Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: August 31, 2022  Place: 3150 Beardshear Hall | Meeting Leader: Monica Haddad, Chair |
| Start Time: 2:15 pm | Support: Natalie Robinson, Samantha Hirschman |
| End Time: 3:30 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 2:15 | Call to Order   * Attendance and seating of substitute council members   + Steven Freeman for Gretchen Mosher | Haddad |
| 2:15 | Announcements and Remarks   * Graduate Council Chair, Monica Haddad   + Haddad opened the meeting with four expectations of the Council. 1. Importance of in-person interaction. More likely to engage with each other and there are less distractions than remote. It also allows to networking. She promised that we will never go over on time and will take the conversation online if it is taking too much of the in-person meeting time. 2. Share of work and responsibilities. The Council will work in subcommittees to address the major issues facing this year. The subcommittees will increase efficiency of the Council. 3. Fostering well-informed decision making. Don’t want to miss the trends of higher education and should make efforts to recruit and retain students. Will use data from the Graduate College staff when possible. 4. Dissemination of discussions to all stakeholders. It is important to share with our constituents and stakeholders how the decisions are made. Each Council member will be responsible for communicating the message to a set of stakeholders. * Graduate Dean, Bill Graves   + Thank you for serving. Looking forward to this year. Monica will bring new energy and ideas. * Graduate College Office, Natalie Robinson   + Postdoc Council members will start in September. September meeting will include group photo.   + Still need a vice chair!     - Haddad is happy to share her experience. | Haddad, Graves, Robinson |
| 2:20 | Consent Agenda   * Agenda for August 31, 2022, meeting * [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/April%202022/GC%20April%20Minutes_6-2-2022.docx) for April 20, 2022, meeting * Items from Grad Catalog Curriculum Committee:   + None | Haddad |
| 2:25 | Old Business   * Will address old business starting in September   + 6.3.2 Graduate Courses Taken as an ISU Undergraduate   + [MS Coursework Only in Computer Science and Artificial Intelligence Proposal](https://www.grad-council.iastate.edu/sites/default/files/2021-2022/April%202022/MS%20Course%20Work_ComS_Updated.docx)   + [Documenting changes to the Graduate College Handbook](file:///\\my.files.iastate.edu\gcol$\Users\nbr\Grad%20Council\GC%202021-2022\April%202022\Documenting-Archiving-Grad-Handbook-Changes.pdf) | Haddad |
| 2:30 | New Business   * Graduate Council Governance and Responsibilities presentation   + Communication     - Haddad explained that all Council members will be responsible for sending communications to constituents. A message will be provided to all members so that the message is consistent.     - The academic colleges provided a contact for each department. The contact was chosen by the Colleges as someone who knows how to interact with the faculty.     - Haddad: Council members should collect responses from constituents to bring to Council meetings when they receive feedback from a communication.     - Cutrona: Can we embellish the message to add things more relevant to the specific audience? Perhaps there is something that is particularly important for psychology.     - Haddad: Want to keep the message consistent. Simple and direct, but yes, highlights that pertain to a specific disciplinary area are fine.     - Friedberg: Could do what Ames Council does. Provide the message and include afterward “my interpretation” so that it is clear delineation between what Council is sharing versus the opinion of the representative.     - Friedberg: What about interdepartmental majors? Students in these programs get lost because they don’t have a single departmental home.     - Haddad will send message to all DOGEs (including interdepartmental program DOGEs) who are not already on the contact list. Will send to associate deans and CC deans.     - Freeman: Typically, the Council would have time on the DOGE meetings and information would be shared there.   + Documents of governance     - Graduate Council Constitution     - Graduate Council By Laws     - List of Disciplines and Departments     - Graduate College Handbook   + Sub-committees     - A Qualtrics survey will be sent after the meeting. Members should rank the committees in order of interest.     - Committees       * Undergraduate credits on plan of study         + Courses taken as undergraduate at ISU         + Courses taken as undergraduate somewhere else         + Courses taken as graduate student         + Courses taken as concurrent student       * Admission policies         + English language         + Undergraduate 3-year degrees       * Handbook rewrite         + Looking to do this ahead of workday student         + Committee can decide how to host policy and procedure       * Naming of master’s degrees         + Master of discipline         + Master of science/arts -requires thesis or creative component     - Council By Laws and Constitution       * Have not been reviewed in a long time       * Divisions vs colleges vs departments: how best should Council representatives be | Haddad, Robinson |
| 3:25 | Other Items/Issues   * Cutrona: There isn’t a subcommittee that speaks to graduate student well-being. What is a policy versus a resource? Robinson to add a student wellness committee to the Qualtrics. * Cain: Graduate students rely on policy. * Shrotriya: Wasn’t there a vote on 6.3.2 last year? Robinson confirmed that there was, but that faculty from various departments are interested in revisiting the policy. Some programs claim that they cannot recruit students if students cannot use undergraduate-level courses taken as an undergraduate on their POSC forms. Haddad confirmed that there have been many concerns. Haddad and Robinson will plan to provide history on the policy at the next meeting. * Friedberg: Can we visit the external committee members process? Robinson stated that the process is better than it was, but that there is opportunity with Workday Student to improve the process. * Freeman: Anyone can supervise a postdoc, but we don’t allow associate graduate faculty to be a sole major professor. Would like to discuss this to see if a policy can be put into place to fix that. |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
| Monica | Haddad | Arts & Humanities | P |  |  |  |  |  |  |  |  |
| Gretchen | Mosher | Biological & Agricultural Sciences | Sub |  |  |  |  |  |  |  |  |
| Michael | Brown | Social Sciences & Education | P |  |  |  |  |  |  |  |  |
| Young-Jin  Petruta | Lee (Fall)  Caragea (Spring) | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | P |  |  |  |  |  |  |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P |  |  |  |  |  |  |  |  |
| Emily | Morgan | Arts & Humanities | P |  |  |  |  |  |  |  |  |
| Carolyn | Cutrona | Social Sciences & Education | P |  |  |  |  |  |  |  |  |
| Michael | Bailey | Arts & Humanities | P |  |  |  |  |  |  |  |  |
| Donna | Winham | Biological & Agricultural Sciences | P |  |  |  |  |  |  |  |  |
| Iddo | Friedberg | Biological & Agricultural Sciences | P |  |  |  |  |  |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |  |  |
| Ajay | Nair | Biological & Agricultural Sciences | P |  |  |  |  |  |  |  |  |
| Sung Yell  Jin | Song (Fall)  Tian (Spring) | Physical Sciences, Math & Engineering | A |  |  |  |  |  |  |  |  |
| Pranav  Amanda | Shrotriya (Fall)  Weinstein (Spring) | Physical Sciences, Math & Engineering | P |  |  |  |  |  |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P |  |  |  |  |  |  |  |  |
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|  |  | Post Doc | N/A |  |  |  |  |  |  |  |  |
|  |  | Post Doc | N/A |  |  |  |  |  |  |  |  |
| Christine | Cain | GPSS Pres/Grad Student – Social Sciences & Education | P |  |  |  |  |  |  |  |  |
| Efrain | Rodriguez-Ocasio | Grad Student--Physical & Math Sciences & Engineering | P |  |  |  |  |  |  |  |  |
| Caitlyn | Campbell | GPSS VP/Grad Student--Biological & Agricultural Sciences | P |  |  |  |  |  |  |  |  |
| Ryan | Everett | Grad Student -- Arts & Humanities | A |  |  |  |  |  |  |  |  |
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| Ex-officio |  |  |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P |  |  |  |  |  |  |  |  |
| Michelle | Soupir | Interim Associate Dean, Graduate College | A |  |  |  |  |  |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P |  |  |  |  |  |  |  |  |
| Samantha | Hirschman | Graduate Student Services Specialist II, Graduate College | P |  |  |  |  |  |  |  |  |

Key: P = Present, A = Absent