MINUTES
UNIVERSITY GRADUATE COMMITTEE

September 1, 2010

Members Present: 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), Jennifer Kurth (Educational Specialties), Alan Lew (Geography, Planning and Recreation), Chris Lockwood (Business Administration), Sandra Lubarsky (Sustainable Communities), John Masserini (Music), Gretchen McAllister (Teaching and Learning), Eric Meeks (History), Ramona Mellott (Ex-Officio- Graduate Dean), 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: Steve Barger (Psychology), Gary Emanuel/Ishmael Munene (Educational Leadership), Michelle Harris (Sociology), Tom Kolb (Forestry), Alex Steenstra (MA in Administration).

Guests: David Spivey (Graduate College), Lisa Williams (CASA).

Graduate College: Victoria Endres, Tracy Botts.

The meeting was called to order at 3:07pm by Richard Rogers.

Chair’s Welcome and Introductions—Richard Rogers
The new chair welcomed new and returning UGC members to the first meeting of the academic year.

Remarks from Ramona Mellott, Dean of the Graduate College
Ramona thanked the group for their participation this year as she reminded members that they are the voices for their programs as members of the UGC. Much was accomplished last academic year by the group and these milestones were reiterated to show the importance of active participation by members. Ramona gave enrollment number updates. It was noted that the Graduate College is working on streamlining plans and sub-plans in PeopleSoft this academic year. Updates will be forthcoming as progress is made.

There was no GSO representative in attendance so the scheduled update was moved to next month.

Graduate Marketing and Recruitment—David Spivey
David Spivey joined the Graduate College staff in early June to serve as Assistant Director of Marketing and Recruitment. David gave a brief overview of the Graduate College’s multifaceted plan for growth and retention, including recruitment strategies, campus tours for graduate students, GRE classes, and a workshop series. In addition, David will be calling departments to arrange meetings to discuss departmental enrollment goals and individualized recruitment plans.

The minutes from the April 21, 2010 meeting were approved.

UGC Structure and Processes
A folder was distributed containing the following items. Evie Garcia provided a brief overview and answered questions.

a. Introduction and Overview of UGC
b. By-Laws

c. Procedures for reviewing curriculum/policies

d. Dissertation Procedures and Checklist

Evie announced she needs representatives for four September defenses, two of which are next week. She also discussed formation of an ad hoc UGC committee to review dissertation and defense issues and policies.

Elections/Selections

Karen Plager nominated Chris Lockwood for UGC Chair-Elect. He was unanimously approved.

New Review Subcommittee Members

1. Rich Rogers, UGC Chair
2. Chris Lockwood, UGC Chair-Elect
3. Steve Hempleman
4. Karen Plager
5. Niranjan Venkatraman

New Scholarship and Awards Subcommittee Members

1. Luis Fernandez
2. Lori Poloni-Staudinger
3. Jim Wilce

New Ad Hoc Dissertation Defense Processes Subcommittee Members

1. Cindy Browder
2. Eric Meeks
3. Lori Poloni-Staudinger
4. Paul Umhoefer

Policy and Appeals subcommittees will be formed as the need arises.

Agenda Items for Future Meetings

The September 29th meeting will feature Debra Larson, Associate Vice Provost for Academic Affairs, presenting her Curricular Process Improvement Plan.

Members should email Richard.Rogers@nau.edu with any items for future meetings.

The meeting was adjourned at 4:40pm.

Vle 09/02/10

YEG reviewed 9/23/10