

Office of Graduate & Professional Studies

University Graduate Committee Agenda

Wednesday, September 27, 2023

3:00 - 5:00 pm via Zoom

Meeting Details

Zoom

<https://nau.zoom.us/j/81213575479?pwd=K3liYzA1dGxJRHIhUnhxa3V2ZkVCZz09>

Meeting ID: 812 1357 5479

Password: 077527

Supporting Materials

Vice Provost Announcements September 2023.pdf

Associate Vice Provost Announcements Sept 2023.pdf

2023-04-19 - UGC Meeting Minutes - DRAFT.docx

Policy 100336 - Transfer Credit-Graduate - w PLA Mar16 2023.docx

Policy 100812 Changes Side-By-Side - Concurrent Master's Degrees - April062023.docx

Announcements

Maribeth Watwood, Vice Provost for Academic Programming and Graduate Studies

Vice Provost Announcements September 2023.pdf

Laura Bounds, Associate Vice Provost, Graduate Studies

Associate Vice Provost Announcements Sept 2023.pdf

Graduate Coordinator hybrid training Thursday, September 28th from 10 am - 12 pm (Zoom) or

10 am - 1 pm (In-Person) with lunch served from 12 pm - 1 pm

RSVP: https://qualtrics.nau.edu/jfe/form/SV_3rSsU4yawPzGfeC

Current Business: Action Items [* possible vote, (sponsor / facilitator)]

[1] Executive Committee Introductions

(Kyle N. Winfree)

Chair Elect Vacant, Colleen Byron, John Heick, Slava Fofanov, Kelly Janacek, Laura Bounds, Melinda Trembl (special guest), Kyle N. Winfree

[2] Call for Chair Elect *

(Kyle N. Winfree)

Attention faculty, this is a leadership service opportunity.

[3] University Graduate Committee Expectations

(Kyle N. Winfree, Laura Bounds)

The UGC is one of the only committees that is composed of members largely by position, not necessarily by self selection. As members, you will be voting on things that impact your position, not just your peers and your students. Your role should be to bring context on the relevant differences and similarities in our programs, with the charge “to establish and maintain standards, policies, best practices, and procedures ensuring University graduate curricula and policies pertaining to graduate education comply with the stated mission and goals of Northern Arizona University.” - UGC Bylaws.

<https://nau.edu/about/vision-mission/>, <https://nau.edu/president/strategic-plan/>

Meetings are Wednesday 3:00 pm - 5:00 pm

September 27, October 18, November 15, February 21, March 20, April 17

Graduate student service is a key component of supporting the mission of the university, and is part of your role as a University Graduate Committee member.

The sign-up sheet has several options

https://docs.google.com/spreadsheets/d/1isyAcOTJteEX25_ctysIyGBRcBITPuwUrXuS-1-cwVc/edit#gid=0

- Option 1 - oral defenses;
- Option 2 - two defenses & 1 subcommittee;
- Option 3 - two subcommittees

There is an urgent need for 3MRP & GSG poster symposium engagement, as both were moved to the fall semester.

[4] April UGC Minutes *

(Kyle N. Winfree)

2023-04-19 - UGC Meeting Minutes - DRAFT.docx

[5] Policy 100336 - Transfer Credit / Prior Learning Assessment (PLA) *
(Melinda Treml)

This policy change was discussed in April of 2023, but was not voted on because of time limits.
Policy 100336 - Transfer Credit-Graduate - w PLA Mar16 2023.docx

[6] Policy 100812 - Concurrent Master's Degrees *
(Melinda Treml)

Our first discussion of this item needed clearer definitions, which have been revised in the new document.

Policy 100812 Changes Side-By-Side - Concurrent Master's Degrees - April062023.docx
<https://www9.nau.edu/policies/Client/Details/35>

[7] Policy 100805 - Requirements for the Doctoral Degree, PhD *
(Laura Bounds)

[Zoom Survey]

Under section 2.B. Professional Development Requirement, the policy dictates:

"A minimum of 5 hours of professional development activities is required between matriculation in the program and admission to candidacy."

As stated, there is some ambiguity regarding "hours." Discussion warranted to clarify "clock" or "credit" hours, and some discussion about "professional development" may be needed.

<https://www9.nau.edu/policies/Client/Details/1216>

[8] English proficiency TOEFL iBT Home Edition
(Cesar Flores, Melinda Treml, Britta Cadzow)

The English proficiency TOEFL iBT Home Edition is a proctored test. It is common for proctored home tests to be accepted, and the TOEFL iBT Home Edition is similar to Duolingo, which NAU already accepts.

Good of the Order

What was most productive in the UGC meetings last year? What, if anything, is standard practice in other committees and meetings that you participate in, which you think would be fruitful here? Please email Kyle N. Winfree, with the subject line "UGC Meetings".

Consent Agenda

It may be beneficial to make use of a consent agenda, and this topic may be brought forward for further discussion at another meeting.

"A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour.

A consent agenda moves routine items along quickly so that the board has time for discussing more important issues.” - <https://www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/>

Listserv (ugc@lists.nau.edu)

Emails will be migrating to ugc@lists.nau.edu. You may receive a notification that you have been added to this listserv. Calendar invites will go to the list, which should automatically invite all list subscribers.

Adjournment *

Future Business

To propose future business, please email Kyle N. Winfree and Laura Bounds, with the subject line “UGC Business”

ETD process / steps, timeline, and deadlines

Compare program handbooks to graduate policy/catalog e.g. 2 Cs=F, etc.

Generative Artificial Intelligence in Dissertations and Theses

Course Repeat / Grade Replacement policy for Graduate Students