

**Iowa State University  
Graduate Council  
MEETING MINUTES**

<b>Meeting: Graduate Council</b>	<b>Key Roles</b>
Date: March 21, 2018 Place: 3150 Beardshear	Meeting Leader: Steven Lonergan
Start Time: 4:15 pm	Support: Strand/Speer/Robinson
End Time: 5:30 pm	Resource:

TOPIC	<a href="#">Graduate Council website</a>
<p>Call to Order</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Seating of substitute council members               <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>	
<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Minutes of Graduate Council Meeting, February 21, 2018</li> <li>• Agenda for March 21, 2018 meeting</li> <li>• GCCC approval items               <ul style="list-style-type: none"> <li>None                   <ul style="list-style-type: none"> <li>○ Consent agenda passed 8-0</li> </ul> </li> </ul> </li> <li>• Graduate Faculty Membership Committee (GFMC)               <ul style="list-style-type: none"> <li>• FYI. Approval of Associate Graduate Faculty Status: Karen Scheel, PSYCH; Clint Schwab, AN S; Basak Aldemir-Bektas, CC EE; Andrew Severin, EEOB</li> </ul> </li> </ul>	
<p>Announcements and Remarks</p> <ul style="list-style-type: none"> <li>• Graduate Council Chair, Steven Lonergan               <ul style="list-style-type: none"> <li>○ Lonergan discussed the Policy Library Advisory Committee (PLAC) meeting he recently attended. They are working on an authorship policy, which faculty can review and give feedback on now through April 30. The Graduate Council could also give an official response as a group. There will be time at the April meeting to discuss this policy and response. PLAC will also need a new representative from the Graduate Council starting next year.</li> <li>○ The Graduate Catalog and Curriculum Committee gave feedback about recent submissions that were not of acceptable quality. Gottesman requested that samples of quality requests be provided as templates.</li> <li>○ Lonergan also noted that nominations and voting for next year's Graduate Council will occur soon, and they should be completed by the end of the semester. There will be five open seats on the Council.</li> </ul> </li> <li>• Graduate Dean, William Graves               <ul style="list-style-type: none"> <li>○ Graves informed the Council that graduate applications are still down overall, especially among international students and Iowa students. He indicated that other Midwestern universities are seeing similar trends. Shrotriya asked if there is any data about the quality of applicants. Graves acknowledged that we don't have much deep data on the quality of applicants, but he did highlight the Graduate Dean Scholar Program and the Graduate College Scholar Program to help support efforts to bring in quality candidates.</li> <li>○ The Dean noted that Iowa State will likely be expected to absorb about 5.4 million dollars in mid-year budget cuts. Graves also noted that two students won Midwestern Association of Graduate Schools awards for their graduate work. Chase Mayers won for his teaching excellence as a Ph.D. candidate and Raphael Martinez won for excellence in master's thesis in biological and life sciences.</li> </ul> </li> </ul>	

- Dean Graves reminded the council that there is an active search for Graduate College Associate Dean. He encouraged council members to consider nominating candidates for the position.
- Assistant Graduate Dean, Craig Ogilvie
  - Ogilvie noted that Mayers was a member of the Preparing Future Faculty program, and he encouraged members to support students in applying for the program. Ogilvie also mentioned his involvement in the Leaderships Academy for graduate students; the deadline to apply is April 15.
  - Ogilvie also mentioned the Research Symposium on April 11 and Graduate Student Appreciation Week April 9-13. The week will partner with student Wellness and will include yoga, workshops about time management, and other events tailored to graduate student life. The event details are posted on the GPSS webpage.
- Graduate College Office, Judy Strand
  - Strand encouraged the completion of Title IX training, which is required for both faculty and graduate students.
  - She also gave an update that award committees (Zaffarano, Karas, and Margaret Ellen White) are progressing.

#### Old Business

- Chapter 9. Revisions are ready for final review and will be voted on at the April Graduate Council Meeting. Sub-Committee: Deb Marquart, Dan Russell, George Weston, Steven Lonergan, Bill Graves, Judy Strand
  - Lonergan reported that the task force made revisions, gave the report to University Counsel, and received feedback. There was some discussion about minor edits and revisions in Chps. 9.2, 9.3, and 9.5, all of which can be found on the docket. A few of those revisions include Ogilvie’s recommendation that “research” be removed from the phrase “graduate research assistants” in section 9.2. so that this policy would apply to teaching and administrative assistants as well.
  - The Council discussed section 9.8 in length. The academic grievance procedure states that if a grievance cannot be resolved with the supervisor, a student should take the grievance to the DOGE or Department Chair. The Council noted that an academic grievance might be more likely to be resolved through the Academic College if the matter was discussed first with the Department Chair rather than the DOGE, so they recommended that the chapter include language that necessitates taking the grievance to the Graduate College
  - Riney-Kehrberg brought up the difficulties in changing teaching assignments mid-semester if a student has a grievance against his/her supervisor as outlined in Chp. 9.2, but Council also noted that this policy contains language that acknowledges the fact that reassignments are not guaranteed.
  - The Council also discussed the possibility for students to hold a public hearing about their grievances as outlined in Chp. 9.5.2. The current language states that committee members have the power to request a hearing, but students do not. Marquart suggested changing “members” to “parties” to allow both students and committee members to request a public hearing.
  - The Council also discussed the phrase “15 class days” in 9.5.2. It was noted that this could cause a prolonged resolution for a grievance that occurs in the last week of a semester. The task force is working on new language to ensure that grievances are resolved in a timely manner.
- Authorship proposal. Available on the PLAC homepage for faculty/staff review and input, <https://www.policy.iastate.edu>

#### New Business

#### Committees

- Outside Committee Member Committee: **Report.** Isaac Gottesman, Chr., Annette O’Connor, Nicola Bowler, Tonglu Li, Allen Miller, Dan Russell, Raimund Nagel, Mark Kaiser, Judy Strand, Sebastian Speer

- Gottesman noted that the survey draft is complete and up for viewing on the Graduate Council docket. He requested the Council provides feedback to him and to Speer by April 9<sup>th</sup> so that adjustments can be made and the survey can be approved at the April Graduate Council meeting. It would then be distributed soon after the April meeting for completion in the spring or early summer, and then data could be analyzed over the summer and presented at the first Graduate College meeting next fall.
- GFMC Committee: **Update**, Pamela Riney-Kehrberg.

Other Items/Issues

Next Meeting: April 18, 2018, 3150 Beardshear

First Name	Last Name	Discipline Area	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Nicola	Bowler	Physical & Math Sciences & Engineering	P	P	P	A	P	P	P	A	
Drena	Dobbs	Biological & Agricultural Sciences	P	P	A	P	P	P	P	P	
Karin	Dorman	Physical & Math Sciences & Engineering	P	S	P	P	P	P	P	A	
Isaac	Gottesman	Social Sciences & Education	P	P	P	P	P	P	P	P	
Diane	Janvrin	Social Sciences & Education	P	P	A	P	A	A	P	P	
Tonglu	Li	Arts & Humanities	P	P	P	P	A	P	P	P	
Steve	Loneragan	Biological & Agricultural Sciences	P	P	P	P	P	P	P	P	
Debra	Marquart	Arts & Humanities	P	P	P	P	P	A	P	P	
W. Allen	Miller	Biological & Agricultural Sciences	P	P	P	P	P	P	S	P	
Annette	O-Connor	Biological & Agricultural Sciences	P	P	A	A	P	P	P	P	
Matthew	O-Neal	Biological & Agricultural Sciences	P	P	A	A	A	P	P	A	
Pamela	Riney-Kehrberg	Arts & Humanities	P	S	P	A	P	P	P	P	
Daniel	Russell	Social Sciences & Education	P	P	P	P	P	P	P	P	
Pranav	Shrotriya	Physical & Math Sciences & Engineering	P	P	P	P	P	A	P	P	
Costas	Soukoulis	Physical & Math Sciences & Engineering	A	A	P	P	A	A	P	A	
Dan	Russell	Faculty Senate Representative	P	P	P	P	P	P	P	P	
Muhammed	Walugembe	Post Doc	P	A	A	A	A	A	P	A	
Raimund	Nagel	Post Doc	P	P	S	P	P	P	A	P	
Julie	Bothell	Grad Student--Physical & Math Sciences & Engineering	P	P	P	P	P	P	P	P	
Vivek	Lawana	Grad Student -- Biological & Agricultural Sciences	P	A	P	A	P	P	P	A	
Michael	Belding	Grad Student -- Arts & Humanities	P	P	A	P	P	P	P	P	
George	Weston	Grad Student--Social Sciences & Education	P	P	P	P	A	P	P	A	
Ex-officio											
Bill	Graves	Dean of the Graduate College	P	A	P	A	A	P	A	P	
Craig	Ogilvie	Assistant Dean, Graduate College	P	P	P	A	P	P	P	P	
Judy	Strand	Program Coordinator	P	P	P	P	P	A	P	P	
Natalie	Robinson	Record Analyst	P	P	A	P	P	P	P	P	
Sebastian	Speer	Student Service Specialist	P	P	P	P	P	P	P	P	
Exec Comm											
Ken	Moore	Biological & Agricultural Sciences	A	A	A	A	A	A	A	A	
Gary	Munkvold	Biological & Agricultural Sciences	A	A	A	A	A	A	A	A	
Deb	Marquart	Arts & Humanities	P	P	P	P	P	A	P	P	