might not be available.

A member noted that it might be difficult to change the date because some faculty/staff might like to attend depending on the topic but would not have time to make arrangements if the agenda were distributed later. Another member suggested that a preliminary agenda be sent to the members on the Thursday before the meeting, and then a finalized agenda be sent if some information was missing. For future meetings, the preliminary agenda will still be distributed on the Thursday before the meeting, with any changes or additions distributed prior to the meeting.
F. Graduation and Hooding

Dr. McAllister explained that a few years ago, the decision was made to not hood Master’s students at Commencement, due to time restraints. She asked that the Committee think about this decision and what can be done to hood students without prolonging Graduation. This topic will be discussed at the next meeting.

A member also suggested that a discussion item be added to the next agenda regarding the $65.00 application fee for graduate certificates.

The meeting was adjourned at 4:58pm.