

**Iowa State University  
Graduate Council  
MEETING MINUTES**

<b>Meeting: Graduate Council</b>	<b>Key Roles</b>
Date: November 14, 2018 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               <ul style="list-style-type: none"> <li>○ Dr. Loreto Prieto for Dr. Shana Carpenter</li> </ul> </li> </ul>
<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• <a href="#">Minutes</a> of Graduate Council Meeting, October 17, 2018</li> <li>• Agenda for November 14, 2018 meeting</li> <li>• Items from GCCC:               <ul style="list-style-type: none"> <li>Proposal <a href="#">Concurrent BS/MS degrees in Geology</a>,</li> <li>Proposal <a href="#">Concurrent BS/MS in Meteorology</a></li> <li>Proposal to <a href="#">discontinue BR C graduate minor</a></li> </ul> </li> <li>• <a href="#">Proposal for dual lists of:</a> A B E 440X/540X; MATH 481/581X; A ECL 444X/544X/TOX 444X; I E 420X/540X; MATH 403X/503X; NREM 455LX/555LX; NREM 455X/555X; Pol S 442X/543X               <ul style="list-style-type: none"> <li>○ 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 comments</li> </ul> </li> <li>• Graduate Dean, William Graves               <ul style="list-style-type: none"> <li>○ Not Present</li> </ul> </li> <li>• Associate Graduate Dean, Carolyn Cutrona               <ul style="list-style-type: none"> <li>○ Cutrona informed the Council that GPSS would be having their first listening session with President Wintersteen about issues facing graduate students that evening.</li> <li>○ She mentioned that the Graduate College has been dealing with complaints of faculty misconduct from students, which will be elaborated on in the “committees” section of this meeting</li> </ul> </li> <li>• Graduate College Office, Judy Strand               <ul style="list-style-type: none"> <li>○ No comments</li> </ul> </li> </ul>
<p>Review of Action Items</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Old Business</p>
<p>New Business</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Committees</p> <ul style="list-style-type: none"> <li>• Liaison to the PLAC meeting: Steven Lonergan. Coordination between the Policy library and the Graduate handbook.</li> </ul>

- Lonergan relayed that PLAC was working on a few policies that do not have much impact on Graduate Council, including a small reworking of the Conflict of Interest policy and a policy about bikes/motorized vehicles. The policy that was directly applicable to the Graduate Council is a review of the Policy Library and Faculty Handbook policies to ensure that those policies are the same. Lonergan suggested that the Graduate College Handbook may also need to be reworked so that it is in harmony with the Policy Library and the Faculty Handbook, especially as it applies to chapter 9. A committee to align the Policy Library, the Faculty Handbook, and the Graduate College Handbook has not yet convened, but Lonergan suggested that there might need to be someone representing Graduate Council on that revisions committee.
- 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
  - This committee is meeting next week. There are no current reports.
- Departmental Graduate Handbook Committee: Drena Dobbs and Matthew Ellinwood, Co-Chairs; Steven Lonergan, Carolyn Cutrona, Joshua Wolanyk
  - Dobbs relayed that this committee has not met, but they will be meeting soon. Cutrona informed the Council that there is now a place on the Graduate Council website for programs to upload their handbooks. Programs without such handbooks can go here to review those handbooks as models from which to write their own. Dobbs will send out a request to departments to upload their handbooks, which will include a link to directly upload it
  - This committee will consider whether programs should be required to have a handbook and what items should be included in all handbooks.
  - Lonergan suggested that each program will need to define committee member roles and explain exam expectation in the handbooks—ie) private vs. public exams, role of outside member, how to compensate students whose external fellowships don't meet the minimum stipend, etc—
  - Some of the handbooks contain both major and department information, but each major should be represented in the handbooks
- Anti-bullying Committee: Carolyn Cutrona, Pam Riney-Kehrberg, Amanda Bries
  - Cutrona circulated a draft of a policy on “Grievances Related to Mistreatment of Students.” She indicated that verbiage from the document came directly from documents like the [Faculty Handbook](#) and ISU’s [Principles of Community](#). University Legal and at least one attorney have the document; Legal stated that it will not approve an anti-bullying policy and suggested that, because the document covers the consequences for faculty, the document might belong in the Faculty Handbook instead of the Graduate College Handbook.
  - Cutrona gave an overview of each section of the policy and emphasized that even if the policy is never made official in the student Handbook, this Council could still provide key insights on the document. She stated that the intention of this policy is to prevent issues from going to a formal grievance. She clarified how Legal interpreted “mistreatment” as anything that would be considered mistreatment by a reasonable person.
  - Miller brought up a concern about the word “intentional” pertaining to neglect, as he was concerned about unintentional neglect. Riney-Kehrberg noted that if a student was being unintentionally neglected, it should easily be remedied by a discussion with the DOGE.
  - Ogilvie brought up that similar mistreatment could happen between two graduate students or between a postdoc and a graduate student. Cutrona responded that those situations were outside the scope of this policy. Ogilvie suggested that, whether in this policy or not, those situations should also be considered.
  - After explaining the reporting order for a complaint, Dobbs pointed out that the Department Chair was not listed in the reporting structure. It was also mentioned that a meeting between the Dean of the Academic College and the Complainee should be articulated in the procedure.

- Miller wondered about whether a third party could report this type of mistreatment. He mentioned how students might be too afraid or might not realize how bad the bullying is.
- Jaramillo Cherez brought up a concern about the wording “repeated episodes of psychological punishment,” and whether students needed to wait for multiple instances of psychological punishment before seeking help. Cutrona and Riney-Kehrberg clarified that the report is actionable only if there is a pattern, but students always have the right to report a single instance of mistreatment.
- Prieto raised a concern about the student being required to go through the full complaint process multiple times if the complaint went through multiple appeals. Wolanyk relayed concern about how many of the listed places to go for help seemed high ranking and possibly intimidating to begin this conversation.
- Dobbs suggested that the Ombuds Office be moved up in the reporting order because it is a confidential resource that can handle the situation without bias, and Speer offered that “Dean of the Graduate College” be replaced with “Graduate College Staff” because student services staff are often the first point of contact for students.
- Bowler raised the issue of assistance for faculty who are having a grievance brought against them. Cutrona mentioned that the Ombudsperson and Office of Equal Opportunity will help faculty as well as students.
- Wolanyk expressed concern about what would happen if this complaint resolution process lasted longer than one semester and how funding would work for the student in the next semester. Ideas about holding the department and/or college responsible for funding were discussed.
- Cutrona relayed that Faculty Senate is also working on the topic of mistreatment or bullying.
- Miller questioned whether asking someone to work extra hours to finish a project could be considered bullying, to which Gottesman replied that student unions would be equipped to set clear rules about how many overtime hours worked would be considered mistreatment, etc.; the Council went on to discuss how students should be treated as students and not workers, which lead to a conversation about overworking graduate students and the relationship between assistantship hours and research credit hours.

Other Items/Issues

Next Meeting: December 5, 2018, 3150 Beardshear