

Graduate College

University Graduate Committee Meeting Minutes Wednesday, February 17, 2021 3:00-5:00 - Online Via Zoom

Members Present: Dawn Clifford, Chair (Public Health), Rebecca Best (Earth and Sustainability), Viacheslav Fofanov (Informatics & Computer Science), Chelsey Johnson (English-Creative Writing), Sandy Stewart (Clinical Speech-Language Pathology), Gayle Blanchard (Educational Leadership), Lena Gaddis (Educational Psychology), Laura Sujo-Montes (Educational Specialties), Colleen Byron (Organizational Leadership), Calinda Shely (English-Literature), Nancy Wonders (Criminology & Criminal Justice), Catherine Gehring (Biology), Paul Dutton (History), Halit Tagma (Political Science), Truong Nghiem (Informatics & Computer Science), Brettania O'Connor (Public Health), Jon Torn (Communication), Michelle Parsons (Interdisciplinary Health), Emery Eaves (Anthropology), John Fegyveresi (Climate Sciences), John Heick (Physical Therapy & Athletic Training), Gina Buban (Occupational Therapy), Nicole Price (Spanish), Ann Vert (Nursing & PL), Emily Hoppe (Music), Kristen Waring (Forestry), Heidi Feigenbaum (Engineering-Mechanical), Brendan Russo (Engineering-Civil), Mahendra Joshi (Business Administration), Matthew Gidley (CEIAS), Erik Schiefer (Geography, Planning & Recreation), Tyler Robinson (Astronomy & Planetary Science), Stephanie Hurst (Chemistry), Laura Noll (Psychological Sciences), Mohamed Mohamed (Applied Sociology), Bettie Coplan (Physician Assistant Studies), Michael Gowanlock (Computer Science), Maribeth Watwood (Ex Officio: Graduate College Dean), Karina Collentine (Ex-officio: Graduate College Associate Dean), and Sneha Vissa (Ex-officio: Vice President of Academic Affairs, for GSG President, Savannah Berry).

Members Absent: Anne Medill (Social Work), Vedran Dronjic (Applied Linguistics), Bahattin Yildiz (Mathematics & Statistics), Alan Francis (Building Science), John Gibbs (Applied Physics), Gretchen McAllister (Elementary Education), Franklin Vernon (Parks & Recreation), Janine Schipper (Applied Sociology), Rebecca Frantz (Educational Specialties), Erika Konrad (English-Professional Writing), Tarang Jain (Physical Therapy), Tim Becker (Mechanical Engineering), Vicki Ross (Curriculum & Instruction), Melinda Trembl (Ex Officio: Curriculum and Assessment Director).

UGC Chair, Dawn Clifford, welcomed everyone to the fifth meeting of AY2020-2021, and the meeting came to order at 3:04pm MST.

1. **ACTION - UGC January 2021 meeting minutes:** Motion to approve the UGC January 2021 meeting minutes as distributed was motioned by Colleen Byron and seconded by Jon Torn; it was approved unanimously (0 'no' votes and 0 abstentions), via zoom chat box.
2. **Reports -**
 - a. **Dean Watwood**
 - i. Dean Watwood welcomed all and added the following key points in addition to her distributed report:
 - a) Dean Watwood reported that we are moving ahead with the August 1st annual opening date for all NAU graduate programs beginning with the fall 2022

recruitment cycle and will entertain requests for exceptions. Please contact Dean Watwood directly with any questions or concerns.

- b) Dean Watwood announced that our colleague, Yvette Schmelzle (who manages tuition waivers, graduate assistantships and scholarships), has accepted a new position with the OGEI service team and will begin on March 1st. We will miss Yvette and congratulate her on new role.
- c) Dean Watwood announced that NAU has a new interim Vice President for Research, Dr. Dean Smith. Dr. Smith comes to us from The Registry, which is a temporary placement agency that matches top academic leaders with institutions in need of interim leadership in pivotal university roles. He is an author of several heralded books on university budgeting and understanding university environments.
- d) Dean Watwood announced that the Higher Education Research and Development (HERD) ratings have been published. NAU has broken into the top 100 universities (without a medical school) in research productivity, research expenditures and many more areas. We are all very proud of this accomplishment, and Dean Watwood encouraged the UGC committee members to look up the HERD ratings website. NAU has moved up in numerous rankings lately. This reflects huge efforts to meet the various criteria, which relate directly to our students' success as well as that of the institution.
- e) The UGC committee members had a discussion regarding Dean Watwood's report point on graduate tuition waiver funding. There were several questions about reviewing department's future unit allocations. Deans will be reaching out to faculty for their input to create a prioritized plan. Dean Watwood requested that any UGC committee members who have specific questions or concerns to reach out to her directly.

b. Associate Dean Collentine

- i. Associate Dean Collentine touched on a couple of points from her distributed report. She announced that we are beginning to accept nominations for the outstanding graduate teaching assistant, outstanding graduate research assistant and the outstanding graduate service assistant. Information on how to nominate students was communicated via the Zoom chat box.
- ii. Associate Dean Collentine asked the UGC committee members to encourage their graduate students to attend and participate in the planned March Career Month Zoom events. Complete description of each event & Zoom link:
<https://nau.edu/graduate-college/professional-development-series/>

c. GSG Vice President of Academic Affairs - Sneha Vissa

- i. Sneha thanked all of the UGC committee members who volunteered to serve as judges for the GSG Poster Symposium and asked the committee members to spread the word about the event.
- ii. If you have any questions regarding GSG, please email gsg@nau.edu.

3. **Discussion and voting of the policy on professional development for doctoral students – Associate Dean Collentine**

- a. Associate Dean Collentine summarized NAU’s Residency Requirement and reminded the UGC committee of the approved revisions of changing the term “residency requirement” to “professional development requirement” from the November 2020 UGC meeting. Associate Dean Collentine presented the proposed wording to the policy, as discussed in previous UGC committee meetings:

 **Professional Development Requirement**

NAU’s professional development requirement provides doctoral students the benefit and opportunity to engage in and contribute to the full spectrum of educational and professional opportunities provided by faculty and other students within their program and across the university. The Graduate College and the University Graduate Committee concur that the doctoral professional development requirement at NAU may be met in a variety of ways, some of which fit the ethos of a particular discipline or type of cohort engaged in a particular program.

When considering appropriate standards for professional development, graduate program faculty are expected to encourage, design, provide, and monitor the professional development activities in which their doctoral students acquire the knowledge, skills, attitudes, and values appropriate to their discipline. These activities extend beyond the required coursework and may include but are not limited to: attending and presenting at professional conferences; participation and active engagement in presentations of scholarly work, seminars, and events; assisting and engaging in various funding efforts to support research, scholarship, and creative work; and active participation in professional development opportunities offered by programs and the Graduate College.

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

Graduate program faculty have the responsibility of identifying and approving how the specific professional development requirement for their program will be met, in consultation with the dean of the Graduate College. Details regarding each program’s professional development requirement are listed on the program of study, and documentation of the completion of the professional development requirement is submitted with the candidacy application.

ACTION – Policy on Professional Development: Motion to approve the policy change as presented was motioned by Laura Sujo-Montes and seconded by Hal Tagma; it was approved unanimously (0 ‘no’ votes and 0 abstentions), via zoom chat box.

4. **Discussion and voting of the policy on graduate courses taken by undergraduate students – Associate Dean Collentine**

- b. Associate Dean Collentine presented the current wording on Policy #100327, on graduate courses take by undergraduate students:

Current 100327 - Undergraduates in graduate courses

If you are a qualified senior, you may enroll for a 500-level course with your advisor's permission. You can count credit for this course toward your bachelor's or a graduate degree, but not both. If you plan to count the course toward a graduate degree, you should not list it on the graduation application for your bachelor's degree.

If you are a senior in the last term of your bachelor's program, you may enroll in a 600-level course with permission of the instructor and your advisor. Use the Out of Career form, <https://in.nau.edu/registrar/forms-and-policies/>

Revised 100327 - Undergraduates in graduate courses

If you are a qualified senior not enrolled in an accelerated program, you may enroll in up to a total of 9 units of 500-level courses during your undergraduate career with the permission of the instructor and your advisor. You can count credit for this course toward your bachelor's or a graduate degree, but not both; if you plan to count the course toward a graduate degree, you should not list it on the graduation application for your bachelor's degree. Use the *Out of Career form*, <https://in.nau.edu/registrar/forms-and-policies/>.

If you are enrolled in an [accelerated program](#), you may enroll in 500-level courses with your advisor's permission. You can count credit for these courses toward both your bachelor's degree and your graduate degree. In some situations, and with their advisor's permission, students admitted to an accelerated program may, in their graduate role, enroll in 600-level courses during their undergraduate career. Use the *Out of Career form*, <https://in.nau.edu/registrar/forms-and-policies/>.

ACTION – Policy on Graduate courses taken by undergraduate students: Motion to approve the policy change as presented was motioned by Kristen Waring and second by Lena Gaddis was approved unanimously (0 'no' votes and 0 abstentions), via zoom chat box.

4. Navigating the Pandemic for Graduate Faculty and Students – Dr. Sandra Smith, Campus Health Services

- a. Dr. Sandra Smith from NAU Campus Health service reported the following the updates regarding COVID-19:
- Graduate students who are teaching any classes are eligible to receive the Covid 19 vaccine.
 - Currently, NAU is administering the Moderna vaccine, which is a series of two doses 28 days apart.
 - She reported that thankfully for the last several weeks in town, active incidents of Covid 19 cases in the have been decreasing since January 2020.
 - Dr. Sandra Smith reported that Coconino County is implementing the 1b general group is anyone in food service/restaurants and transportation is open. NAU can only give the vaccination to NAU students who are employed on campus by Sodexo.

- Dr. Smith briefly mentioned the various virus mutants identified by where they have originated. She reported that more common in Arizona, are low case numbers of the virus originating in California. If you are interested in looking at the case numbers of virus variants, please reference TGEN's dashboard: <https://pathogen.tgen.org/covidseq-tracker/>
- She reported that, at this time, ABOR or NAU is not requiring vaccinations.
- She answered that after 1b priority/1b non-priority category, the next eligible is 1c category is all adults all ages with underlying health conditions, then 2 category which is anyone.
- Dr. Sandra Smith reported that the vaccine is free, but insurance is collected to bill insurance for the administration of the vaccine, and for those who do not have insurance then United Healthcare is billed. Any NAU student, staff or faculty can go to the NAU Fieldhouse for a Covid-19 test, and she recommends registering for an appointment.

The meeting adjourned at 4:08pm MST.