

## Graduate Council Minutes

September 20, 2007

Present: White (Chair), Clapp, Cornick, Damhorst, Hogben, Holger, Lajoie, Miller, Payne, Schuh, Vleck, Wong, Zhao

Absent: Akinc, Dickerson, Goedecken, Huffman, Jackson, Lonergan, Onzere, Su

### Call to Order

The meeting was called to order by the chair, and the agenda was approved. New members were welcomed by the new chair, Dr. White, and the mission of the Graduate Council was introduced by Drs. White and Holger.

### Previous Minutes

The minutes from the April 19 Graduate Council were approved after some wording changes.

### Handbook Copy from April 19 Minutes

A change to the agenda was approved and a discussion was held about the wording changes for Active and Transition Status. The following handbook copy was revisited and approved by the new Council in order to clarify the previous information about active and inactive status:

#### *Active Enrollment and Inactive Status*

*Active enrollment status is achieved by admission either to a graduate program or to non-degree seeking status and admission to the Graduate College. If active status is lost (see below), then the individual is transferred to an inactive status for a period of not more than five years. Reinstatement of active status requires approval of a graduate program or formal acceptance to non-degree seeking status. Either action also requires approval of the Graduate College. After five years, a student must reapply to the Graduate College for reinstatement. Transferring from one program to another does not affect active status, but must be approved by the receiving program and the Graduate College. See, Transferring from One Graduate Program to Another.*

### Subcommittee Reports

*Postdoctoral Committee*—Dr. Vleck summarized the committee's work from last year and indicated some possible considerations for the committee for this year. The committee last year considered issues of review, appointment, orientation, professional development opportunities, and benefits. Dr. Vleck relayed news about the upcoming postdoctoral luncheon on October 12, 2007, and mentioned that ISU would be writing a proposal for a site visit from the National Postdoctoral Association next spring to help identify ways for the university to work with postdoctoral associates. There was a discussion about adding a postdoctoral associate to Graduate Council. An invitation will be presented at the luncheon on October 12, as well as an opportunity to serve on the Postdoctoral Committee for this coming year. Some other issues to consider for 2007-08 include how to identify who is a postdoctoral associate, where they are located, and if the university can provide web pages or a listserv for them.

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*Wellness Committee*—Dr. Clapp summarized the work of the committee from last year, and she suggested that for the next year perhaps there should be a split between the issues of family leave and catastrophic leave. The draft report from April should be reviewed and reintroduced to the new Graduate Council for discussion. There was also the expectation that comments from various constituencies are still needed as well as meetings and presentations to groups around campus.

Because of the time that was needed to constitute new and continuing committees, the other subcommittee reports were delayed to the October meeting.

**Committees for 2007-08**

The new and continuing committees are detailed on the next page. Since some members were absent at the time of the committee formation, some committees still need members.

The Graduate Council adjourned at 6:55 p.m. The next meeting will take place on October 18, 2007, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

# Graduate Council Minutes

October 18, 2007

Present: White (Chair), Cornick, Damhorst, Hogben, Huffman, Jackson, Lajoie, Lonergan, Miller, Payne, Schuh, Vleck, Zhao

Absent: Akinc, Clapp, Dickerson, Goedecken, Holger, Onzere, Su (resigned), Wong

## Call to Order

The meeting was called to order by the Chair, and the agenda was approved after two additions—a committee report and three news items from the Graduate College.

## Previous Minutes

The minutes from the September 20 Graduate Council meeting were approved after a wording change.

## Committee Reports/Updates

*Graduate Faculty Term Membership*—Dr. Damhorst presented the recommendations and *Graduate College Handbook* proposed wording changes from her 2006-07 Committee. The Committee proposed that the Graduate College administratively review requests for Graduate Faculty Term membership, and that it use an ad-hoc Graduate Council committee to review applications that need further deliberation. After a suggestion to have the committee selected as needed to review individual cases, instead of a continuing committee, the recommendations were approved by the Council members. The committee was made inactive.

*Postdoctoral Policies*—Dr. Vleck reported on several activities for the Committee on Postdoctoral Policies. She provided some demographics for postdoctoral associates from Institutional Research and spoke about the very successful luncheon that 60 postdocs had recently attended. Her committee reported on the issues that were important for that group. From the list of issues from the luncheon, a website and/or listserv seemed to be the number one priority. The committee is being expanded with the addition of a postdoctoral associate to work on revising the by-laws of the Graduate Council in order to allow postdoctoral associates to be elected as representatives. After a discussion by members, two seemed to be the appropriate number. Until the by-laws are changed, one or two associates will be invited to attend Council meetings.

*Wellness Committee*—Dr. Hogben suggested that the committee be subdivided into a group examining employment issues (Family Medical Leave Act and vacation leave) and one involved with academic accommodation for leave (e.g., catastrophe illness). The reports would then be brought back to Council for review and sent out for comment by various campus constituencies before final approval by the Council for implementation.

## Committee memberships for 2007-08

Some members were added to new and continuing committees, and Dr. White was instructed to contact missing Council members for their choices on committees. A new listing should be available by the November meeting.

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#### **News**

The Miller Fellowship—Present guidelines were distributed, and the Awards and Speakers committee was charged to seek comments from Council members, review the program, and provide a final set of guidelines for a competition that will be announced in the Spring with deadlines in the fall for the Summer/Fall 2009 recruiting season.

Dr. Payne solicited comments and recommendations to take back to Dean Holger because of the difficulty of finding a Chair for the Graduate Curriculum Committee.

Dr. Payne also provided a copy of the graduate tuition scholarship recommendations from the Leadership Team for the new budget model. She encouraged everyone to make their comments by the November 1 deadline.

The Graduate Council adjourned at 6:45 p.m. The next meeting will take place on November 15, 2007, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

## **Graduate Council Minutes**

November 15, 2007

Present: White (Chair), Damhorst, Goedecken, Hogben, Jackson, Lajoie, Lonergan, Miller, Payne, Schuh, Vleck

Absent: Akinc, Clapp, Cornick, Dickerson, Holger, Huffman, Onzere, Wong, Zhao

Guests: Brian Gelder ABE; Beatrice Collet, CHEM, Mike Crum, College of Business; Beth Tankersky-Bankhead, University of Missouri PFF Program

### **Call to Order**

The meeting was called to order by the Chair, Dr. White, and the agenda was approved.

### **Previous Minutes**

The minutes from the October 18 Graduate Council meeting were approved.

### **MBA/DVM Concurrent Degree Proposal**

Dr. Crum served as resource person for a proposal that would allow students to concurrently earn a DVM and MBA. The Graduate Council did not vote or consider the tuition and fees part of the proposal because that issue needed discussion with Central Administration and the Board of Regents, but the rest of the proposal was approved by Council after a brief discussion. It will now go to Dr. Holger, Dean of the Graduate College for final approval and further discussion on the tuition issues.

### **Proposed Revisions to the Graduate Council Bylaws**

Dr. Vleck led the discussion to change the bylaws to enable formal participation by postdoctoral associates in Graduate Council. She presented proposed changes to the bylaws; those changes were discussed and approved by the Council. Since faculty approval is needed for implementation, the Graduate College will send the changes to all graduate faculty for the final vote.

### **Proposed changes to vacation and emergency unpaid leave for graduate students (from the Wellness Committee)**

Dr. Hogben led the discussion regarding the proposals from her committee. It was decided to make some changes to the document on vacation leave, but to table the sick leave and medical leave policies until more information is obtained. Dr. Hogben will make the revisions and send them to the Graduate Council for a final email approval before sending the document to various constituencies for comment and feedback. She will serve as a contact and collector for the comments that should be sent to her by February 1. The committee will summarize them and submit them at the February Graduate Council meeting for further action.

### **Postdoctoral News**

Dr. Vleck led the discussion about several actions for postdoctoral associates. She had just learned that the travel grant for a team visit from members of the National Postdoctoral Association was approved for two days during the Spring term. Dr. Vleck will try to tie that visit around one of the Graduate Council meetings early in the term. Dr. Schuh talked with Charlotte Bronson in the Vice President for Research's Office and Corley Brooke in the Center for Excellence in Learning and Teaching. Both want to help with developing workshops for postdoctoral associates. Several issues

were then discussed by the two postdoctoral associate guests. One of the issues that will be further investigated is the need for a policy to provide bus passes to postdoctoral associates at reduced rates such as are available for other staff and faculty.

#### **Graduate Council Policy for Research Credits**

Dr. Payne proposed that the Council consider if there should be a minimum number of research credits that Ph.D. student should complete. Presently there is no minimum, but the Council felt that the major programs should consider and decide on the issue on a programmatic basis. The Council recommended that the Graduate College not set and enforce a minimum number of research credits that Ph.D. students should complete.

#### **Committee Memberships for 2007-08**

Dr. White provided an updated list of the memberships of the Graduate Council working committees.

The Graduate Council adjourned at 6:40 p.m. The next meeting will take place on January 17, 2008, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

## Graduate Council Minutes

January 17, 2008

Present: White (Chair), Akinc, Damhorst, Fuller, Goedeken, Hennessey, Hogben, Holger, Jackson, Lajoie, Lonergan, Miller, Payne, Schuh, Stoehr, Wong

Absent: Clapp, Cornick, Dickerson, Vleck, Zhao

Guests: Douglas Gemmill, Systems Engineering; Gary Mirka, Industrial and Manufacturing Engineering, Raj Raman, Biorenewable Resources and Technology

### Call to Order

The meeting was called to order by the Chair, Dr. White, and the agenda was approved.

### Previous Minutes

The minutes from the November 15 Graduate Council meeting were approved.

### Graduate Curriculum and Catalog Committee

Several proposals that were recently approved by the Graduate Curriculum and Catalog Committee were presented at the Graduate Council. Each proposal was briefly discussed by the Graduate Council members:

1. *Proposal for a Coursework only option to be added to the Master of Engineering degree in Systems Engineering* (Doug Gemmill, Guest and Resource Contact).
2. *Proposal for a Coursework only option to be added to the Master of Engineering degree in Industrial Engineering* (Gary Mirka, Guest and Resource Contact).
3. *Proposal for Concurrent B.S. and M.S. degree in Industrial Engineering* (Gary Mirka, Guest and Resource Contact).
4. *Proposal to Establish a Graduate Certificate Program in Biorenewable Resources and Technology (BRT)* (Raj Raman, Guest and Resource Contact).
5. *Proposal from Kinesiology to discontinue participation in the Master of Education degree program* (Ann Smiley-Oyen, Program Contact).
6. *Proposal to add a non-thesis option to the Human Computer Interaction major* (James Oliver, Program Contact).
7. *Proposal to discontinue Veterinary Diagnostic and Production Animal Medicine (VDPAM) Major* (Annette O'Connor, Program Contact).

All of the proposals were approved and will now move to the Graduate Dean for review. The last one will need to move to the Graduate Dean, Faculty Senate Curriculum Committee, and the Board of Regents before it can be finally enacted.

### Preliminary Planning for President Geoffroy's Visit to Graduate Council

Dr. White announced that the Council planned to invite President Geoffroy to attend the Council meeting in April. In preparation for his visit, she requested brief reports from the committees, including those which are addressing issues that the President identified to be of particular interest.

### **Sub-Committee Reports**

*Graduate Student Stipends*—This report is of particular interest to the President. Dr. Wong indicated that the committee had already gathered some data from other institutions and was in the process of obtaining more information. Dr. Holger promised that he would try to obtain stipend information through an AAU common database available from Institutional Research.

*International Students*—Dr. Damhorst had no report for this meeting but will be convening her committee shortly.

*Professional Master's/Certificate Programs*—This issue was also mentioned in the President's visit to the Council last Spring. Dr. Lonergan had no report at the meeting but will be convening her committee shortly.

*Postdoctoral Policies*—Iowa State will host a National Postdoctoral Team visit on March 27-28, 2008. The Team's visit will include participation in the March meeting of the Graduate Council. More news will be forthcoming from the committee on this event.

*Graduate Student Wellness*—Dr. Hogben reported that she had received numerous comments about the vacation policy that circulated among the academic community late last year. The committee will meet in early February to review those comments and revise the policy accordingly. Because of the comments, it was apparent that the sick leave policy would need to be discussed in conjunction with the vacation policy. The committee will bring back their policy recommendations to the February meeting. After that meeting, the committee recommends a distribution of the policies for a shorter round of comments.

*Speakers and Awards*—Dr. Payne indicated that the committee would meet before February to review the new Miller Fellowship Award Program guidelines. Dr. Holger indicated he would welcome suggestions for commencement speakers from the members of the committee.

### **Online Voting – Proposed Changes to the Constitution to Allow Representation for Postdoctoral Associates**

The Graduate College needs to send out the recommended changes to the Graduate Council Constitution to all graduate faculty, and is investigating the possibility of using an online voting feature. The Council agreed with the approach and suggested using *AccessPlus* for the online vote.

### **National Research Council (NRC) Report Announcement**

Dr. Holger informed the Council members that the NRC Doctoral Study report has been delayed until late spring or early summer. He will continue to update the Council as information becomes available.

The Graduate Council adjourned at 6:30 p.m. The next meeting will take place on February 21, 2008, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College



## Graduate Council Minutes

February 21, 2008

Present: White (Chair), Akinc, Clapp, Cornick, Damhorst, Fuller, Goedeken, Hennessey, Hogben, Holger, Lonergan, Miller, Payne, Schuh, Vleck, Wong

Absent: Dickerson, Jackson, Lajoie, Stoehr, Zhao

Guests: Brian Gelder ABE; Beatrice Collet, CHEM; Dave Otis, NREM; Volker Hegelheimer, ENGL

### Call to Order

The meeting was called to order by the Chair, Dr. White.

### Previous Minutes

The minutes from the January 17 Graduate Council meeting were approved.

### Graduate Curriculum and Catalog Committee

Several proposals that were recently approved by the Graduate Curriculum and Catalog Committee were presented at the Graduate Council. Each proposal was briefly discussed by the Graduate Council members:

8. *Proposal to remove areas of specialization from Forestry graduate degree titles (Dr. Otis, Contact).* Because students don't use these and because there is confusion among the specializations, the program wishes to offer a major in forestry without the specializations. The proposal was approved by the Graduate Council and will next move to the Dean of the Graduate College for final review.
9. *Proposal to merge graduate programs in wildlife biology and animal ecology (Dr. Otis, Contact).* Several years ago the departments of forestry and animal ecology combined into the department of Natural Resource Ecology and Management, and, as a result, the proposed combination of the two majors into one made more sense for the program. The proposal was approved by the Graduate Council. It will move next to Faculty Senate Curriculum Committee and to the Board of Regents for further review.
10. *Proposal to add a dietetics specialization to the Master of Family and Consumer Sciences (MFCS) through the Great Plains Interactive Distance Education Alliance (GP-IDEA).* The proposal was approved by the Graduate Council and will next move to the Dean of the Graduate College for final review.

### Proposed Changes to English Placement Requirement for Non-native English Speakers

Dr. Hegelheimer, Director of the English Placement Examination for Non-native English Speakers, proposed a modification to eligibility requirements for students who must take the English Placement Examination for Non-native Speakers. His recommendation was: *Non-native English speaking ISU graduate students who meet or exceed certain TOEFL scores (Paper-based Test (PBT)--640 (and above); Computer-based Test (CBT)--270 (and above); or Internet-based Test (iBT)--105 (and above)) are exempted from taking the English Placement Test.* After a discussion, the Council recommended that these TOEFL cutoff scores be used to waive students from the English Placement Test.

### **Proposed Changes to Leave Policies**

1. Dr. Hogben shared a new draft of the sick leave and vacation leave policies based on comments received from faculty in November and December. After a discussion, the Council voted to send these revised policy documents to various constituencies for a final round of comments.
2. Dr. Clapp presented drafts for academic accommodations for family leave and catastrophic leave for initial comments. After a discussion, the Council voted that these policies also be forwarded for comments to various constituencies.

### **Other Sub-Committee Reports**

*Graduate Student Stipends*—No report given since Dr. Wong had to leave early.

*International Students*—Dr. Damhorst had no report for this meeting but will be meeting with the Office of International Students and Scholars before the next Council meeting.

*Professional Master's/Certificate Programs*—Dr. Lonergan reported that the committee met earlier in the month to examine programs at Iowa State. The committee plans to develop a comprehensive listing as well as decide if criteria should be developed for this group of programs.

*Postdoctoral Policies*—Iowa State will host a National Postdoctoral Team visit on March 27-28, 2008. The team members are Chris Des Jarlais (Assistant Dean for Graduate Outreach and Postdoctoral Affairs, UC San Francisco) and Christine Holmes (Director of the Postdoctoral Studies Program, Cornell University). The Team's visit will include participation in the March meeting of the Graduate Council.

*Speakers and Awards*—Dr. Payne distributed the new Miller Fellowship Award Program guidelines. After discussion, they were approved to be advertised this spring with an October 1 proposal deadline.

### **Planning for President Geoffroy's Visit to Graduate Council**

During the discussion of whether the President and Provost should be invited to a Council meeting this spring, Dr. Holger indicated that a visit was planned to the Graduate College early in the fall. As a part of that event, the Council agreed that the President and Provost should attend a Graduate Council meeting.

The Graduate Council adjourned at 7:05 p.m. The next meeting will take place on March 27, 2008, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

## Graduate Council Minutes

March 27, 2008

Present: White (Chair), Akinc, Fuller, Goedeken, Hennessey, Hogben, Holger, Lajoie, Lonergan, Miller, Payne, Schuh, Schmidt, Stoehr, Vleck, Wong  
Absent: Clapp, Cornick, Damhorst, Dickerson, Jackson  
Guests: Brian Gelder ABE; Beatrice Collet, CHEM; Debra Satterfield, Art and Design

### Call to Order

The meeting was called to order by the Chair, Dr. White.

### Previous Minutes

The February 21 meeting minutes of the Graduate Council were approved after minor changes.

### Graduate Curriculum and Catalog Committee

Three proposals that were recently approved by the Graduate Curriculum and Catalog Committee were presented at the Graduate Council. Debra Satterfield served as resource person for the proposals. Each proposal was briefly discussed by the Graduate Council members:

1. *Proposal to eliminate the specialization in Art Education within the Master of Arts degree program.* Since there are no students left in the program and the program is no longer emphasizing this area, it was requested the area of specialization be deleted. The proposal was approved by the Graduate Council and will next move to the Dean of the Graduate College for final review.
2. *Proposal to add a new area of specialization, Graphic Design, to the Master of Arts in Art and Design major.* This is a new expanding area for the major and will better service those students who want a specialization without going through the MFA degree. The proposal was approved by the Graduate Council and will next move to the Dean of the Graduate College for final review.
3. *Proposal to add a new area of specialization, Environmental Graphic Design, to the Master of Arts in Art and Design major.* This would be the first such graduate program in this area in the United States and it has the support of the leading professional society in this area. The proposal was approved by the Graduate Council and will next move to the Dean of the Graduate College for final review.

### Graduate Student Stipends

A preliminary report was given by Dr. Wong. His committee plans to survey other Peer 11 institutions. Dr. Hogben suggested contacting DOGEs to see if they have stipend data from studies that may have been conducted in their fields or from their own investigations. An interim report will be forthcoming at the April meeting.

### Postdoctoral Associates

The rest of the Graduate Council session was devoted to an open forum with National Postdoctoral Association Team members, Chris Des Jarlais, Assistant Dean for Graduate Outreach and Postdoctoral Affairs, University of California, San Francisco, and Christine Holmes, Director of the Postdoctoral Studies Program, Cornell University.

**Announcements**

Dr. Payne reported on the recent by-laws changes that were sent to graduate faculty for an electronic vote. The bylaws vote that requested adding two postdoctoral associates to the Graduate Council passed overwhelmingly. An election will be developed in conjunction with the regular election of representatives for the fall Graduate Council.

The Graduate Council adjourned at 6:45 p.m. The next meeting will take place on April 17, 2008, 2008, in 3150 Beardshear at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

## **Graduate Council Minutes**

April 19, 2008

Present: White (Chair), Clapp, Cornick, Damhorst, Dickerson, Fuller, Goedeken, Hennessey, Hogben, Holger, Jackson, Lonergan, Miller, Payne, Schuh, Schmidt, Vleck, Wong  
Absent: Akinc, Lajoie, Stoehr  
Guests: Brian Gelder, ABE; Beatrice Collet, CHEM

### **Sick Leave and Vacation Policies for Graduate Assistants**

Because Dean Holger needed to leave the meeting early, the Graduate Wellness Committee first presented its recommendations and final report. Dean Holger indicated that he was willing to accept the Council's consensus on the policy, with the understanding that he would need to share the report and its recommendations with others in central administration and academic colleges before final implementation.

The Council reviewed the various comments from faculty, and several items in the report and recommendations were discussed in detail. Primary questions were raised about the A-base and B-base wording as well as the number of minimum hours of vacation for assistants. Because of the large number of comments from faculty and the Council, a recommendation was made to change the minimum number of vacation hours in the vacation policy to 12. That vote was passed by the Council members present. Then the policy documents were approved in concept, pending some wording changes that should come back to the Council for the May meeting.

After final resolution of the wording changes in May, the policies will be forwarded to Dean Holger who will seek advice from other stakeholders within the university community before their final implementation.

### **Postdoctoral Policies Report**

Dr. Vleck presented the final report of the Postdoctoral Committee. Because of its importance to postdoctoral associates, the committee, and other Council members, one resolution—the establishment of a dedicated Postdoctoral Office with appropriate funding—was separated from the main report to be voted upon. That recommendation was overwhelmingly approved.

The full report with its other recommendations was also approved by Council members. Those other recommendations included: development of a Web site for postdoctoral associates; creation of a postdoc benefits committee to “gather information and make recommendations regarding health insurance benefits, retirement benefits, and the possibility of flexible spending accounts”; continuing to revise and update the postdoctoral policies at ISU; discussions about the initiation of a Postdoctoral Association on ISU's campus; and several follow-up plans that included sponsoring social gatherings, working with CELT and other campus offices to assist in career development, and distributing the postdoc email listing to other appropriate offices on campus. The recommendation was also made to continue this committee for the next year to insure implementation of the various recommendations.

The Council members particularly recognized Dr. Vleck for her extraordinary leadership in bringing this substantial set of recommendations to completion this year.

**2008-09 Election Planning**

Dr. Payne distributed a list of eligible Council members for Chair for the next year. That election will take place at the May 8, 2008 meeting.

**Previous Minutes**

The March 27 meeting minutes of the Graduate Council were approved.

**Other Committee Reports**

An "ISU Survey Questions on Graduate Stipends" was distributed by Dr. Wong who will present his report on graduate benefits at the next Council meeting.

The International Students Committee, which has distributed its recommendations to Council, will also give its report at the May 2008 meeting.

The Graduate Council adjourned at 6:40 p.m. The next meeting will take place on May 8, 2008, in 385 Carver Hall at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College

# Graduate Council Minutes

May 8, 2008

Present: White (Chair), Akinc, Cornick, Damhorst, Fuller, Goedecken, Hennessey, Hogben, Holger, Lonergan, Miller, Payne, Schuh, Vleck, Wong  
Absent: Clapp, Dickerson, Jackson, Lajoie, Schmidt, Stoehr  
Guests: Brian Gelder, ABE; Beatrice Collet, CHEM

## Previous Minutes

The April 19 meeting minutes of the Graduate Council were approved with minor changes.

## Graduate Student Stipends Committee

The committee chair, Johnny Wong, distributed a draft survey that will be sent to ISU programs next year. The Graduate Council approved the report and agreed that more work needed to be done in the next year. The committee would continue.

## Research Credits/Tuition Task Force

Dean Holger requested two volunteers for a task force to examine university policies for registration issues, particularly as they affect faculty and students under the new budget model. John Schuh and Nancy Cornick volunteered to serve on the task force.

## Sick Leave and Vacation Policies for Graduate Assistants

After a review of the final report, the Council voted unanimously to approve the document with its recommendations and send it to Dean Holger for further action and implementation. Because the recommendations were lengthy, the report in full is attached to this document.

## International Students Committee

The committee chair, Mary Lynn Damhorst, presented the committee report with two issues that were presented for vote.

- a. The Council approved the recommendation that *“when an international student is enrolled in two or more majors or co-major, all major advisors must sign the endorsement form for CPT and OPT applications.”*
- b. The Council approved the recommendation that *“If no formal instruction is included as a part of CPT activities, the student may opt to take an internship/practicum course for R credit.”*

The Graduate College will provide a course to the new 2009-11 catalog, GR ST 697, for those students who do not have one available in their programs.

## Professional Master's/Certificate Programs

According to the chair, Elizabeth Lonergan, the committee this year spent its time reviewing program characteristics and discovering those programs at ISU that fit these characteristics. The committee next year will collect and/or recommend policies that should govern these programs.

## Ethology Specialization

This proposal was tabled and will be considered at the first fall Graduate Council meeting.

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**2008-09 Chair Election**

The election of chair for 2008-2009 was held and John Schuh was elected.

The Graduate Council adjourned at 6:35 p.m. The next meeting will take place on September 25, 2008, in 3150 Beardshear Hall at 5:15 pm.

Minutes compiled by Carolyn Payne, Graduate College



**Graduate Council  
2007-2008**

**Graduate Faculty**

Wendy White, Chair 2005-2008 (Biological & Agricultural Sciences)	Food Science & Human Nutrition 1111 HNSB, 1120 <a href="mailto:wswwhite@iastate.edu">wswwhite@iastate.edu</a> Fax: 4-5390	4-3447
Mufit Akinc 2007-2010 (Physical & Mathematical Sciences and Engineering Division)	Materials Science and Engineering 2220 Hoover Hall, 2300 <a href="mailto:makinc@iastate.edu">makinc@iastate.edu</a> Fax: 4-5444	4-0738
Tara Clapp 2005-2008 (Arts & Humanities)	Community & Regional Planning 377 Design, 3095 <a href="mailto:tlclapp@iastate.edu">tlclapp@iastate.edu</a> Fax: 4-2348	4-7759
Nancy Cornick 2007-2010 (Biological & Agricultural Sciences)	Veterinary Microbiology & Preventive Medicine 2130 Vet Med, 1250 <a href="mailto:ncornick@iastate.edu">ncornick@iastate.edu</a> Fax: 4-8500	4-6499
Mary Damhorst 2005-2008 (Social Sciences & Education)	Textiles & Clothing 1068 LeBaron, 1121 <a href="mailto:mldmhrst@iastate.edu">mldmhrst@iastate.edu</a> Fax: 4-6364	4-9919
Julie Dickerson 2005-2008 (Physical & Mathematical Sciences and Engineering Division)	Electrical & Computer Engineering 3123 Coover, 3060 <a href="mailto:julied@iastate.edu">julied@iastate.edu</a>  Fax: 4-8432	4-7705
Edward Goedeken 2005-2008 (Arts and Humanities)	Library 152 Parks Library, 2140 <a href="mailto:goedeken@iastate.edu">goedeken@iastate.edu</a> Fax: 4-5525	4-3311

<p>Leslie Hogben 2005-2008 (Physical and Mathematical Sciences &amp; Engineering Division)</p>	<p>Mathematics 488 Carver, 2064 <a href="mailto:lhogben@iastate.edu">lhogben@iastate.edu</a>  Fax: 4-5454</p>	<p>4-8168</p>
<p>Wallace Huffman 2006-2009 (Social Sciences &amp; Education)</p>	<p>Economics 382A Heady, 1070 <a href="mailto:whuffman@iastate.edu">whuffman@iastate.edu</a> Fax: 4-0221</p>	<p>4-6359</p>
<p>John Lajoie 2007-2010 (Physical and Mathematical Sciences &amp; Engineering Division)</p>	<p>Physics and Astronomy A329 Physics, 3160 <a href="mailto:lajoie@iastate.edu">lajoie@iastate.edu</a> Fax: 4-6027</p>	<p>4-6952</p>
<p>Elisabeth Lonergan 2006-09 (Biological &amp; Agricultural Sciences)</p>	<p>Animal Science 2278 Kildee, 3150 <a href="mailto:elonerga@iastate.edu">elonerga@iastate.edu</a> Fax: 4-9143</p>	<p>4-9125</p>
<p>Gregory Miller 2007-2010 (Social Sciences and Education)</p>	<p>Agricultural Education and Studies 201B Curtiss <a href="mailto:gsmiller@iastate.edu">gsmiller@iastate.edu</a> Fax: 4-0530</p>	<p>4-2583</p>
<p>John Schuh 2006-09 (Social Sciences and Education)</p>	<p>Educational Leadership &amp; Policy Studies N243 Lagomarcino, 3195 <a href="mailto:jschuh@iastate.edu">jschuh@iastate.edu</a> Fax: 4-4942</p>	<p>4-6393</p>
<p>Carol Vleck  2005-2008 (Biological &amp; Agricultural Sciences)</p>	<p>Ecology, Evolution, and Organismal Biology 305 Science II, 3220 <a href="mailto:cvleck@iastate.edu">cvleck@iastate.edu</a> 4-8646</p>	<p>4-8646</p>
<p>Johnny Wong 2006-09 (Physical &amp; Mathematical Sciences and Engineering)</p>	<p>Computer Science 202 Atanasoff, 1041 <a href="mailto:wong@iastate.edu">wong@iastate.edu</a> Fax: 4-0258</p>	<p>4-2586</p>

## **Graduate Students**

Sheila Onzere	Sociology 409B East Hall sonzere@iastate.edu	4-9050
Yinsheng Zhao	Food Science & Human Nutrition 211 MacKay <a href="mailto:yzhao@iastate.edu">yzhao@iastate.edu</a>	515-520-1838

## **Graduate College Representatives (ex officio)**

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## **Faculty Senate Representative (ex officio)**

## **Graduate Curriculum & Catalog Committee (ex officio)**

ISU Survey Questions on Graduate Stipends:  
Revision 1 (May 8, 2008)

Purpose: The Graduate Council is conducting a survey regarding graduate compensation in order to better understand how well ISU departments and graduate programs compare with their peers.

**Compensation:**

- (a) What are the minimum, maximum, and average stipends for graduate students who are primarily assigned teaching duties (1/2-time TA's, or ~20hrs/week)?

TA: minimum \$ \_\_\_\_\_/semester  
maximum \$ \_\_\_\_\_/semester  
~~average~~ *med* \$ \_\_\_\_\_/semester

- (b) What are the minimum, maximum, and average stipends for graduate students who are primarily assigned research duties (1/2-time RA's, or ~ 20hrs/week)?

RA: minimum \$ \_\_\_\_\_/semester  
maximum \$ \_\_\_\_\_/semester  
average \$ \_\_\_\_\_/semester

- (c) What are the minimum, maximum, and average stipends for graduate students who are supported by fellowships?

Fellowship: minimum \$ \_\_\_\_\_/semester  
maximum \$ \_\_\_\_\_/semester  
average \$ \_\_\_\_\_/semester

**Tuition and Fees:**

- (a) Are there different resident and non-resident tuition rates in your graduate program? Y N (circle one)

If "yes" to the above, are graduate students on assistantship considered to be "resident" for the determination of tuition and fees? Y N (circle one)

What are the total tuition and fees assessed to graduate students in your program?

Resident: \$ \_\_\_\_\_/semester  
Non-Resident: \$ \_\_\_\_\_/semester (if applicable)

(b) What portion of the tuition and fees are paid by the graduate college or by the student's department? How much are the graduate students personally financially responsible for?

**Biographical:**

- (a) What is the total number of graduate students in your program? \_\_\_\_\_
- (b) What is the total of graduate students who are assigned primarily to teaching duties (TA's)? \_\_\_\_\_
- (c) What is the total number of graduate students who are assigned primarily to research duties (RA's)? \_\_\_\_\_
- (d) What is the total number of graduate students who are supported by fellowships? \_\_\_\_\_

Graduate Council - Graduate Student Wellness Subcommittee February 2008  
Revised version based the Nov. 30 draft approved by Graduate Council for circulation and on  
comments received Dec. 12, 2007 – Feb. 1, 2008

Proposed changes to the Graduate College Policy on Vacation

## **Current statement**

(in the Graduate College Handbook, Chapter 3, Section Assistantships, Benefits)

### **Leave**

Arrangements for a leave of absence are made between the graduate assistant and that assistant's supervisor. When a graduate student employee needs to be absent either for personal reasons or illness, the supervisor should be understanding and accommodating to that need. At the same time, the graduate assistants should attempt to plan personal leave so that it does not interfere with or cause neglect of the duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their assistants do not exceed reasonable limits for leave.

## **Proposed Vacation and Sick Leave Policy**

Replace the current paragraph by the following two policies, one for sick leave and one for vacation.

### **Sick Leave**

Graduate assistants who receive a stipend accrue sick leave. An assistant on standard half-time assistantship accrues sick leave at the rate of 1.5 days off the job for each full month of appointment (and proportionally for a partial month). Those on assistantships other than half-time assistantships accrue and use sick leave proportionally.

A graduate assistant should follow the policies of the employing unit regarding absence due to illness, including notification, necessary documentation and whether sick leave may be used for care of sick dependents.

An assistant on more than one appointment accrues and uses sick leave separately on each appointment. Sick leave officially expires at the end of the period of appointment; however, the supervisor of a continuing graduate assistant may approve carry-over of accrued sick leave days. Compensation for unused sick leave is not permitted.

### **Vacation**

Every graduate assistant either receives fixed breaks or accrues vacation, as chosen by the employing unit. A Teaching Assistant (TA) receives fixed breaks unless notified to the contrary by the employing department. A Research Assistant (RA) or Administrative Assistant (AA) accrues vacation unless notified otherwise by the employing unit. An assistant on more than one appointment should follow the policy of the employing unit for each appointment (and in the case that both involve vacation, it is accrued and used separately).

**University holidays:** No graduate assistant is required to be on duty during official university holidays, which include New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas, and one additional day each year determined by the president and the Administrative Board. A university holiday is not considered vacation.

**Fixed breaks:** An assistant receiving fixed breaks does not accrue vacation, but is entitled to semester break periods the same as B-base (9-month) faculty. Such an assistant is not required to be on duty:

- Between Fall Semester graduation and Spring Semester, except that the assistant should be on duty a minimum of two and a maximum of five workdays before classes begin, as determined by the employing unit.
- During Spring and Thanksgiving Breaks.

**Vacation:** An assistant on a standard half-time assistantship who accrues vacation earns vacation at the rate of at least one day off the job for each full month of appointment (and proportionally for a partial month). The employing unit may offer a higher rate of vacation accrual, up to a maximum of two days vacation per month. Those on assistantships other than half-time assistantships accrue and use vacation proportionally. The employing unit determines policy for recording vacation time used.

A graduate assistant is expected to make arrangements with his or her supervisor well in advance of desired vacation dates, and should attempt to plan vacation so that it does not interfere with or cause neglect of the duties associated with his or her appointment. The supervisor has the final say in when vacation may be taken, but should be accommodating regarding reasonable requests (in particular, the assistant must be allowed to use accrued vacation time during the term of appointment if he or she requests to do so in timely fashion).

Vacation officially expires at the end of the period of appointment; however, the supervisor of a continuing graduate assistant may approve carry-over of accrued vacation days. Compensation for unused vacation days is not permitted.



Graduate Council Subcommittee 4: International Students  
Spring 2008 report

The committee was asked to address issues that have surfaced when some international students apply for Curricular Practical Training (CPT) or Optional Practical Training (OPT). CPT is work experience (sometimes an internship) related to the major field of study taken while the graduate student is still a student. OPT is a permit that allows a student to work in the U.S. in a job related to the major field of training for up to 12 months after completing a degree.

The CPT is authorized by the International Students and Scholars office (ISS). The major professor and Graduate College must sign the endorsement form. The OPT is authorized by the federal government. Applications must be endorsed by the major professor, the Graduate College, and the ISS.

Issue #1:

When an international student has two majors or co-majors, they often have two major advisors. Only one is required to sign for the CPT or OPT. In a few incidences, a student has acquired approval from one advisor, has left town for the experience, and not informed the other major professor for whom work is not completed. The committee recommends that:

*When an international student is enrolled in two or more majors or co-majors, all major advisors must sign the endorsement form for CPT and OPT applications.*

Consequences: SSI may need to adjust the endorsement form, and the Graduate College will have to check that all relevant signatures have been obtained.

Issue #2:

If an internship/work experience is required and listed on the POS, registration for course credits for the CPT experience is optional. If the CPT is optional, the student must register for a course.

Procedures and policies vary widely across departments as to whether tuition is charged for credits for the CPT. Some departments have an internship course with the option of R credit. The international student only pays for health service/insurance fees when taking only R credit. Other departments require that students take credits of varying amounts; the student must pay tuition in this latter case, as well as full fees.



The International Student subcommittee worries that a type of "tax" is levied on international students taking internships if no instructional activity is required on the part of the department for the CPT. We therefore propose:

*If no formal instruction is included as part of CPT activities, the student may opt to take an internship/practicum course for R credit.* □

Consequences: Many departments do not have internship courses for R credit. These would need to be added to the 2009/2011 catalog.

## **Committee on Professional Master's/Certificate Programs**

### **Committee Report**

Charge: Recommend policy on development and review of Professional Master's programs at Iowa State.

Committee members: Elisabeth Lonergan (Chair), Mary Lynn Damhorst, Joe Fuller, Ed Goedeken, John Schuh

Professional Master's programs and Certificate programs are growing in demand nationwide in response, in part to employers' demands for students with more academic background in discipline-specific course work. In the case of Professional Master's programs, the students also often receive more experience through a capstone (non-thesis) experience or documentation of some degree of mastery of a subject by passing an examination.

In response to the observation that there is some heterogeneity of the programs that are available, the committee sought to survey the University to get a sample of what was offered across the campus.

### **General Features of the Master's Programs (non-thesis)**

*Coursework* – All require graduate coursework. Graduate credit hours required ranged from 30-48

*Oversight* – Required of programs surveyed – Typically a POS committee.

*Capstone Experience* – most (not all) required a creative component experience or a final exam

*Oversight* – some of the programs did indicate that they had oversight from a national or regional accreditation organization – most notable in Education.

Some of the programs are offered as off-campus programs and are offered via distance education. (Master of Agriculture is one example of this)

### **Graduate Certificate Programs**

Codified in the graduate handbook. Requires 12 graduate credits and a graduate supervisor who is a member of the faculty offering the certificate and a member of the graduate faculty.

These programs are growing in popularity. There are more programs than are listed in the Graduate College handbook.

One notable example of a unique offering is the Food Safety and Defense Graduate Certificate Program. This program is multi-institutional and is offered in cooperation with the University of Nebraska – Lincoln Food Science program, the Kansas State University Food Science Institute and the University of Missouri Food Science Program. Courses are taken via distance education. The program is targeted toward professionals currently in industry.

**Work for this committee is ongoing.**