Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: September 28, 2023Place: 3150 Beardshear Hall | Meeting Leader: Ajay Nair, Chair |
| Start Time: 3:30 pm | Support : Natalie Robinson, Sarah Larkin |
| End Time: 4:45 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 3:30 | Call to Order* Attendance and seating of substitute council members
* Special Guest: Bruce McPheron, Huron Consulting Group: Perspectives on Graduate Councils at Peer Institutions:

McPheron:* Has been at Penn State as faculty, The Ohio State as the Dean of Ag Sciences, and joined Huron Higher Education as part of the ISU Graduate Operations Project.
* Huron Higher Education Practice, procedural and structural elements of ISU grad programs and embracing best practices. Conducted interviews of deans at Kansas and University of Minnesota. They have very similar missions.
* Looked at program sizes and scopes as well as tuition practices, stipends, and benefits across peer institutions.
* Council of Graduate Schools (CGS) asked ISU and Huron to join in their annual meeting in December to discuss topics gleaned from the operations project, namely best practices and how to engage faculty, Graduate Council, and shared governance across the institution.
* Five key elements:
	1. Faculty engagement (faculty “own” the curriculum), assess, met expectation, important function.
	2. Connection with the broader shared governance of the university. Particularly, ensuring a connection to the curriculum approval process across the institution.
	3. Assurance of appropriate representation of grad faculty and all programs.
	4. The faculty are providing appropriate advice to the dean of the college concerning curricular evaluation & accountability for policy and process. Best practice is that faculty should be spent on what only faculty can do. Administrators make the policy and process to implement said policy in consultation with the faculty. Academic admins have accountable role, respectful of time and expertise.
	5. Faculty are needed for fellowship review. Faculty are accountable to academic programs, and academic administration is accountable to the President and Provost.

Bill and Michelle were instrumental in the interviews. Discussed other concerns including graduate student compensation, external reviews of programs, and financial resources to programs. Our peers cover tuition fully for master’s students. * Weinstein-grad student compensation, scope of conversation, policies of funding agencies and inconsistency, grad students should be paid a living wage.
* McPheron-not a new problem, but it is a new generation and new expectations. Importance to be in conversations with granting agencies, expectations aligned with granting agencies. Master’s tuition policy- internal ISU decision. Shift in burden to faculty to find the money. Expectation of funder vs institutional policy. Competitive at stipend level of funding for grad. Not a good answer for grad students being employees. Treated as employees and policies and coming in as a student but leave as a peer. Thinking about teaching as professional development framing expectations.
* Graves- mandatory fees being covered this year as they were alignment.
* Marquart- shared governance and putting financial resources towards programs. Looking at the wellness of a program and if the programs are worthwhile and worth keeping.
* McPheron growing up in the ag world- USDA had external reviews. Could get helpful guidance about your program. Departmental review first opportunity to see accountability. External reviewers, two-day event on campus met with administrators and faculty and grad. Sit down with the dean and provost and find out what was learned from review of the program. Discussion was tied to grad programs. Share with you their perspective of your program. Have some concerns and opportunities. The program was devised by shared governance and by all of those who have voting privileges. Evidence-based discussion.
 | Nair & Bruce McPheron, Huron Consulting Group |
| 3:45 | Announcements and Remarks* Graduate Council Chair, Ajay Nair- no remarks, Peter Dorhout roundtable email Nov 7
* Graduate Dean, Bill Graves, no remarks
* Graduate College Associate Deans: Elena Cotos, Heather Greenlee, Michelle
	+ Soupir:
		- Open forum for AI in graduate education Nov 2 from 12-3, in the Student Innovation Center. The first hour is research presentations followed by a forum and Q&A.
		- Two operational pieces:
			* 1. HR data revealed the painful process of PAP processing. Looking at opportunities to improve the process.
				2. Coverage for student fees- All funds can now be used to support mandatory fees. OSPA will put fees in tuition. Budget for 100% tuition for Fall 2024 proposals. Starting Fall 2024, master’s tuition for ½-time appointment will move to 75% coverage rather than 50%; ¼-time will receive 37.5% rather than 25%. Grants that have already been approved at the 50% rate can be reviewed case by case.
* Greenlee:
	+ Survey sent to Associate/Assistant Deans for graduate education in an effort to identify policies and procedures that are struggles within their programs
* Graduate College Office, Natalie Robinson no remarks
 | Nair, Graves, Cotos, Greenlee, Soupir, Robinson |
| 4:00 | Consent Agenda* Agenda for September 28, 2023, meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2023-2024/August%202023/GC%20August%202023%20Minutes_nbr.docx) for August 24, 2023, meeting
* Items from Grad Catalog Curriculum Committee:
	+ [Master of Applied Statistics](https://www.grad-council.iastate.edu/sites/default/files/2023-2024/September%202023/MAS%20proposal%202023-08-31%20w%20letters.pdf)
	+ [Discontinuation of Graduate Certificate in Forensic Sciences](https://www.grad-council.iastate.edu/sites/default/files/2023-2024/September%202023/Proposal%20for%20Discontinuation%20of%20Graduate%20Certificate%20in%20Forensic%20Sciences.docx)
 |  Nair |
| 4:10 | Old Business* Restructuring Graduate Council –
	+ Nair- Steve Freeman drafted the first draft. Goal was to have the proposal voted on today and discussed with Faculty Senate next month. Instead, give time for Council to review and conduct an official vote next month and have a few town halls. Provide feedback and then in spring to faculty senate so that they can vote.
* Task Force for Use and Ownership of Educational Materials
	+ Lonergan—existing policies last approved 1976.
	+ Barbara Determan—mission and task by the Provost’s Office to make concise policy that can be applied fairly and can be applied to all authors of educational materials. Policy is moving forward with PLAC and moves to Faculty Senate governance council for review. Presented ideas and gave feedback. Chapter 10.9 Faculty Handbook. Policy development plan, meeting with P&S Council, and other stakeholders. Ownership 99% author owned. With collaborative works, it can be hard to differentiate who contributed what, so ownership defaults to ISU. University would own sponsored research. The intent is not to have any surprises, but the university might take ownership. Extension works are publicly available. University does continue to use author-owned materials for up to three years without author permission. Author still has rights to use those materials. Grad students own the content they create. The goal of the policy is to help people to apply to this appropriately and consistently.
 |  Nair, Lonergan |
|  4:30 | New Business* Hourly work for graduate students (from Council Year 2021).
	+ Morgan: GIS lab administered by design. For many years ran on graduate students. Recently, not allowed to hire grad students on an hourly basis because the work is too close to work for their studies. No assistantships for GIS lab. Cannot hire grad students as counselors for camps over the summer.
	+ Weinstein: camp example- were they registered as students during summer? If they weren’t registered, there should not be an issue hiring hourly.
	+ O’Neal: when they are enrolled, limited to how many hours they can work. Graves makes these decisions right now. Freeman thinks it's critical to have this policy in place. The spirit of policy is to protect the student. Making sure is aware that students should have assistantships instead of hourly positions.
	+ Everett: Can a student be on an assistantship and hired hourly?
	+ An example that came across Graves’s desk: The student was not aware they were hired hourly and thought it was an assistantship, and they were surprised to learn that they had no tuition scholarship, health benefits, etc.
	+ O’Neal-faculty in CALS have to pay tuition bill with TA in other departments. Can’t use research grant for a student who is a TA. Graves pointed out that this is not a Graduate College decision, but an academic college responsibility to pay the tuition. Academic policy for paying tuition.
	+ Weinstein: faculty do not have clarity about where the rules are coming from for paying students’ tuition.
 | Nair, Morgan |
| 4:40 | Other Items/Issues |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
| Ajay | Nair | Biological & Agricultural Sciences, Chair | P | P |  |  |  |  |  |  |  |
| Gretchen | Mosher | Biological & Agricultural Sciences | P | P |  |  |  |  |  |  |  |
| Alyssa | Emery | Social Sciences & Education | P | P |  |  |  |  |  |  |  |
| Petruta | Caragea  | Physical Sciences, Math & Engineering | P | P |  |  |  |  |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | A | P |  |  |  |  |  |  |  |
| Matt | O’Neal | Biological & Agricultural Sciences | P | P |  |  |  |  |  |  |  |
| Emily | Morgan | Arts & Humanities | P | P |  |  |  |  |  |  |  |
| Carolyn | Cutrona | Social Sciences & Education | P | A |  |  |  |  |  |  |  |
| Jae-Hwa | Lee | Arts & Humanities | P | P |  |  |  |  |  |  |  |
| Susana | Goggi | Biological & Agricultural Sciences | P | A |  |  |  |  |  |  |  |
| Iddo | Friedberg | Biological & Agricultural Sciences | A | A |  |  |  |  |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | P |  |  |  |  |  |  |  |
| Debra | Marquart | Arts & Humanities  | P | P |  |  |  |  |  |  |  |
| Jin | Tian  | Physical Sciences, Math & Engineering | P | A |  |  |  |  |  |  |  |
| Amanda | Weinstein  | Physical Sciences, Math & Engineering | P | P |  |  |  |  |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P | P |  |  |  |  |  |  |  |
|  |  | Post Doc  |  |  |  |  |  |  |  |  |  |
|  |  | Post Doc  |  |  |  |  |  |  |  |  |  |
| Christine | Cain | GPSS Pres/Grad Student – Social Sciences & Education | P | P |  |  |  |  |  |  |  |
| Ryan | Everett | Graduate Student | A | P |  |  |  |  |  |  |  |
| Eddie | Mahoney | GPSS VP/Grad Student-- Physical & Math Sciences & Engineering  | A | P |  |  |  |  |  |  |  |
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| **Ex-officio** |   |   |  |  |  |  |  |  |  |  |  |
| Bill | Graves | Dean of the Graduate College | P | P |  |  |  |  |  |  |  |
| Elena  | Cotos | Associate Dean | A | A |  |  |  |  |  |  |  |
| Heather | Greenlee | Associate Dean  | P | P |  |  |  |  |  |  |  |
| Michelle | Soupir | Interim Associate Dean, Graduate College | A | P |  |  |  |  |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P |  |  |  |  |  |  |  |
| Sarah | Larkin | Student Services Specialist II, Graduate College | P | P |  |  |  |  |  |  |  |

Key: P = Present, A = Absent