**GRADUATE COUNCIL**

**Minutes**

Wednesday, December 14, 2016

4:15 – 5:30 p.m., 3150 Beardshear Hall [www.grad-council.iastate.edu](http://www.grad-council.iastate.edu/)

1. **Call to Order** - Chair of Council – Debra Marquart

a. Seating of substitute council members - none

# 2. Consent Agenda

1. Minutes of Graduate Council Meeting, November 16, 2016
2. Agenda for December 14th Meeting   
   A motion was made to approve the consent agenda. Seconded. All in favor. None opposed. 9 – 0, no abstains.

# 3. Announcements and Remarks

1. Graduate Council Chair – Debra Marquart   
   Comments about Admissions Portal: Window is small – need to scroll a lot; Labeling is limited and repetitive; Letter of recommendation form is not easy to use and very different from other university forms; Two graduate programs in one application- English and History; Window arrangement is difficult to use.   
   Chemistry has its own application system and it works well. Why can’t the University get a new system? Problems with POSC: Can we divide out committee approval? Strand commented that major changes or new systems may not be implemented until the start of the new ERP system. Changes to the Recommendation Letter form for the graduate application are being looked at by Admissions.
2. Associate Provost and Graduate Dean – David Holger   
   An e-mail was distributed regarding the FSLA injunction. All salary changes were rolled back. Post docs can keep payments already made. New letter of intents will be honored. Iowa State was mandated to follow guidelines set by the State of Iowa. A proposed new minimum stipend level has been set for July 2017. Post Docs have received information from Human Resources and Dave has met with Post Doc Association.   
     
   The new student onboarding task force will be meeting for the first time this week. This will include Graduate Student onboarding.
3. Associate Graduate Dean – William Graves – No report.
4. Assistant Graduate Dean – Craig Ogilvie

AGEP Inclusion Grant and CIRTL grant in progress.

4.  **Review of Action Items — Debra Marquart**

a. Motion for Overage Course Policy Change — Pamela Riney-Kerhberg

Item 4 was reworded to remove “under no circumstances.” Discussion: Deb sent to AESHM and Education for review. The options provided cover most circumstances. One department felt that a completed degree should be considered for use regardless of the time elapsed. A motion was made to approve. All in favor, none opposed, no abstensions. 10-0.

1. There is a need to establish procedures for approvals of items that need to go to PLAC. Strand will notify Holger of items voted on for approval and he will get approval from the Provost or President as appropriate.

# 5. Old Business

1. 2015-2016 Follow Up: Status of Chapter 9 Revisions — Marquart stated Ken Moore will attend a future PLAC meeting and follow up with items that have not yet been approved, i.e. Chapter 9 and Chapter 10 revisions to the Graduate Handbook.
2. Renumbering of Stat Courses – Karin Dorman reported that Statistics is trying to establish a designator for non-major statistics courses at the 500 level, i.e. STATA Holger reported that the Faculty Senate is looking at changing the catalog wording describing 400 level courses. Lawna stated that BBMB has a number of 400 level classes that other graduate majors are required to take. Hurburgh stated the conversations in these meetings can form a strong basis for waivers. Students and faculty are concerned about the Spring 2018 change for undergraduate credits.

6. **New Business**

a. Language Proficiency Requirement for Internationals Applying for Graduate School   
Dave Sly, DOGE from IMSE addressed the Council with reasons why the TOEFL should be waived for professional degrees. There are a number of professionals from India that have been working in the United States for a number of years and it is inconvenient for them to take the TOEFL exam. If someone has worked for “n” years in an English speaking country, there should be some form of waiver for the professional students who typically take classes at a distance. This should be available only to students off campus. The TOEFL requirement makes recruiting more difficult. Degrees such as the Master of Engineering serve industries in the community. Comments indicated that taking a TOEFL is not a hardship. The University of Iowa requires TOEFL, but may have a waiver with an approved interview.

# 7. Committee Reports

a. Update—Graduate Faculty Membership Committee (GFMC) – Steven Lonergan

First committee meeting on Tuesday of next week. The goal is to have something to bring to Graduate Council by February or March. These changes will be woven into the bylaws and Constitution that will soon to be circulated to Graduate Faculty for a vote.

**Next Meeting:** Wednesday, January 25, 4:15 – 5:30 p.m., 3150 Beardshear Hall