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**University Graduate Committee Meeting Minutes Wednesday, April 17, 2024**

**3:00-5:00pm – Online Via Zoom**

**Members Present:**  Michael Amundson (History), Colleen Byron (Organizational Leadership), Joe Collentine (Spanish), Tiffany Cooke (Physician Assistant Studies), Mandy Dang (Business), Brooke de Heer (Criminology and Criminal Justice), Jared Duval (SICCS Graduate Programs), Visar Farhangi (Civil Engineering Construction Management and Environmental Engineering), Heidi Feigenbaum (Engineering-Mechanical), Slava Fofanov (SICCS), Marie-Christine Goodworth (PsyD), Nicole Hampton (Educational Specialties), Stephanie Hurst (Chemistry), John Heick (CHHS, Physical Therapy), Mahendra Joshi (MBA), Chelseigh Keene (Educational Psychology), Donna Lewis (Educational Leadership), Nanette Lopez (Interdisciplinary Health), Gretchen McAllister (Teaching and Learning), Stephen Meserve (Politics and International Affairs ), Leslie Mitchell (Academic Success Coordinator, CEIAS), Gabriel Montano (Applied Physics and Material Science),Truong Nghiem (SICCS), Brettania O’Connor (Health Sciences), Michelle Parsons (Anthropology), Luke Plonsky (English), Natalie Randolph (Chair Elect, Social Work), Sandra Stewart (Clinical Speech and Language Pathology), Jim Swift (Mathematics and Statistics), Nora Timmerman (Sustainable Communities), Ann Vert (Nursing & PL), Andy Walters (Psychological Sciences), Kyle Winfree (Chair)

**Members Absent:** Catrin Edgeley (Forestry), Joshua Emery (Astronomy & Planetary Science), John Fegyveresi (Climate Science & Solutions), Cesar Flores (College of International Education), Matthew Ford (Physical Therapy), Jeff Foster (Biology), Matthew Gidley (Biology), Ron Grady (Global Languages and Culture), Liza Holeski (Biology), Marcus Macktima (History), Jose Moreno (Ethnic Studies), Gillian Porter (Occupational Therapy), Rich Rogers (Communication), Franklin Vernon (Geography, Planning, and Recreation), Udaya Wagle (Public Administration and PIA)

**Ex Officio:** Brittany Blanchard (Library), Kelly Janecek (Office of Graduate and Professional Studies), Debbie Mariage (Office of Graduate and Professional Studies), Laura Bounds (Associate Vice Provost, Office of Graduate & Professional Studies)

**Guest Speakers:** John Georgas (Provost Office), Ian Wischmeier (Registrar)

**UGC Chair Kyle Winfree welcomed everyone to the meeting and the meeting came to order at 3:05 pm MST.**

1. **Administrative Actions**
   1. March UGC Minutes
      1. The committee reviewed the March 2024 meeting minutes to be approved.
      2. Motion to vote for minutes approval was made by Ann Vert and seconded by Slava Fofanov; **March Minutes were approved** (0 nay votes, 20 aye votes, 4 abstentions), via Zoom chat box.
2. **General Discussion**
   1. Master’s Steps to Success
      1. Debbie Mariage from the Office of Graduate and Professional Studies presented the new Master’s Steps to Success outline and asked the UGC for feedback. The committee shared their thoughts about the infographic and thanked Debbie and her graduate assistant Hailey for their great work.
   2. Prior Learning Assessment (PLA) Time Equivalent (ABOR requirements) / Transfer Credit Form, Policy
      1. Dr. Bounds reviewed section B of the policy such that the transfer credit proposed by a student or advisor must “align with ABOR’s contact hour equivalency requirement (Policy: Academic Credit; 45 contact hours per unit of credit)” and how this policy reflects the new transfer credit form. Dr. Bounds and Kelly Janecek from the Office of Graduate and Professional Studies presented the new Petition for Transfer Credit OnBase form regarding the new options for transferring credits from PLA time equivalent. Not-for-credit PLA options include military credit, portfolios, knowledge-based examinations, and more. Kelly Janecek asked the UGC to be mindful of students’ asks regarding the new transfer credit form. Kelly Janecek clarified that the student submits the form and then it is automatically forwarded to the advisor, the advisor submits and then the form is automatically to the Chair/Dean for review, and then it is forwarded to Kelly Janecek.
3. **Policies under discussion, Vote**
   1. Graduate Course Repeat, Grade Replacement policy
      1. Policy number 100318 is under consideration for updating due to the language “*Courses repeated under the regular grading scale do not replace the grade for the prior course, and both grades are used in the computation of the cumulative GPA,”* to “*Graduate students may replace up to 9 credits in their graduate career, with advisor approval. However, if the failing grade is a result of an academic integrity violation, noth graduate will be used in the computation of the cumulative GPA.”*
      2. John Georgas presented concerns with the academic integrity policy and whether the overlap between this proposed language change and the integrity policy is counterproductive. Dr. Georgas shared that he believes that this revision is not tenable for this particular policy and that the university cannot implement it without bigger fundamental revisions or revisiting the academic integrity process. Dr. Georgas mentioned concerns regarding *advisor approval* verbiage and if students have complications with their advisors what that would look like. Dr. Georgas also stated concerns about the Registrar’s Office bandwidth and liabilities if this addendum were to pass.
      3. This presentation of concerns sparked a conversation among the committee especially in regard to international students' or veteran students’ ability to engage in this policy. Ian Wishmeir raised concerns about the student’s privacy and stated that this supplement would overextend the abilities of the academic integrity policy while prompting more work for the Registrar’s Office and the student's advisor. A complex conversation ensued regarding the complexities of automating the PeopleSoft system and the wording of the possible changes in the policy.
      4. Although the Chair motioned for a vote, some committee members voiced concerns about voting for this policy without the subcommittee reviewing the suggested changes and without vetting the proposed changes. Some committee members posed concerns about the ethics of reviewing the proposed verbiage, editing the wording, and voting on it on the same day.
      5. The proposed verbiage change to be voted on is “*Graduate students do not normally repeat courses, if a grade of ‘C,’ ‘D,’ or ‘F’ is received in a graduate course, students may repeat that course. In cases dictated by accreditation, students in those programs may not be eligible for grade replacement. Graduate students may repeat for grade replacement up to 9 credits total in their graduate career. Students are limited to repeating any given course for grade replacement two times, for three total attempts. The higher of these grades will be used in GPA calculation. Units earned for repeated courses may only be used once to fulfill graduation requirements.*”
      6. The motion to vote to alter the vocabulary (to that of point v. above) of Policy 100318 was made by Kyle Winfree and seconded by Colleen Byron; **The Motion was approved** (5 nay votes, 15 aye votes, 5 abstentions), via Zoom chat box.
4. **Open Discussion:**
   1. Concurrent Masters Degrees
      1. Heidi Feigenbaum asked if there was a status update regarding the previous discussion with Melinda Treml and concurrent master's degrees. Dr. Bounds stated that there has been some delay with concurrents due to different campuses having different degrees and the financial fees related to various degrees. Dr. Bounds suggested that anytime a UGC member wishes to engage with concurrent degrees, to check with Melinda Treml and her office.
5. **Leadership Reports:** 
   1. Associate Vice Provost Laura Bounds:
      1. We had 31 graduate students at the Public Speaking Professional Development Session in collaboration with McKenzie McLoughlin offered in a hybrid format on Tuesday, April 2nd, 4:00-5:15.
      2. Quick reminder that all UGC reps are required to serve on oral defenses and/or subcommittees as part of the UGC membership. If you have not served on any oral defenses and you signed up for service option 1 (four oral defenses) or 2 (two oral defenses and one subcommittee).
      3. Please help provide support for this important service to graduate students. We are in the home stretch when many students are trying to finish prior to graduation deadlines.
      4. Congratulations to Leslie Mitchell who was selected for this year’s Outstanding Graduate Coordinator of the Year Award! Thank you for all you do to support students, faculty, and others across campus.
      5. Please send updated Program Handbooks to OGPS@nau.edu and curriculum.assessment@nau.edu by mid-fall 2024 to be included in the new OGPS Graduate Student Handbook. Be sure that the revised date (reflecting the most recent review) is updated on the document prior to sending.
      6. The Graduate Student Orientation (for new students) will be on Thursday, August 22nd from 10:00-1:00 at the DuBois (RSVP information will be posted on the OGPS website later this summer).
      7. Hold the date, the 3MRP will be on Thursday, November 14th! The informational meeting will be on Thursday, September 19th from 4:00-5:00 for those interested in competing.
      8. Thank you for your previous feedback on the Master’s Steps to Success (the updated document should be in calendar invite), please review and provide feedback to ETD@nau.edu as soon as possible so we can post by the end of the semester.
      9. Transfer credit for Prior Learning Assessment (PLA) should follow the 45 clock hours to 1 unit of credit ABOR standards <https://nau.edu/wp-content/uploads/sites/26/Course-Credits-and-Units-of-Credit-EXISTING.pdf> When selecting (PLA) for a particular course, the PLA should have similar student learning outcomes as the course. If not, please request the PLA transfer for program elective requirements.
   2. Chair, Kyle Winfree
      1. Call for 2024-2025 Chair-Elect Nominations
         1. Kyle suggested that if anyone has any interest in helping with the UGC in the future to reach out to him and Natalie Randolph.
6. Motion to Adjourn the meeting: Colleen Byron moved to adjourn, seconded by Natalie Randolph.

**The meeting adjourned at: 5:00 p.m. MST.**