Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: October 20, 2021Place: 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
	+ No subs
 | Adams |
| 4:15 | Announcements and Remarks* Graduate Council Chair, Dean Adams
* Graduate Dean, Bill Graves
	+ 3MT prelim heats tomorrow
	+ Week from tomorrow, final round. 8 finalists. In Memorial Union Gallery, next Thursday evening. Livestreamed.
	+ Grad Program of the Year – pleased with nominations, gratified to be at ISU and read about great work programs are doing. Expect announcement next week of winner.
	+ Change made to handbook – clarify that graduate assistants are not eligible to be hiring managers of employees at ISU. Graduate assistants are hiring managers in UHR. This seems inappropriate, as we’ll hear from Counsel, because most graduate assistants are not also employees, so it doesn’t make sense from an HR perspective to have non-employees supervising and managing employees. No more than 5 people presently in this situation. Just clarify with one sentence in the Handbook.
		- Should PLAC see it? Lonergan to inform PLAC.
		- Freeman: for few students who are instructor of record, who would be responsible for hiring an undergraduate grader.
	+ Johnson: In GPSS heard that some TAs are struggling getting into WD to manage their teams. Idea seemed to be that it’s causing an extra step to not let grad students be supervisors. Graves will attend the next GPSS meeting.
	+ People managing labs are struggling to manage their folks.
* Associate Graduate Dean, Carolyn Cutrona
	+ No comments
* Graduate College Office, Natalie Robinson
	+ Call for Miller Scholarship Volunteers (up to 5, at least 1 student)
		- Carrie, Scott, Ajay, and Steve Freeman volunteered
	+ Welcome Postdoctoral Scholars serving on Graduate Council this year: Stephanie Klein and Katherine Geist
 | Adams, Graves, Cutrona, Robinson |
| 4:25 | Consent Agenda* Agenda for October 20, 2021 meeting
* Minutes for September 15, 2021 meeting
* Items from GCCC:
	+ [Concurrent BS in CON E/MBA](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/February%202021/ConE%20MBA%20Proposal.pdf)
	+ Dual-list course proposals:
		- * [COM S 434X/COM S 534X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2322)
			* [COM S 488X/588X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2416)
			* [MTEOR 408X/508X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2418)
		- All in favor 16-0
 | Adams, Robinson |
| 4:25 | Old Business* Remote defense – Proposal (Jordan) – vote
	+ Researched peer institutions, focused on policy, and took out implementation of policy. Added a Best Practices doc. All these changes were in an effort to make oral exams more inclusive and flexible.
	+ Weinstein: How soon can it become official?
	+ Chen: saw minutes and asked his constituency, who asked to make new policy asap. Keeping implementation details out was the recommendation.
	+ LAS DOGE and GPSS meeting, various programs in favor of the new policy to give flexibility for oral exams.
	+ Motion by Jordan. Second by Brown. All in favor, none opposed. 16-0.
	+ Nov 1 effective: can implement it. Automated emails that will be changed to reflect new policy.
* [Associate Graduate Faculty requesting Full Membership](https://iastate.app.box.com/file/852170639770) (Freeman) – vote
	+ Add clarity to how Associate member can come up for full membership
	+ Freeman: motion to approve. Adams second. All approve 16-0.
* [Enrollment and Registration](https://iastate.app.box.com/file/857036602456) (Hirschman) – vote
	+ Reorganization of chapter. Registrar’s Office the official record-keeper.
	+ Consolidating throughout Handbook to make it easier to follow. One section from Ch. 3. included within Ch.2, but no policies were changed.
	+ Chen: Asked if the requirement to register every semester between the prelim and final is a new policy. Hirschman responded that it is not. In fact, when students don’t follow that policy, they will be required to back-register.
	+ Graves: GC checks for continuous enrolled since past prelim and retroactively adds credits for semesters they weren’t enrolled and charged for tuition.
	+ Registration is required for final oral exam and not term of graduation. Clarity added in text about registration for a previous or future term being required for students who take their oral exams in the interim period between semesters.
* Dissertation/Thesis Guidelines [Survey](https://iastate.qualtrics.com/jfe/form/SV_b43WHzQ2cU68rz0) (Lily Compton)
	+ No objections about the template. Some faculty responded that they don’t see a need for a third template because it isn’t relevant to their discipline.
	+ Skeleton of guidelines is the same for template 3 and 4.
	+ Traditional, Journal, and Creative are the three proposed titles for the different templates. Two disciplines wanted this third templates, so Lily worked on it so that it can meet both department’s needs.
	+ Council asked if there a timeline for the third template to be implemented. Can start right away with a soft rollout to deal with any complications that may arise for fall 2021. Full launch in spring. Soft launch in fall will mean working 1 on 1 with students as needed.
	+ Analyze rest of survey for focus group about guideline changes.

  | Adams, Jordan, Compton, Freeman, Hirschman |
|  4:40 | New Business* Discussion of student insurance/worker’s compensation (Adams, Graves, Smith)
	+ Smith, attorney with Univ Counsel.
	+ Norton, Univ Counsel for ISU
	+ Grad student in EEB works on bees. It is inevitable that stings happened, but she developed an acute allergy, taking immunotherapy to cope with this. She cannot continue with thesis work that was directly related to an externally-funded research grant due to the allergy. Worker’s compensation denied because students are not employees and therefore not entitled to worker’s comp. Adams surprised. Student was asked if work was related to graduate studies or RA work, but that dichotomy is a misnomer; the answer is that it is both.
	+ How is the student going to get immunotherapy to do her work? Student and major professor are talking with Counsel to provide perspective. Looking to determine what insurance and worker’s comp doesn’t cover.
	+ Norton: standpoint is that a student plays different roles across campus, so there are different platforms for helping with injury or accident. The University isn’t responsible for cost of injury in every scenario. Some things are risks we all take, and we accept a certain amount of risk and responsibility in taking those actions. We also make decisions about the insurance we buy and our own assessment of our risk. All have access to insurance through ISU. Employees are covered by worker’s comp, which is mandated by the state, but this only covers employees and in certain circumstances. Each instance is a case-by-case situation.
	+ Most research assistants conducting research for a grant as a postdoc or graduate RA are still not considered employees for purposes of worker’s comp. They look like employees, but under worker’s comp, they are not employees. Different laws with different definitions. For private institutions, defined as employees. Under Fair Labor and Standards Act that governs overtime and minimum wage, they are NOT employees.
	+ If you’re eligible under worker’s comp, you can’t sue your company.
	+ If a student wants to settle in court to get pain and suffering, lost wages, etc. that isn’t available under worker’s comp. they would be able to sue ISU in court by NOT being covered by worker’s comp.
	+ Even if it were eligible for worker’s comp, seeking compensation after remedy wouldn’t be an option. Case-by-case analysis.
	+ Freeman: OSHA guidelines apply to graduate students, but grad students are not considered employees. We require employees to wear certain protective equipment, but how do we enforce students to wear that? Norton: Although the practices are based on OSHA standards, we have right to enforce them because it’s a university policy.
	+ Weinstein: Asked Norton if the reason we don’t provide worker’s comp is because it forecloses on the ability to sue. Most grad students can’t sue. See this from the POV of best interest of the university versus the graduate students. They’d be better having a guaranteed form of compensation that is accessible to all students than being able to sue. Why some states probably are more inclusive. Norton expressed his hope that there is never an injury due to ISU negligence; provide safe spaces, etc. There was a research lab injury recently and ISU received an OSHA violation with significant injuries. Happened due to negligence, so ISU was responsible.
	+ Ryan: grant supporting students considered participants instead of research assistants. Grant can’t pay for worker’s comp, unemployment insurance, etc. making it sound like research assistants are considered employees. We have grad students who are employees. Norton would need to look at those specific individuals to determine whether their situations are different.
	+ Graves: if injured while pursuing degree and/or assistantship duties, want to make it so that they can complete their degree. What could we use other than worker’s comp so that students can be made financially whole? Norton: Insurance is offered privately. Can settle some claims before going through the AG’s office. Some department/colleges with resources can use their funds toward the student.
	+ Smith: going to Thielen instead of McFarland would be free, McFarland has the co-pay.
	+ Worker’s comp would only approve certain doctors and certain treatments; lose more control over their care.
	+ College scholarship to take care of students. Money on a grant could fund it if that’s permissible on the grant.
	+ Supplemental disability eligible for students?
	+ Norton: Choose to be a beekeeper, some inherent risk in that. Your reaction different from someone else’s. Bee sting issue has been resolved.
	+ Iennarella-Servantez: worker’s comp protects worker and the institution from being sued. An employee makes the same decisions as students and is protected by worker’s comp. Legal minimums should not be our standard of care.
	+ Norton: Medical expenses covered for a student can be even better than worker’s comp sometimes.
	+ 3.2.5. – Paragraphs about worker’s comp; if a GA suffers an injury, important to report that on a form with UHR. Norton: No harm in completing the form and having that analysis done.
	+ Lonergan: should share information about worker’s compensation and student’s rights at a DOGE meeting.
	+ Graves: address this in program handbooks and urge students to complete the UHR form.
 | Adams, Graves, Heather Smith & Mike Norton (University Counsel), Hirschman |
| 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 |  |  |  |  |  |  |
| Michael | Brown | Social Sciences & Education | P | P | P |  |  |  |  |  |  |
| Sarah | Ryan | Physical Sciences, Math & Engineering | P | A | P |  |  |  |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | P | p | P |  |  |  |  |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P | P | P |  |  |  |  |  |  |
| Dara | Wald | Arts & Humanities | P | A | P |  |  |  |  |  |  |
| Monica | Haddad | Arts & Humanities | P | P | P |  |  |  |  |  |  |
| Tera | Jordan | Social Sciences & Education | P | p | P |  |  |  |  |  |  |
| Michael | Bailey | Arts & Humanities | P | p | P |  |  |  |  |  |  |
| Donna | Winham | Biological & Agricultural Sciences | P | P | P |  |  |  |  |  |  |
| Scott | Nelson | Biological & Agricultural Sciences | P | A | P |  |  |  |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | P | P |  |  |  |  |  |  |
| Ajay | Nair | Biological & Agricultural Sciences | P | sub | P |  |  |  |  |  |  |
| Jin | Tian | Physical Sciences, Math & Engineering | A | A | P |  |  |  |  |  |  |
| Amanda | Weinstein | Physical Sciences, Math & Engineering | P | p | P |  |  |  |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P | p | P |  |  |  |  |  |  |
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| Stephanie | Klein | Post Doc  |  |  | P |  |  |  |  |  |  |
| Katherine  | Geist | Post Doc  |  |  | A |  |  |  |  |  |  |
|  |  | Grad Student--Physical & Math Sciences & Engineering  |  |  |  |  |  |  |  |  |  |
| Chelsea | Iennarella-Servantez | GPSS Pres/Grad Student -- Biological & Agricultural Sciences  | P | P | P |  |  |  |  |  |  |
| Charles (Chuck) | Wongus | Grad Student--Social Sciences & Education | A | A | A |  |  |  |  |  |  |
| Carrie Ann | Johnson | Grad Student -- Arts & Humanities | P | P | P |  |  |  |  |  |  |
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| Ex-officio |   |   |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P | P | P |  |  |  |  |  |  |
| Carolyn | Cutrona | Associate Dean, Graduate College | P | P | P |  |  |  |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P | P |  |  |  |  |  |  |
| Samantha | Hirschman | Graduate Student Services Specialist II, Graduate College | P | P | P |  |  |  |  |  |  |