Iowa State University Graduate Council MEETING MINUTES

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| ***Meeting: Graduate Council*** | ***Key Roles*** |
| Date: January 25, 2024  Place: 3150 Beardshear Hall | Meeting Leader: Ajay Nair, Chair |
| Start Time: 3:30 pm | Support: Natalie Robinson, Alberto Lara |
| End Time: 4:45 pm |  |

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| TIME | TOPIC | DISCUSSION LEADER |
| 3:15 | Call to Order   * Attendance and seating of substitute council members | Nair |
| 3:20 | Announcements and Remarks   * Graduate Council Chair, Ajay Nair * Graduate Dean, Bill Graves * Graves – First meeting since Nair named department chair. Congratulations.   + Data from admissions report. Peak time of year for graduate admissions   + We are of course transitioning to new processes and procedures   + My understanding, from an applicant’s perspective. The form and what they need to do looks very similar.   + When we receive all that information, it is integrated into workday. So, it looks different for our end.   + There are of course some hiccups. I was with a group of support staff members this afternoon, and they told me they found some work arounds that they probably should not be doing. But they are finding ways to get applications reviewed. We are making it work, but we know there are problems on how it is working. So, we know it will be different next year. Office of admissions is aware that there is a significant back log on applications that they received that they are trying to make available for reviewers.   + They are aware that everything should be reconsidered for the next cycle. In terms of how applications are being processed.   + Major question that everyone is asking now is, “why is admissions reviewing all the transcripts and all the applications before making those applications available for programs? Rather than having programs look at them first and choose the ones they would want to move forward before admissions does their deep analysis   + This is a good question, but it is too late this cycle to do a whole lot. Deadline was today for a request from programs to make a last-minute change in processing.   + All programs were invited to say “yes” to make this change   + Robinson – Deadline was yesterday at 5pm   + Graves – They are doing their best. They are aware of problems and issues. They have hired more staff.   + Good news is that applications are up. As of January 15th, we have received 22% more graduate applications than the same date last year. And last year we were up significantly.   + Member – How are those distributed?   + Graves – Most programs are affiliated with at least one disciplinary college. So, if you look at it by disciplinary college every college is up. If you drill down to something like LAS you can find programs that are up and programs that are down within a college.   + Another way you can look at it is Doctorates vs Master’s. Doctorates are way up, Master’s are down.   + Overall, we are up because of surge of Doctorate applications   + Another way you can look at it is Residents of Iowa vs domestic applicants who are not residents of Iowa, vs international applicants   + Last I heard was that Iowa applicants are up, domestic non-Iowa is up, international is down, which is different from last year   + Another big change this year is that we don’t have the pre-app process anymore   + Applications that might have gone directly to department or program as a pre-app are going straight to admissions   + Freeman – We were told that pre-apps were counted. They were not double counted.   + Graves – Programs have the option to charge the application upfront, others are going with the option of applying for free and once they are accepted and arrive, then someone will need to pay the application fee. Sometimes it will be the student who has it billed on their U-Bill. Other times it will be a program paying it for the student if they end up taking the student. * Graduate College Associate Deans: Elena Cotos, Heather Greenlee, Michelle Soupir * Graduate College Office, Natalie Robinson   + Call for Karas, Zaffarano, and Margaret Ellen White Committee Volunteers   + Robinson– It’s that time of year. Calling for people to serve on the Karas and Zaffarano award review committees.     - Usually, the review period is early March late February. Based on years past, the reading of materials is the most time intensive.     - Only really meet once as a committee to discuss who they ranked and who they want to decide as recipient. | Nair, Graves, Cotos, Greenlee, Soupir, Robinson |
| 3:30 | Consent Agenda   * Agenda for January 25, 2024, meeting * Minutes for November 30, 2023, meeting * Items from Grad Catalog Curriculum Committee:   + No items ready for review | Nair |
| 3:35 | Old Business   * Restructuring Graduate Council update   + Steve – How many of your faculty senators sent you the policy that was presented? I see not many hands went up.   + 90 percent of graduate faculty voted in favor of the process of doing this proposal.     - Received a couple of items of consistent feedback for changes made after the vote     - There was lots of confusion about putting a council under a council     - Ultimately, what we decided was to change the name. So, the proposal that was presented to the faculty senate, “this group will now be called the Graduate Faculty Cabinet”     - The other change, as this moves to the faculty senate, was to move post doc responsibility into the vice president research office.     - So those are the two changes from what the graduate faculty voted on.     - As graduate faculty we all have faculty senators that represent us, so it’s a little disappointing that they didn’t send this out     - Second reading and approval will be in February. Hopefully these can be part of faculty conversations     - This is what the senate is actually approving, Language to change bylaws of faculty senate to actually make all of this happen     - This is something that we are trying to be very transparent about     - Nobody that has been elected is going to not serve     - Anyone that was elected gets to complete their full term     - It’s going to take us 2 or 3 years to get there     - After the senate meeting, I didn’t have any questions from the floor     - Confident that this will pass   + Graves – so several people in Graduate College are working in different ways on the Graduate College Handbook such that it will conform to the new charge of the graduate faculty cabinet. Because the current handbook contains material that is not     - I am totally for this change. I like it because it more clearly articulates the charge of the cabinet. And clarifies what is and is not in the cabinets’ domain.   + Robinson– Especially with forms changing with Workday, it’s a good time for these changes   + Freeman – For example like the 77-dollar fees. It’s in the handbook but nobody has the means to control it.   + Graves – Hourly employment for graduate students. This is another area that doesn’t seem to conform. More of an HR issues than policy   + Nair – Hourly work topic. Graves has been handling. Look at this policy thoroughly. In the past we have proposed an Ad Hoc committee. 3-4 members to look at the language there to update it. Good way to move forward to see what changes need to be made? * Freeman – In the future this could be the type of issue that could be brought to the graduate faculty cabinet, they give their input, and decide if it’s an academic policy or is it an administrative policy. * Member – Trying to draw a line between academic and HR issues. Reality is that there are consequences on both sides. Instead of drawing a line, should have a region of joint responsibility for those places where policy decisions will have an impact on an academic trajectory.   + Situations were created where administrative decisions   + If we try to draw this bright line we could potentially be making it worse. * Freeman – I don’t think it will be black white   + Faculty senate committee has power   + Faculty still have voice in senate   + Some of those things there’s not a clear way to separate. * Cain – Who is the firs person responsible for knowing the information? Can be helpful knowing there’s a semblance of a line. * Freeman – I think it will also make it clear that ultimately, whether it’s an administrative policy or an academic policy, it’s all going to end up on the Provost’s desk. * O’Neal – In the future when this body is under the faculty senate, will the structure and the placement and participation of the grad college administration be the same? At the meetings? Will the graduate college dean still come to those meetings? * Graves – Graduate Dean will come to those meetings * Freeman – It is written in there. The Graduate Dean is an ex-officio member of this cabinet. So, they have to be there.   + In bylaw language 6B, non-voting language * Graves – That relationship will still be there * Morgan – caught mistake in the bylaws about postdocs * Graves – Do we know whether the VPR office has been in consultation about the postdocs moving under them * Freeman – Provost had indicated to him that this is the thought. It hasn’t been approved yet though. * Nair – Postdoc are not part of this * Freeman – Postdoc won’t appear in grad faculty senate bylaws * Graves – my recollection it was all over the place. In some places it was housed by VPR, in others the grad college, and sometimes in HR * Concurrent grad/undergrad policies surrounding hourly work * Nair – Coming back to hourly work. Having an ad hoc committee?   + Emily, are you willing to be part of ad hoc committee and have some others help you? * Morgan – As we’re looking at the policy, are we looking at the policy understanding that it is going to be removed from the handbook anyway or? * Graves – I would think you look at it in an advisory way to me. We would work together. I have materials I can share. Giving feedback * Nair – other members to help   + Jae-Hwa Lee, Ryan Everett, Alyssa Emery * Morgan – I will initiate meeting including Dean Graves * Graves – Either at our first meeting or subsequent one I will reach out to a contact with UHR to bring into the conversation | Nair |
| 4:15 | New Business   * Everett – Welcome Charity as GPSS new CEO * Njeshi – 3MT Winner   + GPSS * Nair – Anything else?   + Ryan part of student club working on different initiatives all across campus for good earth outreach * O’Neal– Is there some guidance converting previous pre-existing masters? * Freeman - I would say talk to the last couple of chairs. Rob Wallace. There is a regents form that is required to do that. The form is very clear on what needs to be provided. * O’Neal – Form for new degrees? * Freeman – If you want to change name of degrees, ultimately the regents need to approve that and justify why. * O’Neal– We’re not changing the name we’re creating something new that is very similar to something we already have. * Freeman – But it’s still a new degree. * Robinson – We have some samples of very successful programs. Would be happy to share with you * Nair – Masters of Agronomy is an example. * Graves – There are several examples on campus. Human computer interaction is one. You don’t have to eliminate what you already have to create something new. You can have both. * O’Neal – Of the programs I’m aware of the majority of the credits that go to complete the master’s degree are research credits. * Robinson – For a lot of discipline it’s not. Happy to share examples. * O’Neal – Not eliminating, just adding (converting) * Nair – What should happen to those credits? * O’Neal – Moving 6 research credits and how to apply these? * Graves – could be 590’s, internships? * O’Neal– But this creates a lot of questions. Those Master of Science students didn’t have to take those classes. But now these do. * Freeman – What electives would be useful for these students? * O’Neal – Can we have a research experience even though you are not doing a thesis? * Mosher – You should look at seed technology and business program. * Robinson – Those rules are in the handbook * Freeman – Other caution I would give. Don’t create this new masters that will require you to create 2 new classes to cover those 6 credits. * Graves – Proposal, journal club, more practical journals were reviewed by the students and then discuss as a group with the instructor. * O’Neal – Could we create a course where these students come into lab and learn new technique under supervision.   + But you’d have one type of student who is paid to come into lab and one student paying to come into lab. The output would be the same. * Freeman – But the intellectual requirements on what to do will be different. * O’Neal – It can’t be 699 or 599 all I have heard * Freeman – Learning different techniques | Nair |
| 4:25 | Other Items/Issues   * Nair – If we don’t have anything else we can adjourn |  |

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

Key: P = Present, A = Absent