

**Iowa State University  
Graduate Council  
MEETING MINUTES**

<b>Meeting: Graduate Council</b>	<b>Key Roles</b>
Date: January 16, 2019 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

Call to Order

- Seating of substitute council members
  - Ken Moore seated for Maria Sala-Fernandez

Consent Agenda

- [Minutes](#) of Graduate Council Meeting, December 5, 2018
- Agenda for January 16, 2018 meeting
- Items from GCCC:
  1. Concurrent [BS-MS](#) and [BS-MEng](#) for SE/CPRE
  2. Proposal for [Specializations in Master of Accounting](#)
  3. Proposal for name change [MEN - Information Assurance to Cyber Security](#)
  4. Proposal for new major in Computer Engineering (MS): [Cyber Security](#); [Voting Record](#)
  5. Proposal for dual listing: [MAT E 452X/M S E 552](#)
  6. Proposal for dual listing: [MTEOR 435/535X](#)
  7. Proposal for dual listing: [NREM 455LX/ 555LX](#)
  8. Proposal for dual listing: [NREM 455X/555X](#)
- FYI – see attached list of approvals for Associate Graduate Faculty status.
  - Passed 11-0

Announcements and Remarks

- Graduate Council Chair, Pamela Riney-Kehrberg
  - Riney-Kehrberg had no comments
- Graduate Dean, Bill Graves
  - Graves reported that applicant numbers are down from last year at this time. The percentage drop is about 15% for both domestic and international applicants, and the number of offers extended by Iowa State, as compared to last year at this time, was down almost 25% for each of these groups. Graves suggested that there were no obvious reasons for this decrease in domestic students, but political climate and aggressive recruiting by Canada and Australia may account for some of the reduction in international applicants.
  - Miller suggested that numbers from China may be dropping not only because of the political climate of the US, but also because of improving laboratories and universities in China.
  - Dobbs asked whether the Graduate College does anything to assist with recruitment. Graves responded initially by citing work that the Graduate College website was revamped not long ago to target prospective students. He also noted that many of the departmental websites could be improved in this regard.
  - Dobbs specifically asked about the SACNAS conference and presenting a coordinated effort from different Iowa State departments. Ogilvie indicated that there are grants available for things like the SACNAS conference, but the Graduate College has found that open houses, campus visits, and customer relationship management were the best return of applicants on money invested. Ellinwood

indicated that SACNAS representation is important and it is particularly important for faculty from the program to be present to speak with students.

- Graves also indicated that the Graduate College participates in minority recruiting through Thelma Harding's various efforts as well as minority recruiting fairs in California. He also mentioned international recruiting and yield trips to Ecuador, Ghana, India, and China. Graves also noted that undergraduate admissions were up, which may help lead to more teaching assistantships for graduate students.
- Associate Graduate Dean, Carolyn Cutrona
  - Cutrona had no comments.
- Graduate College Office, Judy Strand
  - Strand announced that Misty Treanor will be joining the Graduate College as the Postdoc Coordinator. She also relayed that the Miller Scholarship application window was extended to this Friday, January 18<sup>th</sup>.

#### Review of Action Items

- [Matrix](#) from Graduate Handbook committee
  - Dobbs showed the matrix and planned schedule for receiving feedback before implementing the new requirement of a handbook for every program. This matrix will be shared with DOGEs at the next DOGE meeting, reviewed in February, and then the requirement will be voted on in March.

#### Old Business

#### New Business

- Assessing Graduate Student Outcomes – Cutrona
  - Cutrona presented information from the 2015-2016 Accreditation of ISU by the HLC that determined that Iowa State needs to identify learning outcomes that apply to all graduate students. The Provost requested that she explore options for identifying and gathering this information. Cutrona suggested using a rating form for each student that is similar to the form already used in counseling psychology (she showed the Council a copy of this form for reference). Cutrona presented three possible methods for using this rating form and collecting it in the Graduate College: 1) adding a rating form for each student to the Report of Final Oral Exam, 2) having each committee member complete a separate form and the major professor compiling those ratings into a single form, or 3) combining the rating form with the Graduate Student Approval Form. She also presented a list of possible learning outcomes: Discipline Knowledge, Methods and Analysis, Pedagogical Skills, Communication Skills, Research Skills, and Ethical Principles.
  - Dobbs asked whether a student could receive all “poor” ratings and still pass a final oral exam. Cutrona clarified that the exam and the rating form would be unrelated.
  - Ogilvie responded that his recollection of this recommendation did not require centralized collection. In fact, individual faculty and programs did not want the scores to be housed centrally. The only requirements were that programs collect data and use it to improve their programs.
  - Gottesman raised concerns about the how the central collection of data may be used, and he noted that the scores associated with these criteria do not have any intrinsic meaning. Even with a rubric explaining what each of these scores would mean, he opposed the use of this kind of assessment, as the data could be used for purposes for which it was not intended. He also noted that the variety of programs makes centralized numbers difficult to use. Miller agreed and stated that the numbers would be meaningless without a clear rubric.
  - Jaramillo-Cherez suggested that a rating system would only be useful to the student if given nearer to the beginning of the student's tenure so that students could improve on the areas in which they are lacking skills or knowledge.
  - Ellinwood suggested that if such a rating system were in place, faculty should complete them for students and students should have a chance to evaluate faculty on the same criteria.
  - Bowler questioned how truthful these scores might be, as they are faculty judging their own effectiveness. Additionally, as an engineer, she teaches her students how to do research, not how to teach, so evaluating a student on how well they've learned pedagogy from their faculty does not apply to all disciplines.

- There was overall support for more anchors or a rubric on how to assign scores, particularly in Ethical Principles.
- Cutrona plans to get clarification from the Provost on how centralized this collection needs to be, and she will report back at a future meeting.
- Selection of Major Professor – Graves
  - Graves presented a change to the Graduate College Handbook that would require students to report to the Graduate College who their major professor is if they do not have a POSC approved by the end of the second semester of study. The Handbook would retain language recommending POSC submission by the end of the second semester.
  - Miller brought up that in his programs, rotations may not be completed by the end of the second semester or students may not have made their decision about who their major professor will be by the end of the second semester.
  - Ogilvie suggested that the 10<sup>th</sup> day of the 3<sup>rd</sup> semester might be an appropriate time to require this information to ensure that students have completed rotations.
  - Wolanyk asked what the ramifications would be for not reporting a major professor by the established deadline. Graves responded that students would receive a registration hold, and Speer added that the list of students without major professors would be used by the Graduate College to identify students who are struggling to identify a major professor and offer assistance to those students.
  - Graves will take the feedback from Council and bring this proposal back for more discussion at the next meeting.
- Current [Distance Policies](#) for participating in final oral exams - Speer
  - Speer gave a recap of issues that have come up and were brought to the Council in November. He stated that there was no clear rule about a situation involving fewer than three committee members and distance participation. Robinson also noted requests from distance Ph.D. students to participate in their exams remotely.
  - Riney-Kehrberg suggested that the Graduate College staff suggest changes to help shore up issues, and the Council would review. Graves cautioned to be sure to get feedback from faculty, particularly in any changes that affect the preliminary oral exam.

#### Committees

- Liaison to the PLAC meeting: Steven Lonergan. Coordination between the Policy library and the Graduate handbook.
  - 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 reported that seven members were recently approved, and the process is becoming more streamlined.
- Departmental Graduate Handbook Committee: Drena Dobbs and Matthew Ellinwood, Co-Chairs; Steven Lonergan, Carolyn Cutrona, Joshua Wolanyk
  - No further report
- Anti-bullying Committee: Carolyn Cutrona, Pam Riney-Kehrberg, Amanda Bries
  - Cutrona is presenting an anti-bullying workshop for department chairs. This actual policy has slowed in progress due to other departments on campus also looking at similar things.

#### Other Items/Issues

Next Meeting: February 20, 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)	Steve Kautz	Computer Science (COM S)	Computer Science (COM S)
Associate Graduate Faculty (non-tenure track ISU employee)	Adisak Sukul	Computer Science (COM S)	Computer Science (COM S)
Associate Graduate Faculty (affiliate non ISU employee)	Ralf Brand	Kinesiology (KIN)	Kinesiology (KIN)
Graduate Lecturer	Sandra Norvell	Art & Visual Culture	
Associate Graduate Faculty (non-tenure track ISU employee)	Peter M Evans	Industrial Design (IND D)	Industrial Design (IND D)
Associate Graduate Faculty (affiliate non ISU employee)	Kimberly Dodd	Veterinary Microbiology & Preventive Medicine (V MPM)	Veterinary Microbiology (VMICR)
Associate Graduate Faculty (affiliate non ISU employee)	Brad Pickering	Veterinary Microbiology & Preventive Medicine (V MPM)	Veterinary Microbiology (VMICR)
Associate Graduate Faculty (non-tenure track ISU employee)	Bethzayda Matos	Horticulture (HORT)	Horticulture (HORT)

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