

**Iowa State University  
Graduate Council  
MEETING MINUTES**

| <b>Meeting: Graduate Council</b>                      | <b>Key Roles</b>  |
|---|---|
| Date: December 5, 2018<br>Place: 3150 Beardshear Hall | Meeting Leader: Pamela Riney-Kehrberg                   |
| Start Time: 4:15 pm                                   | Support: Sebastian Speer, Natalie Robinson, Judy Strand |
| End Time: 5:30 pm                                     | Resource:   |

|   |
|---|
| TOPIC   |
| <p>Call to Order</p> <ul style="list-style-type: none"> <li>• Seating of substitute council members—None</li> </ul>   |
| <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• <a href="#">Minutes</a> of Graduate Council Meeting, November 14, 2018</li> <li>• Agenda for Dec. 5, 2018 meeting</li> <li>• Items from GCCC: <ul style="list-style-type: none"> <li>None</li> </ul> </li> <li>• FYI – see attached list of approvals for Associate Graduate Faculty status. <ul style="list-style-type: none"> <li>○ Consent agenda approved 10-0</li> </ul> </li> </ul>  |
| <p>Announcements and Remarks</p> <ul style="list-style-type: none"> <li>• Graduate Council Chair, Pamela Riney-Kehrberg <ul style="list-style-type: none"> <li>○ No report</li> </ul> </li> <li>• Assistant Graduate Dean, Craig Ogilvie <ul style="list-style-type: none"> <li>○ Ogilvie brought two that Graves asked him to pose to Council. The first was about how the Council felt about requiring a public abstract for theses and dissertations. This would be in addition to the regular abstract, and it would be targeted at the general public to make research more accessible.</li> <li>○ Jaramillo-Cherez asked if the abstracts would be posted on the Graduate College website and what the value of these abstracts would be. Ogilvie responded that the library currently has a tool that rotates which theses/dissertations appear on the main page and that this technology could likely be implemented for abstracts as well.</li> <li>○ Dobbs said that she thought it wouldn't be a bad idea, but she doubted the amount of impact this abstract could have. Li agreed and mentioned that even if the abstract was easily understood, the thesis still may not be.</li> <li>○ Strand mentioned that these could be used in promotional materials, and Ogilvie stated that he thought it might help the student learn to convey their ideas to non-academics; He also said it might be as an overall public benefit. Ellinwood said that while these abstracts might be beneficial to the institution, students should already be learning how to communicate to a broader audience and to attest to the public good of their work, and he felt that requiring this kind of abstract of all students might be a burden.</li> <li>○ Miller added that public abstracts do seem to be becoming a trend, and he could see how these abstracts might be good for outreach and bolster the image of ISU.</li> <li>○ Bowler asked about whether the public abstracts suggested by Graves would be sought by anyone outside the students' fields who isn't looking for them already; She added that certain departments who have relationships outside the university might find this practice more helpful, but these abstracts won't necessarily draw more people to the ISU theses/dissertations.</li> </ul> </li> </ul> |

- Salas-Fernandez suggested that certain topics, like those related to farming, for instance, might be more interesting for someone outside academia who is looking for information about how to be a better farmer, so she can see some value to having accessible abstracts. She went on to say that if the goal is to help the public by producing public abstracts, it might be helpful to get current statistics about who is currently trying to access theses/dissertations and see if there are enough people outside academia who are interested in reading these works. Ogilvie reported that our theses/dissertations have been downloaded 3.4 million times.
- Lonergan agreed with Bowler and noted that, while some programs that work with Extension may find use in this type of abstract, requiring this for all thesis/dissertation students seems like an administrative overreach.
- Ogilvie offered another inquiry from Graves. This question was whether the Council thought that all theses and dissertations should be run through plagiarism software, which Iowa State already has access to. Gottesman said that this should be left up to the committee, and that an overarching rule was unnecessary.
- Bowler noted that it is common in the publishing world for submissions to go through plagiarism software, as work that has been published elsewhere is often disqualified.
- Li asked how many theses/dissertations are plagiarized. Ogilvie indicated that many of the hard sciences do have a high percentage of matches because there are only so many ways to describe certain scientific processes. If this software were required, the question would be how to best use it to detect actual plagiarism.
- Ogilvie asked Strand if using plagiarism software was currently part of her thesis seminars, and Strand replied that it is not, but a representative from VPR has presented information about the plagiarism software. The Council, overall, was against the idea of a policy requiring students to use plagiarism software, but they agreed that having more information about the plagiarism detection tools available to students would be beneficial.
- Ogilvie also delivered some news of his own, mentioning that next year's minimum stipend for assistantships is \$24,500, an increase from last year. Assistantships will also be awarded by term rather than for any duration. Importantly, Ogilvie also mentioned that there will no longer be a gap in assistantships between the fall and spring if a student is given an assistantship for both terms. Students will earn just under \$2050/mth.
- Miller asked how this will work for students who are ABD in October, for instance; he asked if it is possible to end an assistantship mid-term when the student is finished. Ogilvie clarified that payment can be stopped early. Bowler expressed concern about students working on grants that are for 6 months only, as LOIs are not approved unless the program can prove the funds are available for the duration of the assistantship. Ogilvie stressed that he argued against the term appointments due to many of the problems brought up by Council, but WorkDay will require that we operate by term appointments. He suggested that faculty get in touch with Karl Schindel in HR with questions about WorkDay implementation.
- Graduate College Office, Judy Strand
  - No report

#### Review of Action Items

- 

#### Old Business

#### New Business

- 

#### Committees

- Liaison to the PLAC meeting: Steven Lonergan. Coordination between the Policy library and the Graduate handbook.
  - No meeting since last Council meeting, so no report.
- Graduate Faculty Membership Committee: Nicola Bowler, Chair; Debra Marquardt; Isaac Gottesman; Carolyn Lawrence-Dill; Aileen Keating; Steven Lonergan – ex officio and in an advisory role

- Bowler relayed that the committee had met, developed a protocol for processing approvals, and cleared the back-log of pending applicants.
- Departmental Graduate Handbook Committee: Drena Dobbs and Matthew Ellinwood, Co-Chairs; Steven Lonergan, Carolyn Cutrona, Joshua Wolanyk
  - Dobbs reported that the committee met, and they recommend that the Graduate Council draft a requirement that all programs have a graduate handbook for students. Dobbs showed the Council the subcommittee's draft of a matrix that includes what would be required of each program's handbook. The subcommittee's proposed recommendations also give space for programs to develop their own policies as long as those policies are not more lenient than those determined by the Graduate College.
  - Ogilvie asked whether creating these program handbooks would be up to work the program DOGEs. It was suggested that we would hope to see the full faculty in the department work on this handbook.
  - Bowler asked how the Graduate College was planning to approve or look through submitted handbooks. Dobbs responded that the committee hadn't looked at that yet, but it would be discussed by the subcommittee.
  - Gottesman stated that the School of Education's handbook is referred to as a student and faculty handbook and suggested that the program handbooks required by the Graduate College might also would benefit from being tailored to both students and faculty.
  - Riney-Kehrberg suggested that dismissal policies should also be a required portion of the handbooks, and Dobbs agreed and added it to the matrix.
  - As part of the subcommittee, Wolanyk suggested that the matrix include guidance for first-year students, and Dobbs emphasized that milestones for each year in the program should be outlined in each program handbook.
  - Samples of program handbooks are currently in Graduate Tools on the Graduate College website. Bowler mentioned that their inclusion on the website might imply that the program handbooks have been approved by the Graduate College, so Strand confirmed that the Graduate College can add a disclaimer statement at the top of the page to ensure that these handbooks are merely samples and are not reviewed or approved by the Graduate College.
  - The subcommittee plans to redistribute the matrix and guidelines to DOGEs and have a vote at Council March 2019.
- Anti-bullying Committee: Carolyn Cutrona, Pam Riney-Kehrberg, Amanda Bries
  - Riney-Kehrberg relayed that they had met with Associate Deans of Graduate Education about this policy, and there was general support. This committee hopes to have an updated policy for vote in January or February. It is still unclear if University Legal will approve this policy. If Legal does approve it, it may not be placed in the Graduate College Handbook.

#### Other Items/Issues

- Distance participation in exams
  - Speer brought up problems that Graduate College staff face when reviewing request for faculty and students to participate in preliminary or final oral exams at a distance. The first is the need for distance rules at all, as some faculty do not think they should need prior approval from the Graduate College to participate in an exam remotely. The second issue is that the distance policy was last reviewed prior to a change the number of committee members required on a POS for students completing creative components, so there is no direction as to whether students with two- or one-person committees can have a member participate at a distance. The third issue is that, with more online Ph.D. programs than ever before, it may be wise to revisit whether students may participate in preliminary oral exams at a distance. Lastly, some online master's programs usually participate in their final oral exams at a distance, and the Graduate College Handbook states that if the student is remote, all faculty members must be convened together on campus. These students have had problems, including delaying their graduation, because they are not able to have one of their committee members participate at a distance.
  - Lonergan spoke about feeling that holding in-person exams should still be the default, and he felt that all members being in the room was important because of the synergy and communication that results from everyone being together. He acknowledged, however, that some of these policies were put in place during a time when technology was not as reliable as it is today, so he did see some benefit to it.

- Bowler suggested a change to the way in which distance requests are handled. Instead of the major professor signing off on the distance member's behalf, she suggested that the accountability should be with the absent member and that (s)he should sign the form.
- Miller asked if the Graduate College ever denied requests to participate in exams at a distance, and Speer responded that the Graduate College disapproves only if the request violates a Graduate College policy.
- Riney-Kehrberg requested that a small committee review this issue, but there were no volunteers to lead said committee. Speer will post current policy in docket, and this issue will be revisited in January.
- WorkDay
  - Because the meeting adjourned early, Gottesman also had time to bring up concerns about the implantation of WorkDay and to ask how it might impact Graduate College and graduate support staff. Strand clarified that changes right now will affect those handling travel, procurement of supplies, etc. Most staff numbers will remain the same so far.
- Ogilvie mentioned how post-doc hiring may go through HR now.

Next Meeting: January 15, 2019, 3150 Beardshear

## Associate Graduate Faculty Approvals

| <b>Status</b>  | <b>Name</b>           | <b>Department</b>                                     | <b>Major</b>   |
|--|-----------------------|---|--|
| Associate Graduate Faculty (non-tenure track ISU employee) | Rebecca Cademartiri   | Materials Science and Engineering (M S E)             | Materials Science and Engineering (M S E)  |
| Associate Graduate Faculty (affiliate non ISU employee)    | Sebastien Benzekry    | Biomedical Sciences (B M S)                           | Biomedical Sciences (B M S)  |
| Associate Graduate Faculty (non-tenure track ISU employee) | Corinna Most          | Ecology Evolution and Organismal Biology              | Ecology and Evolutionary Biology   |
| Associate Graduate Faculty (affiliate non ISU employee)    | Justin Greenlee       | Biomedical Sciences (B M S)                           | Biomedical Sciences (B M S); Neuroscience (NEURO)  |
| Associate Graduate Faculty (affiliate non ISU employee)    | Brian Palik           | Natural Resource Ecology and Management (NREM)        | Forestry (FOR)   |
| Associate Graduate Faculty (non-tenure track ISU employee) | Boris Jovanovic       | Natural Resource Ecology and Management (NREM)        | Fisheries Biology (F BIO); Toxicology (TOX)  |
| Associate Graduate Faculty (non-tenure track ISU employee) | Paul J. Schafbuch     | Mechanical Engineering (M E)                          | Mechanical Engineering (M E)   |
| Associate Graduate Faculty (non-tenure track ISU employee) | Farid Nait-Abdesselam | Electrical and Computer Engineering (E CPE)           | Computer Engineering (CPR E); Electrical Engineering (E E)   |
| Associate Graduate Faculty (non-tenure track ISU employee) | Joseph Svec           | Human Development and Family Studies (HD FS)          | Human Development and Family Studies (HD FS)   |
| Associate Graduate Faculty (non-tenure track ISU employee) | Kenneth Hobson        | Philosophy (PHIL)                                     | Philosophy (PHIL)  |
| Associate Graduate Faculty (non-tenure track ISU employee) | Sarah Huffman         | English (ENGL)  | Applied Linguistics and Technology (APL); Teaching English as a Second Language/Applied Linguistics (TESL) |
| Associate Graduate Faculty (non-tenure track ISU employee) | Sergey Bud'ko         | Physics and Astronomy (PHYSA)                         | Condensed Matter Physics (CMPYS); Physics (PHYS)   |
| Associate Graduate Faculty (non-tenure track ISU employee) | Arlene de la Mora     | Education (EDUC)                                      | Education (EDUC)   |
| Associate Graduate Faculty (affiliate non ISU employee)    | Torey Looft           | Veterinary Microbiology & Preventive Medicine (V MPM) | Veterinary Microbiology (VMICR)  |
| Associate Graduate Faculty (non-tenure track ISU employee) | Xianran Li            | Agronomy (AGRON)                                      | Plant Breeding (PL BR)   |

| First Name | Last Name         | Discipline Area                                      | Aug | Sept. | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|------------|-------------------|--|-----|-------|-----|-----|-----|-----|-----|-----|-----|
| Nicola     | Bowler            | Physical & Math Sciences & Engineering               | A   | P     | P   | P   | P   |     |     |     |     |
| Shana      | Carpenter         | Social Sciences & Education                          | P   | P     | P   | S   | P   |     |     |     |     |
| Drena      | Dobbs             | Biological & Agricultural Sciences                   | P   | P     | A   | P   | P   |     |     |     |     |
| Matthew    | Ellinwood         | Biological & Agricultural Sciences                   | P   | P     | P   | A   | P   |     |     |     |     |
| Isaac      | Gottesman         | Social Sciences & Education                          | P   | P     | P   | P   | P   |     |     |     |     |
| April      | Katz              | Arts & Humanities                                    | P   | P     | A   | P   | A   |     |     |     |     |
| Tonglu     | Li                | Arts & Humanities                                    | P   | P     | P   | A   | P   |     |     |     |     |
| Steve      | Lonergan          | Biological & Agricultural Sciences                   | P   | P     | P   | P   | P   |     |     |     |     |
| W. Allen   | Miller            | Biological & Agricultural Sciences                   | P   | P     | P   | P   | P   |     |     |     |     |
| Daji       | Qiao              | Physical & Math Sciences & Engineering               | P   | P     | S   | P   | P   |     |     |     |     |
| Pamela     | Riney-Kehrberg    | Arts & Humanities                                    | P   | P     |     | P   | P   | P   |     |     |     |
| Daniel     | Russell           | Social Sciences & Education                          | P   | P     | P   | A   | A   |     |     |     |     |
| Maria      | Salas-Fernandez   | Biological & Agricultural Sciences                   | P   | P     |     | P   | P   | P   |     |     |     |
| Pranav     | Shrotriya         | Physical & Math Sciences & Engineering               | A   | A     | P   | A   | A   |     |     |     |     |
| Costas     | Soukoulis         | Physical & Math Sciences & Engineering               | A   | A     | A   | A   | A   |     |     |     |     |
| Annette    | O'Connor          | Faculty Senate Representative                        | P   | P     | P   | A   | A   |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
| Malavika   | Adur              | Post Doc   | P   | P     | A   | A   | A   |     |     |     |     |
| Brijith    | Thomas            | Post Doc   | P   | A     | P   | A   | A   |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
| Joshua     | Wolanyk           | Grad Student--Physical & Math Sciences & Engineering | P   | P     | P   | P   | P   |     |     |     |     |
| Amanda     | Bries             | Grad Student -- Biological & Agricultural Sciences   | P   | P     | P   | A   | A   |     |     |     |     |
|            |                   | Grad Student -- Arts & Humanities                    |     |       |     |     |     |     |     |     |     |
| Nadia      | Jaramillo Cherrez | Grad Student -- Social Sciences and Education        | P   | P     | P   | P   | P   |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
| Ex-officio |                   |  |     |       |     |     |     |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
| Bill       | Graves            | Dean of the Graduate College                         | P   | P     | P   | A   | A   |     |     |     |     |
| Carolyn    | Cutrona           | Assistant Dean, Graduate College                     | P   | P     | A   | P   | A   |     |     |     |     |
| Natalie    | Robinson          | Record Analyst                                       | P   | P     | P   | P   | P   |     |     |     |     |
| Sebastian  | Speer             | Student Service Specialist                           | P   | P     | P   | P   | P   |     |     |     |     |
| Judy       | Strand            | Program Coordinator                                  | P   | P     | P   | P   | P   |     |     |     |     |
|            |                   |  |     |       |     |     |     |     |     |     |     |
| Exec Comm  |                   |  |     |       |     |     |     |     |     |     |     |
| Steven     | Lonergan          | Biological & Agricultural Sciences                   | P   | P     | P   | P   | P   |     |     |     |     |
| Deb        | Marquart          | Arts & Humanities                                    | A   | A     | A   | A   | A   |     |     |     |     |
| Ken        | Moore             | Biological & Agricultural Sciences                   | A   | A     | A   | A   | A   |     |     |     |     |
| Gary       | Munkvold          | Biological & Agricultural Sciences                   | A   | A     | A   | A   | A   |     |     |     |     |