Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: January 18, 2023Place: Microsoft Teams | Meeting Leader: Monica Haddad, Chair |
| Start Time: 2:15 pm | Support: Natalie Robinson, Celina Turner |
| 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
	+ Natalie Deam for Sarah Bartlett
 | Haddad |
| 2:15 | Announcements and Remarks* Graduate Council Chair, Monica Haddad
	+ Haddad: I will be on sabbatical until Fall 2023. Natalie and I have also been receiving a lot of comments about coursework-only MS degrees. We will discuss this topic at the next meeting.
* Graduate Dean, Bill Graves
	+ Graves: We don’t have anyone identified as Vice Chair of the Graduate Council. This has me concerned about what happens next fall. I would ask everyone to consider whether you would be in a position to volunteer as Vice Chair this semester and then take over as Chair in the fall.
		- Chen: I can volunteer. I don’t have much experience, so that’s my only concern. If someone with more experience would like to volunteer, I can step back.
			* Graves: We will work with you and support you as much as you need.
* Graduate College Office, Natalie Robinson
	+ Karas and Zaffarano Award Committee Service
		- Robinson: We will be reviewing Karas and Zaffarano awards in March. These are two very important awards that recognize students for outstanding research and outstanding dissertation. Please reach out to me if you’re interested in volunteering for these committees.
 | Haddad, Graves, Robinson |
| 2:35 | Consent Agenda* [Agenda](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/January%202023/GC%20January%202023%20Agenda.docx) for January 18, 2022, meeting
* [Minutes](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/GC%20December%202022%20Minutes_ct_nbr_FINAL.docx) from December 14, 2022, meeting
* Items from Grad Catalog Curriculum Committee:
	+ [Concurrent BS in Software Engineering and MS in Information Systems revision](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Concurrent%20MS%20in%20Informations%20Systems%20-%20Software%20Eng%20with%20plan.pdf)
	+ [Concurrent BS in I E and Master of Engineering in Engineering Management](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Proposal%20Form%20for%20Concurrent%20BSIE-MEng%20Engineering%20Management.pdf)
	+ [Concurrent BS in I E and Master of Engineering in Systems Engineering](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Proposal%20Form%20for%20Concurrent%20BSIE-MEng%20Systems%20Engineering.pdf)
	+ New Double Degree Proposal: [Master of Industrial Design & M.S. in Human Computer Interaction & Voting Record](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/MID%20MS%20in%20HCI%20Proposal%2012_6_22_with%20voting%20record.pdf)
	+ [Concurrent Master of Business Analytics/ Bachelor of Science in Business Analytics and Bachelor of Science in Management Information Systems](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Concurrent%20Master%20of%20Business%20Analytics%20-MIS%20and%20Businesss%20Analytics%20with%20plan.pdf)
	+ [Concurrent Master of Finance/Bachelor of Science in Finance](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Concurrent%20Master%20of%20Finance%20-%20Finance%20with%20plan.pdf)
	+ [Concurrent](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Concurrent%20MS%20in%20Informations%20Systems%20-%20MIS%20and%20Business%20Analytics%20with%20plans.pdf) [Master of Science in Information Systems/ Bachelor of Science in Management Information Systems and Bachelor of Science in Business Analytics](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/December%202022/Concurrent%20MS%20in%20Informations%20Systems%20-%20MIS%20and%20Business%20Analytics%20with%20plans.pdf)
	+ Dual-lists:
		- [POL S 404X/504](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2746)
		- [POL S 405X/505](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2748)
		- [POL S 410X/510](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2759)
		- [COM S 463X/563X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2723)
		- [E E 443X/543X](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2638)
		- [POL S 425X/525](https://nextcatalog.registrar.iastate.edu/courseadminx/?key=2767)
 | Haddad |
| 2:40 | Old Business* [6.3.2. Courses Taken as an ISU Undergraduate edits](https://www.grad-council.iastate.edu/sites/default/files/2022-2023/January%202023/EDITS_Credit%20for%20courses%20taken%20as%20ISU%20undergrad.docx)
	+ Graves: There was confusion about the interpretation of the language that was approved last meeting. We hope the new edits are consistent with what the Council intended. We think these edits are written in a way that takes away any ambiguity.
	+ Lonergan: As one of the authors of the original, I think these edits are clearer, better, and in the spirit of what we voted on last meeting. I move to approve the edited version of the policy.
	+ Chen: I second.
		- Motion passed 15-0-0
* Dissertation/Thesis/Creative Component Language in the GC Handbook
	+ Robinson: Based on the feedback last meeting, I reached out to Lily Compton. She explained that the phrase “in a timely manner” is important and means we should limit the use of embargos. The “Availability to Public” website also specifies guidelines for sponsored research and intellectual property research.
	+ Weinstein: I need clarification on what “available to the public” means. Students submit dissertations to ProQuest. It seems to me that saying “available to the public” without some sort of clarity will make it hard to know what the college is looking for here.
	+ Bailey: Isn’t the Library the determining agency that handles this?
	+ Graves: Yes, that is correct. The Library is the repository for creative components. Creative components are not sent to ProQuest. I don’t think the Graduate College or the Library question what is or is not included in a creative component. That’s left up to the faculty who are advising the student. I think the language in the handbook needs to be more specific.
	+ Weinstein: In my experience, a lot of this happens by default. You can’t graduate without submitting your dissertation to ProQuest. The submission to the Library is forced at some point in the process as well. The language needs to address unique situations and not just provide a blanket statement.
	+ Robinson: I’ll take this back to Lily Compton and see if she can present during the next meeting. Otherwise, this topic might be tabled.
* [Procedure/Policy for appointing current graduate faculty to majors](file:///C%3A%5CUsers%5Ccelinat%5CDownloads%5CProcedurePolicy%20for%20appointing%20current%20graduate%20faculty%20to%20majors.docx)
	+ Haddad: We reached out to the Sustainable Agriculture and Human Computer Interaction programs regarding this topic because they already have procedures in place. The Human Computer Interaction program has not shared anything yet, but the Sustainable Agriculture program has two types of procedures: one for current ISU faculty and one for faculty outside ISU.
	+ Freeman: This is what our policy has always been. I’m surprised any program would accept anyone as graduate faculty without going through this minimum effort.
	+ Bailey: Is the concern that departments are accepting everyone as graduate faculty with no control? Or is the concern that some departments are being too rigorous and keeping good faculty out? Are we trying to give minimum guidelines?
	+ Robinson: There is no structure currently. We need something minimally in place.
	+ Bailey: If we start stipulating specifics, we’re going to run into headaches down the road. We should provide basic statements of recommendation, but we shouldn’t set requirements.
	+ Haddad: We will prepare something that’s more of a recommendation and bring this to the next meeting for further discussion.
 | Haddad, Robinson |
|  2:50 | New Business* [Graduate Transcript Enhancements with Workday Student](file:///C%3A%5CUsers%5Ccelinat%5CDownloads%5CDRAFT%20-%20Decision%20Document%20-%20SR%20-%20Graduate%20transcript%20notations%20enhancements%20%28WDSRRL-3549%29.docx)
	+ Robinson: The Records workstream for the Workday Student project is asking for Graduate Council feedback on some important enhancements to the graduate transcript that do not exist today. These include the following:
		- Discontinue the “Declare…major” notation
		- Include Karas and Zaffarano awards
		- Include preliminary and final oral exam dates when passed
		- Include dismissal
		- Include creative component manuscript title
	+ Graves: I see some advantage to listing the specific dates for the preliminary and final oral exams.
	+ Chen: I receive a lot of inquiries from companies asking if a student has met the 72-credit requirement for PhDs. This might be something to consider adding to the transcript as well.
	+ Graves: Maybe the relevant entry on the transcript would be the date when the POSC coursework is completed. We evaluate graduation eligibility based on POSC coursework, not just that the student has completed 72 credits.
	+ Robinson: I can take this back to the Records workstream to see if that’s in the realm of possibility.
	+ Haddad: If you have any additional suggestions, please reach out to Natalie.
* [Graduate minor policy](https://www.grad-college.iastate.edu/handbook/chapter.php?id=4&search=minor&section=4.1#search) and routing issues in Workday
	+ Robinson: The policy on graduate minors states that the minor must be approved by the student’s committee and both the major and minor DOGE via the POSC. We currently have no way for the entire committee to approve the addition of a minor. We cannot figure out how to make this work systematically, but the DOGE can approve.
	+ Rodriguez-Ocasio: I went through the process of requesting a minor. The DOGE from that minor is the person who knows the requirements. In my experience, the faculty member who serves as the minor representative on the committee doesn’t know about requirements when it comes to specific courses. I’m concerned that the person who knows the requirements will not be looped in the approval process if the DOGE is not included.
	+ Haddad: Having the minor DOGE involved is important. Natalie will explore more options based on this feedback.

Other subcommittee work: establish timeline for reports out to Council* Review Council By-Laws/Constitution
	+ Dean Graves, Sarah Bartlett
		- Graves: I hope to have more to share at the February or March meeting.
* English Requirement and International 3-year degrees
	+ Michael Bailey, Donna, Sung invited to EPEC meeting onFriday, January 20, 2023
* Handbook Rewrite
	+ Christine, Efrain, Emily (Natalie as ex-officio to clarify policy that can be changed by this body vs. university policy as needed).
		- Robinson: I will reach out to this group to develop a plan of action.
* Student Health and Wellness Policy
	+ Ajay, Carolyn, Caitlyn, Michael Brown
* Supervision of Postdoctoral Scholars
	+ Steven F., Elizabeth Elliott, Susheel Kumar Nethi, Misty Treanor, ex-officio for policy clarification
		- Freeman: I’ve reached out to this subcommittee to request we get together. I think we can do this in about ten minutes. I don’t think we need a subcommittee. I would prefer to make a motion in February, vote on it, and let the Council move on.
 | Haddad, Robinson |
| 3:25 | Other Items/Issues |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
| Monica | Haddad | Arts & Humanities | P | P | P | P | P | P |  |  |  |
| Gretchen | Mosher | Biological & Agricultural Sciences | Sub | P | P | P | P | P |  |  |  |
| Michael | Brown | Social Sciences & Education | P | P | Sub | A | A | P |  |  |  |
| Petruta | Caragea (Spring) | Physical Sciences, Math & Engineering | P | P | P | P | P | P |  |  |  |
| Chunhui | Xiang | Social Sciences & Education | P | P | Sub | P | P | P |  |  |  |
| Steven | Lonergan | Biological & Agricultural Sciences | P | Sub | P | P | P | P |  |  |  |
| Emily | Morgan | Arts & Humanities | P | P | P | P | P | P |  |  |  |
| Carolyn | Cutrona | 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 | P | P |  |  |  |
| Iddo (Matt) | Friedberg (O’Neal) | Biological & Agricultural Sciences | P | A | A | A | Sub | A |  |  |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | Sub | P | P | P | P |  |  |  |
| Ajay | Nair | Biological & Agricultural Sciences | P | P | P | P | A | P |  |  |  |
| Sung YellJin | Song (Fall)Tian (Spring) | Physical Sciences, Math & Engineering | A | P | P | P | P | P |  |  |  |
| PranavAmanda | Shrotriya (Fall)Weinstein (Spring) | Physical Sciences, Math & Engineering | P | P | P | P | P | P |  |  |  |
| Steven | Freeman | Faculty Senate Representative | P | P | P | P | P | P |  |  |  |
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| Elizabeth | Elliott | Post Doc  | N/A | P | A | A | A | P |  |  |  |
| Susheel Kumar | Nethi | Post Doc  | N/A | P | P | A | A | P |  |  |  |
| Christine | Cain | GPSS Pres/Grad Student – Social Sciences & Education | P | P | P | P | P | P |  |  |  |
| Efrain | Rodriguez-Ocasio | Grad Student – Physical & Math Sciences & Engineering  | P | P | Sub | A | A | P |  |  |  |
| Caitlyn | Campbell | GPSS VP/Grad Student – Biological & Agricultural Sciences  | P | P | P | P | P | P |  |  |  |
| Sarah | Bartlett | Grad Student – Arts & Humanities | N/A | P | P | P | P | Sub |  |  |  |
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| Ex-officio |   |   |  |  |  |  |  |  |  |  |  |
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| Bill | Graves | Dean of the Graduate College | P | P | P | P | P | P |  |  |  |
| Michelle | Soupir | Interim Associate Dean, Graduate College | A | P | P | A | A | P |  |  |  |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P | P | P | P | P |  |  |  |
| Celina | Turner | Graduate Student Services Specialist II, Graduate College | P | Sub | Sub | P | P | P |  |  |  |

Key: P = Present; A = Absent