Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: January 19, 2022Place: 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
* Welcome Jae Hwa Lee, substituting for Dara Wald as an Arts and Humanities representative for the remainder of Spring 2022
 | Adams |
| 4:15 | Announcements and Remarks* Graduate Council Chair, Dean Adams
	+ none
* Graduate Dean, Bill Graves (Learning Outcomes, Time to degree)
	+ Thanks for service for another semester; anxiety about COVID and impacts on campus. Efforts to work on finding solutions.
	+ Coming semester, changes to what we call the “available program pages” on our website. Purpose of program pages is to entice students to apply, consider ISU, and provide prospects with relevant information about the program, its requirements, and learning goals/outcomes. Focus this semester on those learning goals. Those who represent program may want to take a look at learning goals and make sure they are accurate for your program. Those learning goals will be getting more attention and will be integrated into WD. May no longer appear on program pages but shift in their location. Work with DOGEs to make updates.
	+ Time to degree information important for prospects. We are expected to provide accurate data. Data outdated right now, and we’re actively working on replacing it with accurate information. Students who graduated in 2021 with Ph.Ds. – 345 Ph.D. recipients, and average time to degree was about 5 years. 8 who finished in 2 years and some who took 10-11 years. Vast majority in 4-6 years. Documenting methodology used to calculate it, getting ready to post on the web. Go through 2020, 2019, etc. to build database. With 2021 data, not all graduate programs are even represented. But aggressively working on data set. Data broken out at program level and reach out to DOGEs.
* Associate Graduate Dean, Carolyn Cutrona
* Graduate College Office, Natalie Robinson
	+ Call for Karas (Jordan, Chen), Zaffarano Award (Nelson, Lonergan)
	+ Call for [PLAC](https://www.committees.iastate.edu/comm-info.php?id=103) (Policy Library Advisory Committee) rep
	+ Areas of specialization on diplomas
 | Adams, Graves, Cutrona, Robinson |
| 4:20 | Consent Agenda* Agenda for January 19, 2022 meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/December%202021/GC%20December%20Minutes_12-15-2021.docx) for December 15, 2021 meeting
* Items from GCCC:
	+ Dual-list: [ACCT 493X/593X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2468)
 | Adams |
| 4:25 | Old Business* [Graduate tuition scholarship policy](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/September%202021/Grad_Tuition_Scholarship_Policy.docx) (Haddad update)
	+ Terminal degrees: Some master’s degrees in the College of Design are considered terminal according to their accrediting bodies and associations related to the fields/degrees offered. More discussion on this topic at the next meeting after conferral with Seda McKilligan.
	+ Concern about how tuition dollars are distributed in instances in which a graduate student from one college is hired for an RA or TA in another college. Even if the student is working in another college, it is up to student’s home department to provide the tuition scholarship and stipend. The home department needs to know about this assistantship. Why does the college that the student belongs to pay tuition and not the one hiring the student?
	+ Graves was Associate Dean at the time the policy was written. Policy was discussed at Provost’s Council, and Graves doesn’t recall if it was ever discussed at the Graduate Council. Master’s and doctoral students are treated differently in the policy. Appointing unit pays tuition for master’s students, whereas the home college of doctoral students is responsible for the tuition scholarship. Rationale was that most doctoral students are compensated by grants; therefore, the grant could be charged the tuition. If funded by a grant, the home college could arrange for the grant to cover the scholarship; for the institution, it is best if a grant funds the tuition scholarship.
	+ Adams: if he had a student as a TA in ENGR, he’d be hesitant to use grant funding in his program to fund that student.
	+ Graves: Recently, student appointed by one unit and home college is another unit, so there are concerns there about who should be covering the scholarship. About 12-13 years ago, the GC had a pool of money to cover tuition scholarships so that these issues didn’t arise. In some ways, it was simpler for the GC to take care of it. However, there are grants that can cover tuition, so it seems maybe like a waste for the Grad College to pay when grants can.
	+ Brown: Is there something we want to change about the policy? Tuition scholarships are the benefit from the assistantship. All students work in student services for the master’s students in his program.
	+ Haddad: First, she’d like Council to review this policy, keeping in mind that the tuition scholarship model might need to change. Second, it should be made clear that the home department should be informed of the money that they’ll need to pay. All master’s students in terminal master’s programs should be denoted as such, but how does that fit into this policy? Will discuss further at next meeting.
	+ Given that this policy came from Provost’s Council, what is Grad Council’s role? We would want to work collaboratively with the Provost’s Council. If this group can make a recommendation of changes, Graves could take it to Provost’s Council with Dean from College of Design, perhaps, to lead discussion about proposed changes.
	+ Haddad: because College of Design trying to revise policy, Monica will go back and discuss with Seda to provide potential revisions to the policy.
* [Ch.5.1.1 Graduate Courses language proposal](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CCh.5.1.1.%20proposed%20language.docx)(ready for vote)
	+ Not exclude undergraduates but limit them to 500-level and not 600-level.
	+ Undergraduate non-degree student not eligible to take grad courses.
	+ Adams move, Nelson Second. All approve.
* [Graduate Minors language proposal](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CReady%20for%20Vote_Minor%20Policy.docx) (ready for vote)
	+ Eliminated non-major graduate credit from catalog a few years ago when number of undergraduate courses on a POS policy was passed.
	+ Freeman: policy open to number of credits required for a minor, and what is the range? If the average is nine, it might be appropriate to require that at least six of the nine must be grad credit. All nine for a minor could be undergraduate credits if there is no policy.
	+ STAT is the most common minor
	+ Bailey: When he was history DOGE specifying requirements, he noted that many program handbooks and website do not list the specific requirements for a minor, and there’s lots of variation. 12-15 credits seemed typical at that time.
	+ - [Survey](https://iastate.ca1.qualtrics.com/survey-builder/SV_cCFS2lAISsL5xQO/edit?SurveyID=SV_cCFS2lAISsL5xQO) – send out prior to next meeting and review results then before making any policy decisions.

[6.3.2 Graduate Courses Taken as an ISU Undergraduate](file:///%5C%5Cmyfiles.iastate.edu%5Csites%5Cdefault%5Cfiles%5C2021-2022%5CJanuary%202022%5CReady%20for%20Vote_Ch.6.3.2%20language%20clarification.docx) (ready for vote)Thorland-Oster: When the Graduate College erroneously communicated that it would allow 300- and 400-level courses taken as an undergraduate on the POS, E CPE began to recruit current undergrad students to continue with a concurrent master’s or continue to a Ph.D. Dr. Somani had pushed to allow students to graduate with their undergraduate degree, and if they decided to come back and use six credits from their undergrad program toward their graduate program. Unless those students were thinking about graduate school as undergraduates, very few students could take advantage of that offer because they didn’t take 500-level courses. The ability to use 300- and 400-level courses taken as an undergraduate is a huge recruitment tool. She does not see a reason to eliminate the opportunity for students to use 300- and 400-level courses. Major professor still has opportunity to deny those on the graduate program. Freeman: undergraduate student can’t take 600-level courses. As DOGE, would not approve any 400-level course on a POS regardless of when the student took them if those courses are within the department; only courses outside the department at that level would be eligible. Engineering could instead tell their students to take 500-level when they are seniors.Thorland-Oster: E CPE does not offer many graduate-level courses. For E CPE, the do allow 400-level courses taken in the major to count toward their graduate degrees.Chen: Allow program to decide if undergrad courses taken as an undergrad student could count toward the degree requirements. Adams: question about undergraduate taking 400-level courses, how does this policy pertain to them? How is 400-level considered a graduate course? Thorland-Oster: The policy allows 400- and 300-level courses for a graduate student, so why would Grad Council prevent an undergrad from using 300- or 400-level?Robinson: The terminology in the policy being discussed was confusing because the phrase “graduate courses” was being interpreted as 300- and 400-level due to the GC administrative communication that was written incorrectly. Thorland-Oster: The institution wants more graduate students and will allow undergraduate courses taken as a graduate student but not the same courses taken at the undergraduate level. The moment a student becomes concurrent, they become classified as a graduate student. If a concurrent student takes CPR E 488 and didn’t use it toward their undergrad program, then the student in their concurrent semester may take six credits of 400-level because they are a graduate student. They may take 300- and 400-level and be able to use them on the POS when concurrent, but not when they are undergrads only. Adams: Interdisciplinary programs will have you take undergrad courses to beef up the graduate degree.Weinstein: There is always a distinction between what the department discretion is for fulfillment of a departmental requirement and what is allowed on the POS; those are two different things. Students are often coming in with courses, but that doesn’t permit the use of the courses on the POS. Sees the issue impacting students who would have to take more credits upon admission to the graduate degree and a reduction in the number of concurrent students we have.Thorland-Oster: Students want to finish their graduate degrees quickly. Adams doesn’t wish to see restriction of the concurrent program growth. Hirschman: Using undergraduate courses taken as an undergraduate on the POS is a big recruitment tool in ENGR. Weinstein: The GC has been allowing something for about a year or year and a half. Maybe departments designate specifically how they feel. This issue seems very department specific. By restricting it, we may be taking latitude away from programs. What do we gain by making this restriction? Graves: In general with all policies, the more we standardize, the greater the efficiencies. Good reasons in many cases why we’d allow flexibility across programs. Freeman: Concerned that if we make this policy more flexible, ISU undergraduates are being given special treatment and are ultimately required to take fewer credits than other graduate students to earn their degrees. Haddad: In the MCP program, students often take a year and a half to complete their degrees and can count UG courses taken as a graduate student. They spend 1.5 years instead of 2 years taking graduate courses, which may actually be a disadvantage to students, as being in graduate school and taking more graduate-level courses better prepares them for working in the field.Will revisit this topic in the next meeting. | Haddad, Robinson  |
|  4:40 | New Business* Grad Support back up (next meeting)
* Injuries on campus (next meeting)
* ["Concurrent" degrees](https://www.grad-college.iastate.edu/handbook/chapter.php?id=4#4.3.2) (WD) (next meeting)
 | Adams, Robinson |
| 5:25 | Other Items/Issues |  |

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

Vicky Thorland-Oster guest