Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: April 29, 2024  Place: 3150 Beardshear Hall | Meeting Leader: Ajay Nair, Chair |
| Start Time: 3:30 pm | Support: Natalie Robinson, Alberto Lara |
| End Time: 4:02 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 3:30 | Call to Order   * Attendance and seating of substitute council members | Nair |
| 3:35 | Announcements and Remarks   * Graduate Council Chair, Ajay Nair * Graduate Dean, Bill Graves * Graduate College Associate Deans: Elena Cotos, Heather Greenlee, Michelle Soupir * Graduate College Office, Natalie Robinson | Nair, Graves, Cotos, Greenlee, Soupir, Robinson |
| 3:40 | Consent Agenda   * Agenda for April 29, 2024, meeting | Nair |
| 3:40 | Old Business   * Hourly Work   + [Guidelines for Paying Graduate Students for Duties Performed](https://d.docs.live.net/sites/default/files/2023-2024/April%202024/Guidelines%20for%20Paying%20Graduate%20Students%20for%20Duties%20Performed.docx)   + [Hourly Work for Grads - Draft Handbook Language](https://d.docs.live.net/sites/default/files/2023-2024/April%202024/Hourly%20Work%20for%20Grads%20-%20Draft%20New%20Handbook%20Language.docx) [Hourly Work for Grads - Flowchart, Draft 1](https://d.docs.live.net/sites/default/files/2023-2024/April%202024/Hourly%20work%20for%20grads--flowchart%20Draft%201.pdf)   + [Report from Grad Council Working Group on Hourly Work for Graduate Students](https://d.docs.live.net/sites/default/files/2023-2024/April%202024/Report%20from%20Graduate%20Council%20Working%20Group%20on%20Hourly%20Work%20for%20Graduate%20Students.docx) * Hourly work report review * Emily – Group met 3 times. Dean Garves was present for 2 of the meetings. Discussed needs for clearer guidelines regarding hourly work for grad students. Current policy is brief and vague. Make more extensive policy with less extensive and burdensome enforcement mechanism. Also discussed the need to protect student interest. Guidelines and language were drafted to be included in the graduate handbook. Trying to separate best practices from policy. That is why both guidelines and language was drafted. Hourly work for grad students currently is just a Subheading, but it really needs its own section in the handbook. Also talked about Workday implementation for enforcement and compliance of hourly work policy. Guidelines document, basically goes through what needs to be an assistantship and what’s need to be hourly work. Anything that involves teaching is an assistantship. Hourly work - units like Parking and Dining are already a blanket. They are allowed since most likely there will be no conflict with studies. Specified start and end dates and a more formal arrangement should be standard. * Amanda – hiring question about making clear what is allowable * Steve – Lots of things are allowable, but there still needs to be opportunities to have conversations. Agree, with everything in the guidelines, but departments not always follow all guidelines * Were undergrad BA, teaching, * Guidelines written as black and white. How is that process going to work? We need better guidelines about how Bill is making those exceptions rather than base by base. * Gretchen – Maybe adding a sentence saying if there is an exception they will be handles on a case by case basis. * Amanda – problem with word administrative. So maybe change bullet point to administrative or technical support. Or add more to bullet point stating this. * Marc – Some of these exceptions would be good to be specified concretely in the document. This could harm student. Unless we can clarify some of these stuff * Cain – tough with having specific examples * Steve – Policy should be clear. Not have a list of expectations without the dean signing off. It would be nice to have guidelines of how you ask and when you ask. So many emails because of this. Hate to have a form because then it’s part of the policy, but this is the information needed. * Marc – possibility, maybe somewhere online have a list of exceptions. * Emily – Something like the current permission form. Make it clear that exceptions need to be exceptional. There is a procedure. Maybe the form needs to be simplified. * Amanda – talking about two different categories. Unusual cases and Cases that are more common. Try to make those more clear * Work for hire * No vote today since it’s the first reading * Michele – is this going to be shared out to others? Colleges? Broader input from campus? * Steve – since this is not approved today. For it to be approved next Fall, this group would have to approve it, and then it would go to academic affairs, where they would need to approve it, then it would go to the faculty senate executive order, eventually to the floor of the senate where every department would participate * Curricular issues don’t get modified often. But policies from council, can be amended * Steve – Could send this out to the DOGE list and talk about it in the first DOGE meeting of the Fall. * Graduate Faculty Election Structure Update * Steve - The two spots to elect deadline was last Friday * Steve – another thing that will change. If you are the only representative in your college, then it means you are also probably on the curriculum committee. | Morgan & subcommittee, Freeman |
| 4:45 | New Business   * Vice Chair of Graduate Council/Chair of the Graduate Faculty Membership Committee needed for AY 2024-2025 | Robinson |
| 4:45 | Other Items/Issues |  |

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| **First Name** | **Last Name** | **Discipline Area** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
| Ajay | Nair | Biological & Agricultural Sciences, Chair | P | P | P | P | N/A | P | N/A | N/A |  |
| Gretchen | Mosher | Biological & Agricultural Sciences | P | P | A | P | N/A | P | N/A | N/A | P |
| Alyssa | Emery | Social Sciences & Education | P | P | A | P | N/A | P | N/A | N/A |  |
| Petruta | Caragea | Physical Sciences, Math & Engineering | P | P | P | A | N/A | P | N/A | N/A |  |
| Chunhui | Xiang | Social Sciences & Education | A | P | A | A | N/A | A | N/A | N/A |  |
| Matt | O’Neal | Biological & Agricultural Sciences | P | P | P | P | N/A | P | N/A | N/A |  |
| Emily | Morgan | Arts & Humanities | P | P | P | P | N/A | P | N/A | N/A | P |
| Carolyn | Cutrona | Social Sciences & Education | P | A | P | A | N/A | P | N/A | N/A |  |
| Jae-Hwa | Lee | Arts & Humanities | P | P | A | P | N/A | P | N/A | N/A |  |
| Susana | Goggi | Biological & Agricultural Sciences | P | A | A | A | N/A | A | N/A | N/A | P |
| Iddo | Friedberg | Biological & Agricultural Sciences | A | A | A | A | N/A | A | N/A | N/A |  |
| Degang | Chen | Physical Sciences, Math & Engineering | P | P | P | P | N/A | P | N/A | N/A | P |
| Debra | Marquart | Arts & Humanities | P | P | P | P | N/A | A | N/A | N/A |  |
| Jin | Tian | Physical Sciences, Math & Engineering | P | A | P | P | N/A | A | N/A | N/A | P |
| Amanda | Weinstein | Physical Sciences, Math & Engineering | P | P | P | P | N/A | P | N/A | N/A | P |
| Steven | Freeman | Faculty Senate Representative | P | P | A | P | N/A | P | N/A | N/A | P |
|  |  | Post Doc |  |  |  |  |  |  |  |  |  |
|  |  | Post Doc |  |  |  |  |  |  |  |  |  |
| Christine | Cain | GPSS Pres/Grad Student – Social Sciences & Education | P | P | P | P | N/A | P | N/A | N/A | P |
| Ryan | Everett | Graduate Student | A | P | P | P | N/A | P | N/A | N/A |  |
| Eddie | Mahoney | GPSS VP/Grad Student-- Physical & Math Sciences & Engineering | A | P | A | A | N/A | A | N/A | N/A |  |
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| **Ex-officio** |  |  |  |  |  |  |  |  |  |  |  |
| Bill | Graves | Dean of the Graduate College | P | P | P | P | N/A | P | N/A | N/A |  |
| Elena | Cotos | Associate Dean | A | A | A | A | N/A | P | N/A | N/A |  |
| Heather | Greenlee | Associate Dean | P | P | P | A | N/A | A | N/A | N/A |  |
| Michelle | Soupir | Interim Associate Dean, Graduate College | A | P | P | P | N/A | A | N/A | N/A | p |
| Natalie | Robinson | Assistant Director of Academic Services, Graduate College | P | P | P | A | N/A | P | N/A | N/A | p |
| Alberto | Lara | Student Services Specialist II, Graduate College | P | P | P | P | N/A | P | N/A | N/A | p |

Key: P = Present, A = Absent