Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: April 21, 2021  Place: Webex | Meeting Leader: Bethany Gray, Chair |
| Start Time: 4:15 pm | Support: Natalie Robinson, Samantha Hirschman |
| End Time: 5:30 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 4:15 | Call to Order   * Attendance and seating of substitute council members | Gray |
| 4:15 | Announcements and Remarks   * Graduate Council Chair, Bethany Gray   + Thanked everyone for their service on the Council this year and gave an especially big thank you to outgoing members for serving three years. * Graduate Dean, Bill Graves - none * Associate Graduate Dean, Carolyn Cutrona - none * Dual-listed course approvals in May for Fall 2021 effective terms, Natalie Robinson   + Asked if the Council would be willing/able to approve a couple of dual-listed courses by consent if the GCCC reviews them in May. Council agreed to this online “vote” via consent. | Gray, Graves, Cutrona, Robinson |
| 4:25 | Consent Agenda   * Agenda for April 21 meeting * Items from GCCC:   + [ARCH 436/ARCH 536X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2282)   + [ARCH 432/ARCH 532X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2280)   + [Master of Entrepreneurship](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/April%202021/Master%20of%20Entrepreneurship%2C%20votes%20updated%20March%202021_Form%20A.docx)   + [Master of Community Development](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/April%202021/CDEV_Form_A_Voting_Form.pdf)     - All in favor 11-0 | Gray |
| 4:25 | Old Business   * Certificate program policy update vote (Michael Brown)   + All in favor 10-0; policy will be effective Fall 2021   + [Appendix C revisions](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/March%202021/Appendix%20C%20Graduate%20Certificate%20Programs_SMR.docx) * Dissertation/thesis workgroup update (Lily Compton)   + Compton outlined key concerns: students are not aware of dissertation/thesis resources, formatting requirements, and policies surrounding co-authored journal chapters.   + This workgroup proposed a [survey](https://docs.google.com/document/d/1VR_Jr3q2zBY0Rm7kM8kO17znygJn1L16Deng_nHCQZk/edit?usp=sharing) to gather information to help faculty and staff become more aware of the thesis/dissertation website. The survey will also gather feedback about the third thesis option called the [Narrative/Creative template](https://drive.google.com/file/d/1KleOXOaVUSz6YTUkq_5XcOAFk6RCYIJm/view?usp=sharing). Information about the [shared consent form](https://drive.google.com/file/d/1hScs2mAFmYf-wkj5xRYhSdM0CagTqxyz/view?usp=sharing) will also be included.   + They will identify focus groups to gather other concerns. They will invite DOGEs, all graduate faculty, graduate students, and recent alumni to participate.   + Haddad asked if the shared consent form will ask co-authors specifics about who completed what portion of the work. Compton responded that it’s not a detailed description.   + Lonergan stated that evaluation of outcomes should be with the program of study, so was glad to see that the agreement form is only required if the same chapter is included in both dissertations/theses.   + Gray wondered why consent is only sought if the chapter is going in both dissertations. * Recruitment workgroup survey update (Gray)   + Survey requesting feedback on current recruitment strategies and needed resources went out.   + Haddad stated that the survey will be closed at the end of the week; out of our 144 DOGES, 44 have responded. 25 of the 88 graduate support staff have responded. | Gray, Brown, Compton, Youngberg |
| 4:40 | New Business   * Hourly work for graduate students (Gray)   + Gray started this conversation last fall and researched policies at peer institutions using publicly-available information. There is not much written that explicitly discusses hourly work, but some universities link to university job boards, implying that hourly work is allowed. Some universities indicate that hourly work is allowed, but only if the student is not on assistantship.   + Will work on draft of policy for next year’s Council with vetting from Bill, Carolyn, and other stakeholders. * Faculty membership updates (Brown)   + A couple of folks slated to teach courses in the Ed.D. program were not advanced to graduate faculty membership.   + An Ed.D. is a practice-oriented degree, so the committee would like a clarification of expectations for graduate faculty.   + Adams, the current Chair of the GFMC, stated that faculty need to have a proposed POS to serve on or a specific course to teach, typically, to be approved for membership. He offered to talk with Brown and others from SOE offline to clarify what is required of graduate faculty and referenced Appendix G of the Graduate College Handbook if they seek clarification. * Credit limit increases requests (Graves, Samantha Hirschman, Doug Spencer, Valentina Salotti)   + - Graves discussed how Ch.2.1.6 of the Graduate College Handbook is a longstanding policy written because it is not in the best interest of a student to take over a certain number of credits per semester. A similar credit-limit rule exists at the undergraduate level.     - Graves explained that over the past few years, the policy has been implemented very flexibly, but the Graduate College is working to adhere to policy as written by requiring “exceptional circumstances” for students wishing to register for more credits than is allowed by policy.     - The Council can draft and recommend a policy change, but Council needs to weigh in for the Graduate College to make changes to our procedures.     - Hirschman discussed the creation of a request form this spring semester to streamline requests. She also emphasized that the maximum number of credits allowed is in line with tuition assessment. When a student takes credits in excess of full time, this allows students to take additional credits without paying additional tuition.     - If Council recommends a policy change, will take it to PLAC for input.     - Spencer, Associate Dean of the College of Design and DOGE of architecture is asking for the Handbook to be amended to remove the requirement that exceptional circumstances are required for students requesting to take more than the allowable credits.     - He explained that it has been customary for DOGEs to request increased credits without exceptional circumstances and that those requests have been approved. He suggested that DOGEs should be able to exercise their judgement regarding how many credits their students can handle per semester.     - ARCH students typically take 16 credits per semester, as it is a 100-credit program, and allowing more than 15 credits is essential for the College of Design to continue offering their double degree programs and allow their students to take electives, independent studies, etc. that are critical for the education they receive. Offering double degree programs is key to marketing, recruitment, and retention in the College of Design graduate programs.     - Salotti discussed how the concurrent undergraduate/MBA program requires students to take more than 15 credits several semesters, sometimes even up to 21 credits during certain terms. She stated that in undergraduate, they do not need permission to take more than 15 credits.     - Gray asked for clarity about whether credit limits apply to concurrent BS/MS programs. Hirschman answered that the default limit is 15 for all graduate students and that there is no automatic process that restricts credit limits depending upon assistantship appointment.     - Students in both the College of Design and College of Business have been on assistantship and requested more than 15 credits per semester.     - Stakeholders asked for suggestions about policy changes from Council next fall. * Remote defense (Graves, Robinson)   + Graves discussed how fully-remote final and preliminary oral exams have been permitted during COVID without permission to take place remotely, but that the policy about remote participation in exams has not changed in the Handbook. While the Council recommended extending this emergency accommodation through spring 2022, the general expectation this fall is that we will be back on campus, offering courses in person, etc., so it is important to determine how we’ll move forward with remote exams after the pandemic is over.   + Robinson mentioned the University of Iowa survey and data collection from March 2020-March 2021 that is helping them determine how they will move forward with remote defenses.   + The Council suggested a simple survey to the graduate faculty asking them for feedback about the benefits and drawbacks of remote defenses from the past year. * Vice Chair and PLAC member election; Vice Chair will also serve as GFMC Chair and Chair of GC in 2022-2023   + Lonergan nominated Sarah Ryan for Vice Chair, but she was not present to accept/decline nomination; Robinson will follow up with Council about this vacancy. * Dean Adams becomes Chair of GC for 2021-2022 academic year! | Gray, Graves, Spencer, Salotti, Compton, Brown, Robinson |
| 5:25 | Other Items/Issues | All |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept.** | **Oct** | **Dec** | **Jan** | **Mar** | **Apr** |
| Dean | Adams | Biological & Agricultural Sciences | P | P | P | A | P | P | P |
| Michael | Brown | Social Sciences & Education | P | A | P | P | P | P | P |
| Sarah | Ryan | Physical Sciences, Math & Engineering | P | P | P | P | P | P | A |
| Shana | Carpenter | Social Sciences & Education | P | P | P | P | A | P | P |
| Steven | Lonergan | Biological & Agricultural Sciences | P | P | P | P | P-sub | P | P |
| Bethany | Gray | Arts & Humanities | P | P | P | P | P | P | P |
| Monica | Haddad | Arts & Humanities | P | P | P | P | P | P | P |
| Tera | Jordan | Social Sciences & Education | P | P | P | P | P | P | P |
| Michael | Bailey | Arts & Humanities | P | P | P | P | P | P | P |
| Donna | Winham | Biological & Agricultural Sciences | P | P | P | P | A | P | A |
| Scott | Nelson | Biological & Agricultural Sciences | P | p | P | P | A | P | P |
| Daji | Qiao | Physical Sciences, Math & Engineering | P | P | P | P | P | P | A |
| Maria | Salas-Fernandez | Biological & Agricultural Sciences | P | P | A | P | P | P | P |
| Wensheng | Zhang | Physical Sciences, Math & Engineering | P | P | P | P | P | P | P |
| Song-Charng | Kong | Physical Sciences, Math & Engineering | P | P | A | A | P | P | A |
|  |  | Faculty Senate Representative |  |  |  |  |  |  |  |
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| Chamari | Wijesooriya | Post Doc | P | P | P | P | P | P | P |
|  |  | Post Doc |  |  |  |  |  |  |  |
| Amin | Daghighi | Grad Student--Physical & Math Sciences & Engineering | -- |  |  | A | A | A | A |
| Eleanor | Field | GPSS Pres/Grad Student -- Biological & Agricultural Sciences | P | P | P | P | P | A | A |
| Charles (Chuck) | Wongus | Grad Student--Social Sciences & Education | P | A | A | A | A | A | A |
| Carrie Ann | Johnson | Grad Student -- Arts & Humanities | P | P | A | P | P | A | A |
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| Ex-officio |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P | P | P | P | P | P | P |
| Carolyn | Cutrona | Associate Dean, Graduate College | P | P | P | A | P | P | P |
| Natalie | Robinson | Exec. Admin. Asst. to the GC Dean | P | P | P | P | P | P | P |
| Samantha | Hirschman | Student Services Specialist | N/A | N/A | N/A | N/A | P | P | P |