Members Present: Steve Barger (Psychology), Cindy Browder (Chemistry), Cynthia Childrey (Ex-officio-Cline Library), Patrick Deegan (Ex-Officio-Extended Campuses), Luis Fernandez (Criminology and Criminal Justice), Lena Gaddis (Educational Psychology), Y. Evie Garcia (Ex-Officio-Graduate College), Steve Hempleman (Biological Sciences), David Koerner (Physics & Astronomy), Tom Kolb (Forestry), Jennifer Kurth (Educational Specialties), Alan Lew (Geography, Planning and Recreation), Chris Lockwood (Business Administration), Gretchen McAllister (Teaching and Learning), Eric Meeks (History), Ramona Mellott (Ex-Officio-Graduate Dean), Ishmael Munene (Educational Leadership), Cecilia Ojeda (Modern Languages), Karen Plager (Nursing), Richard Rogers - Chair (Applied Communication), Nandor Sieben (Mathematics and Statistics), Anna Sosa (Communication Sciences and Disorders), Lori Poloni-Staudinger (Politics and International Affairs), Paul Umhoefer (Earth Sciences and Environmental Sustainability), Niranjan Venkatraman (Engineering), Nicole Walker (English), Meghan Warren (Physical Therapy), Jim Wilce (Anthropology).

Members Absent: Michelle Harris (Sociology), Sandra Lubarsky (Sustainable Communities), John Masserini (Music), Alex Steenstra (MA in Administration).

Guests: Gae Johnson and Sandra Stone (Teaching and Learning), Debra Larson (Associate Vice Provost for Academic Affairs), Jennifer Offutt (EDL Administrative Assistant), Karen Pugliesi (Vice Provost for Academic Affairs), Lisa Williams (CASA).

Graduate College: Victoria Endres, Tracy Botts.

The meeting was called to order at 3:06pm by Richard Rogers.

1. Approval of the Minutes of the September 01, 2010 meeting
The minutes were approved with one abstention.

2. Graduate Student Organization Report—Jeffrey Labanc
The last GSO meeting was held September 13th with representatives from half of the programs. Jeffrey said they are still looking for members from all programs. Please contact Ramona.Mellott@nau.edu to see if your area is represented. The organization is still working out the plans for becoming an independent organization within the university. A concern was voiced by representatives at the last GSO meeting regarding the perception that graduate-level rigor is a problem when graduate courses are convened with undergraduate sections. GSO representatives think that there need to be stronger distinctions between the graduate and undergraduate course content with attention to quality rather than quantity of work for graduate students.

3. Curriculum Change—College of Education
ECI 576 Student Teaching and Internship. Course Change
Gae Johnson presented the need for a prerequisite to ECI 567. Prerequisite request: Elementary Education Milestone or International Exchange Student Group CAP and passing score on the Arizona Educator Proficiency Assessment (AEPA) Content Knowledge Test. In addition, if the student is teaching in Middle School, a passing score on the AEPA Subject Matter Test would be required. This would be monitored by the department. This prerequisite was perceived as necessary since so many students come from a non-teaching baccalaureate into the master level teaching program for state certification.

A motion was made to approve the course change, seconded, and approved with one abstention.
4. Dean’s Remarks—Ramona Mellott  
**Plan-Sub plan Clean-Up Worksheet**  
Ramona reminded everyone to use the plan/sub-plan worksheet for the clean up process. She noted she has not heard that the departments are having any problems.

5. UGC Subcommittee Updates—Evie Garcia  
**Dissertation and Defense Issues**  
This item was tabled until the October meeting.

6. Curricular Process Improvement Plan—Debra Larson  
**Curricular Process Improvement Plan**  
Debra Larson presented her two year pilot plan to reduce the curricular paperwork for administration and faculty by implementing the use of three new staff members from her office who will be called Curriculum Process Associates (CPAs). The CPAs would assist faculty in assigned colleges with the curricular change processes and UGC compliance. The process would be paperless. UCC has already approved the process. There was UGC discussion regarding the required experience of the new CPAs and their ability to quickly become proficient in all departmental processes considering the short span of the pilot program.  
**Fast Track Process for Certain Curricula Items**  
The fast track process would end the necessity for every curricular change to go before multiple committees. Changes would be automatically approved in some cases considering the circumstances of each request. It is similar to the consent agenda process now in place by the UGC review committee. Some items listed as appropriate for the graduate level fast track process would need to be reviewed. For instance, co-convened classes need special consideration. It was suggested the process be modified to include separate compliance lists for undergraduate curriculum needs and graduate level curriculum issues. This discussion will continue next month.

7. Transfer Credit Policy Revision—Karen Pugliesi  
The guidelines for accepting petitions for transfer credit are evolving as the six major accrediting agencies urge institutions to be more lenient in accepting non-accredited institution transfer credits. NAU must adapt to this new trend by carefully performing a meaningful evaluation of each petition. Denial of a transfer credit petition must be more thorough including multiple reasons for the decision. It was noted that departments could still deny use of the credits within their programs if the content did not fit the program of study. These credits could be used as electives. More work is needed on rewording components of the policy before a UGC vote can be taken on acceptance. Discussion will continue at the October meeting.

8. Agenda Items for Future Meetings  
ProQuest representative Marlene Coles will speak to us about electronic theses and dissertation processes at our October meeting. No other agenda items were mentioned for future UGC meetings at this time.

9. The meeting was adjourned at 5:04pm.

Vle 09/30/10