

Graduate Council
September 26, 2013
5:15 p.m., 3150 Beardshear Hall

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	A
Beetham, Jeff	P		Katz, April	P		Somani, Arun	P
Chen, Tsing-Chang (Mike)	P		Mennecke, Brian	P		Van Leeuwen, Hans	P
Dickson, James	P		Moore, Ken	P		Yilmaz, Seda	A
Dimitrova, Daniella	A		Munkvold, Gary	P		Zhu, Zhengyuan	P
Gwyn Beattie	P	Faculty Senate	Anderson, April	P	GPSS	Holger, Dave	P
Tim Brenea	A	Post-doc	Mukherjee, Arko Provo	P	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Delshan	P	GPSS	Ogilvie, Craig	P
			Prisacari, Anna (P	GPSS	Strand, Judy	P
						Rogers, Stacey	P

P = Present

Chair of Council – Gary Munkvold

Previous Minutes—Minutes from April 2013 were approved.

From the Graduate College---

David Holger, Dean and Associate Provost

Business Items

1. Ann Marie Fiore, DOGE from AESHM, presented a request to waive over-age classes for the Hospitality Management Hybrid (part distance, part on-campus) Ph.D. students at the time of admission because all of the students have a master's degree, have been working in their field, and will be carefully reviewed by the POS committee. Individual waiver requests have never been denied by the Graduate College. Discussion took place regarding this as an area of growth for university in distance education programs. Programs with special situations are encouraged to come forward and make requests.

Request: AESHM requests a waiver for over-age classes for the hybrid program for Ph.D. Hospitality Management students, eliminating the need for the Graduate College to review and give approval for over-age courses taken prior to entering the Ph.D. program. The POS committee will continue to use the existing criteria when determining over-age courses to be applied toward the Ph.D. requirements and would seek Graduate College approval for over-age courses (i.e., more than seven years) taken as a Ph.D. student. This waiver does not apply to the on-campus Hospitality Management Ph.D. students.

A motion was made and seconded to approve the request. All members voted in favor. Motion passes. 12-0.

2. Recommendations from the Graduate Council Catalog and Curriculum Committee
 - a. Proposal for discontinuation of Professional Agriculture graduate program
 - b. Proposal for dual listed FIN 428/528

A motion was made and seconded to accept all the recommendations from the Graduate Council Catalog and Curriculum Committee. All members voted in favor. Motion passes. 12-0.

3. Hans Van Leeuwen led a discussion for the Non-traditional Student Issues Sub-committee to discuss research only Ph.D. programs. This would be a doctorate based just on research and would reduce the required course content and permit research only. He suggested changing the wording in the Graduate Handbook to bring more attention to the research only degree option. Currently a process does exist for a program to develop a research only degree, but it is not encouraged or discouraged at the university level. Hans indicated it was an opportunity to take leadership on something that is not common in the US. The option of a publication based Ph.D. was brought up. Pros and cons were discussed. Roles of the university, the employing agency, and the POS committee were all mentioned.

The discussion was tabled to next month. Munkvold mentioned the volunteers for this sub-committee are needed.

4. Graves submitted a revised proposed for the use of undergraduate courses on a POS form. The proposal would remove the use of “non-major graduate credit” from undergraduate course descriptions since there are no criteria for a course to be designed as a non-major graduate course. In place of non-major graduate credits, a limit would be placed on the number of credits or courses that could be used on a POS. Part of the proposal stated, “up to seven credits from courses at the 300 or 400 level may be used to meet the requirements for a graduate degree.” And, “No more than three credits from 300-level courses may be used to meet the requirements for a graduate degree, and any credits at the 300 level must be from outside the student’s major.” Discussion took place regarding the number of credits. It was suggested that “seven credits” be replaced with “three courses” to be more flexible in using courses that were three or four credits. It was suggested that “three credits from 300-level courses” be replaced with “one course from 300-level courses.” Individual programs can have more restrictive requirements for undergraduate classes.

A motion was made and seconded to approve the proposal with the suggested changes in wording. All members voted to approve. Motion passes. 12-0. A copy of the full proposal follows the minutes.

5. Munkvold called for volunteers for sub-committees: Distance Education, Non-Traditional Ph.D. programs, review of Graduate College Handbook, and POS committee structure.
6. Strand circulated a list of Graduate College committees and asked members to volunteer.

Meeting was adjourned.

Next Meeting will be October 17, 2013, 5:15 – 6:30 p.m., 3150 Beardshear Hall

For consideration by the Graduate Council on September 26, 2013

Whereas:

- Critical review of undergraduate courses proposed as eligible for non-major graduate credit is, at best, spotty across campus.
- Existing courses that provide non-major graduate are not subject to periodic review.
- There are no policies on standards for courses offered for non-major graduate credit.
- Graduate faculty status is not required to teach a course that provides non-major graduate credit.
- Approximately 92% of programs of study include seven or fewer non-major graduate credits, and no more than 5% of programs of study include non-major graduate credits from 300-level courses.

Approved by the Graduate Council September 26, 2013

- All 300- and 400-level courses shall be eligible for use toward graduate degrees, and the phrase “non-major graduate credit” will no longer appear in course descriptions in the catalog.
- With approval of the program of study committee, up to **three** courses at the 300 or 400 level may be used to meet the requirements for a graduate degree.
- No more than one **course** from 300-level courses may be used to meet the requirements for a graduate degree, and any credits at the 300 level must be from outside of the student’s major.
- This policy will apply to all graduate majors and will replace unusual practices, such as this one in history:

Graduate Study

Graduate students may take any 400-level history course except 490 and 495 for graduate credit. There is a maximum of 12 credits of 400-level courses for a graduate degree in history. Additional work is required for graduate credit in 400-level courses.

- No 300- or 400-level courses may be used to meet the requirements for graduate certificates.

Graduate Council
 October 17, 2013
 5:15 p.m., 3150 Beardshear Hall

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	P
Beetham, Jeff	P		Katz, April	P		Somani, Arun	P
Chen, Tsing-Chang (Mike)	P		Mennecke, Brian	P		Van Leeuwen, Hans	S
Dickson, James	A		Moore, Ken	A		Yilmaz, Seda	A
Dimitrova, Daniella	P		Munkvold, Gary	P		Zhu, Zhengyuan	P
Gwyn Beattie	A	Faculty Senate	Anderson, April	P	GPSS	Holger, Dave	P
Tim Brenea	P	Post-doc	Mukherjee, Arko Provo	A	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Delshan	P	GPSS	Ogilvie, Craig	A
			Prisacari, Anna (P	GPSS	Strand, Judy	P
						Rogers, Stacey	P

P = Present
S= Substitute

Chair of Council – Gary Munkvold

Previous Minutes—Minutes from September 26, 2013 were approved.

From the Graduate College---

David Holger, Dean and Associate Provost

Colleges are contributing to the President's initiative for funding graduate students. The funding is designed to help grow graduate enrollment and grow the graduate student funding base. More on the funding will be announced in the near future.

The GPSS and the Graduate College will be doing part of the program at the next President's Council meeting.

Business Items

1. Recommendations from the Graduate Council Catalog and Curriculum Committee
 - a. Proposal for name change of program and major from Genetics to Genetics and Genomics
 - b. Proposal for dual listing Geology 444X/544X
 - c. Proposal for dual listing Human Sciences 464X/564X
 - d. Proposal for dual listing ARTIS 473X/573X
 - e. Proposal for adding a Management specialization to the Ph.D. Business and Technology major.
 A motion was made to approve all recommendations. Discussion related to course differences and new coursepolicy took place. The motion was seconded. Nine voted in favor and one opposed. Motion passes.
2. Continued discussion of over-age classes
 - a. Student's entering a Ph.D. program with a previous master's degree. Having earned a master's may provide a different way of looking at older classes. The classes would be considered current at the time of pre-lim for Ph.D. students. Would it be possible to set a maximum time limit

between the pre-lim and graduation? Some departments may already have their own limits. Members interested in preparing a specific proposal were asked to do so for the next meeting. Discussion was tabled to the November meeting.

- b. Limiting the number of over-age classes for master's degrees and/or Ph.D. degrees. Another program concerned about over-age requirements for about 20 students approached Graves about a waiver. Questions were raised about over-age courses. Could a policy address a large percentage of the over-age requests? Could a certain number of "current credits" be required? Is it possible to set an arbitrary percentage and only address the issue if the number of over-age classes rises above the set percentage? Is it a matter of accumulating credits and the getting a degree? Philosophical question? What do other universities do? University of Iowa has about the same process as ISU and wants to keep it that way because it forces faculty members to be aware of the over-age issues. Other items were discussed: Current students may feel devalued if all classes for some students are allowed to be over-age. Full time employees take longer. Courses may not be out of date, but the pre-lim may be difficult to pass.

It was decided that ISU should continue with the same process and the Graduate Council can consider program requests on a case-by-case basis.

3. F grade policy – Doug Gentile

- a. F 0.0 points. Not satisfactorily completed and course must usually be repeated. Only with extenuating circumstances can a student graduate with an F or NP on the permanent record. A written request must be made by the major professor to the Dean of the Graduate College explaining those circumstances. **An F mark in a course taken S/F is counted in the grade point average and is equivalent to an F in a regularly graded (A-F) course.**

Gentile presented a concern about the policy that states that a student cannot graduate with an F on their transcript unless there are extenuating circumstances. He mentioned students who may have a "wondering path" to their degree and unsuccessfully try out one or two majors before finding one that is a good fit for them. It punishes students for trying other areas. If the course is not on the POS, does it matter if the student has received an F, in particular if the student still has above a 3.0 GPA? Gentile will work on a specific proposal to present to the council for a future meeting.

- 4. Strand made a request for volunteers to sign up for awards committees. The committee lists were circulated for sign up.

5. Munkvold reviewed the Sub Committee issues and asked for volunteers.

- a. Distance Education – Members: Ken Moore, April Anderson, Daniela Dimitrova. English Placement Exam needs to be discussed and is a remaining issue. The other DE issues have been dealt with. November agenda: Invite professor in charge of EPT, Vokel Helgerheimer, to make a presentation.
- b. Non-traditional Ph.D. Issues—Members: Arun Somani - lead, April Anderson, Hans Van Leeuwen, Zhengyuan Zhu, Jim Dickson, Doug Gentile. Future items: Continued discussion of recommendations from Non-Traditional Student Issues Sub-Committee. Meet before next meeting to establish discussion topics. Table to November meeting.
 - i. Research only Ph.D. degree
- c. Graduate Handbook Review – Members: Seda Yilmaz, Yashdeep Phanse. The Graduate College should develop a reasonable scope and chunk up the task in bite-size pieces so it does not become overwhelming.
- d. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay -lead, Arko Provo Mukherjee, Brian Mennecke. Issues from last year: Post doc membership on POS committees, concept of outside member on committee, interdepartmental graduate programs.

Meeting was adjourned.

Next Meeting will be November 21, 2013, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
November 21, 2013
5:15 p.m., 3150 Beardshear Hall

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	P
Beetham, Jeff	P		Katz, April	A		Somani, Arun	A
Chen, Tsing-Chang (Mike)	A		Mennecke, Brian	P		Van Leeuwen, Hans	A
Dickson, James	P		Moore, Ken	P		Yilmaz, Seda	A
Dimitrova, Daniella	A		Munkvold, Gary	P		Zhu, Zhengyuan	P
Gwyn Beattie	A	Faculty Senate	Anderson, April	A	GPSS	Holger, Dave	P
Tim Brenea	A	Post-doc	Mukherjee, Arko Provo	P	GPSS	Graves, Bill	P
Phanse, Yashdeep	A	Post-doc	Harischandra, Delshan	A	GPSS	Ogilvie, Craig	A
			Prisacari, Anna (P	GPSS	Strand, Judy	P
						Rogers, Stacey	P

P = Present
S= Substitute

Chair of Council – Gary Munkvold (Ken Moore started the meeting until Munkvold arrived).

Nine voting members were present. Not enough members were present for a quorum (10) so no voting took place.

Previous Minutes—Minutes from October 17, 2013 were tabled to the January meeting.

From the Graduate College---

David Holger, Dean and Associate Provost

Holger reported on the Sub-Committee on Graduate and Post Doc Excellence: Graduate student/post doc success is being given a higher priority this year. In addition to the items addressed last year, the sub-committee will emphasize paying more attention to experience and success of the graduate students and post docs.

There are three parts to President's Graduate Initiative. Part 1: There will be 16 Presidential scholars per year, which will be an ongoing program. Majors/Programs are in the process of being selected for this year. Part 2: A new component of the Graduate Initiative is that the Provost will match \$1 for every \$2 of new money a college spends recruiting grad students, up to \$250,000. This will be offered for the next two years and then be reviewed. Part 3: New bridge funding money of \$300,000 will be available for next three fiscal years for a wide range of situations, including partial year assistantships/postdocs for students to complete their programs, and to bring in new students for grants that have not yet started.

Business Items

1. Recommendations from the Graduate Council Catalog and Curriculum Committee. The following items were tabled to the January meeting (No quorum).
 - a. Proposal for M.S. in Gerontology

- b. Proposal for Ph.D. in Gerontology
- c. Request for Program Termination for the PH.D. in History of Technology and Science Program (HOTS). Request for Name Change from Ph.D in Agricultural History and Rural Studies (AHRs) to Ph.D. in Rural, Agricultural and Technological and Environmental History (RATH).

The following items were items were voted on by e-mail on 11/22/2013. All three dual listings were approved with a 13-0 vote.

- d. Proposal for dual listing Geology 430X/530X
- e. Proposal for dual listing MTEOR 489X/589X
- f. Proposal for dual listing MTEOR 489LX/589LX

2. F grade policy – Doug Gentile

- a. Current policy (p. 47 in Graduate College Handbook)

F 0.0 points. Not satisfactorily completed and course must usually be repeated. Only with extenuating circumstances can a student graduate with an F or NP on the permanent record. A written request must be made by the major professor to the Dean of the Graduate College explaining those circumstances. **An F mark in a course taken S/F is counted in the grade point average and is equivalent to an F in a regularly graded (A-F) course.**

Proposed policy

F – Not satisfactorily completed, not allowed on the POS, but is included in the GPA. Typically must be repeated; only with extenuating circumstances can a student graduate with an F or NP on the permanent record, regardless of whether the course is used on the POS. The Dean of the Graduate College may consider requests from POS committees to allow graduation with an F on the permanent record only if the course is not on the POS, the course is wholly unrelated to the student's scholarly discipline [and thesis/dissertation topic], and the cumulative GPA is 3.0 or higher. An F mark in a course taken S-F is counted in the grade point average and is equivalent to an F in a regularly graded (A-F) course. [Under no circumstance may a student graduate with more than *n* Fs or NPs on the permanent record.]

Discussion: The way it is written now, the policy doesn't allow students to graduate if they have tried various programs and not succeeded. What are extenuating circumstances and what is outside the area of study? Disciplines may vary widely about related areas. A revised policy would give more flexibility to the Graduate Dean to allow an F grade and to the student attempting classes. The student should not be allowed to fail a core class and graduate. Recently, students have been asked to retake a class or a comparable class to remove the F grade. Leave off the exact number of F's, the GPS would regulate that to some extent. An emphasis should be made that it is at the discretion of associate dean to determine if the F class is related to the discipline. Discussion was tabled to the January agenda. A revised proposal will be submitted to vote on for the January meeting.

- 3. On the subject of over-age courses, Munkvold stated that individuals or programs can bring forward requests for waivers. If there is more interest in discussion during Graduate Council meetings, interested parties can bring forward their proposals regarding over-age classes.

4. Munkvold reviewed the Sub Committee issues.
 - a. Distance Education – Members: Ken Moore, April Anderson, Daniela Dimitrova. January agenda: Professor in charge of EPT, Vokel Helgerheimer, will make a presentation and answer questions.
 - b. Non-traditional Ph.D. Issues—Members: Arun Somani - lead, April Anderson, Hans Van Leeuwen, Zhengyuan Zhu, Jim Dickson, Doug Gentile. The sub-committee will need to meet and submit discussion items or proposals for future agenda items.
 - i. Research only Ph.D. degree
 - c. Graduate Handbook Review – Members: Seda Yilmaz, Yashdeep Phanse. Sub-committee needs more members and work with the Graduate College to develop a systematic review of the Handbook.
 - d. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay -lead, Arko Provo Mukherjee, Brian Mennecke. The sub-committee met and discussed inclusion of members outside the institution on the POS committee. The general consensus was that they did not want to discourage members from outside ISU from being on the POS Committee. A main issue is the with the upcoming paperless system for Committee and POS appointments, committee members outside ISU will not be able to be a part of the online workflow process. A temporary solution would be that voting members not employed by ISU would have an employed proxy to sign for them. They would like to have an IT process developed where members not employed at ISU would have a one-time only sign in for the forms. Issues from last year: Post doc membership on POS committees, concept of outside member on committee, interdepartmental graduate programs.
5. Craig Ogilvie presented information on the campus climate surveys and the recent Inclusion Workshop that was held on the ISU campus to train the trainers. Statements were read regarding actual experiences at ISU. Ogilvie had a sense that the climate was not as good as it could be. Students may not feel secure or encouraged for success. Do students know the process for addressing concerns? It is a process and also a climate. The first step is knowing that their concerns are important. Many actions are not acceptable, but do not reach the level of harassment. A lot of what was reported was on a student-to-student level. From the seven departments that participated in the Inclusion Workshop, three have had or will have department workshops. The workshops will have an impact on persons who do not realize some things they say are offensive. Graduate students may be having separate meetings. Faculty talking to faculty can help create an inclusive environment. There will be scheduled harassment training sessions for faculty and staff, as well as some for graduate students.

Meeting was adjourned.

Next Meeting will be January 16, 2013, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
January 16, 2014
5:15 p.m., 3150 Beardshear Hall

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	P
Beetham, Jeff	P		Katz, April	P		Somani, Arun	P
Chen, Tsing-Chang (Mike)	P		Mennecke, Brian	A		Van Leeuwen, Hans	A
Dickson, James	P		Moore, Ken	P		Yilmaz, Seda	A
Dimitrova, Daniella	P		Munkvold, Gary	P		Zhu, Zhengyuan	P
	A	Faculty Senate	Anderson, April	A	GPSS	Holger, Dave	P
Tim Brenea	P	Post-doc	Mukherjee, Arko Provo	P	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Delshan	P	GPSS	Ogilvie, Craig	P
			Prisacari, Anna (P	GPSS	Strand, Judy	P

P = Present
S= Substitute

Chair of Council – Gary Munkvold

Previous Minutes—Minutes from October and November 2013 were approved.

Visitors

1. Volker Hegelheimer, professor in charge of the English Placement Exam, presented information and answered questions related to the English Placement Exam (EPT). The EPT is comprised of listening comprehension, reading comprehension, and writing essay. There is no speaking portion. Students with TOEFL test scores between 79 and 105 need to take the EPT. The IBT TOEFL is for general English skills. The EPT is for specific English skills that will lead to success in the classroom. The data areas are changed each semester. Approximately 50% of the students pass, and the others go into the writing, listening or reading classes. The English expectations are the same for both on-campus and off-campus classes. Most other institutions have the same criteria as ISU. Discussion: There are online versions available, but those tend to be burdensome for the students and may delay graduation. The Distance Education Sub Committee will submit a proposal for future discussion.
2. Jennifer Margret presented information and answered questions regarding the proposals for the M.S. and Ph.D. degrees in Gerontology. Gerontology is an interdepartmental program with 50 faculty members. No other universities offer MS and Ph.D. degree in Gerontology. The new program estimates 3 -5 new students per year and will work upward in numbers. The current courses offered have a long history. A motion was made and seconded to approve both the M.S. and Ph.D. proposals. All in favor, none opposed. Motion passes with a vote of 12-0.
3. Michael Bailey presented information on the proposals to discontinue a Ph.D in History, and a proposal to change the name of the remaining Ph.D. program. History had two Ph.D. programs and needed to collapse into one program due to faculty support and recommendations from the

college review. There is a name change and a merger. There are no changes in faculty, students, etc. The new name helps brand the department and it into ISU. The result is one larger program instead of two smaller programs. A motion was made and seconded to accept the proposals. All in favor, none opposed. Motion passes with a vote of 12-0.

Business Items

1. Recommendations from the Graduate Council Catalog and Curriculum Committee (tabled from the November meeting).

- a. Proposal for M.S. in Gerontology - Approved with a vote of 11-0. See below.
- b. Proposal for Ph.D. in Gerontology - Approved with a vote of 11- 0. See below.

Jennifer Margret presented information and answered questions regarding the proposals for the M.S. and Ph.D. degrees in Gerontology. Gerontology is an interdepartmental program with 50 faculty members. No other universitys offer MS and Ph.D. degree in Gerontology. The new program estimates 3 -5 new students per year and will work upward in numbers. The current courses offered have a long history. A motion was made and seconded to approve both the M.S. and Ph.D. proposals. All in favor, none opposed. Motion passes with a vote of 11-0.

- c. Request for Program Termination for the PH.D. in History of Technology and Science Program (HOTS). Request for Name Change from Ph.D in Agricultural History and Rural Studies (AHRS) to Ph.D. in Rural, Agricultural and Technological and Environmental History (RATH). - Approved with a vote of 11-0. See below.

Michael Bailey presented information on the proposals to discontinue a Ph.D in History, and a proposal to change the name of the remaining Ph.D. program. History had two Ph.D. programs and needed to collapse into one program due to faculty support and recommendations from the college review. There is a name change and a merger. There are no changes in faculty, students, etc. The new name helps brand the department and it into ISU. The result is one larger program instead of two smaller programs. A motion was made and seconded to accept the proposals. All in favor, none opposed. Motion passes with a vote of 11-0.

2. F grade policy – Doug Gentile

- a. Current policy (p. 47 in Graduate College Handbook)
F 0.0 points. Not satisfactorily completed and course must usually be repeated. Only with extenuating circumstances can a student graduate with an F or NP on the permanent record. A written request must be made by the major professor to the Dean of the Graduate College explaining those circumstances. **An F mark in a course taken S/F is counted in the grade point average and is equivalent to an F in a regularly graded (A-F) course.**

Proposed policy

F – Not satisfactorily completed, not allowed on the POS, but is included in the GPA. Typically must be repeated; only with extenuating circumstances can a student graduate with an F or NP on the permanent record, regardless of whether the course is used on the POS. The Dean of the Graduate College may consider requests from POS committees to allow graduation with an F on the permanent record only if the course is not on the POS, the course is wholly unrelated to the student's scholarly discipline [and thesis/dissertation topic], and the cumulative GPA is 3.0 or higher. An F mark in a course taken S-F is counted in the grade point average and is

equivalent to an F in a regularly graded (A-F) course. [Under no circumstance may a student graduate with more than *n* Fs or NPs on the permanent record.]

Discussion was continued from the November meeting with a new proposal before the Graduate Council. It still comes down to extenuating circumstances. Extenuating circumstances are a factor, but the new proposal allows for another option. Often the Graduate College does not receive the requests until right before graduation and the current policy leaves no flexibility. A motion was made and seconded to pass the proposal as written. Six in favor. Four opposed. Motion passes. The new policy is effective immediately.

- b. Doug Gentile brought forth a complaint from the LAS council regarding a Graduate College form, attending the preliminary exam and final oral at a distance. The suggestion was to incorporate into one form.

3. Munkvold reviewed the Sub Committee issues.

- a. Distance Education – Members: Ken Moore, April Anderson, Daniela Dimitrova. January agenda: Professor in charge of EPT, Vokel Helgerheimer, made a presentation and answered questions.
- b. No report. Non-traditional Ph.D. Issues—Members: Arun Somani - lead, April Anderson, Hans Van Leeuwen, Zhengyuan Zhu, Jim Dickson, Doug Gentile. The sub-committee will need to meet and submit discussion items or proposals for future agenda items.
 - i. Research only Ph.D. degree
- c. No report. Graduate Handbook Review – Members: Seda Yilmaz, Yashdeep Phanse. Sub-committee needs more members and work with the Graduate College to develop a systematic review of the Handbook.
- d. No report. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay -lead, Arko Provo Mukherjee, Brian Mennecke. Issues from last year: Post doc membership on POS committees, concept of outside member on committee, interdepartmental graduate programs.

Meeting was adjourned.

Next Meeting will be February 20, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
 March 6, 2014
 5:15 p.m., 3150 Beardshear Hall

Minutes

Bartholomay, Lyric	P		Gentile, Doug	A		Smarandescu, Laura	P
Beetham, Jeff	P		Katz, April	Sub		Somani, Arun	A
Chen, Tsing-Chang (Mike)	P		Mennecke, Brian	P		Van Leeuwen, Hans	P
Dickson, James	P		Moore, Ken	P		Yilmaz, Seda	A
Dimitrova, Daniella	A		Munkvold, Gary	P		Zhu, Zhengyuan	P
	A	Faculty Senate	Anderson, April	P	GPSS	Holger, Dave	P
Tim Brenea	P	Post-doc	Mukherjee, Arko Provo	A	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Dilshan	P	GPSS	Ogilvie, Craig	A
			Prisacari, Anna	Sub	GPSS	Strand, Judy	P

P = Present
S= Substitute

Chair of Council – Gary Munkvold

Previous Minutes—Minutes from January 16, 2014 were approved.

Dave Holger – Associate Provost and Dean

1. A plagiarism software, iThenticate, is available for checking papers, theses, and dissertations through Iowa State licenses. It analyzes papers against massive databases to indicate things that could be plagiarism. It would alert people that there may be a problem before it gets to the point of being a very bad situation. There have been no policies or procedures set up for using the new software. This is a heads up to faculty members that is available. Likely candidates will be graduate students to help catch unintended plagiarism. Charlotte Bronson, Associate Vice President for Research, is the main contact if you want to get access to the software. Bronson will be invited to a future meeting.

William Graves – Associate Dean

1. The development of the paperless Committee and Program of Study (POS) forms is moving forward. Non-voting members will be listed on the form, but they will not be tracked in the Graduate Faculty system. Voting members that are not employed by ISU will likely have a proxy set up to move the online form for them. Implementation deadline is set for August 2014. Because of the electronic process, all Committee and POS forms for students planning to graduate Fall 2014, will be due April 18.
2. It has been a goal of the Graduate College to enforce graduate student policies. One of the policies that has come into discussion is the distance participation in oral exams. The policy states that only one member of the committee may participate by distance in the pre-lim or final oral exam. The informal policy has been to allow up to two by distance for a PH.D. Past decisions by the Graduate Council have favored having faculty members present at the final orals, that the final is better when

everyone is there in person. The policy is limiting for a student graduating and for faculty that travel. There are frequent requests for waivers of this policy. It was decided that the POS subcommittee should meet and draft a proposal to discuss related to distance participation in preliminary or final oral exams.

Business Items

1. Recommendations from the Graduate Council Catalog and Curriculum

- a. Proposal for dual listing B M S 335/535X.
- b. Proposal for dual listing AER E 468X/56X; IE 468X/568X
- c. Proposal for Double Degree in Finance and MBA.

A motion was made to approve all the proposals from the GCCC. Motion was seconded. All in favor, none opposed. Motion passes 10-0.

2. Munkvold reviewed the Sub Committee issues.

- a. Distance Education – Members: Ken Moore, April Anderson, Daniela Dimitrova. Discussion continued regarding a proposal to waive the EPT for distance students. The reason for the proposal is that it is a hardship for distance students who have adequate skills to complete the course online. This would mean two different sets of standards for ISU graduates and that has never been supported in the past. The majority of other universities some sort of threshold for EPT. EPT is now more accessible online that it has been previously. Given that there had been no recent problems, the proposal was withdrawn.
- b. Non-traditional Ph.D. Issues—Members: Arun Somani - lead, April Anderson, Hans Van Leeuwen, Zhengyuan Zhu, Jim Dickson, Doug Gentile.
 - i. Proposal for Research only Ph.D. degree. Van Leeuwen presented information in the proposal for a publication based PH.D. At least four research papers would be needed and two years of study at Iowa State. Committee members could consist of ISU faculty, industry representatives, international scholars, etc.
 - ii. Discussion included the current policy and what was preventing that from happening now. A program of that type could be set up under the current rules. It would need to come from the program/department rather than be promoted by the Graduate Council. Perhaps encourage faculty members to use the flexibility that is already built into the process.
 - iii. Discussion can be continued at the next meeting.
- c. Graduate Handbook Review – Members: Seda Yilmaz, Yashdeep Phanse. Munkvold requested volunteers to enlarge this sub-committee.
- d. No report. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay -lead, Arko Provo Mukherjee, Brian Mennecke.

Meeting was adjourned.

Next Meeting will be February 20, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Meeting Agenda—Graduate Council

March 27, 2014

5:15 p.m., 3150 Beardshear

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	A
Beetham, Jeff	P		Katz, April	A		Somani, Arun	A
Chen, Tsing-Chang (Mike)	A		Mennecke, Brian	S		Van Leeuwen, Hans	A
Dickson, James	A		Moore, Ken	P		Yilmaz, Seda	A
Dimitrova, Daniella	P		Munkvold, Gary	P		Zhu, Zhengyuan	P
	A	Faculty Senate	Anderson, April	P	GPSS	Holger, Dave	P
Tim Brenea	P	Post-doc	Mukherjee, Arko Provo	P	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Dilshan	A	GPSS	Ogilvie, Craig	P
			Prisacari, Anna	A	GPSS	Strand, Judy	P

P = Present

S= Substitute

Chair of Council— Gary Munkvold

Previous Minutes—Review of minutes from March 7, 2014 were tabled due to lack of a quorum.

From the Graduate College—

David Holger, Associate Provost and Dean

April 4 is the GPSS Research Conference, which includes a 3-minute thesis competition. Holger encouraged the Graduate Council to try and attend all or a portion of the conference.

Holger provided feedback from Faculty Senate regarding recent changes in major policies related to graduate students. Stakeholders have become concerned about the recent change in the number of undergraduate credits to be used in graduate program of study. The Faculty Senate does not vote on anything presented at the first meeting and has two readings before a vote. He suggested that the Graduate Council might want to develop a procedure to ensure feedback from the stakeholders regarding some policy changes. Not everything might need two readings.

Munkvold comments: In regard to the change in undergraduate classes, everyone focuses on three course limit, when in reality, flexibility has been increased. There has been pushback against the three-course limit. Communication to faculty and all stakeholders needs to be reviewed. E-mailing draft minutes and/or agenda to the DOGE list might be a way of informing the stakeholders of the current topics. The Graduate Council will need to recognize issues that will warrant feedback. This topic will be put the April agenda for further discussion.

Business Items – Munkvold

1. Proposal from the School of Education (SOE) to waive overage policies.

Larry Ebberts visited to present information and answer questions. Most students come with master's degree in education and have been teaching in high schools, community colleges, etc. The proposal recommends up to 30 credits of overage courses may be accepted, 45 credits would need to be completed within 7 years from the start of their Ph.D. program. Typically the jobs for these students require them to remain current in classes. Some candidates may need up to 10 years and those requests would be submitted to the Graduate College. Reactivation

status without classes for two years. There are approximately 50 people in the overage situations. Learning communities have been implemented to help student complete their dissertation process.

A discussion followed. Some master's may come with more than 30 credits, but SOE proposes 30 be accepted. 10 years would be the absolute limit for completing the Ph.D. More than 10 would not be considered. Does making a policy for one program create problems for other distance programs? A blanket approval for all programs might allow too many out of date. Other programs would be able request if they thought appropriate. SOE is a blended program – some distance, some on-campus. SOE wouldn't admit anyone who doesn't have a masters. Vote was tabled to next meeting due to lack of quorum.

2. Recommendations from the Graduate Council Catalog and Curriculum Committee
 - a. Proposal for dual listing AER E 483X/583X
 - b. Proposal for dual listing COM S 441X/541
 - c. Vote tabled to next meeting due to lack of quorum.
3. Guidelines for teaching appointments required by programs/departments- Ogilvie
 - i. Collected information about TA responsibilities
 - ii. Survey – 50 responses: 1/3 have TA requirement
 - iii. How students were support during TA
 1. 15% no assistantship
 2. 20% RA, but doing TA to complete degree
 - iv. Make sure student is not required to do excessive amounts when not be paid or compensated with credits.
 - v. Connected with professional development.

Unpaid internships are not allowed if business are benefiting. Some departments don't have TA money, so some use RA students on assistantship. Depends on who is paying as to what expectations are implied. The proposed guidelines are a way to put a boundary on what is expected. Students can compete better if they have teaching experience. The guidelines will not address abuse. Major professors may ask their research assistants to help with their teaching experiences. Proposal provides some protection for students. The proposal is not dictating teaching requirements. If they have TA, then need to follow guidelines. Students should receive pay or graduate credit. It's to the program to determine which course number for credits. Strand will send out to DOGES to get feedback for next meeting.

4. Discussion of schedule for Handbook revisions – Munkvold
 - a. Subcommittee disbanded.
 - b. Chapter 1 – Munkvold – April 2014
 - c. Chap. 2 & 3 – Tom Loynachan, Ken Moore, Ann Guddall (GC). Come to meeting, present to Grad Council in September
 - d. Chap. 6 – Lyric Bartholomay, Brain Mennecke, Steve Freeman, Judy Strand (GC)
 - e. Chap. 10 – Pos doc appointment. Yashdeep Phanse, Annie Hawkins (GC), Ann Guddall (GC)-- April meeting.
 - f. Appendix A – Overview of the Graduate College
 - g. Chapter 4-5 – Sergio Lence & GCCC
 - h. Chapter 7 – Finishing up -- Steve Dinsmore, Lavern Williamson (GC)
 - i. Cahpter 9 Rights and responsibilities
5. Sub Committees - Munkvold
 - a. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay-lead, Arko Provo Mukherjee, Brian Mennecke.
 - i. Committee members at a distance. Talking points were briefly presented by Bartholomay (See below). Will be circulated for discussion at next meeting.

Next Meeting will be Fall, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall March 24, 2014

Proposal to waive overage courses for SOE.

To: Gary Munkvold
Graduate Council Chair

From: Larry Ebberts, Joanne Marshall, & Anne Foegen
School of Education

Re: Waiver of Grad College overage course approval for the Educational Leadership specialization within the Education Ph.D.

University policy states that PhD Candidates must earn a minimum of 72 credit hours to earn a Ph. D. Within that requirement, 36 hours must be completed at ISU. Current requirements are also that the PhD must be completed in seven years.

There are two circumstances among students seeking a Ph.D. in educational leadership which make the current overage policy inappropriate for their needs. First, many of them bring at least 30 hours of a master's degree within an academic discipline or in K-12 educational / higher education administration. In the majority of cases, those individuals have earned a master's degree early in their career as part of teaching or administrative assignments. They then apply that knowledge in their chosen professions for some time before beginning a doctoral program. Second, nearly all of them are part-time graduate students and full-time educational professionals. They take one, two, or three courses from off campus in a given semester, while maintaining their careers. For both of these reasons, it is difficult for these students to complete all of their coursework within seven years. However, they have remained active in their professions and are life-long learners.

The body with primary responsibility for the PhD program of study is the five-member committee, which is approved within Graduate College guidelines. Each POS committee can tailor each student's program to the student's educational background and long term professional goals. In many cases, POS committees have requested approval of overage courses to be included in the Ph.D. degree. Past practice has allowed those requests.

This proposal, with the approval of each POS committee, will allow each student to transfer up to 30 hours of overage courses as a part of doctoral work. Upon admission, a PhD student would then have seven years to complete the 45 hours (minimum) needed to complete the PhD degree. In some cases, there may be appropriate personal or professional reasons to extend the degree completion program to ten years, but such a decision will require approval by the POS committee and the Graduate Dean.

We suggest that when students request a reactivation of their status, they provide a short rationale for why they have been absent from coursework and what has changed in their personal and professional lives which will enable them to complete the degree within established time limits. POS committees can use this rationale as a guide when re-admitting students or creating and revising a program of study.

The significant majority of our doctoral students have been integrating life-long learning as a result of their teaching or administrative assignments. In most instances, they are required by institutional or statewide license programs to maintain continuing coursework. Very similar to students who are full-time and on campus, they engage daily in the "laboratory work" of their discipline-- in this case schools and colleges.

K-12 administrators

With respect to the state of Iowa licensure, there is no limit on the age of courses as long as there is evidence of continuing education on the part of the candidate. We request that the POS committee be the judge of the body of work and life-long learning efforts of the candidate. Community Colleges and public and private institutions do not require administrative licensure, but in any case, students must meet any institutional requirements for professional development..

Current Students

We have a number of current doctoral students who have received approval of overage courses and also extended their graduation date beyond the seven year limit for PhD coursework. We also have had a number of students who have interrupted their progress for professional and personal reasons. Many individuals in leadership roles have had to accept additional administrative and teaching responsibility to ameliorate declining fiscal and human resources.

In addition, our own programmatic resources have been diminished and the departure of several faculty have caused many faculty to assume large advising loads.

Based on these circumstances, we are requesting a waiver for these PhD students, eliminating the need for the Graduate College to review and give approval for overage courses taken prior to entering the Ph.D. program. The POS committee will continue to use the existing criteria when determining overage courses to be applied toward the Ph.D. requirements and would seek Graduate College approval for overage courses (i.e., more than seven years) taken as a Ph.D. student.

Students Affected By This Proposal

Educational Administration

Todd Abrahamson

Brad Anderson

Tom Cooley

Kris Donnelly

Mark Ernst

Dave Ford

Neil Gray

Darin Haack

Marcy Hahn

Jeff Herzberg

Paula Johnson

David Keane

Lindsay Law

Joy Linquist

Rita Martens

B. J. Meaney

Joe Ortega

Lori Phillips

Aiddy Phomvisay

Eric Shafer

Jared Smith

Jesse Ulrich

Doug Wheeler

Programs may require students to teach as part of the requirements of the graduate degree. These requirements should meet one of the following conditions:

- Students receive a Teaching Assistantship while they fulfil the teaching requirement.
- Students should receive graduate credit commensurate with number of hours spent teaching and in preparation for teaching
- If students are on a Research Assistantship, the teaching hours (including all teaching prep, direct contact, and grading) should not exceed 10 hours per week. These hours must also not be in conflict with the research requirements of the RA granting agency.
- Student teaching requirements outside of an assistantship (including all teaching prep, direct contact, and grading) should not exceed 10 hours per week.

The information could be incorporated into two different places in the Graduate Handbook.

1. P. 15-16 in Chapter 3 . Graduate Student Financial Support. With an additional paragraph under Teaching Assistantships.
2. P. 26. In the Chapter for Degree Programs/Requirements, with an additional paragraph titled Teaching Requirements.

Talking points related to POS committee composition – POS subcommittee mtg 3/27/2014

- RE: handbook revisions, chapter 6, the committee agrees to participate in revisions.
- RE: postdoctoral associate participation in POS committees:
 - o The committee recommends that postdocs be encouraged to participate in POS committees because:
 - 1) These people have an immediate understanding of the scientific development of students in their labs
 - 2) This is excellent professional development for the postdoc
 - o The committee acknowledges that the appropriate mechanism for participation in POS committees already is available in the Non-voting member status
 - 1) Considerations:
 - Postdoctoral terms are often limited to a timeframe that will not coincide with the duration of a PhD program
 - o The committee wants to emphasize that postdocs must receive appropriate acknowledgement/recognition for participation in this effort.
- RE: Committee composition at key committee meetings (preliminary exams and defense)
 - o Problem: The Grad College handles many, many requests for exemptions for being on-site to participate in examinations. The goal is to have as many members of the committee participating in-person as possible.
 - o The committee suggests consideration of the following scenarios/models
 - 1) Guidance for exemptions/exceptions
 - Remove need to request an exemption for:
 - o Faculty who are understood to be participating in a committee from a distance (e.g., faculty at institutions other than ISU)
 - o Faculty who are on development leave/sabbatical, medical leave, B-base appts

- Note: Bill Graves mentioned that it would be difficult for the GC to know faculty leave status.
 - Remove rule that says only 1 committee member can participate at a distance?
 - Keep guidance related to requesting exceptions/exemptions for participants who have unexpected absence
- 2) OR Guidance to suggest a minimum number of on-site participants in meetings
- This might better accommodate students w/ >5 committee members
 - This could deflate the sense of importance of in-person participation
 - A model for this from PSU –
<http://bulletins.psu.edu/graduate/degree/requirements/degreeReq1>)

“It is expected that doctoral examinations will take place at the campus location of the graduate center offering the program, and the graduate student must be physically present at any doctoral examination.

- Ph.D./D.Ed.: The dissertation adviser, as well as the chair of the doctoral committee (if not the same individual as the dissertation adviser), along with additional members of the committee to total a minimum of three, also must be physically present at the comprehensive/final examinations. (Thus, for a five-person committee, two members could participate via distance.) Requests for exceptions to allow participation of any committee member via distance must accompany the Examination Request Form, and must be submitted to the director of Graduate Enrollment Services for approval at least two weeks prior to the date of the examination. Of those approved to participate via distance, no more than one member may participate via telephone; any or all of those approved to participate via distance may participate via interactive videoconferencing. Special arrangements, i.e., requirements for meeting participation via distance, must be communicated to the student and all doctoral committee members well in advance of the examination.
- D.M.A.: All committee members must be physically present at the oral comprehensive examination and the final performance; the examination and the performance will be scheduled at a time when all members agree to be present.

If a committee member is unable to participate in any of the doctoral examinations and this results in not enough members serving on the committee (i.e., four or more active members of the Graduate Faculty), another Penn State graduate faculty member will need to be appointed officially to the doctoral committee to replace the absent member in order to constitute a legitimate doctoral committee. A revised committee appointment form must be submitted to Graduate Enrollment Services, removing the individual as a regular committee member and requesting the replacement committee member. These changes and approvals must occur before the actual examination takes place (ad hoc substitutes are not permitted).”

Meeting Agenda—Graduate Council

April 17, 2014

5:15 p.m., 3150 Beardshear

Minutes

Bartholomay, Lyric	P		Gentile, Doug	P		Smarandescu, Laura	P
Beetham, Jeff	A		Katz, April	P		Somani, Arun	P
Chen, Tsing-Chang (Mike)	A		Mennecke, Brian	P		Van Leeuwen, Hans	A
Dickson, James	P		Moore, Ken	P		Horwitz, Jamie	P
Dimitrova, Daniella	A		Munkvold, Gary	P		Zhu, Zhengyuan	P
		Faculty Senate	Anderson, April	P	GPSS	Holger, Dave	A
Tim Brenza	A	Post-doc	Mukherjee, Arko Provo	P	GPSS	Graves, Bill	P
Phanse, Yashdeep	P	Post-doc	Harischandra, Dilshan	A	GPSS	Ogilvie, Craig	P
			Prisacari, Anna	P	GPSS	Strand, Judy	P
						Williamson, LaVerne	P

P = Present

S= Substitute

Chair of Council— Gary Munkvold

Previous Minutes—Review of minutes from March 7 and March 27, 2014. Motion to approve. None opposed. All in favor. Minutes approved, 11-0.

From the Graduate College—

William Graves, Associate Dean

Laverne Williamson was introduced. LaVerne is the new student specialist in the Graduate College who will be checking graduation requirements.

Graves will be collecting information on how to make final exams, where faculty members and/or students participate at a distances, the best possible experience for everyone involved. He will be meeting with IT people around campus regarding rooms equipped for video conferencing, finding out what software programs should be used, and getting IT feedback for how well distance participation can be arranged . There are lots things that can go wrong. Some procedures may be better than others. Graves will make a proposal in the fall regarding distance participation by faculty and students.

Business Items – Munkvold

1. Charlotte Bronson and Sue Shipitalo gave a presentation for iThenicate, the new software available to check plagiarism. Plagiarism is common in journals and grant proposals. Journals and grant funding agencies are now using iThenicate to check submitted articles. Journals are finding up to 30% of papers submitted have plagiarism. iThenicate has various settings to adjust what is checked. Faculty members, students and staff can get access to iThenicate by sending an e-mail to pcheck@iastate.edu to request access to the program. iThenicate could be a tool for faculty and students to use to alert them to possible problem areas in theses or dissertations.

Discussion took place about how to utilize iThenicate and what recommendations to make to faculty and staff. Further discussion needs to take place regarding use in theses and dissertations. Possibly develop best practices document. Action item for 2014-2015.

2. Recommendations from the Graduate Council Catalog and Curriculum Committee
 - a. Proposal for dual listing AER E 483X/583X
 - b. Proposal for dual listing COM S 441X/541
 - c. Request for MED Mathematics Licensure specialization
 - i. Used for state licensure approval
 - d. Proposal for coursework only status MAT in Science Education
 - i. Require electronic portfolio. This will make all Education post baccalaureate programs consistent.

Motion was made and seconded to approve all the recommendations from GCCC. All in favor, none opposed. Motion passes 11-0.
3. Request for SOE waiver for overage courses (March 27 meeting) (Attached). Motion to approve. Seconded. All in favor. None opposed. 11-0
4. Guidelines for teaching appointments required by programs/departments- continued discussion – Ogilvie
 - a. Some departments didn't think the guideline proposal would work. HDFS may want to visit future Graduate Council meeting for discussion.
 - b. What would be the consequence for non-compliance?
 - c. Some bullets require student to work for no pay.
 - d. Are first and second bullets "or"? "and"?
 - e. Proposal should be revised and submitted for future Graduate Council action.
5. Discussion of schedule for Handbook revisions – Munkvold
 - a. Subcommittee disbanded. Other Graduate Handbook chapters will be reviewed in Fall 2014.
 - b. Chapter 1 – Munkvold
 - i. Entrance examinations. Helpful to refer to other chapters that information is discussed in more detail. Change advance degree to graduate degree.
 - ii. Motion to accept suggested changes. Seconded. All in favor, none opposed. Motion passes 11-0.
 - c. Chap. 6 – Lyric Bartholomay, Brian Mennecke, Steve Freeman, Judy Strand (GC)
 - i. Suggested changes were submitted after the April meeting.
 - d. Chap. 10 – Pos doc appointment. Yashdeep Phanse, Annie Hawkins (GC), Ann Guddall (GC)--
 - i. A revised version is being worked on and will be submitted for review.
6. Sub Committees - Munkvold
 - a. POS Committee Structure – Members: Tim Brenza, Lyric Bartholomay-lead, Arko Provo Mukherjee, Brian Mennecke.
 - i. Committee members at a distance. Talking points were briefly presented by Bartholomay (See below). Will be circulated for discussion at next meeting.
7. Grad Council elections will be held in the near future. Those faculty members whose terms will be ending are: Mike Chen (Physical and Math Sciences and Engineering); Jeff Beetham (Biological and Agricultural Sciences); Doug Gentile (Social Sciences & Education); Hans Van Leeuwen (Physical and Math Sciences and Engineering); April Katz (Arts & Humanities). Five new members will be elected to the appropriate disciplines.

Post Doc students who will be ending their term include Yashdeep Phanse and Tim Brenza.

Graduate Students who will be ending their term include: Dilshan Harischandra, April Anderson, and Anna Prisacari.

Please think about nominating people for election or encourage people to nominate themselves.

8. Items for next year. Elect new chair.

Ken Moore nominated - declined. Gary Munkvold nominated and accepted nomination. Election: All in favor

11-0. Munkvold is Chair of the Graduate Council for 2014-2015.

Next Meeting will be Fall, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall March 24, 2014

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