
Graduate College

University Graduate Committee Meeting Minutes Wednesday, September 28, 2023 3:00-5:00pm – Online Via Zoom

Members Present: Kyle Winfree (Chair Elect), Brittany Blanchard (Library), Laura Bounds (Graduate College), Colleen Byron (Organizational Leadership), Tiffany Cooke (Physician Assistant Studies), Mandy Dang (Business), Catrin Edgeley (Forestry), Brooke de Heer (Criminology and Criminal Justice), Heidi Feigenbaum (Engineering-Mechanical), Viacheslav Fofanov (SICCS), Jeffrey Foster (Biological Sciences), Michael Gowanlock (Computer Science), Nicole Hampton (Special Education), John Heick, (Physical Therapy & Athletic Training), Chelsea Hutton (GSG), Mahendra Joshi (MBA), Chesleigh Keene (Educational Psychology), Stefanie Kunze (Sociology), Lauren Lefty (History), Donna Lewis (Educational Leadership), Nanette Lopez (Interdisciplinary Health), Gretchen McAllister (Teaching & Learning, Curriculum & Instruction), Truong Nghiem (Informatics & Computer Science), Brettania O'Connor (Health Sciences), Michelle Parsons (Anthropology), Gillian Porter (Occupational Therapy), Natalie Randolph (Social Work), Rich Rogers (Communication), Sandra Stewart (Clinical Speech and Language Pathology), James Swift (Mathematics and Statistics), Melinda Trembl (Academic Support), Nora Timmerman (Sustainable Communities), Ann Vert (Nursing & PL), Andy Walters (Psychological Sciences), Ugaya Wagle (public Administration and PIA), Maribeth Watwood (Ex Officio: Graduate College Dean), Melinda Trembl (Ex-officio: Curriculum and Assessment).

Members Absent: Diamond Bracey (GSG), Joe Collentine (Spanish), Joshua Emery (Astronomy & Planetary Science), Visar Farhangi (Civil Engineering, Construction Management, and Environmental Engineering), John Fegyveresi (Climate Science & Solutions), Matthew Ford (Physical Therapy), Ron Grady (Global Languages and Culture), Marie-Christine Goodworth (PsyD), Stephanie Hurst (Chemistry), Jose Moreno (Ethnic Studies), Luke Plonsky (English), Franklin Vernon (Geography, Planning, and Recreation), Gabriel Montano (Applied Physics and Material Science),

UGC Chair Kyle Winfree welcomed everyone to the meeting and the meeting came to order at 3:00 pm MST.

Guest Speakers:

**Melinda Trembl, Office of Curriculum and Assessment
Cesar Flores, Office of Curriculum and Assessment
Britta Cadzow, Office of Curriculum and Assessment**

1. **ADMINISTRATIVE ACTIONS –**
 - i. Call for Chair Elect

- i. Official nomination for Nicole Hampton motioned by Nicole Hampton and seconded by Kyle Winfree; **election was approved** (0 nay votes, 29 aye votes, 1 abstention)
- ii. Motion to approve the UGC April 2023 meeting minutes as distributed was made by Ann Vert and seconded by Viacheslave Fofanov; **minutes were approved** (0 nay votes, 33 aye votes, 3 abstention), via zoom chat box.
- iii. University Graduate Committee Expectations
 - i. 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.
 - ii. The UGC expects members to participate in a form of graduate student service. Members must sign up for these roles. There are three options:
 - 1. Option 1: oral defenses
 - 2. Option 2: two defenses and one subcommittee
 - 3. Option 3: two subcommittees.

2. Policies up for vote –

- i. Transfer Credit / Prior Learning Assessment (PLA) (#100336: **second discussion**)
 - i. This policy change was discussed in April of 2023, but was not voted on because of time limits.
 - 1. Ann Vert moved to vote. James Swift seconded the motion. (25 ayes, 9 abstentions).
 - 2. **Approved.**

3. Policies under continued discussion –

- i. Concurrent Master’s Degrees (#100812)
 - i. Update the Concurrent Masters policy to be a Concurrent/Dual Degree policy. Fall 2024 timeline for first Dual Degrees (MSW/MPA). Though the need is there, some faculty were concerned that students may try for multiple degrees and expressed the need for more faculty oversight. More discussion needed before putting to a vote.
- ii. Requirements for the Doctoral Degree, PhD (#100805)
 - i. Review of 2B section of “A minimum of 5 hours of professional development activities is required between matriculation in the program and admission to candidacy.” Goal is to update the University Catalog. More discussion needed to define clock or credit hours.
 - ii. Zoom survey issued. First question: Are your units tracking these experiences? Second question: How does your unit interpret this? Block hours or credit hours? What counts in your unit?
 - iii. Again, more discussion needed, not motioned to vote.

- iii. English proficiency TOEFL iBT Home Edition
 - i. 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.
 - ii. Cesar Flores, Melinda Treml, Britta Cadzow speak upon the TOEFL process and how the system operates.
 - iii. Chair Kyle Winfree encouraged members to speak with Melinda, Cesar, and Britta to discuss outstanding questions. The Chair reminded members that one of the goals of the NAU graduate education is to expand access to education and resources, and the TOEFL system is one way to do so.

4. UGC Reports:

- i. Vice Provost and Dean Watwood:
 - i. Maribeth discussed the upcoming March 2024 Western Association of Graduate Schools virtual conference that NAU will be hosting. Maribeth is the president of this organization and is proud to be representing NAU. She also discussed the upcoming ARCS Foundation luncheon and provided an overview of the NAU students that have received awards from ARCS. She informed the Committee to be aware of the upcoming release of fellowship and scholarship applications. Maribeth also communicated that the Graduate Student Government will be accepting travel award funding for this school year starting now. Finally, Maribeth encouraged the committee to attend the ABOR sessions and the importance of ABOR.
- ii. Associate Dean of the Graduate College, Laura Bounds:
 - i. Laura thanked the committee for their commitment to graduate students and graduate education at NAU. Laura reminded the committee to put what they are voted for along with their vote in the chat when voting. Laura thanked Alana and Brittany for an amazing Graduate Writing Bootcamp that occurred on September 8th and 9th. She also discussed an open position within the Graduate College and encouraged the committee to forward the role to anyone who may be qualified. Laura announced the 3MRP Final Competition will be held on Tuesday, November 7th 3:30-5:00 and asked for members to join a subcommittee to review and provide feedback on the practice recordings. The GSG Poster Symposium will be held on Tuesday, November 7th from 5:00 to 6:00 and asked for subcommittee members to review and evaluate submissions. Laura also discussed the upcoming Graduate AAR roll out. This roll out will occur in three phases, starting with 48 GCERTS and Masters degrees; the Graduate AAR will eventually transition to replace the POS.
- iii. Graduate Student Government, Chelsea Hutton
 - i. Chelsea gave an update in the chat in which she delivered that the GSG has elected a great executive board and student participation has been increasing. The GSG is planning more professional and social development activities for students. Chelsea encouraged the committee to remind their students about 3MRP and the GSG Poster Symposium.

- iv. Chair Kyle Winfree
 - i. The Chair asked committee members to think about what was the most productive part of UGC meetings last year and what can be added to the agenda this year to ensure maximized productivity.
 - ii. The Chair also discussed a consent agenda which is a board meeting practice that groups routine business and reports into one agenda item which saves time.
 - iii. The Chair made the committee aware of the new UGC listserv.

5. Motion to Adjourn the meeting: Ann Vert moved to adjourn, seconded by Stefanie Kunze.

The meeting adjourned at 4:35pm MST.