Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: December 15, 2021  Place: Webex | Meeting Leader: Dean Adams, Chair |
| Start Time: 4:15 pm | Support: Natalie Robinson |
| 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   + Last meeting of the year and will reconvene in January; Natalie to send dates * Graduate Dean, Bill Graves   + Graduate College commencement this Friday (Dec. 17)   + Approximately 190 graduates this fall. The ceremony should last roughly two hours.   + Graduate College contributes to institutional decision on minimum stipends for graduate assistants for Fall 2022-23 as well as the Fall 2022 budgets for grants. If you have feedback, contact Bill before the holiday break. * Associate Graduate Dean, Carolyn Cutrona   + No comments * Graduate College Office, Natalie Robinson   + Call for Karas (Chen), Zaffarano Award (Nelson, Lonergan)   + Call for PLAC rep | Adams, Graves, Cutrona, Robinson |
| 4:20 | Consent Agenda   * Agenda for December 15, 2021 meeting * [Minutes](file:///\\myfiles.iastate.edu\sites\default\files\2021-2022\November%202021\GC%20November%20Minutes_nbr_12-6-2021.docx) for November 17, 2021 meeting * Items from GCCC:   + Dual-list: [A B E 452X/552X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2429) * All in favor; consent agenda passes. | Adams |
| 4:25 | Old Business   * [Ch.5.1.1 Graduate Courses language proposal](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/Dec%202021/Ch.5.1.1.%20proposed%20language.docx)(Robinson)   + Proposed language presented for comments. Eligible to be voted on in January.   + Chen –concerned about 500-level courses being designated as open to graduates only because qualified juniors and seniors take these courses and can register without instructor permission.   + Bailey – 600-level courses should only be open to graduate students.   + Freeman –600-level courses aren’t open to undergraduate students per Faculty Senate.   + Weinstein –should we see if Faculty Senate should revisit the 600-level course restriction for undergrads?   + Council decided not to take it up with Faculty Senate at this time. * [Graduate Minors language proposal](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/December%202021/wrg_nbr_Graduate%20Minor%20Policy_MH.docx) (updated)   + Handbook states that all graduate majors offer a minor, but this is not the case.   + Graves: should we have a set minimum number of credits at the GC level, and if so, how many credits would that be? Requirements for minors are not currently required to be documented in the GC. GC instead relies on the minor DOGE and minor representative on the committee to verify that requirements are met.   + The statistics minor is outlined clearly for master’s and Ph.D. students; the DOGE communicates this well. Statistics would be a good example to follow.   + Cutrona: the minor in psychology is another example of a detailed curriculum for a minor.   + Bailey: history makes its minor requirements clear, too.   + Nair: Horticulture minor requirements are also clearly outlined.   + DOGEs disseminate information about their minors, but those minor requirements should be made public.   + Adams volunteered to work with Robinson on a survey to see what exists for minors today. * [Admissions Policy Document: Handbook Revision Proposal](https://iastate.app.box.com/file/854527094762?s=f96bpwu01owmiye5czr7fvub8bhsws9z) (Hirschman)   + Clarification on changes made and up for vote.   + Current language in the policy states that applications will close on the 10th day of classes.   + In favor of reducing retroactive admission.   + All in favor of passing policy with few friendly amendments. Passes 12-0. | Graves, Hirschman, Robinson |
| 4:40 | New Business [5.1.2 Undergraduate-Level Courses Taken as a Graduate Student on Program of Study](https://www.grad-college.iastate.edu/handbook/chapter.php?id=5#5.1) enforcement and [6.3.2 Graduate Courses Taken as an ISU Undergraduate](https://www.grad-college.iastate.edu/handbook/chapter.php?id=6#6.3)Need clarification on 6.3.2 regarding what is meant by “certain graduate-level courses listed…” The GC has interpreted “graduate-level courses” to mean those at the 500- or 600-level. Some programs interpret this to mean any course that can be used toward a graduate degree.Freeman: Not supportive of undergraduate students taking any course they want. While a graduate student is enrolled at the graduate level, it may be appropriate to take an undergraduate-level course. An undergraduate student taking an undergraduate course and a graduate student taking an undergraduate course are very different scenarios; at the UG level, the student is focused on the UG degree; at the grad level, the student is taking the UG-level course intentionally to fill a gap in knowledge or to gain a particular expertise or skillset required for the graduate degree.Chen and Weinstein discussed the need for graduate students to take courses outside their majors, especially if the faculty they are working with have expertise outside that major and the student is interested in gaining that same level of expertise.Robinson confirmed that partial credit for courses transferred to ISU may be happening at the program level, but only internally and not at the official university-level. The Graduate College will not approve a partial credit transfer; courses must be transferred to ISU at the semester system credit system equivalent. The GC does not award partial credit for ISU or transfer courses.  * Determined that “graduate-level” courses should be defined as 500- and 600-level courses, with 500-level open to qualified undergraduates, but will remove language about 500-level being for master’s students and 600 for Ph.D.s. * In respect to the statement in 5.1.2 restricting the number of 300- and 400-level credits to nine credits, three of which can be at the 300-level, Council debated whether to change the policy to read “nine credits (or three courses)” to account for four-credit courses. * Council decided to leave the policy as is and give the Graduate College the authority to approve a four-credit course in addition to two, three-credit courses for a total of ten undergraduate-level credits used on a POSC. * Additionally, GC will remove the statement: For graduate students who entered degree programs prior to spring semester of 2018, up to 15 credits from 300- and 400-level courses may be used on a POSC form, with a maximum of 6 credits at the 300 level” as well as “For graduate students who entered degree programs in spring semester of 2018 and thereafter.” * Graves mentioned that all policy changes this year should be documented in a year in review document like Robinson has been compiling the past couple of years.  ["Concurrent" degrees](https://www.grad-college.iastate.edu/handbook/chapter.php?id=4#4.3.2)Saved topic for next meeting.  * Coursework-only degree advisors in WorkDay Student   + Ryan—allow students to choose an adviser, and if they do not have one, the adviser should default to the DOGE   + Consensus is to assign the DOGE as the adviser with the flexibility to change advisors when needed. | Robinson |
| 5:25 | Other Items/Issues   * Council meeting modality for Spring 2022; virtual preferred. Robinson to send invitations in the coming days. |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept.** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
| Dean | Adams | Biological & Agricultural Sciences | P | P | P | P | P |  |  |  |  |
| Michael | Brown | Social Sciences & Education | P | P | P | A | P |  |  |  |  |
| Sarah | Ryan | Physical Sciences, Math & Engineering | P | A | P | P | P |  |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | P | p | P | P | P |  |  |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P | P | P | P | P |  |  |  |  |
| Dara | Wald | Arts & Humanities | P | A | P | A | A |  |  |  |  |
| Monica | Haddad | Arts & Humanities | P | P | P | P | A |  |  |  |  |
| Tera | Jordan | Social Sciences & Education | P | p | P | P | P |  |  |  |  |
| Michael | Bailey | Arts & Humanities | P | p | P | P | P |  |  |  |  |
| Donna | Winham | Biological & Agricultural Sciences | P | P | P | P | A |  |  |  |  |
| Scott | Nelson | Biological & Agricultural Sciences | P | A | P | P | P |  |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | P | P | P | P |  |  |  |  |
| Ajay | Nair | Biological & Agricultural Sciences | P | sub | P | P | P |  |  |  |  |
| Jin | Tian | Physical Sciences, Math & Engineering | A | A | P | A | A |  |  |  |  |
| Amanda | Weinstein | Physical Sciences, Math & Engineering | P | p | P | P | P |  |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P | p | P | P | P |  |  |  |  |
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| Stephanie | Klein | Post Doc |  |  | P | A | A |  |  |  |  |
| Katherine | Geist | Post Doc |  |  | A | A | A |  |  |  |  |
|  |  | Grad Student--Physical & Math Sciences & Engineering |  |  |  |  |  |  |  |  |  |
| Chelsea | Iennarella-Servantez | GPSS Pres/Grad Student -- Biological & Agricultural Sciences | P | P | P | A | A |  |  |  |  |
| Charles (Chuck) | Wongus | Grad Student--Social Sciences & Education | A | A | A | A | A |  |  |  |  |
| Carrie Ann | Johnson | Grad Student -- Arts & Humanities | P | P | P | A | P |  |  |  |  |
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| Ex-officio |  |  |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P | P | P | P | P |  |  |  |  |
| Carolyn | Cutrona | Associate Dean, Graduate College | P | P | P | P | P |  |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P | P | P | P |  |  |  |  |
| Samantha | Hirschman | Graduate Student Services Specialist II, Graduate College | P | P | P | P | P |  |  |  |  |