

**Minutes—Graduate Council**  
January 15, 2015  
5:15 p.m., **3150 Beardshear Hall**

**Chair of Council— Gary Munkvold**

**Previous Minutes**—Review of minutes from December 11, 2014. Motion to approve. Seconded. All in favor.

**From the Graduate College—**

**David Holger, Associate Provost and Dean**

**William Graves, Associate Dean**

**Craig Ogilvie, Assistant Dean -**

**Business Items – Munkvold**

1. Recommendations from the Graduate Catalog and Curriculum Committee
  - a. None
2. Graduate Committee sign-up sheet. Munkvold circulated a sign-up sheet for graduate committees. The Miller Fellowship Award committee has an immediate need for members.
3. Discussion: Undergraduate courses on the Program of Study. Holger and Graves. There was not much feedback since information was distributed to DOGES earlier. Discussion took place about minor changes that could be made. Holger will consider recommendations and present a draft for vote at the February meeting.
4. Final exams/preliminary exams – participation by faculty at a distance Holger and Graves. Dave had two comments and DOGEs were supportive. Discussion took place about the three-week notice time and about whether the qualified person has to be IT or not. It was a consensus to wait for more DOGE feedback and vote at the February meeting.
5. Systematic review of the Graduate College Handbook
  - a. Chapter 6. The Graduate Program of Study – Arko Mukherjee, Susan Cross, Daniella Dimitrova. A motion was made to approve the changes. Motion seconded. All in favor. APPROVED
  - b. Chapter 10 Postdoctoral Appointments – Craig Ogilvie, Ann Hawkins, Zayira Jordan. The main change was to be more explicit about “Scholarship” vs term “Research” for terminal degrees that are not a doctorate. The term post graduate researcher is currently not used. Three-quarter appointments would be determined within each program. A motion was made to approve the changes. Seconded. All in favor. APPROVED

Another draft of the Grievance Section (2<sup>nd</sup> part of chapter) will be presented at a future meeting.

  - c. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margret. Draft chapter for discussion at February meeting.
6. Terminating a Master Student (Report of Final Oral). Should a Master’s Degree POS committee have the power to determine whether the student should go to PHD level? Should their decision be confined to the same major and student can apply to another program? More discussion on this at the February meeting.
6. DOGE responsibilities – Munkvold- This one to carry over to February meeting.

**Next Meeting will be February 19, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall**  
**See attendance on next page.**

### Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Pavan	Aduri	Physical & Math Sciences & Engineering	P	P	P	P	P			
Ana-Paula	Correia	Social Sciences & Education	A	A	P	P	P			
Nadia	Anderson	Arts & Humanities	P	P	P	A	P			
Susan	Cross	Social Sciences & Education	P	P	P	P	P			
James	Dickson	Biological & Agricultural Sciences	A	P	A	P	P			
Daniela	Dimitrova	Arts & Humanities	P	P	P	P	A			
Jamie	Horwitz	Arts & Humanities	P	P	P	P	A			
Charles	Hurburgh	Biological & Agricultural Sciences	P	P	P	A	P			
Jennifer	Margrett	Social Sciences & Education	P	P	P	P	P			
Ken	Moore	Biological & Agricultural Sciences	P	A	P	P	A			
Gary	Munkvold	Biological & Agricultural Sciences	P	P	P	P	P			
Ravindra	Singh	Biological & Agricultural Sciences	P	P	P	P	P			
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S	P	A			
Levi	Stanley	Physical & Math Sciences & Engineering	P	A	P	P	P			
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P	Z	S	P	P			
		S=Mark Kaiser; Vinay Dayal								
Jeff	Beetham	Faculty Senate Representative	A	P	A	P	P			
Zayira	Jordan	Post Doc	P	P	A	P	P			
Suresh	Lokhande	Post Doc	P	P	A	A	A			
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P	P	P	P	P			
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P	P	P	P	P			
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A	P	P	A	A			
Jack	Seitz	Grad Student -- Arts & Humanities	-	-	P	P	A			
David	Holger	Dean of the Graduate College	P	P	A	P	P			
Bill	Graves	Associate Dean, Graduate College	P	P	P	P	P			
Craig	Ogilvie	Assistant Dean, Graduate College	A	P	P	P	P			
Judy	Strand	Assistant to the Associate Dean	P	A	P	P	A			
Laverne	Williamson	Student Service Specialist	A	P	A	P	P			

**Minutes—Graduate Council**  
February 19, 2015  
5:15 p.m., 3150 Beardshear Hall

**Chair of Council— Gary Munkvold**

**Previous Minutes**—Review of minutes from January 19, 2015. Motion to approve. Seconded. All in favor. 10-0, 1 abstain. Minutes approved.

**From the Graduate College—**

**William Graves, Associate Dean**

A review of Graduate Certificate guidelines will be done over the summer to improve upon inconsistencies. A draft will be presented to the Graduate Council in Fall 2015 to review and decide on any changes that need to be made.

**Business Items – Munkvold**

1. Recommendations from the Graduate Catalog and Curriculum Committee
  - a. None
2. DOGE responsibilities – Munkvold reviewed the changes that had been suggested. Motion to approve. Seconded. All in favor, 11-0. No abstentions. Motion to approve the proposal for DOGE responsibilities passed.
3. Graduate Committee sign-up sheet. Munkvold circulated a sign-up sheet for graduate committees.
4. Undergraduate courses on the Program of Study. Munkvold reviewed the minor changes that were made. The proposal has been discussed for several months and has collected input from faculty. A motion was made to accept the proposal. Seconded. 10 voted in favor. 1 opposed. No abstentions. Motion passes.
5. Final exams/preliminary exams – participation by faculty at a distance. Munkvold reviewed the proposal. It was decided to change the highest number of faculty at a distance to two for committees that have five or more members. Committees that have one to four members can request one faculty member at a distance. Motion to pass. Seconded. All in favor. None opposed. 11-0. Motion passes.
6. Systematic review of the Graduate College Handbook
  - a. Chapter 10. Another draft of the Grievance Section (2<sup>nd</sup> part of chapter) will be presented at a future meeting.
  - b. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margret. Draft chapter for discussion at March meeting.
7. Terminating a Master Student (Report of Final Oral). Should a Master's Degree POS committee have the power to determine whether the student should go to PHD level? Should their decision be confined to the same major and student can apply to another program? More discussion on this topic at the March meeting.

**Next Meeting will be March 26, 2015, 5:15 – 6:30 p.m., 3150 Beardshear Hall**  
**See attendance on next page.**

### Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Pavan	Aduri	Physical & Math Sciences & Engineering	P	P	P	P	P	P		
Ana-Paula	Correia	Social Sciences & Education	A	A	P	P	P	P		
Nadia	Anderson	Arts & Humanities	P	P	P	A	P	A		
Susan	Cross	Social Sciences & Education	P	P	P	P	P	A		
James	Dickson	Biological & Agricultural Sciences	A	P	A	P	P	P		
Daniela	Dimitrova	Arts & Humanities	P	P	P	P	A	P		
Jamie	Horwitz	Arts & Humanities	P	P	P	P	A	A		
Charles	Hurburgh	Biological & Agricultural Sciences	P	P	P	A	P	P		
Jennifer	Margrett	Social Sciences & Education	P	P	P	P	P	P		
Ken	Moore	Biological & Agricultural Sciences	P	A	P	P	A	P		
Gary	Munkvold	Biological & Agricultural Sciences	P	P	P	P	P	P		
Ravindra	Singh	Biological & Agricultural Sciences	P	P	P	P	P	P		
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S	P	A	P		
Levi	Stanley	Physical & Math Sciences & Engineering	P	A	P	P	P	P		
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P	Z	S	P	P	A		
		S=Mark Kaiser; Vinay Dayal								
Jeff	Beetham	Faculty Senate Representative	A	P	A	P	P	P		
Zayira	Jordan	Post Doc	P	P	A	P	P	A		
Suresh	Lokhande	Post Doc	P	P	A	A	A	A		
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P	P	P	P	P	A		
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P	P	P	P	P	P		
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A	P	P	A	A	P		
Jack	Seitz	Grad Student -- Arts & Humanities	-	-	P	P	A	P		
David	Holger	Dean of the Graduate College	P	P	A	P	P	A		
Bill	Graves	Associate Dean, Graduate College	P	P	P	P	P	P		
Craig	Ogilvie	Assistant Dean, Graduate College	A	P	P	P	P	P		
Judy	Strand	Assistant to the Associate Dean	P	A	P	P	A	P		
Laverne	Williamson	Student Service Specialist	A	P	A	P	P	P		

**Minutes—Graduate Council**  
March 26, 2015  
5:15 p.m., **3150 Beardshear Hall**

**Chair of Council— Gary Munkvold**

**Previous Minutes**—Review of minutes from February 17, 2015. Attendance did not constitute a quorum so not voting was done. Minutes were not approved.

**From the Graduate College—**

**William Graves, Associate Dean**

A review of Graduate Certificate guidelines will be done over the summer 2015 to improve upon inconsistencies. A draft will be presented to the Graduate Council in Fall 2015 to review and decide on any changes that need to be made.

**Business Items – Munkvold**

1. Recommendations from the Graduate Catalog and Curriculum Committee
  - a. Dual list for ENT 450/550
  - b. Dual list for I E 405X/505X

Voting was postponed due to lack of quorum.

2. Systematic review of the Graduate College Handbook
    - a. Chapter 10. Ogilvie presented a draft of the grievance procedures. The draft is still being reviewed by legal services. A proposal for vote will be presented at the April meeting.
    - b. Chapter 7 – Munkvold reviewed draft. One small editorial change was made. Voting will be done at the April meeting. Grad College staff, Levi Stanley, Jennifer Margret.
  3. Terminating a Master Student (Report of Final Oral). Discussion: Should a Master's Degree POS committee have the power to determine whether the student should go to PHD level? Should their decision be confined to the same major? Can the student apply to another program? More discussion on this topic will occur at the April meeting.
  4. Writing Quality and Integrity Sub-Committee, Jennifer Margrett, Jamie Horwitz, recommendation. This will need further review from DOGES and faculty members.
1. Other
    - a. Change April 16 GC meeting date to April 23.

**Next Meeting will be April 23, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall**

### Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Pavan	Aduri	Physical & Math Sciences & Engineering	P	P	P	P	P	P	P	
Ana-Paula	Correia	Social Sciences & Education	A	A	P	P	P	P	P	
Nadia	Anderson	Arts & Humanities	P	P	P	A	P	A	P	
Susan	Cross	Social Sciences & Education	P	P	P	P	P	A	P	
James	Dickson	Biological & Agricultural Sciences	A	P	A	P	P	P	A	
Daniela	Dimitrova	Arts & Humanities	P	P	P	P	A	P	A	
Jamie	Horwitz	Arts & Humanities	P	P	P	P	A	A	A	
Charles	Hurburgh	Biological & Agricultural Sciences	P	P	P	A	P	P	A	
Jennifer	Margrett	Social Sciences & Education	P	P	P	P	P	P	A	
Ken	Moore	Biological & Agricultural Sciences	P	A	P	P	A	P	A	
Gary	Munkvold	Biological & Agricultural Sciences	P	P	P	P	P	P	P	
Ravindra	Singh	Biological & Agricultural Sciences	P	P	P	P	P	P	S	
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S	P	A	P	P	
Levi	Stanley	Physical & Math Sciences & Engineering	P	A	P	P	P	P	P	
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P	Z	S	P	P	A	P	
		S=Mark Kaiser; Vinay Dayal								
Jeff	Beetham	Faculty Senate Representative	A	P	A	P	P	P	A	
Zayira	Jordan	Post Doc	P	P	A	P	P	A	A	
Suresh	Lokhande	Post Doc	P	P	A	A	A	A	A	
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P	P	P	P	P	A	P	
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P	P	P	P	P	P	P	
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A	P	P	A	A	P	P	
Jack	Seitz	Grad Student -- Arts & Humanities	-	-	P	P	A	P	A	
David	Holger	Dean of the Graduate College	P	P	A	P	P	A	P	
Bill	Graves	Associate Dean, Graduate College	P	P	P	P	P	P	P	
Craig	Ogilvie	Assistant Dean, Graduate College	A	P	P	P	P	P	P	
Judy	Strand	Assistant to the Associate Dean	P	A	P	P	A	P	P	

Laverne	Williamson	Student Service Specialist	A	P	A	P	P	P	A	
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**Minutes—Graduate Council**  
 April 23, 2015  
 5:15 p.m., **3150 Beardshear Hall**

**Chair of Council— Gary Munkvold**

**Previous Minutes**—Review of minutes from February 17 and March 27, 2015. Attendance did not constitute a quorum so voting was not done. Minutes were approved via e-mail on April 28. 11-0.

**From the Graduate College— David Holger, Associate Provost and Dean**

The Provost’s Council discussed a change in the graduate assistant tuition policy that would make employing units responsible for the tuition scholarship for GA appointees outside their home college unless the home college and employing unit have reached some other agreement. The default however, would be the employing unit is responsible for tuition scholarships for outside home college appointees. The change in policy has not yet been approved, but sentiment among the deans was strongly supportive. If approved, it would be effective FY 17 to allow units that appoint GAs to plan appropriately. I expect this issue to be considered again, and a decision likely reached, at the April 29 meeting of the Provost’s Council. Any comments or suggestions can be sent to Holger.

**William Graves, Associate Dean**

Deadlines for submitting POSC. Current – future. Current policy says POSC needs to be approved before end of the semester in order to graduate the next semester. Options could be to loosen deadline to the end of the semester. When Grad College “flips the switch” for POSCs to be approved automatically, fewer POSCs will be stopping at the Graduate College. Graves would like feedback as to whether the policy should allow late submissions of POSC. Council may want to consider changes to policy. Think about big picture of the policy. Discussion: There has been a large influx of master’s students, especially coursework only or creative component. Two months may appropriate time frame. Coursework only may need to be different.

**Business Items – Munkvold**

2. Recommendations from the Graduate Catalog and Curriculum Committee
  - a. Dual list for ENT 450/550
  - b. Dual list for I E 405X/505X
  - c. Concurrent BS/MEN (AER E/AER E or Engineering Mechanics)
  - d. Concurrent BS/MS (AER E/AER E or Engineering Mechanics)
  - e. Dual listing proposals for LA 457/557; LA 442/552; LA 581X/481; LA 582/482
  - f. Certificate name change from Social Justice in Higher Education to Education for Social Justice

Voting was done via e-mail. All items were approved with an 11-0 vote on April 28.

2. Systematic review of the Graduate College Handbook
  - b. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margrett. Draft chapter for discussion and vote at April meeting. Vote by e-mail.
  - c. Chapter 10 – Postdoc Dismissal Procedures – main discussion points. Ogilvie. Presented in March, to be voted on at the April meeting. Approved with minor changes listed below via e-mail on April 28. 11-0.

Discussion notes: Nothing was in place before for the grievance process. All is new. Remove one of the two Step 3s. All parties can appeal. Question: One department refers to as PostDoc Trainees. Handbook refers to D base as Scholars. Names should be consistent. Grievance is if a PostDoc feels a wrong by the faculty member. Graduate College has oversight over all PostDocs, not VPR. The Graduate College could consult with VPR or anyone else regarding grievance. No grievance process under Human Resources as employees. The wording for the dismissal process was slightly changed to include a written notice with steps and timeline and to establish expectations in writing. Timeline will be left up to

the PI. Notice of dismissal – one month timeline. This is to use before their LOI expires. Vacation time has to be used by the end of the year, it does not accrue. Use it or lose it. There is a benefits section in HR for post docs. Ogilvie will make changes. Vote by e-mail.

2. Writing Quality and Integrity Sub-Committee, Jennifer Margrett, Jamie Horwitz, recommendation. The sense at the DOGE meeting was that it would be a good idea to develop a potential policy regarding use of iThenticate for dissertations and theses, and that further discussion of the draft should then occur on a fairly broad basis. Settings can be adjusted to accommodate different situations. Journals are starting to require. Work out details and process for implanting use at future meetings.
3. Graduate Faculty status
  - a. Grad Council constitution requirements
  - b. Full membership, term membership (excerpt from Graduate College Handbook attached)
  - c. ISU employee, collaborator
  - d. Online POSC system – requirements for Graduate Faculty

New full members will need to attend informational/welcome session for a few basis pointers before they can become full members.

Inconsistent points:

Constitution: Curriculum Committee, Graduate Faculty committee. Never on a committee.

Graduate Faculty Committee: Handbook states the nominations are approved by committee, when they are actually handled administratively. Ad hoc committee vs standing committee. Appointed, don't have to be a GC member.

Questions: Who can nominate? Approved by department chair. Problematic with interdepartmental programs. Lecturers – home department. Academic Department won't approve. Some ability for DOGE to approve term membership? Possible conflict of lecturer in interdepartmental program vs. department . Munkvold presented proposal suggestions. See Proposal bullets. In favor of system where nominations could include PostDocs.

4. Members with term on Graduate Council ending:
  - a. Biological and Agricultural Sciences: James Dickson, Gary Munkvold, Pooja Anantharam (Graduate Student)
  - b. Arts & Humanities: Jamie Horwitz, Jack Seitz (Graduate student)
  - c. Physical & Math Sciences & Engineering: Arun Somani, Arko Provo Mukherjee (Graduate Student)
  - d. Social Sciences & Education: Ana-Paula Correia, Abalu Osomiyor (Graduate Student)
  - e. Faculty Senate: Jeff Betham
  - f. Post Doc – Zayira Jordan, Suresh Lokhande
5. Elections will be held before the end of the semester. Elect incoming chair.
  - a. Can be nominated and elected for another term. You can nominate yourself.
  - b. Proposal from GPSS that President of GPSS is always an ad hoc representative. In addition to 4 elected representatives. Need formal request from GPSS. Discuss next year.
  - c. Ken Moore was nominated for Graduate Council Chair for 2015-2016. Nominations were solicited and a vote was taken by e-mail. Ken Moore was elected 2015-2016 chair with 11 votes.
  - d. Thanks to Gary Munkvold for his services the past two years as Chair. Thanks to all the outgoing members.

**Next Meeting will be September, 2015, 5:15 – 6:30 p.m., 3150 Beardshear Hall**



### Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Pavan	Aduri	Physical & Math Sciences & Engineering	P	P	P	P	P	P	P	A
Ana-Paula	Correia	Social Sciences & Education	A	A	P	P	P	P	P	A
Nadia	Anderson	Arts & Humanities	P	P	P	A	P	A	P	A
Susan	Cross	Social Sciences & Education	P	P	P	P	P	A	P	A
James	Dickson	Biological & Agricultural Sciences	A	P	A	P	P	P	A	P
Daniela	Dimitrova	Arts & Humanities	P	P	P	P	A	P	A	A
Jamie	Horwitz	Arts & Humanities	P	P	P	P	A	A	A	A
Charles	Hurburgh	Biological & Agricultural Sciences	P	P	P	A	P	P	A	A
Jennifer Brian	Margrett Mennecke	Social Sciences & Education	P	P	P	P	P	P	A	P
Ken	Moore	Biological & Agricultural Sciences	P	A	P	P	A	P	A	P
Gary	Munkvold	Biological & Agricultural Sciences	P	P	P	P	P	P	P	P
Ravindra	Singh	Biological & Agricultural Sciences	P	P	P	P	P	P	S	P
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S	P	A	P	P	P
Levi	Stanley	Physical & Math Sciences & Engineering	P	A	P	P	P	P	P	P
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P	S	S	P	P	A	P	P
		S=Mark Kaiser; Vinay Dayal	13	12	12	13	11	11	8	8
Jeff	Beetham	Faculty Senate Representative	A	P	A	P	P	P	A	P
Zayira	Jordan	Post Doc	P	P	A	P	P	A	A	A
Suresh	Lokhande	Post Doc	P	P	A	A	A	A	A	A
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P	P	P	P	P	A	P	A
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P	P	P	P	P	P	P	P
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A	P	P	A	A	P	P	A
Jack	Seitz	Grad Student -- Arts & Humanities	-	-	P	P	A	P	A	A
David	Holger	Dean of the Graduate College	P	P	A	P	P	A	P	P
Bill	Graves	Associate Dean, Graduate College	P	P	P	P	P	P	P	P
Craig	Ogilvie	Assistant Dean, Graduate College	A	P	P	P	P	P	P	P
Judy	Strand	Assistant to the Associate Dean	P	A	P	P	A	P	P	P

Laverne	Williamson	Student Service Specialist	A	P	A	P	P	P	A	A
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**Minutes—Graduate Council**  
September 11, 2014  
5:15 p.m., **3150 Beardshear Hall**

**Chair of Council— Gary Munkvold**

**Previous Minutes**—Review of minutes from April 17, 2014. Motion to approve. All in favor. None opposed. Motion passes 13-0.

**From the Graduate College—**

**David Holger, Associate Provost and Dean**

- Graduate Council relationship with Faculty Senate. One policy generated lots of interest outside of the Graduate Council. That policy was related to the use of undergraduate classes on a graduate student’s program of study. The Faculty Senate is concerned about this issue. It is important to communicate potential policy changes to the Graduate Faculty members and the Faculty Senate.
- Welcome to the new members. The Graduate Council plays an important role for Graduate Policies and Procedures. It is the final deciding body of faculty members.
- This fall, graduate enrollment set a record high. Graduate students increased by 200. Post Doc positions also increased. The goal is to keep the graduate student population growing. Student associations have been more active and that helps with recruiting. This year, the ISU Administration has paid more attention to graduate programs than previous administrations.

**William Graves, Associate Dean**

- Graves reviewed discussions with college IT professionals regarding faculty members participating by distance for preliminary or final exams. Current policy – one faculty member at a distance. There are increasing requests for waivers. The Graduate College has heard horror stories about technical failures where faculty members are not able to finish the exam. This summer Graves and Strand met with IT leaders from colleges about latest technology for distance participation. Graves is in process of developing best practices for conducting meetings with member are a distance. This is a possible Graduate Council sub-committee topic.
- Update on Program of Study and Committee (POSC) online form. The POSC was delayed slightly to correct a few bugs. It should be implemented by the end of September. A POSC worksheet is available online to help students collect the information they need for the online form.

**Business Items – Munkvold**

6. Welcome new members. Review of Graduate Council policies. (GC Constitution and Bylaws <http://www.grad-college.iastate.edu/faculty/gc/>). Elected members of Graduate Council are allowed to vote. All can participate in discussion. Policy issues belong to Graduate Faculty. Yes, No, Abstain, will be provided as voting choices.

**Duties of the Graduate Council.** Graduate Faculty Handbook is the guidebook for all policies – new and revised -- for graduate students, major professors, and committee members. The Graduate Council establishes the policies that govern all the graduate programs at Iowa State University. The Graduate Council also reviews new programs. The Graduate Catalog and Curriculum Committee (GCCC) is a working committee with a representative from each College that reviews all the proposals before a decision is made by the Graduate Council. Each month the Graduate Council votes on the recommendations of the GCCC. The Graduate Council also assists/advises the Graduate Dean and Associate Dean with decisions related to graduate policies. Working sub-committees are formed to address specific topics. Regular attendance is important. If members cannot attend, they should try to find a substitute.

7. Systematic review of the Graduate College Handbook.

- a. Chapter 6 The Graduate Program of Study – October – Arko Mukherjee, Susan Cross, Daniella Dimitrova.
  - b. Chapter 10 Postdoctoral Appointments – October -- Craig Ogilvie, Ann Hawkins, Zayira Jordan
  - c. Chapters 4 & 5. Graduate Curriculum Committee. October agenda.
  - d. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margrett.
  - e. Chapter 8 – Graduate College Staff
  - f. Chapter 9 – Rights and Responsibilities. Arko Mukherjee, Suresh Lokhande, Nadia Anderson.
  - g. Munkvold and Strand will determine method to have one document for people to use for revisions.
- 8. Undergraduate classes used in the Program of Study.**
- a. Pros and cons of previous policy vs. current policy were discussed (see following page for background information).
  - b. A process needs to be developed to review policy, change items, and to get feedback from stakeholders.
  - c. The new policy is more flexible for classes inside the major—up to three 400 level classes can be used for a major. Some programs require four 400 level courses. There is no limit on the number of undergraduate courses that can be taken by a student, but not all can count toward the total credits for graduation. Stat has a large number of undergraduate classes that are taken by graduate students outside the Stat major. This is one of the main problem areas of the policy change.
  - d. On the background information, it states that Graduate Certificates cannot have 300 and 400 level. Holger will check into that subject for additional information.
  - e. There are some master’s degrees where students need undergraduate background classes. Architecture uses undergraduate classes for specialization. A minor in statistics might expect master’s student to take several undergraduate Stat classes. Possible solutions: Stat classes could be dual listed or Stat classes could be renumbered to the 500 level. Suggestion: Ask DOGES for data to find out where the problems are.
  - f. Motion to stay current policy. Seconded. Discussion. Motion tabled to a future meeting. The Graduate Council needs to review more information, collect and review data, and then make a proposal.
  - g. What about BS/MS students? Are they affected by the number of undergraduate credits used on the POSC? At least 6 credits of a BS/MS program can be double counted on both transcripts. This would affect the POSC.
- 9. Possibly changing the time for Graduate Council meetings was discussed.**
- a. People would like to change to earlier in the day.
  - b. Would various times, dates, and places be possible?
  - c. Munkvold will pursue the possibility of changes for future semesters.
- 10. Use of the plagiarism detection software, iThenticate. This topic was tabled to the October meeting.**
- a. Develop a recommendation to suggest/require use by students
- 11. DOGE responsibilities. This topic was tabled to the October meeting.**
- a. Do we need basic requirements?
- 12. Graduate Faculty status. This topic was tabled to the October meeting.**
- a. Full membership, term membership (excerpt from Graduate College Handbook attached)
  - b. ISU employee, collaborator
- 13. Graduate Council sub-committees**
- a. Final exams/preliminary exams – participation by faculty at a distance.
  - b. POS committee structure and responsibilities
  - c. iThenticate plagiarism detection software – how to utilize

d. other?

**Next Meeting will October 16, 2014, 5:15 – 6:30 p.m., 3150 Beardshear Hall**

### Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
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Nadia	Anderson	Arts & Humanities	P							
Susan	Cross	Social Sciences & Education	P							
James	Dickson	Biological & Agricultural Sciences	A							
Daniela	Dimitrova	Arts & Humanities	P							
Jamie	Horwitz	Arts & Humanities	P							
Charles	Hurburgh	Biological & Agricultural Sciences	P							
Jennifer	Margrett	Social Sciences & Education	P							
Ken	Moore	Biological & Agricultural Sciences	P							
Gary	Munkvold	Biological & Agricultural Sciences	P							
Ravindra	Singh	Biological & Agricultural Sciences	P							
Arun	Somani	Physical & Math Sciences & Engineering	P							
Levi	Stanley	Physical & Math Sciences & Engineering	P							
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P							
Jeff	Beetham	Faculty Senate Representative	A							
Zayira	Jordan	Post Doc	P							
Suresh	Lokhande	Post Doc	P							
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P							
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P							
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A							
		Grad Student -- Arts & Humanities								
David	Holger	Dean of the Graduate College	P							
Bill	Graves	Associate Dean, Graduate College	P							
Craig	Ogilvie	Assistant Dean, Graduate College	A							
Judy	Strand	Assistant to the Associate Dean	P							
Laverne	Williamson	Student Service Specialist	A							

## **Background for undergraduate classes used for a graduate program**

### **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.

## **Meeting Agenda—Graduate Council October 16, 2014**

**5:15 p.m., 3150 Beardshear Hall**

Chair of Council— Gary Munkvold

Previous Minutes—Review of minutes from September 11, 2014. Motion to approve, seconded. All in favor, none opposed. September minutes approved.

From the Graduate College—

***David Holger, Associate Provost and Dean –***

Holger is collecting input on undergrad courses to be used on the POSC from DOGES and faculty members. That topic will be discussed at a future meeting when there is more information to share. The Graduate Council needs to figure out how many departments would be affected by a policy change. A main issue in some departments concerns the numbering of undergraduate courses.

Next year the presidential scholarships will be at million dollars vs. \$400,000 currently. An idea on the table is make the scholarships 11 months vs. 9 months academic.

**William Graves, Associate Dean**

The online Program of Study and Committee form started late Sept, with English Department. Currently 200-300 forms have been submitted online. Problems are worked on daily that arise, each form is being hand checked.

***Craig Ogilvie, Assistant Dean***

The Council of Graduate Schools is hosting financial understanding and loans presentations for graduate students.

**Business Items – Munkvold**

**1. Recommendations from the Graduate Catalog and Curriculum Committee** –motion to approve all recommendations from the Graduate Catalog and Curriculum Committee, seconded. All in favor, none opposed. Motion to approve all recommendations from GCCC passes.

- a. Propose Name change for Master of Science in Operations Research to Operations Analytics
- b. Proposal for Concurrent BS in Software Engineering/MS Computer Science
- c. Proposal for Double Degree MS/AMD and MBA
- d. Proposal for Dual list Com S 435X/535X
- e. Proposal for ArtGr 463X/563X

**2. DOGE responsibilities - Do we need basic requirements?**

Suggestions from the Graduate Council: Basic Requirements would be helpful for new people in DOGE positions. Some basic guidelines would be helpful. DOGE workshops may help. Strengthening the wording in the Graduate Handbook may be needed. Perhaps the DOGEs could be elected by the Graduate Faculty. Departments can develop their own guidelines that are more detailed than the Graduate Handbook. Perhaps the Faculty Senate Governance Document needs to include information about DOGEs.

Munkvold will work to develop a draft of best practices for DOGES to be presented at a future meeting.

**3. Graduate Council sub-committees –**

a. Final exams/preliminary exams – participation by faculty at a distance – This will be re-examined. Graves and Strand met with IT about best practices to see how it would work for a committee to fully participate at distance, only in certain rooms, \$80 an hour (for monitoring and making sure all goes well). Who will pay the fee—the student, department, faculty member? A subcommittee doesn't seem to be necessary. Graves will write up what he learned over summer and circulate to the Graduate Council.

b. POS committee structure and responsibilities-discuss recommendations next meeting- Munkvold will bring feedback from to a future meeting. Issues: Question need for number of people on POS committee, allow post docs on committee, non-university people, other non-voting members. There were no volunteers for a sub-committee so it will be discussed as a full group in the future. Idea: should there be a membership committee could they recommend or grant grad/faculty status

c. iThenticate plagiarism detection software – Discussion was held on how to utilize the software. Issues include: Should there be recommendation or requirement for its use? Should faculty members request its use or should it come from the Graduate College? Does each program need to set guidelines? Should the software be more advisory rather than disqualify a paper?

Subcommittee will come with proposal to put a policy or information in graduate handbook at the next meeting so that it can be voted on. Jamie Horwitz and Jennifer Margrett volunteered to bring proposal. A suggestion was made to get sample papers to run through the system to see how it works.

#### **4. Time for Graduate Council meetings**

a. Graves will do a poll and send out the week before Dec. meeting.

#### **5. Systematic review of the Graduate College Handbook**

a. Chapter 6 The Graduate Program of Study – October – Arko Mukherjee, Susan Cross, Daniella Dimitrova. – no discussion as of yet, talk more about next meeting (Nov agenda)

b. Chapter 10 Postdoctoral Appointments – October -- Craig Ogilvie, Ann Hawkins, Zayira Jordan –discussing verbage on teaching with Dave, when complete council will discuss (Nov agenda)

c. Chapters 4 & 5. Graduate Curriculum Committee reported that they have reviewed and have no further updates.

#### **Future Meetings:**

d. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margret.

e. Chapter 8 – Graduate College Staff

f. Chapter 9 – Rights and Responsibilities. Arko Mukherjee, Suresh Lokhande, Nadia Anderson.

h. Schedule for remaining chapters (link to Graduate College Handbook, <http://www.grad-college.iastate.edu/common/handbook/>)



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

## Graduate Council Attendance 2014-2015

First Name	Last Name	Discipline Area	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Pavan	Aduri	Physical & Math Sciences & Engineering	P	?						
Ana-Paula	Correia	Social Sciences & Education	A	A						
Nadia	Anderson	Arts & Humanities	P	P						
Susan	Cross	Social Sciences & Education	P	P						
James	Dickson	Biological & Agricultural Sciences	A	P						
Daniela	Dimitrova	Arts & Humanities	P	P						
Jamie	Horwitz	Arts & Humanities	P	P						
Charles	Hurburgh	Biological & Agricultural Sciences	P	P						
Jennifer	Margrett	Social Sciences & Education	P	P						
Ken	Moore	Biological & Agricultural Sciences	P	A						
Gary	Munkvold	Biological & Agricultural Sciences	P	P						
Ravindra	Singh	Biological & Agricultural Sciences	P	P						
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S					
Levi	Stanley	Physical & Math Sciences & Engineering	P	A						
Zhengyuan	Zhu	Physical & Math Sciences & Engineering	P	Z						
		S=Mark Kaiser; Vinay Dayal								
Jeff	Beetham	Faculty Senate Representative	A	P						
Zayira	Jordan	Post Doc	P	P						
Suresh	Lokhande	Post Doc	P	P						
Arko Provo	Mukherjee	Grad Student--Physical & Math Sciences & Engineering	P	P						
Osomiyor	Abalu	Grad Student--Social Sciences & Education	P	P						
Poojya	Anantharam	Grad Student -- Biological & Agricultural Sciences	A	P						
		Grad Student -- Arts & Humanities								
David	Holger	Dean of the Graduate College	P	P						
Bill	Graves	Associate Dean, Graduate College	P	P						
Craig	Ogilvie	Assistant Dean, Graduate College	A	P						
Judy	Strand	Assistant to the Associate Dean	P	A						
Laverne	Williamson	Student Service Specialist	A	P						

### Minutes—Graduate Council December 11, 2014 5:15 p.m., 3150 Beardshear Hall

#### Chair of Council— Gary Munkvold

**Previous Minutes**—Review of minutes from November 20, 2014. Motion to approve. Seconded. All in favor. 13-0.

#### From the Graduate College—

##### David Holger, Associate Provost and Dean

President Leath will fund for 33 presidential scholarships at the \$30,000 level. Funding for these scholarships has increased from \$400,000 to \$1,000,000. Colleges nominate Ph.D. programs and submit to Holger. An announcement regarding the presidential scholarships will be forthcoming.

**Craig Ogilvie, Assistant Dean** - The position for Career Services for Graduate Colleges has been filled and will be starting in January. The Career Services position will partner with existing college career services staff.

#### Business Items – Munkvold

1. Recommendations from the Graduate Catalog and Curriculum Committee
  - a. None
  
2. Discussion: Undergraduate courses on the Program of Study. Holger and Graves drafted a proposal for discussion. The draft is a result of a wide range of previous responses from DOGES. Proposed: A transition

period for undergraduate classes currently numbered 300 or 400 to be renumbered at the 500 level if they are primarily graduate classes. Currently, up to four undergraduate classes are allowed. It is not necessary for certificates to be included in this policy. Any of proposed guidelines are at the discretion of the POS Committee or graduate program. Students who start in January 2018 would be subject to the policy. The draft will be circulated to DOGES and Faculty Senate for input. To be voted on at a future meeting.

3. Final exams/preliminary exams – participation by faculty at a distance – Graves

Discussion was held on the draft for Final Exams/Preliminary Exams: Participation by faculty at a distance. Feedback/comments: The number at a distance should be proportional to total number of committee members. The draft seemed reasonable and clear. Preapprovals for rooms are perhaps not necessary. Can departments use their own facilities and/or staff? Three weeks out is too long to know if faculty will be there or not. The Graduate College needs to know who is gone so they know who will sign the report form. The draft is more flexible than current policy. Are the departments willing to fund costs for rooms and staff for distance exams? Funds could be handled on a case-by-case basis, or leave as is to provide more flexibility. Does there need to be a “No fault clause”? Perhaps add “Programs can determine who is responsible for paying.” What would the approval process be? Graves will make changes reflective of comments and circulate to DOGES for response by e-mail.

4. Systematic review of the Graduate College Handbook

- a. Chapter 6 The Graduate Program of Study – October – Arko Mukherjee, Susan Cross, Daniella Dimitrova.

Discuss took place on the draft changes. Cross will incorporate changes for next month’s meeting.

- b. Chapter 10 Postdoctoral Appointments – October -- Craig Ogilvie, Ann Hawkins, Zayira Jordan  
The grievance policy is new for Post Docs. There was no previous grievance policy. Suggestion: Make the number of days to approve ten days for the department chair and the graduate college dean. Instructors should be instructors, not Post Docs. Discussion took place on what is an acceptable teaching load for a Post Doc and how the formula was constructed. Teaching loads are calculated differently across campus so a specific number level of teaching is permitted. Varies from department to department. What is an acceptable teaching load? If  $2 + 2 = 4$  for full time so post doc could do 3. Can’t designate uniform number of credits for all programs. Instructors should be instructors. Next steps: Send to DOGES and ask for feedback. DOGEs should be used as liasions between faculty and DOGE. Send to all supervising post docs, post doc association, Faculty Senate Governance Committee.

- c. Chapter 7 – Graduation requirements. Grad College staff, Levi Stanley, Jennifer Margrett. Draft chapter for discussion at December meeting.

5. DOGE responsibilities - Munkvold

- a. Draft of basic requirements. Munkvold will circulate for next month.

6. Time for Graduate Council meetings - Graves

- a. Doodle poll has been sent by e-mail. No other time seemed to be appropriate. Best time for students is current time.

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

**See attendance on next page.**

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James	Dickson	Biological & Agricultural Sciences	A	P	A	P				
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Jamie	Horwitz	Arts & Humanities	P	P	P	P				
Charles	Hurburgh	Biological & Agricultural Sciences	P	P	P	A				
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Ken	Moore	Biological & Agricultural Sciences	P	A	P	P				
Gary	Munkvold	Biological & Agricultural Sciences	P	P	P	P				
Ravindra	Singh	Biological & Agricultural Sciences	P	P	P	P				
Arun	Somani	Physical & Math Sciences & Engineering	P	P	S	P				
Levi	Stanley	Physical & Math Sciences & Engineering	P	A	P	P				
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Jack	Seitz	Grad Student -- Arts & Humanities	-	-	P	P				
David	Holger	Dean of the Graduate College	P	P	A	P				
Bill	Graves	Associate Dean, Graduate College	P	P	P	P				
Craig	Ogilvie	Assistant Dean, Graduate College	A	P	P	P				
Judy	Strand	Assistant to the Associate Dean	P	A	P	P				
Laverne	Williamson	Student Service Specialist	A	P	A	P				

**Minutes—Graduate Council**  
December 11, 2014  
5:15 p.m., 3150 Beardshear Hall

**Chair of Council— Gary Munkvold**

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