

**Iowa State University  
Graduate Council  
MEETING MINUTES**

<b>Meeting: Graduate Council</b>	<b>Key Roles</b>
Date: March 27, 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
  - No substitute council members

Consent Agenda

- [Minutes](#) of Graduate Council Meeting, February 20, 2019
- Agenda for March 27, 2019 meeting
- Items from GCCC:
  - [MTEOR 440X/540X dual-listed course](#)
  - [BS Geology-MBA Business Concurrent Program](#)
  - [BS Meteorology-MBA Business Concurrent Program](#)
- FYI – see attached list of approvals for Associate Graduate Faculty status.
  - Passed 9-0

Announcements and Remarks

- Graduate Council Chair, Pamela Riney-Kehrberg
  - Riney-Kehrberg noted that next month’s meeting will be the last for five of the members of the council, and she encouraged current members to let their departments know and asked that fellow faculty to apply for openings. Strand will distribute materials for nominations and voting in the coming weeks.
- Graduate Dean, Bill Graves
  - Graves began by talking about recruiting efforts in the Graduate College. Graduate and undergraduate enrollment is expected to be down in the Fall. Graves has met with the Vice President of Diversity and Inclusion, and they are working on ways to recruit more underrepresented students from Iowa. Also, the Graduate College is open to supporting individual programs or faculty if they need any assistance or have any ideas.
  - Graves also told the Council that the Graduate College is updating their website, so there may be more information and features there in the near future.
  - Graves also relayed that he had recently received a peer comparison from the data of the American Association of Universities survey of earned doctorates. These data showed that, when compared to similar institutions, Iowa State scored better in areas of academic, student life, and program quality and climate. Iowa State had lower comparative scores in diversity and career search assistance.
- Graduate College Office, Judy Strand
  - Judy noted that the award committees from the Council are wrapping up their work, and she offered her thanks to those who participated.

Review of Action Items

- Graduate Handbook committee proposal
  - Dobbs attended the recent DOGE meeting to solicit feedback on the idea from the DOGEs. She received nothing but positive feedback, including some programs who saw this as a good time to edit their handbooks. Lonergan asked if there were any additional items that DOGEs had to add to the matrix, and Dobbs replied that there were not yet. This will be up for vote in April.

## Old Business

- Selection of Major Professor – Graves
  - Graves recapped for the Council the discussion from the last meeting. The Graduate College has an interest in knowing a major professor or at least a temporary adviser for each student. Graves introduced the idea that this might not take a policy change as much as just the creation of a process in the Graduate College.
  - Gray mentioned that the English department enters advisers through ADIN at the time of admission.
  - Lonergan suggested that without a policy this process might not get completed.
  - Strand and Bowler both suggested that using the term temporary adviser or major professor might put less stress on students who would like to change advisers later on or who cannot find a major professor quickly.
  - Graves suggested that in a process or a policy that the “teeth” may be a registration hold for the student.
- Current [Distance Policies](#) for participating in final oral exams – Speer
  - Speer gave an overview of the changes, which include a clarification to allow one member of a two- or one-person committee to participate at a distance, aligning the preliminary and final policy verbiage, and explicitly stating that preliminary exams cannot be completed with the student at a distance.
  - Gray questioned how this would interact with faculty who have a last minute emergency. Robinson explained that current policies allow the use of a paper form in this kind of situation; the Graduate College will accept distance or substitution forms at the same time as reports on oral exams, as we have done in the past, in these rare situations.
  - Bowler suggested a change in wording from “submit” to “approval of” for the request to participate in a Preliminary or Final Oral Examination with Committee Member at a Distance.
  - This change was approved 11-0 with wording change.
- [Concurrent credit shared credits for 48 credit programs](#) - Riney-Kehrberg
  - Riney-Kehrberg presented a small addition to the current overlapping credits policy for concurrent undergrad/grad students. Currently, students can use up to 6 credits toward both the graduate and undergraduate records. The new policy would allow 12 credits of overlap for concurrent undergrad/grad students in master’s degree programs that require 42 or more credits.
  - Gray questioned why the number of overlapping credits chosen is 12, stating that while 12 is 28.5% of 42, 6 is only 20% of 30. Graves responded that the minimum for a master’s degree is 30, and 12 is the difference between 30 and 42. Strand also responded that this policy change is, in part, a way to codify a practice that already exists: allowing 48-credit MBA programs to use 12 credits toward both their undergraduate and graduate degrees.
  - Bowler suggested that the first sentence of the new policy should specifically state that programs between 30 and 41 credits can use six credits of overlap for clarity. Someone suggested that it be clarified that this pertains to graduate certificates. O’Connor suggested further explanation about the phrase “double count.”
  - With the revisions, this wording passed 11-0.
- Proposal for revisions to the Post Doc resignation policy -[Postdoc Policies and Guidelines](#) – Strand
  - Strand contacted the Provost’s Office and Human Resources to see if we could require that departments accept any remaining time off that postdocs have when they move to a P&S position. Strand relayed that that was not an option.
  - Bowler felt this was unfair, because other employees get a payout for their time off. She questioned whether a payout would be possible for postdocs.
  - Graves offered that there is a national association for postdocs, and it may be best to look at their information about what other schools do and what the association recommends.
  - Bowler suggested that we should consider what the association sees as best practices, rather than what other schools do.
- Length of time that conditions may be valid for exams- Graves
  - Graves explained that this was a suggestion about having a requirement to set a time limit on the conditions placed on preliminary and final exams. Rather than a policy change, the Graduate College

added a portion on the report on preliminary and final oral exams for committees to indicate the due date of conditions.

- Lonergan was supportive of leaving the date mostly up to the committee. Overall there was support for this change, but most were in favor of writing a policy that a date must be set.

#### New Business

- Next year's Vice Chair/Chair of Graduate Faculty Membership Committee
  - Riney-Kehrberg noted that next month there will be nominations accepted and voting for the Vice Chair of next year's Graduate Council.
- [Possible English requirement change](#)
  - Graves and guest Scott Grawe, Associate Dean for Strategy and Engagement for the Ivy College of Business, explained a situation with an applicant for the Executive MBA program who was looking for a waiver for the English requirement for admission. The student had expired scores for his IELTS exam that would have allowed admission and exempted the student from the English placement test. Grawe explained that the student had been continuously employed in the United States for at least 10 years. The student wanted to come to ISU, but other Executive MBA programs had told him that he would not need to retake this exam if he went to their program. Graves was interested in feedback from the Council about this exception and verbiage in the handbook for future exceptions.
  - Lonergan wanted to know if Grawe would advocate for any student, or if this specific student's position within his company was eliciting this strong request for waiver. Grawe responded that he would advocate for any student for this program that is in this position.
  - Gottesman supported allowing an exception for this student, but he also felt it was important that the handbook note that exceptions were possible so that other students in similar situations would know that they had options.
  - Salas-Fernandez first noted that she also supported this waiver and also that the IETLS was not a great way to determine English ability, anyway. She also expressed concerns about writing into the policy that we would accept expired scores, as it would be difficult to verify their authenticity.
  - Dobbs suggested that requiring these requests to come from the DOGE may help to limit the number of requests that are received.
- [Short term LOIs for graduate assistants](#)- Bowler
  - Bowler stated two concerns about short term LOIs in light of the change to full-semester only appointments for graduate assistants. Some students who work at Ames Lab need to be put on short-term appointments while their security clearance is approved. There are also some faculty grants which are paid at intervals that do not line up with the beginnings of semesters.
  - Graves asked if funding from grants have ever not come through, and Bowler responded that outside of the election year, funding has always come through on time for those grants.
  - Graves asked if hourly appointment would be possible, if hourly appointment rules changed a little. Bowler agreed that may help the students waiting for security clearance.

#### Committees

- Liaison to the PLAC meeting: Coordination between the Policy library and the Graduate handbook.
- 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
- Departmental Graduate Handbook Committee: Drena Dobbs and Matthew Ellinwood, Co-Chairs; Steven Lonergan, Carolyn Cutrona, Joshua Wolanyk
- Anti-bullying Committee: Carolyn Cutrona, Pam Riney-Kehrberg, Amanda Bries
  - There was not time for committee updates.

#### Other Items/Issues

Next Meeting: April 17, 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)	Awoke D Dollisso	Agricultural Education and Studies (AGEDS)	Agricultural Education (AG ED)
Associate Graduate Faculty (non-tenure track ISU employee)	Brian Gelder	Agricultural and Biosystems Engineering (A B E)	Agricultural and Biosystems Engineering (A B E); Industrial and Agricultural Technology (IATEC); Soil Science (SOILS)
Associate Graduate Faculty (non-tenure track ISU employee)	Philip Gassman	Agricultural and Biosystems Engineering (A B E)	Agricultural and Biosystems Engineering (A B E); Industrial and Agricultural Technology (IATEC)
Associate Graduate Faculty (affiliate non ISU employee)	Tadashi Fukami	Ecology Evolution and Organismal Biology (EEOBA)	Bioinformatics and Computational Biology (BCB); Ecology and Evolutionary Biology (EEB)
Associate Graduate Faculty (non-tenure track ISU employee)	Jennifer Gordon	Apparel Events and Hospitality Management (AESHM)	Apparel Merchandising and Design (A M D)
Associate Graduate Faculty (non-tenure track ISU employee)	Matthew Clancy	Economics (ECONA)	Economics (ECON)
Associate Graduate Faculty (affiliate non ISU employee)	Eric Neumann	Veterinary Diagnostic and Production Animal Medicine (VDPAM)	Veterinary Preventive Medicine (V P M)
Associate Graduate Faculty (non-tenure track ISU employee)	Saurabh Verma	Biomedical Sciences (B M S)	Biomedical Sciences (B M S)
Associate Graduate Faculty (non-tenure track ISU employee)	Allan Ciha	Agronomy (AGRON)	Agronomy (AGRON)
Associate Graduate Faculty (affiliate non ISU employee)	Steven Cannon	Agronomy (AGRON)	Plant Breeding (PL BR)
Associate Graduate Faculty (affiliate non ISU employee)	Thomas W. Sappington	Entomology (ENT)	Entomology (ENT)
Associate Graduate Faculty (non-tenure track ISU employee)	Anna Wolc	Animal Science (AN S)	Animal Breeding and Genetics (ANBRG)

Associate Graduate Faculty (affiliate non ISU employee)	Jean Paul Cano	Veterinary Diagnostic and Production Animal Medicine (VDPAM)	Veterinary Preventive Medicine (V P M); Population Sciences in Animal Health (POPSC)
Associate Graduate Faculty (non-tenure track ISU employee)	Sungduck Lee	Architecture (ARCH)	Architecture (ARCH)
Associate Graduate Faculty (affiliate non ISU employee)	Christopher Hay	Agricultural and Biosystems Engineering (A B E)	Agricultural and Biosystems Engineering (A B E); Industrial and Agricultural Technology (IATEC)
Associate Graduate Faculty (non-tenure track ISU employee)	Carson Andorf	Computer Science (COM S)	Computer Science (COM S)

