

Graduate Council Minutes

September 16, 2010

Bunzel, Helle	P		Hallmark, Shauna			Niederhauser, Dale	P
Carpenter, Susan	P		Brenda Jones			O'Connor, Annette – Chair	P
Danielson, Brent	P		Jones-Johnson, Gloria			Rodriguez, Lulu	
Dayal, Vinay	P		Moore, Ken			Song, Sung-Yell	P
Dixon, Philip			Munkvold, Gary	P		Zarecor, Kimberly	
Hoff, Steven	P		Pilcher, Chad			Holger, Dave	P
Devarajan, Ajitha	P		Stender, Anthony	P		Graves, Bill	P
Sipho Ndlela	P		Zywicki, Stephanie	P		Mann, Adin	P
						Strand, Judy	P

P = Present

Previous Minutes

The May 6, 2010 meeting minutes of the Graduate Council were approved. Vote 6-0-2.

From the Graduate College

David Holger announced that the NRC data will be available to the public on September 28, 2010. Iowa State will receive the data on September 20 and will have time to review it before it is released to the public on September 28.

English Proficiency Test— There is an ongoing discussion about the issue of students who do not pass the proficiency exam and are taking distance courses, and how to help these students meet this requirements for graduation.

Bill Graves was introduced as the new Associate Dean for the Graduate College. Judy Strand is his assistant. Graves gave a brief overview of enrollment for fall 2010. The Colleges of Design and Vet Med were up in enrollment and the College of Human Sciences had the largest decline. The overall enrollment figures for the University are up. Members were asked why their areas might have declining enrollment. Responses included: decrease in program ranking, budget cuts, lower numbers of applications, and the economy. Suggestions for improving the Graduate College website should be sent to Bill or Judy. The Graduate College is developing a directory that will be available online. Research is being done on the possibility of transferring the POS, committee, and other paper forms to an online system. The application for graduation form will (hopefully) be available online for fall 2011.

General Discussion for New Members

Last year much time was spent reviewing proposals for graduate certificate programs, new programs, and dual-listed classes. The Graduate Council adopted a consent agenda where all items from the Graduate Council Catalog and Curriculum Committee (GCCC) will be approved unless someone wants more information or a presentation.

From the Graduate Curriculum and Catalog Committee

There were no items from the GCCC since they have not yet met this year.

Old Business

Three items were carried over from 2009-2010.

Post doc and TA/RA benefits—The post doc benefit issue is now in the hands of budget people and higher administration. GPSS is taking up the issue of RA/TA vacation and maternity leave.

Distance Education—Gary Munkvold, representing the *Ad hoc* committee on Distance Education, presented proposed wording for the Graduate College Handbook, page 58, regarding situations where a student could take a final exam when not being present on campus. In general, it allows programs to determine if an M.S. student can take the final exam on- or off-campus. Ph.D. students would need special permission from the Graduate College to not be present at their final oral exam. This is an effort to accommodate students who are enrolled in distance education programs.

A hearty discussion followed. Concerns were brought up about motivation for the request—whether it's a hardship or convenience issue. Should this option be available to all students, not just distance education? Consistency and quality control were big concerns. Should standards for distance exams be different for Ph.D. students? Which components need to be uniform and which need to be decided by the program? Suggestions were given for the wording to define circumstances that were allowable or not allowable, and the programs being able to differentiate between the M.S. and Ph.D. guidelines. One consensus was that final exams at a distance should only be allowed if it is under circumstances no less rigorous that if it was done in person. Departments will need to develop policies to deal with distance education requests. Munkvold will revise the wording and it will be discussed further at the next meeting.

POS Committees – Brent Danielson, representing the *Ad hoc* committee on the role and structure of the Program of Study Committees (POSC) for doctoral students, brought forth five major issues that were identified last year and a set of options for two of the issues. The issues that were addressed were the size of the committee, and the role of the committee for the preliminary and final exams.

The size of the POS committee – The current requirement for a Ph.D. POSC is five people, including one outside member. Should that change? Pros: It's difficult to schedule meetings. Too many faculty members are involved in too many committees, taking up excessive faculty time per student. Does a larger number add value to the exam? Is the outside member needed? Smaller numbers of involved, contributing faculty would be more valuable than larger numbers of uninvolved faculty. Cons: One of the roles of an outside member is to look at the other members and see if they are too hard or too easy on the students. Five members contribute to a rigorous exam. A larger number helps guard against chances of the "buddy system" where two or three members might heavily influence each other's decision. The discussion will continue at the next meeting.

Should the same committee be used for the preliminary exams and the final defenses?

Pros: The major professor is often biased for the student. Should they be left off the exam committee? A smaller time commitment would be need from faculty members. Cons: Concern

was expressed about the confusion that might take place if two different committees were used. Would the faculty members have enough knowledge of the research if they were not on both committees? Conflict of interest is an area that needs to be dealt with, either by major professor or committee members. Overall, there did not seem to be a lot of support for two separate committees. Discussion will continue at the next meeting.

New Business

Dean Holger suggested that the council may want to consider having one of the Associate Deans attend the Graduate Council meetings on an ex-officio basis. The Council of Associate Deans and the Grad Council often discuss similar topics and it may be good to share information between groups. The council members thought it would be a good idea.

Other items on the Agenda were delayed until a later meeting because the Council wanted to remain on a predetermined schedule this year. The Council adjourned at 6:45 p.m., and the next meeting will take place October 21, 2010, in 3150 Beardshear Hall at 5:00 pm.

Minutes compiled by Judy Strand, Graduate College

Graduate Council Minutes

October 21, 2010

Bunzel, Helle	A		Hallmark, Shauna	A		Niederhauser, Dale	P
Carpenter, Susan	A		Brenda Jones	A		O'Connor, Annette – Chair	P
Danielson, Brent	P		Jones-Johnson, Gloria	A		Rodriguez, Lulu	P
Dayal, Vinay	P		Moore, Ken	P		Song, Sung-Yell	P
Dixon, Philip	P		Munkvold, Gary	A		Zarecor, Kimberly	P
Hoff, Steven	P		Pilcher, Chad	P		Holger, Dave	A
Devarajan, Ajitha	P		Stender, Anthony	P		Graves, Bill	P
Sipho Ndlela	P		Zywicki, Stephanie	A		Mann, Adin	A
Gupta, Sudhir	P		White, Casey	P		Strand, Judy	P

P = Present

Previous Minutes

The September 16, 2010 meeting minutes of the Graduate Council were approved.

From the Graduate College

No Report

Old Business

Faculty with non-tenure research appointments: Graduate Faculty status—Stephen Gilbert presented information to support the request that faculty with non-tenure-eligible research appointments be given Graduate Faculty term membership. Research faculty members are actively engaged with graduate students and can provide active participation in POS committees. Other universities allow research only faculty to be a part of graduate POS committees. O'Connor circulated copies of excerpts from the faculty handbook (section 2.2.2.1 and 3.3.3.2) and parts of the Graduate College Handbook referring to Graduate Faculty Term Membership. Discussion took place regarding term graduate faculty membership, who can be included, under what circumstances, and how research only faculty members are similar or dissimilar to those groups. Proposed changes in wording were suggested to include wording that **faculty with non-tenure-eligible research appointments** be included in the list of positions that may hold Graduate Faculty Term Membership.

Motion:

A department chair or other member of the graduate faculty may nominate a non-tenure track faculty at ISU, who otherwise meets the requirements for graduate faculty membership, for Graduate Faculty Term Membership. The nominee should have the highest degree of equivalent in his/her field and should hold a lecturer, senior lecturer, clinician, **faculty with non-tenure-eligible research appointments**, senior clinician, affiliate, temporary, visiting, adjunct, or collaborator status at ISU during the proposed period of term membership.

A motion to include this wording was made and seconded. All in favor. One abstention. Approved.

The related topic of whether or not the faculty with non-tenure-eligible research appointments could be a stand-alone major professor or DOGES was discussed. The consensus was that that topic was an issue for the Faculty Senate.

POS Committees – Brent Danielson, representing the *Ad hoc* committee on the role and structure of the Program of Study Committees (POSC) for doctoral students, continued the discussion of the major issues of the size and function of the POS committee. Major points regarding the POS committee included conflict of interest, quality/levels of the examining process, and role of an outside committee member. There was a wide range of situations in various departments ranging from some members who thought there was a problem with conflict of interest to other members who thought there was not problem in their area. A number of programs have qualifying exams (after first or second year) that provide an independent assessment of students and some do not. The role of outside committee members was discussed. Some programs use outside members that are outside the department, and some programs use members that are outside the area of study, but within the department. There are universities in Canada and Europe that use outside members from other universities as independent reviewers. The Graduate College Handbook gives guidelines for committee members but does not tell you why they are there. What is the purpose of the members? Do we trust the Departments to know best or have some gone too far? The rules cannot be prescriptive for all programs, but there does need to be guidance. If programs are having difficulty in their area, shouldn't they strive to fix their program and not change the rules for everyone? The Graduate Handbook should provide basic guidelines that can be used to establish policies in departments. The Graduate Council members should be talking to DOGEs and faculty members in their area of representation to get additional information about what is thought about the size and composition of POS committees.

Distance Education—Discussion will be held at the November meeting

From the Graduate Curriculum and Catalog Committee

1. Recommendations for approval from the GCCC.

Number	College	Dept.	GCCC Rep	Title	GCCC status
F10-01	Human Sci.	FSHN	Elena Karpova	Graduate Certificate for Dietetic Internship	Approved 9/24/10.
F10-02	Human Sci.	C & I	Elena Karpova	Graduate Certificate for Instructional Design	Approved 9/24/10
F10-03	Human Sci.	EDLP	Elena Karpova	Specialization in Student Affairs for M.Ed	Approved 9/24/10

All the certificates were approved by a unanimous vote. Dean Holger and Provost Hoffman approved the certificates and specialization following the Grad Council meeting.

New Business

None

Graduate Council
November 18, 2010
5:15 p.m., 3150 Beardshear Hall

Minutes

Bunzel, Helle	P		Hallmark, Shauna	P		Niederhauser, Dale	A
Carpenter, Susan	A		Brenda Jones	P		O'Connor, Annette – Chair	P
Danielson, Brent	P		Jones-Johnson, Gloria	P		Rodriguez, Lulu	P
Dayal, Vinay	P		Moore, Ken	P		Song, Sung-Yell	P
Dixon, Philip	A		Munkvold, Gary	P		Zarecor, Kimberly	P
Hoff, Steven	A		Pilcher, Chad	P		Holger, Dave	P
Devarajan, Ajitha	P		Stender, Anthony	P		Graves, Bill	P
Sipho Ndlela	P		Zywicki, Stephanie	P		Mann, Adin	A
Gupta, Sudhir	P		White, Casey	A		Strand, Judy	P

P = Present

Previous Minutes—Minutes from October 21, 2010, were approved.

Chair of Council-- Discussion of voting mechanisms – O'Connor

The Grad Council discussed if it might be appropriate at times to have a paper ballot rather than a verbal vote. Are people intimidated on how to vote? Would it ensure a more rigorous debate? For future issues the Chair will entertain a motion for a paper ballot, it then needs a second, and vote on whether or not to have a paper ballot.

**From the Graduate College—
Dean Holger**

Dean Holger reported two outcomes from his meeting with the President and Provost. The Provost is going to implement a tuition reduction possibly in FY13. The President wants to move forward with establishing a dissertation status, where there would be tuition equivalent to two credits. This will be very costly to three or more colleges. Dissertation status would be only after preliminary exams. It's difficult to set time limits. Candidates registering for only 2 credits may affect enrollment in classes. Details will be distributed by the Associate Deans.

The Associate Deans have agreed to implement a summer tuition policy where students can be on assistantship and not have to register for credits during the summer. Students on Assistantship during the summer only have to register if they are actually taking a class, research credits or intend to graduate during the summer. The policy will go into effect Summer 2011.

The issue of Post doc retirement is currently in business/finance/HR/Ames lab. It will be going to President's cabinet for discussion. The solution might require renegotiation of the Ames Lab contract. The Graduate Council can take credit for moving this item along.

The minimum assistantship stipends for FY12 are already on website. The lever for FY 13 will need to be discussed. ISU stipends are really low compared to Iowa, but Iowa is unionized.

Graduate tuition will be increased in line with the undergraduate tuition. It doesn't affect non residents very much. It mainly affects the research grants that pay tuition. This will be offset by not having to pay summer tuition.

Old Business

1. Final Exams with a student participating from off campus – Gary Munkvold
Discussion took place to establish a policy that would enable, in circumstance that justify doing so, a final exam to be conducted via videoconferencing (with the student at a distance). In all cases there must be justifying circumstances along with approval by the major professor, POS committee, DOGE, and Graduate College (for PHD final oral at a distance). It is expected that final orals via videoconference technology will continue to be rare, but for a number of master's degrees that may be completed entirely at a distance, the new policy documents a standard process for approval.

A motion was made and approved to accept the following policy and add it to the graduate college handbook:

Final oral examinations by videoconferencing

Under rare circumstances (which must be defined by the graduate program's handbook or governance document), a graduate student may participate in his/her final oral examination at a distance. In the case of Master's students, the Graduate College must be notified in advance of the examination in writing, with written approval of the major professor, the POS committee, and the program's DOGE. In the case of doctoral students, permission must be requested from the Graduate College, and the request must include a justification explaining the unusual circumstances that necessitate defense at a distance, approval of the major professor, the POS committee, and the program's DOGE. Whenever a student defends at a distance, the entire POS committee is expected to be on campus and available at a single location to facilitate the formulation of an objective evaluation. Technical capability for real-time visual and spoken communication must be established. Graduate programs may establish a student fee for technical costs associated with videoconferencing.

2. POS Committees – Brent Danielson
Discussion continued regarding consideration about reducing the size of POS committee. After discussion of pro's and con's, O'Connor asked committee to bring a motion to be able to vote on the idea to conclude several months of discussion and be able to move on.

A motion was made and seconded: The GC reaffirms that Ph.D. POS committee size as a minimum of 5 members as described in Graduate handbook. All in favor. Opposed none. Two abstentions. Chair did not vote.

Discussion continued about the definition of an "Outside" committee member. Outside "area" can mean all in the same department. Do we want to change wording to include

reasoning for the rule? Definite ideas by various departments. The discussion was referred back to the POS sub-committee for further ideas and suggestions.

New Business

1. Should 300 and 500 level courses be dual listed?

A brief discussion took place about dual listing 300 and 500 level classes. Standard definitions of 300 = junior; 400=seniors. Faculty member generalized reasons why they might be dual listed and when it could be problematic. Tabled for future discussion and research.

2. Recommendations for approval from the GCCC.

A motion was made to approve the following recommendations from the GCCC Committee. All in favor. None opposed.

Number	College	Dept.	GCCC Rep	Title	Comments
F10-19	Human Sci.	EDLP	Elena Karpova	Request specialization change to course work only, M.Ed., Educational Administration	Approved by GCCC 11/4/10
F10-07	LAS/BUS	Chem/Bus	Mike Crum	Proposal for concurrent BA-BS Chemistry/MBA	Approved by GCCC 10/13/10

The next step for these items will be to go to Dave Holger, then the Provost/President.

Meeting was adjourned.

Next Meeting will be January 20, 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
 January 20, 2011
 5:15 p.m., 3150 Beardshear Hall

Minutes

Bunzel, Helle	P		Hallmark, Shauna	P		Niederhauser, Dale	P
Carpenter, Susan	P		Brenda Jones	P		O'Connor, Annette – Chair	P
Danielson, Brent	P		Jones-Johnson, Gloria	P		Rodriguez, Lulu	P
Dayal, Vinay	P		Moore, Ken	P		Song, Sung-Yell	P
Dixon, Philip	P		Munkvold, Gary	A		Zarecor, Kimberly	P
Hoff, Steven	P		Pilcher, Chad	A		Holger, Dave	P
Devarajan, Ajitha	P		Stender, Anthony	P		Graves, Bill	P
Gupta, Sudhir	P		Zywicki, Stephanie	A			
			White, Casey	A		Strand, Judy	P

P = Present

Previous Minutes—Minutes from November 18, 2011, were approved.

Chair of Council – O'Connor

**From the Graduate College—
 Dean Holger**

January 4, administration from ISU Graduate College met with administration from the University of Iowa to discuss similarities and differences in the two universities. Fellowships: UI has 30 Presidential Fellowships and 30 Dean's Fellowships that they use for recruiting high caliber students. They are distributed to departments on a competitive basis. Graduate Accountability Project: all PhD programs list similar information on the website such as time to degree, completion rates, etc. ISU is considering some form of this. IT will probably go through the Graduate Council. Candidacy tuition: UI already has flat 2 credit tuition for candidacy. ISU will phase in candidacy tuition in 2012.

A summer tuition plan will start be partially implemented starting in summer 2011. Holger is looking into the details. Students on assistantship will not be assessed summer tuition unless they are actually taking classes. The faculty members not having to pay summer tuition from grants will be able to invest their money in other ways – perhaps hiring additional graduate students with the savings.

Post doc benefits update: The President, Provost, and Human Resources are working out what is possible. The main outcome will be to treat Post docs more as employees rather than students. The issue has made as much positive progress as possible to this point.

Future DOGE meetings will include meetings where representatives from the Graduate Council will be able to meet with DOGES from their elected areas. At least two full DOGE meetings will be scheduled in addition to the smaller group meetings. Times and dates will be scheduled.

Old Business

1. O'Connor presented a request from the Graduate Catalog and Curriculum Committee for guidance on approving 300/500 level dual listed classes. Is that something that ISU wants to promote? Typically, 300, 400, and 500 level classes are tied to years. Some programs don't have a distinction between the 300 and 400 level. If 300 is common for seniors then it's a different situation than 300 level courses that sophomores take. If 300/500 is ok, then are 400/600 level classes ok? In Statistics, the 400/500 level courses were a disaster because of the different skill levels of the students. The 300/500 situation may be a resource saving issue because the programs can't fill a graduate class. There was a consensus to increase the percentage of the class required for graduate credit and to try and limit and number of dual listed courses a program can have. Absolutely no 400/600 level dual listed courses should be approved. O'Connor will draft a motion to vote on at the next meeting.

New Business

1. Bill Graves requested feedback from the Graduate Council on the Graduate policy of allowing 9 credits of non-degree credits to be used toward a graduate degree. Is this a rule that should be enforced or should it be changed? Graves entertains a fair amount of requests to waive the policy. Pros and cons were discussed. The reason for the rule seems to be to force students to seek a direction. Ethically, students need to have direction. It would seem to create confusion if a student showed up at the DOGE door to be admitted after they had taken all their classes and now wants a major profession. Nine credits seem to be a bit more than a student would take in one semester and so they want to use all the credits they have taken after two semesters. Why not reduce the number of credits allowed to be transferred? No definite answer, except that there may be reasons for exception.
2. There were no recommendations for approval from the GCCC. Several proposals for programs and certificates were reviewed by the GCCC, but the proposals did yet have the experimental courses approved. Remind faculty that the courses for a program must be approved before the program can be approved.

Meeting was adjourned.

Next Meeting will be February 17, 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
February 17, 2011
5:15 p.m., 3150 Beardshear Hall

Minutes

Bunzel, Helle	A		Hallmark, Shauna	?		Niederhauser, Dale	P
Carpenter, Susan	P		Brenda Jones	P		O'Connor, Annette – Chair	A
Danielson, Brent	A		Jones-Johnson, Gloria	A		Rodriguez, Lulu	P
Dayal, Vinay	P		Moore, Ken	P		Song, Sung-Yell	A
Dixon, Philip	A		Munkvold, Gary	A		Zarecor, Kimberly	P
Hoff, Steven	P		Pilcher, Chad	P		Holger, Dave	P
Devarajan, Ajitha	P		Stender, Anthony	P		Graves, Bill	P
Gupta, Sudhir	A		Zywicki, Stephanie	A		Ogilvie, Craig	P
			White, Casey	A		Strand, Judy	P

P = Present

Previous Minutes—Minutes from January 20, 2011, were approved, with one minor correction.

Chair of Council – Vinay Dayal substituted for Annette O'Connor

**From the Graduate College—
Dean Holger**

A summer tuition plan has been worked out. Students will need to be registered if they are scheduled to take their final exam (2 credits) or if they are a first semester international student (5 credits). Otherwise, they can sign up for GR ST 633, which will allow them to be counted as a full time student and not be charged any tuition. Students will, however, need to pay the fees (recreational, health, technology) that are charged for summer session.

The Graduate Deans have agreed to post stipend ranges two years out for planning purposes. Minimum for ½ time graduate assistants is \$1400 per month for 2011-2012 and \$1500 per month for 2012-2013. Schedule can be found online at <http://www.grad-college.iastate.edu/publications/tuitionscholarship/tuitionscholarships.html>.

A Request for Proposals for Sloan funded project for stem masters degree programs is available. If you are interested in participating, let Holger know and he will put a team together.

Old Business

POS Committee discussion – postponed until March meeting.

Dual Listed Courses – Bill Graves for Annette O'Connor

A proposal regarding dual listed 300/500 level courses was presented to the Graduate Council. A copy is attached to this set of minutes. The proposal included the following:

- a limit of 6-credits of dual listed courses that could be used for the program of study

- no future 300/500 level dual listed courses would be approved by GCCC. This would not be retroactive

A discussion of the pros and cons took place. Concerns included:

- Difficulty of tracking dual listed courses
- Affect on small departments or programs
- Interdepartmental programs
- Academic freedom
- Size of classes
- Faculty responsibilities
- Content of classes – differential between undergraduate and graduate work
- Graduate policies

Graves and Strand will collect data on the dual listed courses and bring back to the Graduate Council for further review. Graduate Council members should talk with DEOs and DOGEs to find out what impact this might have on programs.

New Business

The following recommendations from GCCC were approved by a unanimous vote. (Update: both items have been approved by Dean Holger and Provost Hoffman as of March 23, 2011)

Number	College	Dept.	GCCC Rep	Title	Comments
S11-27	LAS	Chem	Gurpur Prabhu	Request for concurrent BS/MS Chemistry	Approved at Feb. 8 GCCC meeting.
F10-21	Education	C & I/ELPS	Elena Karpova	Request Graduate Certificate in Literacy Coaching	Approved via e-mail by GCCC.

Meeting was adjourned.

Next Meeting will be March 24, 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate College Policy on Summer Graduate Tuition

March 3, 2011

Background and New Policy

For summer terms before 2011, graduate students on assistantship were required to be full-time students and pay the associated tuition and fees. Starting in 2011, tuition assessment will be decoupled from appointment as a graduate assistant. **The new policy will continue to allow graduate students to be appointed as graduate assistants during the summer with appropriate responsibilities normally associated with the assistantship. Unlike before 2011, tuition for summer will be assessed based on enrollment in courses offered for credit, including research and creative component credits.** Graduate students should continue to enroll in courses offered for credit during summer as prescribed by their program of study (POS), including research (699) or creative component (599) credits that reflect faculty effort associated with supervision of research and other creative efforts. In addition, students may need to register for credit to meet visa requirements or other regulations.

Programs of study approved before the announcement of this policy may include more research (699) or creative component (599) credits than will be needed under the new policy. Students who have an excess of 699 or 599 credits on a POS approved before the announcement of this policy will not be required to submit the Graduate College form normally used to modify a POS. Any other change to a POS will continue to require submission of the form for approval by the Graduate College.

The determination of whether a graduate student registers for a course offered for credit in summer (or other terms) is made via negotiation/discussion among the student, their major professor, and other POS committee members. Appropriate tuition scholarships will be awarded to graduate assistants who are approved to register for courses offered for credit in the summer. If a student and POS committee cannot agree on registration, the DOGE of the program will try to negotiate an agreement. If agreement is not reached at the level of the graduate major, the Graduate College should be contacted for assistance with resolution.

Graduate students who register for courses offered for credit in the summer, including 599 and 699 credits; students whose visa requires summer registration; and students who schedule a final oral defense during summer shall be assessed tuition according to the credits taken. Registration for at least two credits will continue to be required for students who defend a dissertation, thesis, or creative component in the summer.

Except in unusual circumstances, graduate students are not to be employed on an hourly basis during the summer.

Implementation for Graduate Assistants (C-Base) - Summer 2011

1. C-Base students who do not register for any courses offered for credit during summer will register for GR ST 633. No tuition will be charged for C-Base students who are registered for GR ST 633 only. Students will show as registered (LAST-REGIS = 1xx) for the summer session. Summer fee assessment will be based on registration status; full-time students will be assessed full-time fees. Students registered in GR ST 633 will be certified as full time for the summer.
2. C-Base students who register for courses offered for credit during the summer (not GR ST 633) will be charged the per-credit graduate-resident rate up to a maximum of the five-credit rate. Differential tuition, special/delivery fees, and mandatory fees will be assessed accordingly.
3. C-Base international students who begin new degree programs in summer must register as full time according to SEVIS rules.
4. Graduate students who schedule a final oral defense during summer must register for at least two credits.
5. Tuition for C-Base students enrolled in courses offered for credit during summer (not GR ST 633) will continue to be assessed at the resident rate.
6. Graduate tuition scholarships and other financial aid will need to be adjusted based on assessed tuition.

Minutes—Graduate Council

March 24, 2011

5:15 p.m., 3150 Beardshear Hall

Previous Minutes—Minutes were approved from February 17, 2011. Motion to approve. One abstention. All others in favor. Motion passed.

Chair of Council— Annette O'Connor

**From the Graduate College—
David Holger, Dean**

Student on assistantship during the summer will not pay tuition, but they will need to pay fees. Information about reduced tuition for Ph.D. candidacy is being investigated and discussed more actively by the group of Associate Deans. It may be more difficult to work out than summer assistantships. Questions such as “How long can a student be in this status? “How much money will it cost the colleges? and others are being reviewed.

Old Business

1. POS Committees – Brent Danielson

POS Committee – external member. Discussion continued regarding wording and what effect, if any, it would have on faculty actions. The sub-committee came to a conclusion that it doesn't matter what the handbook says if the faculty members do not read it or aren't informed about the current policies. Danielson will be making a suggestion to Deans Holger Graves that the current policies should be better communicated and that incoming faculty members should be informed about the responsibilities of a major professor and committee member. The sub-committee brought up the recent changes in the handbook and lack of communication about it. Strand noted that the Graduate College is working on an update section for the website that will include Graduate Policy updates. The Graduate Faculty process was brought up and a suggestion was made that perhaps at the time the faculty member acquires Graduate Faculty status, they should have some training/information about the policies responsibilities. This will end the sub-committee's work on members of the POS Committee.

2. Dual listed classes 300/500, 400/600 – O'Conner

Data was collected from the Registrar's Office and sorted into 300, 400, and 500 dual listed categories. The data showed smaller programs and a small number of programs relied heavily on dual listed courses to meet their needs. The Council wants to have representatives from those programs explain the rationale at the next meeting. After which, the Council can vote on whether or not to continue to allow 300/500 level courses.

New Business

1. Preliminary exams at a distance – O-Connor for Graves

a. Do you want the same policy as for final exams?

The council had a definite preference for the student to be present at the prelim exam. Most members thought that there should not be any good reason why student couldn't be at their pre-lim in person. Someone mentioned that the main reasons why they couldn't be at prelim were (1) being a M.S. student and (2) if they had a job far away. Most thought a job would not apply to the prelim, and many thought a job should not be a reason to have a final exam by distance either. The counter argument was that if they could be granted distance for the final, why couldn't a pre-lim by distance be granted? There were concerns that absence from a final exam would be RARE. The subject of final exam by distance will be put on the agenda for next month. Annette said she will put together wording to be used for the distance preliminary exam question.

2. Award committee for Graduate College Awards – O'Connor/Strand

a. Any interest in establishing an awards committee for the year?

Strand will e-mail the Council members about availability to serve on award committees.

3. Council will need a new Chair next year. This is Annette's last meeting.

4. Recommendations for approval from the GCCC.

None

Next Meeting will be April 21, 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Minutes —Graduate Council

April 21, 2011

5:15 p.m., 3150 Beardshear Hall

Previous Minutes—Minutes from March 24, 2011, were approved.

Chair of Council— **Shauna Hallmark substituting for Annette O'Connor**

From the Graduate College—
David Holger, Dean

William Graves, Associate Dean

Old Business

1. Dual listed classes 300/500, 400/600 – Hallmark

Francis Owusu and Arthur Croyle, College of Design, talked about the role of dual listed courses in their programs. Croyle and Owusu stated that classes are dual listed because that's when the faculty member is in the studio and available. The 300/500 level is more common because 300 level courses are more common than 400 level in studio classes. Students work individually with the faculty member so quality is not compromised. Space is definitely an issue because there is nowhere else for the student to go. The studio classes are much different than a lecture class or workshop.

The council discussed pros and cons of making more definite rules for 300/500 level classes. The 400/500 level classes didn't seem to be a problem. When Graduate Programs are reviewed they will need to answer the question of why they have so many dual listed classes. Some programs have been denied accreditation because of 300/500 level classes. There was concern about making a blanket rule to unilaterally deny or accept all 300/500 level dual listed courses. They should be judged on a case-by-case basis.

A motion was made and approved to require faculty to make a presentation to the GCCC and Graduate Council for all new 300/500 level courses. At that time the GCCC or the Graduate Council can vote to accept or reject the dual listed course.

A motion was made and approved to require faculty to make a presentation to the GCCC and the Graduate Council for all new 400/600 level courses. At that time the GCCC or the Graduate Council can vote to accept or reject the dual listed course.

2. Susan Carpenter was nominated for and elected as chair of the Graduate Council for next year, 2011 – 2012.

3. Discussion continued regarding final exams and pre-lim exams by distance. Technically, ISU has no distance PH.D. programs. If a student is away for a pre-lim or final exam, a memo requesting permission needs to be sent to the Graduate College. There are times when a student does need to be gone, but times when a student is out of the country or away for several years doing research should be a rare or unusual circumstance. The Grad Council agreed that they wanted to give guidance to Bill Graves and Dave Holger to make decisions, but that they trusted their judgment to make decisions on a case-by-case basis.

New Business

1. All of the following items from GCCC were approved by the Graduate Council.

Number	College	Dept.	Title	GCCC status
F10-20	Engineering	Aero/ECE/ Mat Sci/Mech Engin.	Request Graduate Certificate in Nondestructive Evaluation	Approved
F10-22	LAS	English	Request to delete Specialization in Creative Writing for M.S. Eng.	Approved
F10-23	LAS	English	Request to change name of certificate from Teaching English as a Second or Foreign Language to Teaching English as a Second Language/Teaching English as a Foreign Language (TESL/TEFL Certificate).	Approved
S11-24	Design	Art & Design	Request concurrent BFA/MA Interior Design Degree Program	Approved
S11-28	LAS	Math	Request for dual listing of Math 407X and 507X	Approved
S11-31	Design	Art & Design	Request to offer ARTIS 355X/555X as dual listed course	Approved
S11-32	Design	CRP	Request of offer CRP 456X/556X as a dual listed class	Approved
S11-32	Human Sci.	Kinesiology	Discontinue Specialization of Biological Basis of Physical Activity and Behavioral Basis of Physical Activity	Approved
S11-33	Business	MBA	Change name of specialization Information Systems to Technology and Innovation Management	Approved
S11-34	Design	CRP	Dual listing for CRP 454X/554X	Approved

Next Meeting will be scheduled for Fall 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council 2010-2011

Graduate Faculty

Annette O'Connor, Chair 2008-2011 (Biological & Agricultural Sciences)	Veterinary Diagnostic & Animal Medicine 1715 Vet Med oonnor@iastate.edu Fax: 4-1072	4-5012
Helle Bunzel 2010-2013 (Social Sciences & Education)	Economics 373 Heady Hall hbunzel@iastate.edu Fax: 4-0221	4-6163
Susan Carpenter 2009-2012 (Biological & Agricultural Sciences)	Animal Science 3116 Molecular Biology scarp@iastate.edu	4-5694
Brent Danielson 2008-2011 (Biological & Agricultural Sciences)	Ecology, Evolution & Organismal Biology 253 Bessey jessie@iastate.edu Fax: 4-1337	4-5248
Vinay Dayal (Physical and Math Science & Engineering)	Aerospace Engineering 2351 Howe Hall Vdayal@iastate.edu Fax: 4-3262	4-0720
Philip Dixon 2008-2011 (Physical & Mathematical Sciences and Engineering Division)	Statistics 120 Snedecor pdixon@iastate.edu Fax: 4-4040	4-2142
Shauna Hallmark 2008-2011 (Physical and Mathematical Sciences & Engineering Division)	Civil, Construction & Environmental Engineering 402 Town Engineering shallmar@iastate.edu Fax: 4-8216	4-5249
Brenda Jones 2008-2011 (Arts and Humanities)	Art and Design 293 Design eppright@iastate.edu Fax: 4-9755	4-7641

Gloria Jones-Johnson 2009-2012 (Social Sciences & Education)	Sociology 202 East Hall gjj@iastate.edu	4-2947
Ken Moore 2010-2013 (Biological and Agricultural Sciences)	Agronomy 1571 Agronomy kjmoore@iastate.edu Fax: 4-5506	4-5482
Gary Munkvold 2009-2012 (Biological & Agricultural Sciences)	Plant Pathology 160 Seed Science munkvold@iastate.edu Fax: 4-2014	4-7560
Dale Niederhauser 2008-2011 (Social Sciences and Education)	Center for Technology Learning and Teaching N155 Lagomarcino dsn@iastate.edu	4-6841
Lulu Rodriguez 2008-2011 (Arts and Humanities)	Greenlee School of Journalism/Communication 214 Hamilton lulurod@iastate.edu 4-5108	4-0484
Sung-Yell Song 2009-2012 (Physical & Mathematical Sciences and Engineering Division)	Mathematics 442 Carver sysong@iastate.edu Fax: 4-5454	4-5866
Kimberly Zarecor (Arts & Humanities)	Architecture 587 Design zarecor@iastate.edu Fax: 4-1440	4-5026
<u>Postdocs</u>		
Ajitha Devarajan	Chemistry 1605 Chemistry ajitha@iastate.edu	4-6342
Sipho Ndlela	Iowa Energy Center 2521 University Blvd. Suite 124 sndlela@iastate.edu	4-8819

Graduate Students

Need to fill

(Arts & Humanities)

Chad Pilcher (Biological & Agricultural Sciences)	Animal Science 207 Kildee pilcher@iastate.edu	4-2412
Anthony Stender (Physical & Mathematical Sciences)	Chemistry 35B Carver Co-Lab astender@iastate.edu	4-1127
Stephanie Masta Zywicki (Social Sciences & Education)	Curriculum & Instruction 2416D Friley smasta@iastate.edu	4-9564

Graduate College Representatives (ex officio)

David Holger Graduate College Dean	1550 Beardshear, 2021 holger@iastate.edu Fax: 4-8844	4-7184
Adin Mann Assistant Dean	1137 Pearson, 2206 jamann@iastate.edu Fax: 4-3003	4-5990
William Graves Associate Dean	1137 Pearson, 2206 graves@iastate.edu Fax: 4-3003	4-2682
Judy Strand Assistant to the Assoc. Dean	1137 Pearson, 2206 jstrand@iastate.edu Fax: 4-3003	4-5285

Faculty Senate Representative (ex officio)

To be announced