Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: February 16, 2022Place: Webex | Meeting Leader: Dean Adams, Chair |
| Start Time: 4:15 pm | Support: Natalie Robinson |
| End Time: 5:30 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 4:15 | Call to Order* Attendance and seating of substitute council members
 | Adams |
| 4:15 | Announcements and Remarks* Graduate Council Chair, Dean Adams
* Graduate Dean, Bill Graves
	+ Graduate admissions season. Apps up over the year before.
	+ Master’s more than Ph.D., no GRE.
	+ GPSS research conference coming up.
* Graduate College Office, Natalie Robinson
	+ Call for Karas, Zaffarano, and Margaret Ellen White committees
 | Adams, Graves, Robinson |
| 4:20 | Consent Agenda* Agenda for February 16, 2022, meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/January%202022/GC%20January%20Minutes_1-19-2022_with%20attendance%202.docx) for January 19, 2022, meeting
* Items from GCCC:
	+ [Remove Areas of Specialization in the School of Education](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/February%202022/remove%20specializations_compiledformSOE.docx)
	+ [Concurrent BS Technical Communication/MA Rhetoric, Composition, and Professional Communication Proposal](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/February%202022/Proposal%20for%205-year%20Concurrent%20BS%20TCmMA%20RCPC%20degree_with%20letters_as%20approved%20by%20LASRA%20Jan%2025%202022_GCCC%20Feb%207%202022.pdf)
* All in favor 14-0
 | Adams |
| 4:25 | Old Business* [Graduate tuition scholarship policy](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Grad_Tuition_Scholarship_Policy.docx) as it relates to terminal master’s degrees (McKilligan update)
	+ McKilligan: The College of Design is using a model as if their master’s students are Ph.D. students as far as tuition scholarship awards are concerned.
	+ McKilligan: Terminal or non-terminal master’s students hired by another unit get their stipend from that unit, but tuition goes to the home department. Students are then in a home department sometimes without consultation from the DOGE. Programs are encouraged to make admission and assistantship decisions early on, and this can add an additional burden. The College of Design, among others, does not always have the financial ability to assist a student hired outside the college. She learned, however, that while the student’s home department is responsible for tuition, the department receives the tuition dollars for the student from the hiring department, so the College of Design has no further concerns.
	+ Graves: policy approved by Provost’s Council and not GC, so even if this Council wanted to make a statement about what it thought it might believe is appropriate to change, those recommendations would need to go to the Provost’s Council. Deans will be interested in this and will need to be discussed there as well. Start with discussion at Provost’s Council.
	+ Send back to Provost’s Council and Graves will work with McKilligan on any recommendations.
* [Graduate Minors language proposal](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CReady%20for%20Vote_Minor%20Policy.docx) – Survey Results are incomplete, but we have a good start on collecting data needed to review the minor policy.

[6.3.2 Graduate Courses Taken as an ISU Undergraduate](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CReady%20for%20Vote_Ch.6.3.2%20language%20clarification.docx) – [Option 1](https://iastate.box.com/s/go2rv67ph5ap8uts1w82nigvepkobksh) and [Option 2](https://iastate.box.com/s/ohzgdrwodyqqcu4cyv3wb6pje39h8zfl) policy proposalsChen: 300- and 400-level for E E at UG level are counted toward the graduate degree currently. In favor of option 2.Freeman in favor of Option 1. Can still double count 300/400-level up to six credits for concurrent students. Being used as a recruitment tool, then should encourage students to declare concurrency. Option 2: Instead of specifying details, undergraduate courses taken can be approved by program to meet academic requirements, but not used on the POSC.Weinstein: Option 2 more straightforward when it goes up to the GC and sorted in the GC. With approval of POS, seems to take care of Chen’s concerns. Option 2 less likely to cause problems and easiest to administer. Freeman: Still limiting them to six undergraduate credits. How does Option 2 extend the ability to count credits?Haddad: Two policies that exist. Are those two policies sufficient to have UG credits that students need? Chen: cause problems because of the way their programs have been advertised. If UG courses are not allowed, it will make their programs take longer. Graves: Max of six credits. Would the Council be willing to allow 12 out of 30 credits for concurrent students? Why do these credits have to be taken at ISU? This could open us up to accepting undergraduate credits taken as an undergraduate from a peer or better institution on a POSC. Wondering if E E has data from other universities with an E E program; what would they allow for their undergraduates for a graduate degree?Haddad: other policies connecting to this, put them all together. Robinson and Haddad will compile policies and work on this. Chen will also provide the E E perspective.  | McKilligan, Robinson  |
|  4:40 | New Business* Grad Support back up
	+ EEB: share a program coordinator among multiple interdepartmental programs. When that person is on vacation or otherwise out of the office, there is no back up to complete required paperwork. Etc. in their absence.
	+ History and Political Science are in the same situation. e.g. Carla Harris could do Lynette Edsall’s work when she is out if there were a graduate support network.
	+ Lack of access of other program coordinators to help when someone is sick, out of town, etc.
	+ Suggestions that GC admin could create a Graduate Team for all program coordinators to be part of and give them access to help them out.
	+ Hirschman: you can delegate to someone who can’t actually do the work in WorkDay for things like assistantships, so that might be a problem. Grad staff aren’t centralized, and there is inconsistency in the processes.
	+ Example of work needs: Getting an LOI pushed through. There is enough shared knowledge within the grad programs that they could all do it.
	+ Lack of clarity at department and staff level creating part of this problem.
	+ Adams and Hirschman to discuss what can be done.
* [Injuries on campus](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CDRAFT%20handbook%20language%20-%20injuries.docx)
	+ Language used within grad program handbooks, maybe not in GC Handbook
	+ Latest draft; received suggestions from Dean for improvement. Latest update that an appointment with UHR is coming up.
	+ By next month, Graves may have an updated version of this ready. Template language that is useful, specific, & helpful.
* ["Concurrent" degrees](https://www.grad-college.iastate.edu/handbook/chapter.php?id=4#4.3.2) (WD)
	+ ISU folks looking for common language. Two or more academic levels at the same time. For UG/G and G/Professional, we call it concurrent.
	+ Dual enrollment terminology related to dual-listed courses. More in line with peer institutions. Freeman and Adams like dual-enrollment for consistency.
* Primary and secondary major professor role?- Ch.4.3.1: Co-Major Degree Program
	+ Nuanced definitions: co-major professors of equal stature in some programs, in others, they may not be that way
	+ Freeman: considered co-major professors equal.
	+ Lonergan: equal stature as well. Run this concept by DOGE group.
 | Adams, Robinson |
| 5:25 | Other Items/Issues |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept.** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar**  | **Apr** |
| Dean | Adams | Biological & Agricultural Sciences | P | P | P | P | P | P | P |  |  |
| Michael | Brown | Social Sciences & Education | P | P | P | A | P | P | P |  |  |
| Sarah | Ryan | Physical Sciences, Math & Engineering | P | A | P | P | P | P | A |  |  |
| Chunhui | Xiang | Social Sciences & Education | P | p | P | P | P | P | P |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P | P | P | P | P | A | P |  |  |
| Jae Hwa | Lee | Arts & Humanities | P | A | P | A | A | P | P |  |  |
| Monica | Haddad | Arts & Humanities | P | P | P | P | A | P | P |  |  |
| Tera | Jordan | Social Sciences & Education | P | p | P | P | P | P | P |  |  |
| Michael | Bailey | Arts & Humanities | P | p | P | P | P | P | P |  |  |
| Donna | Winham | Biological & Agricultural Sciences | P | P | P | P | A | A | P |  |  |
| Scott | Nelson | Biological & Agricultural Sciences | P | A | P | P | P | P | P |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | P | P | P | P | P | P |  |  |
| Ajay (Kathleen) | Nair (Delate) | Biological & Agricultural Sciences | P | sub | P | P | P | A | P |  |  |
| Jin | Tian | Physical Sciences, Math & Engineering | A | A | P | A | A | P | P |  |  |
| Amanda | Weinstein | Physical Sciences, Math & Engineering | P | p | P | P | P | P | P |  |  |
| Steven | Freeman | Faculty Senate Representative | P | p | P | P | P | P | P |  |  |
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| Stephanie | Klein | Post Doc  |  |  | P | A | A | P | A |  |  |
| Katherine  | Geist | Post Doc  |  |  | A | A | A | A | A |  |  |
|  |  | Grad Student--Physical & Math Sciences & Engineering  |  |  |  |  |  |  |  |  |  |
| Chelsea | Iennarella-Servantez | GPSS Pres/Grad Student -- Biological & Agricultural Sciences  | P | P | P | A | A | A | A |  |  |
| Charles (Chuck) | Wongus | Grad Student--Social Sciences & Education | A | A | A | A | A | A | A |  |  |
| Carrie Ann | Johnson | Grad Student -- Arts & Humanities | P | P | P | A | P | P | P |  |  |
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| Ex-officio |   |   |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P | P | P | P | P | P | P |  |  |
| Carolyn | Cutrona | Associate Dean, Graduate College | P | P | P | P | P | P | A |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P | P | P | P | P | P |  |  |
| Samantha | Hirschman | Graduate Student Services Specialist II, Graduate College | P | P | P | P | P | P | P |  |  |