Iowa State University
Graduate Council
MEETING MINUTES

Meeting: Graduate Council	*Key Roles*
Date: August 26, 2020 Place: Webex	Meeting Leader: Bethany Gray, Chair
Start Time: 4:15 pm	Support: Natalie Robinson, Sebastian Speer
End Time: 5:30 pm	

TIME	TOPIC	DISCUSSION LEADER
4:15	Call to Order Introductions • Attendance and seating of substitute council members • No subs	Gray

4:20	Announcements and Remarks
	• Graduate Council Chair, Bethany Gray
	   • Provides input, advises Grad College that oversees administration of programs across campus; her favorite assignment throughout university
	   • Let Bethany know about items to add to agenda
	• Graduate Dean, Bill Graves
	   • Thanks to everyone for serving
	   • Those elected to serve on Council identified by peers as being interested in graduate education and how to make graduate education better for students; focus on grad students and postdocs exclusively.
	   • Looking forward to working with everyone this year, thank Bethany and Dean for their roles/positions on the Council
	• Associate Graduate Dean, Carolyn Cutrona
	   • Spent summer trying to make sure that grad students can survive financially, eager to support graduate students; use us as a resource
	• Graduate College Office, Natalie Robinson
	   • Graduate Council Policy Changes 2019-2020 Academic Year
		Gray, Graves, Cutrona, Robinson

4:30	Graduate Council Logistics • Website, schedule, proposal/voting timeline • Went over grad council website • Discussed Grad College admins, faculty, DOGEs, students, on Graduate College website • Faculty are the only voting members on Council • Make use of the voting tools in Webex when we vote to pass a motion	Gray

4:40	Consent Agenda
	• Minutes of Graduate Council Meeting, April 15, 2020
	• Agenda for August 26, 2020 meeting
	• Items from GCCC:
	   o Masters in Artificial Intelligence; Voting Record
	
	   o Finance Specialization for Ph.D. in Business and Technology
	
	   o Concurrent BS Cybersecurity/MBA
		Gray

		o [Dual-List IE 444X/544X](#)	
		o [Dual-list ACCT 416/516](#)	
		o [Discontinuation of Graduate Certificate in Dietetic Internship](#); [Supporting Documentation](#); [Supporting Documentation](#)	
		o Discontinuation of BRT [MS/Ph.D.](#) and [Certificate](#) o Consent agenda first component of meetings; minutes, agenda for current meeting, and GCCC items o GCCC takes detailed looks at all curricular matters at graduate level o See them as a group as a consent agenda, questions or concerns about those items, and move on to remainder of business. o Lonergan: dual-listed courses on consent agenda took us to a webpage that he didn't have access to review. The one in the docket is accessible. Robinson indicated that you have to log in to the site to be able to see the information when clicking on the link in the agenda, so it may be easier to look up items in docket o All in favor, none opposed; 15-0	

4:45	Committees
	• GFMC
	  • Looking for volunteers and describe what committee does
	  • New chair of GFMC; need a formal meeting to get people together
	    o Entails reviewing department/program nominations for faculty both at ISU and those outside ISU. Associate Graduate Faculty are eligible to serve on committees as members or co-major professors and to teach 500- and 600-level courses.
	    o Workload for this committee is reasonable and can be done remotely, on your own schedule; we schedule a meeting or two to set goals, criteria for looking at nominations; help streamline the process, compared to years past, may be an ever lighter workload
	  • Bailey wanted to know more about the various committees this year before deciding which one they might want to serve on
	  • Gray/Robinson will put out a call asking for volunteers
	• Thesis & Dissertation Committee
	  • Graves: new committee this year because of a faculty person's questions in late March
	    o Faculty member is curious how rules are made about thesis/dissertation edits and thinks some of the edits are mundane, while others, like double line spacing, are outdated
	    o This committee would circulate ideas and examine the future of these documents
	    o University of Iowa is exploring new ways of crafting a thesis; for example, they are determining how creative piece can be documented in a thesis, like something in the visual arts, maybe especially in the college of design; explore new forms of scholarship and how they can be catalogued in a thesis/dissertation as well
	    o Consider relationship with ProQuest to disseminate theses/dissertations; Parks Library has staff with varying
		Gray, Graves

	opinions about our work with ProQuest	
	• GCCC (Graduate Catalog & Curriculum Committee)	
	• Receive request for new degrees, new programs, etc. that is on the consent agenda; one person from each college is on the committee; make sure that there are 7 people on it. If you see anything on the committee that you have questions about, can check the docket and bring those questions up at Council	
	• Awards Committees	
	• Evaluators for awards like the Zaffarano, Karas prizes; one committee is set up for each award	
	• Special Committees	
	• Looking at particular issue. We may have several of these over the course of the year.	
4:50	New Business	Gray, Adams
	• Dean Adams serving as Vice Chair of Council, Chair of GFMC	
	• Announcing the nomination, unanimously voted in last April	
	• Procedures for how graduate students are counted within majors	
	• Came to Adams through a number of channels in his role as DOGE of EEB, an interdepartmental graduate program (IDGP); about 20% of our students are interdepartmental. What makes interdepartmental students unique is that they are not housed within departments and are found across disciplines	
	• DOGES of those programs are concerned how they are counted in the majors at the university, particularly those who are co-majoring; data shows us that students were undercounted for IDGPs when the second major was a major housed within a home department	
	• How can we better serve IDGP students and make counting accurate?	
	• One – use one system of counting and count students by majors rather than departments. If we do this, some students will be double counted if they are co-majoring or are concurrent/double degree graduate students.	
	• The second option is to try to devise two separate methods of counting: any student represented in a major would be counted in that major, and we realize that the final tally will be off in totals, while the other method will count the total number of graduate students	
	• Gray: For programs being undercounted, what is the impact of the current system or the proposed changes?; for external reviews, IDGPs do own headcount. But for internal resources, these numbers make a difference for the programs that may be expanding, but we can't see that.	
	• Graves: The Registrar's Office is where the administration looks to manage enrollment statistics used for official counting purposes, the numbers reported to the BOR, and the staticstics in the ISU fact book. Graves expressed the he understands the Idea of having a separate count and would suspect that the Grad College would be the only place that can do that because it is the only place with those records available.	
	• Graves admitted that it could be tough to convince the university that the alternate counting methods would have any effect on the budget model; we would have a hard time convincing them that	

budget should change based on these numbers. Graves thinks that the data could be very useful, but has questions about the work required in the GC and ultimately how useful it would be in determining budgets outside of the Graduate College; GC funds IDGPs, so could influence our internal models for rhat funding

- Adams: does GC pull from Registrar's when it runs numbers? When we need official university stats, we pull Registrar's data.
- Speer: depending on use, what specific unit is trying to do with the information, we may pull from the Registrar's Office data or use in-house data.
- Ways forward: establish small workgroup to pursue looking at questions that Bill raised, resources required to do this. Where would the data be used and see if explicit proposal should be crafted to bring before Council.
- Would this issue be relevant for students who are co-majoring in two departmental programs? Yes, this would impact them as well.
- Ask further comments to come to Gray and Adams and get together with Speer to look at logistical questions

- Graduate Faculty Membership: Review of Eligibility Requirements and Procedures
    - Made some changes last year, and now there are some consistency issues to address
    - External POSC requirements; language in the Handbook and the procedures need to be revisited to match how we currently process requests
    - Adams: There may be an expert in a particular field who a student wants to serve as an external POS member, but right now, there are numerous steps to do that. The person first has to be nominated to a program. Then, they must be appointed as an affiliate/be given faculty rank at ISU through HR. HR and other units (IT) work with the Graduate College to get that status, a netID, and university ID for that person so that the program can vote. The voting materials, CV, and letter of support then all have to be submitted through the Graduate Faculty Nomination system and reviewed by the Graduate College and the GFMC.
    - Adams contends that If these folks are graduate faculty at another institution, we shouldn't have to go through this affiliate process at ISU; faculty handbook actually says you can't be an affiliate member if all you're doing is serving on POS committees at ISU; these people don't need to have ISU e-mail, etc. when serving as external members.
    - Gray indicated that it increases size of committees if people can't be voting members, which is why outside faculty go through this process
    - Lonergan: agrees with Adams that we should have an easy way for faculty at other institutions to serve. But wants to remind everyone that a students' degree says that they are getting an ISU degree and that there has to be accountability; conflict of interest and accountability if have someone serves on a committee; there can be a commercial interest, but has to be some accountability as well. We have to make it simpler. He suggests not removing the current procedure, but make it more flexible/accommodating for those wanting to just serve

		on committees. When Lonergan was on the GFMC, he remembers that some members wondered why we were reviewing some of the documents as a member of the GFMC, as the person being nominated is clearly qualified to serve as an Associate Graduate Faculty members. It makes sense that the Grad College and programs have something like this set up to ensure that we have standards about who is one committees, but maybe every nomination does not need to be reviewed by this subcommittee. • Adams: unresolved issues to be discussed. A bifurcation in the process of approval needs to be developed; If someone is a member of grad faculty at their university, that process could be streamlined quite efficiently; those not in those categories need to go through alternate vetting system like the GF nomination system that is in place now. • How many of those affiliates could one have on the POSC? Lonergan: early discussions that there would be local control, written in their own documents; might be important to have a GC policy about it, but each program can control that. • Two channels for different types of faculty to get approved sounds amenable to the group. • Gray: There is already a policy that a student must have a certain number of faculty from their department, so this would provide some security. • Consensus from Council that pursuing options for streamlining process is beneficial • Come up with a proposal to change processes and procedures, build off of what we worked on this summer to see what is possible	
5:25	Other Items/Issues		All

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