Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: August 25, 2021Place: Webex<https://iastate.webex.com/iastate/j.php?MTID=mf6a4c8dd76f70066888b0b455290b4d5> | Meeting Leader: Dean Adams, 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
 | Adams |
| 4:15 | Announcements and Remarks* Graduate Council Chair, Dean Adams
	+ Welcomed everyone to the Council
* Graduate Dean, Bill Graves
	+ Thanked the Council for their service this year
* Associate Graduate Dean, Carolyn Cutrona
	+ Thanked everyone for the important work they’ll be doing on the Council this year.
* Graduate College Office, Natalie Robinson
	+ WorkDay Student Update; suggested policy or graduate program changes presented in Graduate Council may need to go through the WorkDay Student project before they can be approved
	+ [**Graduate Council Year in Review 2020-2021**](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/Grad%20Council%20Policy%20Changes_2020-2021%20Academic%20Year.pdf)
 | Adams, Graves, Cutrona, Robinson |
|  | * Graduate Council Logistics
	+ Website, schedule, proposal/voting timeline reviewed.
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| 4:25 | Consent Agenda* Agenda for August 25, 2021 meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2020-2021/April%202021/GC%20Minutes_04-21-21.docx) for April 21, 2021 meeting
* Items from GCCC: will meet in early September prior to the first FSCC meeting.
 | Adams, Robinson |
|  | Committees* GFMC (Monica Haddad, Donna Winham, one more needed)
	+ Straightforward and efficient committee who serve an important role in vetting faculty who our grad students; Degang Chen volunteered to serve.
* Thesis & Dissertation Committee (Lily Compton)
	+ Bring survey to the group at the next meeting.
* GCCC (Steven Lonergan, Dan Zhu, Michael Dorneich, Anirudh Naig, Daniel Correia-Lima-Linhares, vacant Design position)
	+ Reviews curriculum, new programs, etc. that come to the Graduate Council
	+ All changes start in the departments or colleges and take a side step to GCCC before Council, FSCC, Provost, and/or Board of Regents.
* Awards Committees (Karas, Zaffarano, MEW call for volunteers coming soon!)
* Special Committees will form throughout the year as issues need to be reviewed.
 | Adams, Robinson |
| 4:25 | Old Business* Credit limit increases requests (Hirschman, Graves)
	+ ISSO requires 12 credits to be classified as undergrad full-time status
	+ Registering for 1 credit is full-time for graduate students, even if international; 1 credit minimum meets ISSO requirements.
	+ 15 credit maximum set by BOR, but there are graduate programs that were approved with more than 15 credits required per semester.
	+ Chen: Several students are getting confused and frustrated. He knows that 1 credit after prelim is required but has been told that 12 credits is both the minimum and maximum for graduate students. .
	+ Graduate requires 9 credits for full-time status for students not on assistantship. On assistantship, grad students are required to register for 1 credit minimum.
	+ Weinstein: Has to be an approved at least three months in Fall or Spring to be considered on full-time assistantship; ¼, ½, or ¾ time must meet minimum set by GC; then eligible for assistantships.
	+ Department policy may have conflicts with the GC. It was suggested that the GC create a mechanism to communicate BOR, ISSO, and GC requirements clearly to show to students so that we reduce anxieties and confusions. Sam to develop something.
* Remote defense (Graves, Robinson)
	+ COVID temporary changes: including P/NP grading policy for Spring 2020, fully remote defenses, etc. All policies expired as of August 23. Back to standard policy for defenses and prelims.
	+ Standard policy does allow for some remote participation. Master’s can have 1 remote member, and Ph.D. can have up to 2 remote. Required to complete a committee at a distance form.
	+ Since we went back to standard policy, have had one student contact Bill stating that she was unhappy about not being able to participate fully remotely. Over the summer, there were mixed reviews about how well remote defenses were working.
	+ Freeman: like the remote process and would like the option to be fully remote moving forward, maybe with a preapproval process. One of the few things from COVID that we could’ve kept.
	+ Chen: heard from CPR E about remote tech that has enabled us to do things that we couldn’t do in the past. Bring up their references on the fly, breakout rooms, etc.
	+ Weinstein: worked very well for PHYS to have remote defenses; tech issues didn’t derail defense. Last Thursday, ISU rolled out a new program for accommodating immunocompromised faculty and students. 2-3% of population. This needs to be communicated to departments.
	+ Jordan: support for more flexibility for remote meetings decided by student, chair, and committee. More inclusive of those who may be in different locations while their graduate programs are being pursued. Discussed best practices document from last year that could provide ground rules and expectations.
	+ Cutrona: learned that the worst situation is hybrid; it’s hard for remote people to hear what’s going on in the room. She believes it is great to have the option of completely remote meetings.
	+ Wald: As junior faculty member, saw that only 2 are allowed to participate remotely. Thinks that faculty might feel uncomfortable asking to participate remotely if they know there are other faculty who are more senior who would want to do it; maybe an equity issue. Some faculty have young children and may want to participate remotely as well.
	+ Johnson: remote fixed some of the cultural expectations of defenses, like students providing food, etc.
	+ Graves: If Council wants to change the permanent policy, they have the authority to do that. Not long ago, there was no remote participation allowed. The evolution in policy could continue. Recommended that the Council base changes on what they want to make a permanent change, not something that is just temporary. i.e. what is best practice, what should be allowed, and who should decide.
* Procedures regarding how graduate students are counted within majors (Adams)
	+ Number and counts of students program by program does not always match. Official numbers generated by the Registrar’s Office don’t match at the program level. Those most often miscounted were double majors. This matters because of funding initiatives tied to increased enrollment. Adams suggested that there should be one enrollment count that includes overall students and one roll that counts their majors.
	+ Discrepancy of counting matters if other decisions are tied to those counts. Let’s not implement a labor-intensive process tied to counts.
	+ Freeman: double majors impacting tuition, which spans colleges.
	+ Hirschman: Registrar data based on department and not major. Distribution of tuition dollars through the academic undergraduate colleges based on primary major; highest tuition-paying major. 10th day data unreliable for accurate counting.
* Graduate Faculty Membership: Review of Eligibility Requirements and Procedures (Adams)
	+ Described the work of GFMC because he was Chair last year. Tenure eligible become full members after attending GC training. Non-tenure eligible faculty can apply to be associate grad faculty members, meaning they can serve as co-major professors and teach 500- and 600-level courses. Individuals outside ISU become voting members on committees through this process as well.
	+ Prior procedures were cumbersome; implement a more effective process
 | Adams |
|  4:40 | New Business* Faculty membership updates (Jennifer Margrett)
	+ Commented that this may be a conversation for another day, but last year Michael Brown brought up on issue about teaching professors and professors of practice who were nominated to become associate members, but their applications were denied due to lack of research or scholarship. We need to better articulate eligibility rules.
	+ Margrett brought major professor departures to the Council due to recent situations in the College of Human Sciences. Wants to better understand the process for retaining resigned faculty on a student’s committee. There is not a form or process for resigning. According to the GC Handbook, the School Director at the unit- or college-level approval is not part of the process. There is a PI departure form for research. With this process, it is not assumed that when they leave the university that grants are staying or leaving or whether they’ll have a continued affiliation with ISU.
	+ Faculty members assume that resigned members can continue to serve and have conversations with colleagues and students.
	+ Student progress and guidance regarding when in a student’s POS would it be okay to have a resigned member serve on the committee is a student by student situation.
	+ There’s a form to receive ISU UID for outside members, but no indication if resigned faculty take a faculty position elsewhere.
	+ Students who have co-major professors who are off-site and another who is not here seem to take longer to earn their degree.
	+ What’s the integrity monitoring? Student and major professor on campus are responsible for communicating with the resigned member(s). Rely on major professor at ISU to report back on approvals. DOGE, department chair, and/or school director may not find out about resigned faculty serving in a timely manner.
	+ Freeman: remind students that it is their POS committee. If the student doesn’t want the resigned member to continue, replace them and move on. If a student wants them to remain, many ways for us to make that happen; faculty can sponsor netID that they had when they left, DOGE can sponsor a netID to make sure that they can finish with their students. Others with grants they are taking with them can have a conversation about affiliate faculty status. All of these processes should start with the student. This is the student’s responsibility, and it is their decision. Shouldn’t force them to keep someone on the committee after they’ve left.
	+ Margrett: concern is that continuing affiliation difficult from a program point of view. Larger context outside the POSC and within a unit about student advising loads.
* Freeman: Term faculty with terminal degrees who teach grad classes and serve on committees can’t be sole major professor anyway.
	+ Tenure-track and tenured faculty are not granted full faculty status upon hire, but after they attend training. Could we reinstate something like that for associate graduate faculty who could be moved into full status?
	+ More clarification about trajectory for associate members to become full grad faculty.
	+ Identify part of the Handbook, provide operational definitions of “exceptional” circumstances that allow an associate to become a full member.
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| 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 |  |  |  |  |  |  |
| Michael | Brown | Social Sciences & Education | P |  |  |  |  |  |  |
| Sarah | Ryan | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | P |  |  |  |  |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P |  |  |  |  |  |  |
| Dara | Wald | 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 |  |  |  |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |
| Ajay | Nair | Biological & Agricultural Sciences | P |  |  |  |  |  |  |
| Jian | Tian | Physical Sciences, Math & Engineering | A |  |  |  |  |  |  |
| Amanda | Weinstein | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P |  |  |  |  |  |  |
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| Chamari | Wijesooriya | Post Doc  | P |  |  |  |  |  |  |
|  |  | Post Doc  |  |  |  |  |  |  |  |
|  |  | Grad Student--Physical & Math Sciences & Engineering  |  |  |  |  |  |  |  |
| Chelsea | Iennarella-Servantez | GPSS Pres/Grad Student -- Biological & Agricultural Sciences  | P |  |  |  |  |  |  |
| Charles (Chuck) | Wongus | Grad Student--Social Sciences & Education | A |  |  |  |  |  |  |
| Carrie Ann | Johnson | Grad Student -- Arts & Humanities | P |  |  |  |  |  |  |
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| Ex-officio |   |   |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P |  |  |  |  |  |  |
| Carolyn | Cutrona | Associate Dean, Graduate College | P |  |  |  |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P |  |  |  |  |  |  |
| Samantha | Hirschman | Graduate Student Services Specialist II, Graduate College | P |  |  |  |  |  |  |