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**University Graduate Committee Meeting Minutes Wednesday, March 27, 2024**

**3:00-5:00pm – Online Via Zoom**

**Members Present:**  Michael Amundson (History), Joe Collentine (Spanish), Tiffany Cooke (Physician Assistant Studies), Mandy Dang (Business), Mandy Dang (Business), Brooke de Heer (Criminology and Criminal Justice), Jared Duval (SICCS Graduate Programs), Joshua Emery (Astronomy & Planetary Science), Visar Farhangi (Civil Engineering Construction Management and Environmental Engineering), Heidi Feigenbaum (Engineering-Mechanical), Slava Fofanov (SICCS), Jeff Foster (Biology), Stephanie Hurst (Chemistry), Mahendra Joshi (MBA), Chelseigh Keene (Educational Psychology), Donna Lewis (Educational Leadership), Stephen Meserve (Politics and International Affairs ), Truong Nghiem (SICCS), Brettania O’Connor (Health Sciences), Luke Plonsky (English), Natalie Randolph (Social Work), Sandra Stewart (Clinical Speech and Language Pathology), Jim Swift (Mathematics and Statistics), Ann Vert (Nursing & PL), Udaya Wagle (Public Administration and PIA), Kyle Winfree (Chair)

**Members Absent:** Colleen Byron (Organizational Leadership), Catrin Edgeley (Forestry), John Fegyveresi (Climate Science & Solutions), Cesar Flores (College of International Education), Matthew Ford (Physical Therapy), Matthew Gidley (Biology), Marie-Christine Goodworth (PsyD), Ron Grady (Global Languages and Culture), Nicole Hampton (Educational Specialties), Liza Holeski (Biology), Nanette Lopez (Interdisciplinary Health), Marcus Macktima (History), Gretchen McAllister (Teaching and Learning), Leslie Mitchell (Academic Success Coordinator, CEIAS), Gabriel Montano (Applied Physics and Material Science), Jose Moreno (Ethnic Studies), Michelle Parsons (Anthropology), Gillian Porter (Occupational Therapy), Rich Rogers (Communication), Kerry Thompson (Provost Office), Nora Timmerman (Sustainable Communities), Franklin Vernon (Geography, Planning, and Recreation), Andy Walters (Psychological Sciences)

**Ex Officio:** Brittany Blanchard (Library), Kelly Janecek (Office of Graduate and Professional Studies), Maribeth Watwood (Vice Provost, Office of Graduate and Professional Studies), Debbie Mariage (Office of Graduate and Professional Studies),

**Guest Speakers:** Norma Zheng (Office of Graduate and Professional Studies), Amanda Cornelius (Associate Vice President of Enrollment Management, Office of Scholarships and Financial Aid), Mima Almazan-Lord (Office of Scholarships and Financial Aid)

**UGC Chair Kyle Winfree welcomed everyone to the meeting and the meeting came to order at 3:03 pm MST.**

1. **Administrative Actions**
   1. Co-Chair/Chair-Elect Election
      1. Natalie Randolph is up for election for Chair-Elect. Natalie’s personal statement can be found in the UGC agenda as appendix A, as located on the OGPS website. During the meeting, Natalie gave her personal statement and informed the UGC of her background and goals for this position.
      2. Motion to vote for Chair-Elect was made by Slava Fofanov and seconded by Leslie Vert; **New Chair election was approved** (0 nay votes, 17 aye votes, 0 abstentions), via zoom chat box.
2. **General Discussion, Updates:**
   1. Graduate AAR and Updated Graduation Application
      1. Norma Zheng from the Office of Graduate and Professional Studies presented to the UGC about the new graduate AARs, including which programs will be a part of which wave.
      2. Norma walked through the graduate AAR webpage to show what programs will be impacted first and the instructional overview of how the AARs work. Norma also reminded the UGC that there will be an Open Lab training on Thursday, April 11 from 1:30 to 4 in the HLC room 4111.
      3. Norma and Laura reminded the UGC that the second wave will hopefully be ready for use by August 2024 and the third wave will be completed by Spring 2025 at the latest.
   2. Review and Updates on Outdated Program Handbooks
      1. Laura Bounds presented to the UGC regarding concerns about program handbooks that are out of date. 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. The OGPS Goal is to review and revise all Program Handbooks by October 2024.
   3. Satisfactory Academic Progress
      1. Amanda Cornelius and Kyle Winfree presented an update on SAP.
      2. Amanda Cornelius gave updates on the satisfactory academic progress system and how it works. Amanda mentioned that all NAU students must maintain a minimum of 67% pace of progress which is calculated by the sum of completed credit hours divided by the total attempted credit hours. The Maximum Timeframe (MTF) is a system where NAU grants an additional 18 credits over and above those required for the degree program for completion of the degree for master's students. For doctoral students, NAU grants an additional 30 graduate credits over and above those required for the degree program for completion of the degree. Students pursuing a certificate must complete their degree within the credit hours listed.
      3. Amanda also discussed the graduate SAP suspensions by college from Spring 2023 and what the typical trends are. Amanda also discussed SAP statuses. SAP probation applies to students who were on SAP suspension but then submitted an approval which was approved.
      4. The presentation sparked discussion among the committee regarding the probability of issuing IPs for 699 and 799 classes and how SAP relates to international students. Further debate translated to how to administer IP grades for 699 and 799 and if IPS should be policy or practice.
   4. Course Repeat, Graduate Subcommittee- Update
      1. Kyle Winfree presented that the subcommittee of five UGC members has been appointed. The committee is now exploring the merits of the prospective changes discussed in the February meeting, and other possible solutions, and has been asked to bring to the UGC a single recommendation for vote at the April 17 meeting.
3. **Policies under continued discussion, Vote**
   1. By-Laws Revision
      1. What the UGC has 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, the Chair-Elect is 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. 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.
      2. Discussion sparked between the committee members about what language to call the chair-elect position and how long the elected terms are. Kyle issued a poll to the committee to gauge interest in the name change and term time allotment. The committee decided to table the discussion regarding the bylaws.
4. **Open Discussion:**
   1. Continued discussion regarding IP grades and what the process looks like. Slava suggested that if any UGC committee members frequently interact with IP grades or thesis/dissertation contracts, to present those to the committee for suggested review. A form that includes a step-by-step guide of suggestions, rather than requirements, was suggested, to alleviate confusion between masters and PhD students.
5. **OGPS Reports:** 
   1. Vice Provost for Academic Programming and Graduate Studies, Maribeth Watwood:
      1. Maribeth suggested that UGC members and their colleagues have uplifting conversations with their students as this time in the semester may be difficult; a little pep talk can go a long way.
      2. The OGPS is finalizing decisions for the Quayle Scholarship, Presidential Fellowship Awards, and other scholarships and notices will be going out soon.
      3. Maribeth discussed the 100% Career Ready program is going well and that gathering information in favor of the program has been successful.
      4. Maribeth thanked those colleagues who were speakers at the Western Association of Graduate Schools conference during the week of March 18th. Maribeth encouraged anyone who is interested to attend the conference next year in Denver.
      5. Maribeth mentioned that NAU is considering moving to an assured admission status for programs for which there are no requirements other than meeting the undergraduate GPA threshold, this especially applies to many certificates and a few programs.
      6. Maribeth announced that the processing of GAs and tuition waivers will be moving to the Provost’s Office. The OGPS will still assist with prioritization and allocation decisions, but the new structure will streamline and help he university align more closely with allocation criteria from the Provost’s Office.
   2. Associate Vice Provost Laura Bounds:
      1. Laura reminded the UGC to sign up for UGC service.
      2. The Graduate AAR phase 1 and 2 are live now. There are 48 GCERTS and Masters degrees in Phase 1 and 23 GCERTS, Masters, and Doctoral degrees in Phase 2. The Graduate AAR will be partnered with the POS until the processes have been fully transitioned. The recordings for previous Graduate AAR training are on the Office of Graduate and Professional Studies website.
      3. Laura discussed how the OGPS is developing an overarching NAU Graduate Student Handbook. During the process, the OGPS has found that a lot of program handbooks are outdated and the OGPS recommends that these handbooks be updated by Fall 2024.
      4. Laura updated the UGC that the OGPS website has been updated regarding accelerated programs and that the OGPS professional development resources have been updated and recordings of these events are available online.
      5. Laura announced that the Entering Mentoring program has finished the second cohort and the OGPS is hopeful to offer additional cohorts in the next annual year.
   3. Chair, Kyle Winfree
      1. Kyle asked the committee to email him with any points for discussion for the open discussion period of the UGC meeting.
6. Motion to Adjourn the meeting: Slava Fofanov moved to adjourn, seconded by Ann Vert.

**The meeting adjourned at: 4:56 p.m. MST.**