

**Iowa State University  
Graduate Council  
MEETING MINUTES**

<b>Meeting: Graduate Council</b>	<b>Key Roles</b>
Date: October 21, 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 <ul style="list-style-type: none"> <li>• Attendance and seating of substitute council members</li> <li>• No substitute members</li> </ul>	Gray
4:20	Announcements and Remarks <ul style="list-style-type: none"> <li>• Graduate Council Chair, Bethany Gray               <ul style="list-style-type: none"> <li>• Gray highlighted that many graduate students are feeling stress from COVID and the pandemic response. She encouraged members to think about things that could be discussed in Council to assist graduate students.</li> </ul> </li> <li>• Graduate Dean, Bill Graves               <ul style="list-style-type: none"> <li>• Graves relayed that there has been some confusion about winter session. Graduate students cannot register for winter session courses. A communication from the Graduate College will go out Thursday or Friday with information about the end of the semester services offered during the two-month break, like student counseling services, and the winter session.</li> <li>• He also spoke to the challenges of international admission. Many countries are still experiencing visa issues. He highlighted the new, two-phase admission application that will allow pre-screening of applicants at no cost to the student. Graves is forming a steering committee to work on improvements to the application system.</li> <li>• Written notice of the April 15 resolution is being sent to all departments. Programs are encouraged to share the resolution with applicants when an admissions offer is made. A one-pager about the resolution is being sent to DOGEs and support staff to share with students.</li> <li>• Department of Homeland Security (DHS) issued a proposed rule about the length of stay for international students. F and J visa holders will be limited to four years, and students from some countries (North Korea, Iran, Sudan, and Syria among them) will have less time than that. ISU's Office of Governmental Relations is working on a response. The comment period is open through October 26. CGS, the AAU, and other groups are all issuing statements.</li> </ul> </li> <li>• Associate Graduate Dean, Carolyn Cutrona               <ul style="list-style-type: none"> <li>• Cutrona had no comments</li> </ul> </li> </ul>	Gray, Graves, Cutrona

4:25	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• <a href="#">Minutes</a> of Graduate Council Meeting, September 16, 2020</li> <li>• Agenda for October 21, 2020 meeting</li> <li>• Items from GCCC: <ul style="list-style-type: none"> <li>○ <a href="#">Dual-list: POL S 444X/544</a></li> <li>○ <a href="#">Dual-list: ME 426X/526X</a></li> </ul> </li> </ul> <p>Approved 13-0</p>	Gray
4:40	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Graduate Faculty Membership: Review of Eligibility Requirements and Procedures <a href="#">Proposal</a> <ul style="list-style-type: none"> <li>• Adams presented updated proposal. The new proposal consolidates what is currently two processes into one. The new process requires the nomination and support letters from the DOGE and CV, a vote by faculty, and GFMC approval. Adams did consider in the policy that conflict of interest between a non-ISU faculty member and a student could arise. These non-ISU employees cannot be sole major professor or DOGE, and they can be removed from a committee by the Graduate Dean if it is deemed necessary. The word affiliate is no longer used to prevent confusion with other university and HR processes.</li> <li>• Gray posed a concern about who votes on a graduate faculty member for a program. Whether to include Associate members in the major or to only include full members will be at the discretion of the program.</li> <li>• Gray also brought forward for discussion how many associate members should be allowed to serve on a committee. The proposal states that two may serve on Ph.D. committees and one on a master's committee, but some Council members were concerned if allowing 40% of the committee to be non-ISU members is too high. While programs could be stricter than the Graduate College, Adams proposed a friendly amendment of 34% of the committee or less comprising of outside members.</li> <li>• This proposal will be voted on at next meeting.</li> </ul> </li> </ul>	Adams, Gray
5:20	<p>Committees</p> <ul style="list-style-type: none"> <li>• Recruitment workgroup (Haddad, Bailey) <ul style="list-style-type: none"> <li>• Gray suggested delineating group goals and making a call for additional members to get the group off the ground.</li> <li>• Graves proposed exploring stipends (particularly master's stipends) compared to peer institutions</li> <li>• Haddad wants to explore how universities are dealing with declining enrollment</li> <li>• Gray mentioned data collection and teaching loads for TAs, tuition waivers and stipends, and research vs. teaching heavy departments determine whose job it is to recruit students as well as various recruitment needs among programs.</li> <li>• Haddad and Graves also discussed concurrent graduate/undergrad programs and keeping ISU students here for graduate school. Graves is offering undergraduate information sessions for high-performing undergraduate students who might be interested in graduate school and spoke about the need to build relationships with undergraduate advisers.</li> <li>• Lonergan suggested exploring when job offers are made compared to when admissions offers go out.</li> </ul> </li> </ul>	Gray, Graves

	<ul style="list-style-type: none"> <li>• Still looking for a few members for this workgroup. Could come from outside Council.</li> <li>• Thesis/Dissertation workgroup (Jordan Field) <ul style="list-style-type: none"> <li>• Graves reiterated that the initial request for this committee was from a faculty member who believes there are onerous requirements on formatting and submissions of dissertations and theses.</li> <li>• Other topics suggested include finding ways to incorporate performance or art as part of a dissertation, as there is national discussion about how to include creative work more easily in scholarship.</li> <li>• Robinson mentioned the Center for Communication Excellence (CCE) research project that evaluated the quality of theses/dissertations and suggested that this subcommittee might look at the extent and type of problems with theses/dissertations brought forward by this project and make recommendation for improvement. A CCE member may be a valuable member of the workgroup.</li> <li>• Gray mentioned that there has been discussion about an additional abstract written for the public becoming a requirement for theses/dissertations to show connections to the university and broader community.</li> </ul> </li> </ul>	
5:25	<p>Other Items/Issues</p> <ul style="list-style-type: none"> <li>• Withdrawals and graduate assistantships <ul style="list-style-type: none"> <li>• Speer presented an issue with policy as it applies to graduate students who are on assistantship and withdraw from classes. If a student who is on assistantship withdraws from classes, they must resign their assistantship at that time. If they have not been on assistantship for at least three months of the semester, they lose their tuition scholarship and they are moved to the non-resident tuition. This can mean that a student who came to ISU from another state or country and expected to pay no tuition is now required to pay around \$15,000.</li> <li>• Adams asked how many students are affected by this policy. Speer estimated about 10-15 students this fall.</li> <li>• Speer offered to help craft a policy that will be more equitable to students in this situation while still considering from where the student's funding came and if it is appropriate for them to owe the full amount after the fifth week of the semester if they withdraw.</li> <li>• Gray suggested a working group to review and come up with any suggested changes for this policy. Lonergan expressed interest.</li> </ul> </li> </ul>	All

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