

## Office of Graduate & Professional Studies

### University Graduate Committee Agenda

Wednesday, March 27, 2024

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 March 2024.pdf

Associate Vice Provost Announcements March 2024.pdf

Graduate AAR Overview.pdf

List of Graduate AAR First-Wave Programs.pdf

List of Graduate AAR Second-Wave Programs.pdf

Step-by-Step Guide to Applying for Graduation.pdf

2024-03-27 UGC By-Laws - Proposed change of Chair-Elect to  
Co-Chair.docx

## Announcements

Maribeth Watwood, Vice Provost for Academic Programming and Graduate Studies

Vice Provost Announcements March 2024.pdf

Laura Bounds, Associate Vice Provost, Graduate Studies

Associate Vice Provost Announcements March 2024.pdf

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

[1] Graduate AAR and Updated Graduation Application  
(Norma Zheng)

The new AAR webpage can be found at:

<https://nau.edu/graduate-college/graduate-aar/>

Graduate AAR Overview.pdf

List of Graduate AAR First-Wave Programs.pdf

List of Graduate AAR Second-Wave Programs.pdf

The Graduation webpage has been updated, with new graduation deadlines and an updated step-by-step graduation application guide:

<https://nau.edu/graduate-college/graduation/>

Step-by-Step Guide to Applying for Graduation.pdf

[2] Review and Updates on Outdated Program Handbooks - Discussion  
(Laura Bounds)

Upon review of available Program Handbooks, it was found that many need changes to reflect policy and process changes implemented since 2020. These Program Handbooks generally vary in revision dates from 2012 to 2021.

OGPS Goal is to review and revise all Program Handbooks by October 2024.

[3] Satisfactory Academic Progress - Update  
(Amanda Cornelius, Melinda Tremel, Kyle N. Winfree)

Additional context on SAP will be provided in this update.

[3] Co-Chair / Chair-Elect Election \*

(Kyle N. Winfree)

[Natalie Randolph](#) has provided the attached statement (Appendix A) responding to the provided prompts. She will be given five minutes to verbalize her response, followed by fifteen minutes for questions from the committee.

- Why do you want to be chair next year?
- What have you achieved or accomplished in a group setting that you were most proud of?
- Why are you interested in policy?
- What is your leadership philosophy when leading diverse multidisciplinary groups or teams?

[4] By-Laws Revision \*

(Kyle N. Winfree)

2024-03-27 UGC By-Laws - Proposed change of Chair-Elect to Co-Chair.docx

What we have been calling the Co-Chair Officer position is formally designated as the Chair-Elect in the UGC By-Laws § 5.1. Chair-Elect typically denotes “the person who has been elected as chairman of a company or organization but who has not yet started the job” - Cambridge Dictionary. However, per UGC By-Laws § 5.3, the Chair-Elect serves in a Co-Chair-like role.

Proposed is a revision language, without changing the intent, of the UGC By-Laws. Chair-Elect to be replaced with Co-Chair. This presents no substantive changes to the By-Laws as written, but a significant change to the assumed expectations of the Co-Chair. Historically, it has been difficult to recruit Chairs and Co-Chairs for the UGC (and many other university committees). This change better reflects outlined expectations and reduces the assumptions candidates may have that committing to the Co-Chair position locks them into a two-year commitment.

[5] Coursedog Curriculum Routing Process - Update

(Melinda Trembl)

Beginning in Fall 2024, Curriculum Proposals will be routed through Coursedog. Possible changes to this streamlined approach is under discussion in multiple groups, including the Curriculum & Assessment Coordinating Committee (CACC).

## [6] Course Repeat, Graduate Subcommittee - Update

(Kyle N. Winfree)

A subcommittee of five UGC members has been appointed. The committee is now exploring the merits of the prospective changes discussed in the February meeting, other possible solutions, and has been asked to bring to the UGC a single recommendation for vote at the April 17 meeting.

## [7] Open Discussion

(Kyle N. Winfree)

The last 30 minutes of meetings this semester will be reserved for open discussion whenever possible. Committee members may contact the Chair to recommend topics, which may be shared with the committee anonymously or with attribution at the recommender's request.

## Open Discussion Time (~ 4:30 to 5:00 pm)

Topic(s) for this week

- xx799 Contracts - what do units do to ensure students are working on and making progress toward their dissertation?

## Good of the Order

## Adjournment \*

## Future Business

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

Generative Artificial Intelligence in \_\_\_\_\_

### [3] Candidate for UGC Co-Chair, Natalie Randolph - Appendix A

I'm interested in the Chair role for the University Graduate Committee as this will provide professional growth, allowing for engagement in a leadership position with the support of other mentors in the Graduate College. This role would allow me to be more actively involved in the policy revision process that supports graduate students. If I am able to serve within this role, I would explore opportunities for members of the UGC to work collaboratively together. It is important to support mentorship amongst the diverse units at Northern Arizona University.

Throughout my twenty-three year career as a social worker, I have demonstrated working effectively in group settings; this skill set has allowed me to aid with the development of the MSW Program. In 2018, the MSW Program became available as a program option for graduate students. Since then, we have a total of five iterations of the MSW Program to accommodate for the needs of our students. Currently, I am collaborating in the development of the Health Emphasis MSW Program which has involved creation of new content for courses, the identification of new admission criteria, and coordination of marketing materials with OpusVi. I appreciate being a part of the development of a new iteration of the MSW Program to expand upon the workforce to meet the diverse needs of the healthcare industry.

As a social worker, I understand that policy informs practice. I have been involved with the development of policies through my previous role as an administrator in a non-profit organization. Revision of policies was an essential component to prepare for the accreditation process as outlined by the Council on Accreditation; the agency's policies needed to align with the accreditation agency. Additionally, NAU policies guide my work with students enrolled in the MSW Program. I have supported students with the completion of Academic Improvement Plans as they were not maintaining good academic standing. The Social Work Department is currently preparing for the re-accreditation process through the Council on Social Work Education. This process has involved comparing the changes from the 2015 Educational Policy and Accreditation Standards (EPAS) to the current 2022 EPAS, and aligning this language in our MSW Handbook, syllabi and delivery of course content. I employ a democratic leadership style in my role as the MSW Program Coordinator, to accommodate for the diverse needs of the MSW Admissions and MSW Curriculum Committees. I aim to be transparent in my approach to ensure committee members have all of the necessary information to make informed decisions pertaining to policy revisions or policy development. I work to create a collaborative environment to encourage committee members to voice their ideas and to work towards a common solution. This has created support for policy changes that have been incorporated into the MSW Program, such as the revision of evaluation criteria for applicants to create a more clear and objective approach to the review process.

Thank you for your consideration of my interest in the Chair role for the University Graduate Committee. This opportunity would provide great professional growth and collaborative opportunities to serve at the university level.