Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: September 15, 2021Place: Webexhttps://iastate.webex.com/iastate/j.php?MTID=m5c5616586024b389f72168257c1b2ef7 | 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
	+ Kathleen Delate for Ajay Nair, Horticulture
 | Adams |
| 4:15 | Announcements and Remarks* Graduate Council Chair, Dean Adams
* Graduate Dean, Bill Graves
	+ Discussed the new annual reward for the Graduate Program of the Year. The deadline is first Friday of October.; depending on who applies, GC will put together a committee with faculty who don’t have a conflict of interest. Website about grad program award. Sent via email to DOGEs and department chairs.
	+ Deadline for the 6th Annual 3MT Competition applications is today at 11:59 p.m. Great way to showcase research happening across campus. Grad College website for 3MT info. Can be brand new student.
* Associate Graduate Dean, Carolyn Cutrona – no comments
* Graduate College Office, Natalie Robinson—no comments
 | Adams, Graves, Cutrona, Robinson |
| 4:25 | Consent Agenda* Agenda for September 15, 2021 meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/August%202021/GC%20Minutes_08-2021.docx) for August 25, 2021 meeting
* Items from GCCC:
	+ Accounting Area of Specialization Name Changes: [Data Analytics](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Specialization%20Change%20-%20Data%20Analytics.doc), [Financial Reporting](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Specialization%20Change%20-%20Financial%20Reporting%20and%20Assurance.doc), [Managerial Decision-Making](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Specialization%20Change%20-%20Managerial%20Decision%20Making.doc), [Tax](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Specialization%20Change%20-%20Tax.doc)and Removal of Area of Specialization: [Global Business](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Specialization%20Removal%20-%20Global%20Business.doc)
	+ All in favor; 11-0.
 | Adams, Robinson |
| 4:25 | Old Business* Remote defense – [Proposal](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Proposal%20to%20change%20the%20approved%20modality.docx) (Jordan)
	+ Maya Bartel, Jordan’s graduate student, researched what peer institutions are doing with remote exams and synthesized the information.
	+ Other institutions moving in this direction to have an online option.
	+ Discussed goals, what observers should be able to see, etc.
	+ Proposal removes the need for special permission for distance participation in exams.
	+ Preliminary oral in line with final oral exam.
	+ Video the preferred modality.
	+ Graves thanked Tera and Maya for their work and made some revisions prior to the meeting. He summarized that Council could streamline policy with intent to allow for fully remote defenses and prelims or fully in person or hybrid, no special permission or pre-approval needed. Added language about reporting result of exam to GC. Rather than seek pre-approval, we would learn how common in-person vs remote vs hybrid is and survey after the fact how the exams went. GC to collect info from committee.
	+ Committee could report through electronic system if they participated remotely, in person, hybrid, etc. and if exam went well. Importantly, the GC would need to know if the faculty were there for the entirety of the exam.
	+ Best practices very important, but might be more effectively delivered outside the Handbook. Maybe those best practices are sent to committee, student, etc. every time exam requested. Not policy, but a recommendation. In automated system to deliver it.
	+ Want video as well as audio if at all possible. Almost always see student asked to go to board and sketch something, create a table, draw a flowchart, something that is visual in nature. If not best practice, maybe mandatory that it’s not just teleconference.
	+ Cutrona: Assumes that there will be an agreement between student and committee.
	+ Graves: Students might feel pressure from faculty who want to participate remotely, but maybe student feels uncomfortable about that. Maybe should think about emphasizing extent to which everyone has to agree so that students don’t feel pressured.
	+ Freeman: Student may decide in consultation means decided by students. Video should now be the standard. Decision made about modality when request being made. We should know whether video, hybrid, etc. Best practice document sent only when determined to be remote or hybrid.
	+ Haddad: video shows respect.
	+ Chen: He sent a survey to faculty for input. 13 of 15 said fully in person or fully remote as agreed between student and committee. Other 2 said fully in person. Hybrid not working very well.
	+ Cutrona: fully in person or remote is smoother.
	+ Jordan: University of Illinois’s best practices document might be something to consider.
	+ Weinstein: Hybrid doesn’t have to be a nightmare if there is a clear understanding of the situation and it’s planned for. Faculty may need to be remote and student may want to be to attend in person.
	+ Tera and Dean revisit and adjust language to next meeting.
	+ As updating, give thought to how quickly we can implement this.
* Dissertation/Thesis Guidelines [Survey](https://iastate.qualtrics.com/jfe/form/SV_b43WHzQ2cU68rz0) (Lily Compton)
	+ Background: of two templates, neither one worked well for particular fields, namely fine arts and history.
	+ Possible to propose a third template option without jeopardizing first two templates. Formatting differences for programs to follow guidelines.
	+ Outdated information in places, so these updates are also to create consistent language.
	+ Feedback: Many students don’t know about resources and services CCE provides. These resources can help students better understand why they got major revisions and serve as another way to push out information. Questions in survey to make people see third template.
	+ Another reason to send this out is because of concerns regarding outdated guidelines. Last question on the survey invites people to be part of focus group. Don’t know last time that guidelines were evaluated. Do we still need double-spacing, for example? Compton can provide rationale for both sides. With focus group, will get both sides, too, and listen to concerns. Look up practices, journal formats, etc. and give Council rationale. Then it will be up to Council to decide.
	+ Click as many programs as apply to your situation.
	+ First question: will take time to gather responses. If there are objections to third template, they’ll have a focus group later.
	+ Bring template feedback rather than waiting. Can always make adjustments later. With third template, most things are preset. Things can be changed, minor tweaks done later based on feedback.
	+ Next step to send out surveys with deadline and look at data in Oct.
	+ Chen: GC send out automatically when student forms POSC and is approved, auto send notice about thesis/dissertation templates.
* [Associate Graduate Faculty requesting Full Membership](https://iastate.app.box.com/file/852170639770) (Freeman)
	+ Under current policy, exceptional circumstances, but no description of how those are met. Outlined what the expectations are. Serve as co-mp for at least 3 students, total of at least 5 POS committees. First step to request full grad faculty status. If wishing to serve as a stand-alone mp, need research support within their discipline to support student success.
	+ Cutrona: Grant funding required is varied by discipline. Being supported as a TA would fall into this guidance.
	+ Bailey: When read first time, thought the same thing about funding student. Maybe language tweaked slightly. If funding not expectation in the discipline, then not expectation for full membership, either. Not differential expectations for tenure/TT.
	+ Chen: Why co-mp for at least 3 students, at least 1 Ph.D. Some programs without a Ph.D., so why isn’t that included? Associate only allows co-mp right now, not standalone for thesis degrees.
	+ Chen: DOGE doesn’t deal with faculty in Chen’s department. PMT committee considering request, but suggest committee look at GC Handbook.
	+ Procedures: providing summary of what they have done as part of request. Sentence taken out is the support letter from the PMT committee. PMT committee doesn’t have a role here because Associate Graduate Faculty is not a promotion decision.
	+ If anyone has better language about the funding and support language, send that to Freeman and Adams.
	+ Hirschman: language around co-mp for 3 students and 5 in addition? Or is it only 5 total students all that’s needed. Freeman confirmed it’s a total of 5 student committees.
* [Enrollment and Registration](https://iastate.app.box.com/file/857036602456) (Hirschman)
	+ Credit limit conversations have been ongoing, and the Graduate College is concerned about what makes a student full time. Hirschman reorganized to make chapter clearer.
	+ Schedule changes through Registrar. GC only included for exceptions.
	+ Consolidate withdrawal section. We do not administer the withdrawal process.
	+ 680 to be treated as a leave of absence.
	+ Tuition and fees not administered by GC.
	+ All assistantship-related items are now together in the Handbook. This is a proposal to remove those items from Ch. 2 and move to Ch. 3.
	+ Residency is with Registrar, so remove that information as well.
	+ Looking for feedback if Council wants to move forward with the reorganization of the Handbook chapter.
	+ Freeman: Zero policy changes, so would like to move forward as soon as possible. Policy changes would need to be dealt with separately. Nothing to discuss.
 | Adams, Jordan, Compton, Freeman, Hirschman |
|  4:40 | New Business* Discussion of student insurance/worker’s compensation (Adams, Graves) – postponed to October meeting.
* [Graduate tuition scholarship policy](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Grad_Tuition_Scholarship_Policy.docx) (Adams and Graves) – postponed to October meeting.
 | Adams, Graves  |
| 5:25 | Other Items/Issues* Rachel Smith, Impact of COVID-19 on Graduate Education
	+ Assistant Professor in SOE
	+ Survey of graduate students in all fields, all degree programs, and 12 institutions comparable to ISU’s profile in June and July in 2020. All follow up was to the same participants.
	+ Summer 2020: student mental health not good; about 1/3 experienced symptoms like PTSD, anxiety, depression, etc. following ICE order, murder of George Floyd, COVID19, food and housing insecurity, etc.
	+ Many planning degree delays, particularly Ph.D.; more pessimistic about careers.
	+ Felt more support from those closer to them in their org. chart. University-level administration provided less support. Support also varies by context. Support in research but maybe not personal from faculty.
	+ Ph.D. students experienced highest levels of negative mental health, especially students with minoritized identities, i.e. LGBT, Latinx communities reported 2-3x higher instances of negative mental health than in 2017. Whether a Ph.D. student was a candidate vs. pre-candidate and being first generation also created more delays. Importance of role of adviser was stressed throughout the survey responses.
	+ Change from summer 2020 and 2021; little higher extended degree timeline in 2021 than in 2020.
	+ 17-34% looking at career changes, and career pessimism is higher.
	+ Depressions, anxiety slightly down from 2020 to 2021.
	+ About 9% lost someone to COVID, 7% had it. 93% fully vaccinated.
	+ Productivity pressures, burnout, exhaustion. Reported feeling robotic. Advisers being very supportive, but felt both internal and external pressures.
	+ Ways we can help graduate students we serve: provide economic support and finance degrees. Communicate clearly with graduate students, sustain community with advisers and peers, and talk openly about productivity pressures. Students are looking for career support and want to be involved.
 | Rachel Smith, SOE |

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