

**Iowa State University
Graduate Council
MEETING MINUTES**

Meeting: Graduate Council	Key Roles
Date: October 16, 2019 Place: 3150 Beardshear Hall	Meeting Leader: Bethany Gray, Chair
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"> • Seating of substitute council members <ul style="list-style-type: none"> ○ No substitute members
<p>Consent Agenda</p> <ul style="list-style-type: none"> • Minutes of Graduate Council Meeting, September 18, 2019 • Agenda for October 16, 2019 • Items from GCCC: <ul style="list-style-type: none"> ○ CRP 453/553 and 457/557 Dual listing ○ Arch 438/538 Dual listing <ul style="list-style-type: none"> ▪ Passed 9-0
<p>Visitors / New Business</p> <ul style="list-style-type: none"> • Shaun Jamieson from Office of Risk Management with international travel policy • International Travel Policy • International Travel Policy FAQ • International Travel Insurance Website <ul style="list-style-type: none"> ○ Jamieson relayed that as part of an internal audit in the spring, his office began to request that employees traveling internationally register to ensure they are covered by travel insurance and receive safety and security alerts for their trip. This would also allow export control to make travelers to certain countries aware of travel issues. ○ The policy delineates between business travel and student travel, and graduate student travel often blurs this line. Jamieson brought this policy to the Graduate Council, then, for feedback about how graduate students will be affected by this change in policy. Jamieson indicated that the main difference between business and student travel is that university funds can be used to pay for travel insurance for business travel, but they cannot be used for student travel. ○ Graves indicated that the horticulture department requires authorization before travel, and Jamieson responded that would be the intent of this policy. ○ Ellinwood asked whether he can share this policy with others in their departments, and Jamieson encouraged Council members to share this information with any interested party on campus. ○ Jansen asked Jamieson what would happen to a graduate student who did not register if it is required if the proposed new policy passes, and Jamieson replied that there is no accountability mechanism.
<p>Announcements and Remarks</p> <ul style="list-style-type: none"> • Graduate Council Chair, Bethany Gray <ul style="list-style-type: none"> ○ None • Graduate Dean, Bill Graves <ul style="list-style-type: none"> ○ Graves reminded the Council that the Three Minute Thesis preliminary heats are coming up the week of October 21, and the finals will be held in the Union Gallery room on October 29.

- Graves also mentioned that Jessica Horowitz from ProQuest will be visiting campus to discuss the future of theses and dissertations. Graves invited anyone interested in joining these conversations to contact him.
- Graves also indicated that the Graduate College recently received Council of Graduate Schools data on earned doctorates, applications, and total enrollment from ISU and similar schools. Overall, applications and enrollment went up, but they are down among R1 schools.
- Graves announced that the offices of Financial Aid, the Registrar, and Admissions will be moving from supervision under the Vice President of Student Affairs to the Vice President and Provost of Academic Affairs. This aligns ISU with other R1 schools. The intent of this change is to get a fresh look at these offices and to move forward with ideas to streamline processes.
- Associate Graduate Dean, Carolyn Cutrona
 - None
- Graduate College Office, Judy Strand
 - None

Old Business

- Exception to full graduate faculty status policies
 - Ellinwood noted that he thought that the faculty member presented last month is qualified for a waiver to the policy that only tenure and tenure-track faculty can have full graduate faculty membership at ISU, but there is no mechanism currently in place to approve him for full membership so that he can serve as a sole major professor. Ellinwood requested a small committee to review the policy and make a suggestion for change.
 - Nelson wondered if the roles and privileges of non-tenured faculty fell within the purview of the Council or if it would need to be settled by the Faculty Senate.
 - Ellinwood noted that graduate faculty status is presented in the Graduate College Handbook, and that not allowing faculty like this to be the sole major professor only increases administrative work and places a figurehead on a student's committee.
 - Huang asked if a modified policy would allow Ames Lab faculty to serve as sole major professors, and Strand noted that they still need to be sponsored by a department to get graduate faculty status.
 - Klimavicz showed interest in joining the subcommittee tasked with revising the policy. Other members will be sought through email.
- Articulating and assessing learning goals
 - Cutrona presented a proposal requiring programs to have 3-6 learning goals published on their program websites, in their program handbooks, and on the Graduate College website by December 20. She also passed around examples of learning goals from Iowa State programs and other universities.
 - Gray raised concerns about getting a faculty vote on these learning goals in such a short timeline.
 - Graves relayed from Director of Institutional Research Karen Zunkel that identifying and making public graduate student learning goals is not optional, as we could lose our accreditation if we do not comply. Cutrona's proposal is only that the criteria for assessing learning outcomes has to be posted by Dec. 20, but how programs will actually assess these criteria can come at a later date.
 - Cutrona's proposal was passed as written 11-0.

New Business

- POSC deadlines, timeframe before preliminary exam
 - McGill introduced a concern from the College of Veterinary Medicine. The current wording of the policy on preliminary oral exams requires that a POSC be completed "the semester before" a preliminary oral exam; this means that if a student misses the deadline for a specific semester, the student must postpone the preliminary oral exam until the following semester. In this specific example from this fall, a student completed their POSC after the August 9 deadline, so according to policy, they would have to wait until after the fall semester ended to take their preliminary oral exam. If the POSC had been completed on or before August 9, they could have taken their preliminary oral exam as early August 23.
 - Speer added that this was not only an issue from Veterinary Medicine, but that the number of requests for waivers to this policy had increased this semester, with many faculty members pointing

out that they feel that the deadline and wait time between POSC approval and the preliminary oral exam is arbitrary.

- Ellinwood voiced support for the current policy and suggested that faculty should be more diligent about making sure that their students follow procedures. Young agreed that faculty supporting students earlier is important, but he questioned if an entire semester is needed to prepare for a preliminary oral exam.
- Jordan indicated that the deadline did seem arbitrary and that having a set amount of time between the POSC approval date and the preliminary oral exam may be a better solution than the vagueness of the “previous semester” wording in the Handbook.
- Council members suggested setting a time period of two, three, or four months between the POSC approval date and preliminary oral exam. Graves even proposed a full calendar year between the POSC approval date and the preliminary oral exam. The Graduate College will prepare verbiage for a policy change to be presented at the next meeting.

First Name	Last Name	Discipline Area	Aug	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Dean	Adams	Biological & Agricultural Sciences	P	P	A						
Joydeep	Bhattacharya	Social Sciences & Education	A	P	A						
Wenyu	Huang	Physical Sciences, Math & Engineering	P	P	P						
Shana	Carpenter	Social Sciences & Education	P	P	P						
Matthew	Ellinwood	Biological & Agricultural Sciences	P	P	P						
Bethany	Gray	Arts & Humanities	P	P	P						
Monica	Haddad	Arts & Humanities	P	P	P						
Tera	Jordan	Social Sciences & Education	P	P	P						
Tonglu	Li	Arts & Humanities	P	P	A						
Jodi	McGill	Biological & Agricultural Sciences	P	A	P						
Scott	Nelson	Biological & Agricultural Sciences	P	P	P						
Daji	Qiao	Physical Sciences, Math & Engineering	P	A	P						
Maria	Salas-Fernandez	Biological & Agricultural Sciences	P	P	P						
Jin	Tian	Physical Sciences, Math & Engineering	P	S	P						
Michael	Young	Physical Sciences, Math & Engineering	P	P	P						
		Faculty Senate Representative									
Tosaporn	Sattasathuchana	Post Doc	P	P	P						
		Post Doc									
James	Klimavicz	Grad Student--Physical & Math Sciences & Engineering	A	P	P						
Marcus	Jansen	Grad Student -- Biological & Agricultural Sciences	P	P	P						
Eleanor	Field	GPSS Pres	P	P	P						
Ozlem	Karakaya	Grad Student--Social Sciences & Education	P	P	P						
Ali	Garib	Arts & Humanities	A	P	P						
Ex-officio											
Bill	Graves	Dean of the Graduate College	P	P	P						
Carolyn	Cutrona	Assistant Dean, Graduate College	P	P	P						
Natalie	Robinson	Record Analyst	P	P	P						
Sebastian	Speer	Student Service Specialist	P	P	P						
Judy	Strand	Program Coordinator	P	P	P						