**GRADUATE COUNCIL**

**Minutes**

**Tuesday, August 30, 2016**

4:15 p.m., 3150 Beardshear Hall

[www.grad-council.iastate.edu](http://www.grad-council.iastate.edu)

1. **Call to Order** - Chair of Council – Deb Marquart
   1. Seating of substitute council members – no substitutes.
   2. Introductions  
      New and returning members were welcomed  
      Marquart explained the Consent Agenda and how it operates and explained some of the operating procedures of the Graduate Council

1. **Consent Agenda –** Motion to approve. All in favor. No nays. 9-0
   1. Minutes of Graduate Council from April 21, 2016
   2. Agenda for August 30, 2016
   3. [GCCC items](http://www.grad-council.iastate.edu/gccc-agenda-items) – None
2. **Announcements and Remarks**
   1. Graduate Council Chair – Deb Marquart
      1. General welcome  
         Review of Graduate Council mission
      2. Review GC operating procedures  
         See the information following the minutes.
   2. Associate Provost and Graduate Dean – David Holger  
      Welcomed all participating members. The role of the Graduate Council is to approve policies that go in Graduate Handbook. It is an important role analogous to the Faculty Senate. The relationship between Graduate Council and Faculty Senate is important and we will be working to improve communication. Dan Russell is the Faculty Senate representative and is also a regular council member. The Grad College enforces GC policies and Bill Graves may bring an issue to the GC for confirmation or suggestions for change. For the first time in several years, graduate enrollment will be flat instead of an increase.
   3. Associate Graduate Dean – William Graves  
      Graves mentioned that the Graduate Council is integral to the everyday duties in the Graduate College. The graduate policies affect all students on a regular basis. He thanked everyone for serving and appreciates their input. The GC will be sponsoring 3-minute thesis this fall in addition to the GPSS competition in the Spring. It has been a useful and fun endeavor in the past.
   4. Assistant Graduate Dean – Craig Ogilvie  
      $70,000 extra $$ to support GMAP students. Grants in process include AGAP and NSF programs. Ogilvie is involved in developing and supporting programs to increase number of qualified graduate applicants. POST DOC appreciation week coming up, Sept. 12. Concerns: Climate survey indicated negative experiences for students related to gender, ethnic identity, religion, etc. One in seven students is felt threatened. One in four women felt threatened. The University will be working to improve the campus climate. A graduate newsletter is distributed monthly to graduate students relaying events and opportunities.
   5. Program Coordinator, Graduate College — Judy Strand  
      Changes and improvements to Graduate College website have been made. The Graduate Council has a website where all information is located, <http://www.grad-council.iastate.edu/>. Suggestions and comments for improvement are welcome.
   6. Graduate Council Chair – Deb Marquart
      1. Discuss meeting time/day for Fall & Spring semesters  
         It was determined that Wednesdays, 4:15 – 5:30 p.m., would be the best time for fall and spring meetings. Marquart will work with people, if needed, to send substitutes.
      2. Call for nominations for vice-chair (first or second year)  
         To develop continuity of leadership for next year, a vice-chair position is being developed. The Vice-Chair will be involved in ongoing business all year. Submit your nominations to Deb Marquart. Voting will be held at the September meeting.
3. **Review of Future Action Items — Deb Marquart**
   1. Discussion of Graduate Council sub-committee structure
      1. Current sub-committee structure
         1. Graduate Curriculum and Catalog Committee (GCCC)  
            GCCC does a lot of ground work for voting items for Graduate Council. It is a standing committee with representatives from each college, but not necessarily the Graduate Council. Graves, Marquart, and Strand also attend the meetings.
         2. Graduate Faculty Membership Committee (GFMC, consists of Vice Chair + 4). Newly elected vice-chair will be on committee. Members do not have to be on Graduate Council. They will be reviewing Term Graduate Faculty member nominations and establishing procedures related to HLC guidelines for both full members and term members.
         3. Ad-hoc committees   
            Appointed for a particular need, such as Graduate Handbook review committee.
      2. Future proposal to add one GC standing committee:
         1. Executive Committee (membership consists of former GC chairs)  
            This committee would serve in an advisory role to the current Chair. It would include past chairs: Ken Moore, Gary Munkvold, and Annette O’Connor. They would be involved in ongoing review of constitution and bylaws, items approved by Graduate Council, and other roles as needed.
4. **Old Business — Review & Status Reports**
   1. [GPSS Resolution for adding/dropping courses S16-05](file:///\\\\my.files.iastate.edu\\gcol$\\Groups\\Grad%20Council\\2015-16\\March\\S16-05%20GPSS%20Resolution.PDF).  
      This may no longer be needed because the Registrar is changing structure for dropping adding classes. A one-time Records Fee will be replacing numerous smaller fees, which includes unlimited transcripts. The Graduate Council may pass a resolution of support, but is not involved in policy making decisions related to this resolution.
   2. [Proposal to change non-thesis final exam  
      This proposal has been amended to require creative components to be submitted to the Digital Repository. The Amended Proposal has been tabled. To be reconsidered, there will need to be a motion made for future vote.](\\\\my.files.iastate.edu\\gcol$\\Groups\\Grad Council\\2015-16\\Jan\\Motion to Change the Requirements for Final Exam of Non-thesis Masters 1 2016.revised.docx)
   3. Renumbering Statistics classes to meet undergraduate class requirements for POSC.  
      A proposal from the Statistics department is in the process. They are ready to work with LAS and CALS for a proposal. The Graduate Council is not involved in this process. If changes are not made to the numbering system, the Graduate Council may need to review current and upcoming policies.
5. **Committee Reports**
   1. None
6. **Discussion Items** 
   1. Report of status on Graduate College Handbook changes approved at April GC meeting
      1. Chapter 9 revisions — These are in the hands of ISU Legal/PLAC. Much committee work was done last year.
      2. Chapter 10 revisions — Approved by PLAC. Needs Provost approval.
   2. Dissertation/thesis submission dates. A discussion was held regarding the short time between the last day for final exam and the date the thesis needs to be uploaded. The Graduate College is in control of the deadline process.

**Next Meeting will be Wednesday, September 21, 2016, 4:15 – 5:30 p.m., 3150 Beardshear Hall**