

Graduate Council
 September 22, 2011
 5:15 p.m., 3150 Beardshear Hall

Minutes

Arora, Rajeev	P		Coffey, Dan	P		Katz, April	P
Beetham, Jeff	P		Dayal, Vinay	P		Martin, Richard	P
Bunzel, Helle	P		Gentile, Doug	P		Moore, Ken	P
Carpenter, Susan	P		Van Leeuwen, Hans	P		Post Connie	P
Chen, Tsing-Chang (Mike)	P		Jones-Johnson, Gloria	A		Song, SungYell	P
To be determined		Faculty Senate	Graduate Student			Holger, Dave	P
Nlebedim, Ikenna	A	Post-doc	Graduate Student			Graves, Bill	P
Hadimani, Ravi	A	Post-doc	Graduate Student			Ogilvie, Craig	P
			Graduate Student			Strand, Judy	P

P = Present

Previous Minutes—Minutes from April 21, 2011, were approved.

Chair of Council – Susan Carpenter

**From the Graduate College—
 Dean Holger**

The draft Research Misconduct Policy is available on the Provost website for review by student and faculty groups. Please direct any comments and/or suggestions to Dave Holger.

A draft summer tuition policy for 2012 is being reviewed by faculty and staff to make sure it is within regulations for payroll, IRS, and Ames Lab. It was basically written to align with the summer policy at the University of Iowa. An early review is taking place so that none of the problems that occurred last summer will be an issue. The goal is to have it approved by Spring Semester 2012.

New Business

1. Strand outlined the approval process for items that come to Graduate Council. It follows the Faculty Senate Handbook, Section 10.8, [ISU Approvals and Routing Process for Proposals](#).

2. The following recommendations from GCCC were approved by a unanimous vote.

Number	College	Dept.	GCCC Rep	Title	Comments
F11-1	Grad College	Zoology	Graves	Proposal for discontinuation of MS and PhD in Zoology	Approved by GC

3. 2011-2012 Topics

- a. Non-degree students. Graves discussed various issues with non-degree students that included: only 9 credits taken as a non-degree student can apply to degree program; a disproportionate number of non-degree students are members of underrepresented student groups; 70% of the non-degree students surveyed want to seek a degree; and a large number of students in their third or fourth year drop out without obtaining a degree. A sub-committee was formed to review the issues of non-degree students. Members will be: Vinay Dayl - chair, Dan Coffey, Connie Post, Bill Graves – ex officio.
 - b. State of Graduate Education at ISU. Carpenter expressed concerns about the state of graduate education at ISU in the past few years. Total enrollment is increasing, but graduate numbers seem to stay about the same or with a small increase. Ogilvie provided some data on graduate enrollment. Other questions that came up include: What is the right mix of graduate assistants and post docs? Is there a perceived uncertainty of money for assistantships? Are post docs increasing and graduate assistantships decreasing? A sub-committee was formed to review what is happening in Graduate education at ISU. Members include: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, Craig Ogilvie – ex officio.
 - c. Distance Education. Graves presented concerns about barriers to distance education submitted by Ken Moore. ISU holds the same standards for on- and off-campus students. Are there rules and regulations that were created before the development of distance education that may be problematic for DE students? A sub-committee was formed to look at distance education issues. Members are Ken Moore – chair, Doug Gentile.
 - d. Interdepartmental Programs. Richard Martin brought up concerns about inequalities of how interdepartmental programs are funded. Most have to ask for funds on a case by case basis and there is no budget to plan for development of the program. A sub-committee was formed to review interdepartmental issues. Members are Richard Martin – chair, Jeff Beetham, and Judy Strand – ex officio.
4. The online program, Blackboard will be used to coordinate communication with the Graduate Council. Sub-committees will also be able to communicate through Blackboard.

Old Business

None

Meeting was adjourned.

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

Handouts:

RESEARCH MISCONDUCT POLICY BACKGROUND

The issuance of research misconduct regulations and policies by federal agencies prompted the need to draft a Research Misconduct Policy. These regulations and policies set forth what procedures a recipient of federal funds must follow when research misconduct allegations are raised. The most stringent of the regulations and policies is the Public Health Service Policies issued by the Department of Health and Human Services, which covers the CDC, FDA, and NIH among others.

The Policy Development Task Force that drafted the Research Misconduct Policy sought to address the requirements of the federal regulations while utilizing or mimicking existing procedures to the extent possible. In addition, the Policy Development Task Force wrote the policy to cover all instances of research misconduct, regardless of whether faculty or staff members or students are involved. It did so because research misconduct cases can involve claims against multiple individuals who are not of the same status (e.g., faculty member, research associates and graduate student) and being able to use the same process for all would assist in ensuring consistent findings.

The members of the Policy Development Task Force currently include: Dr. Clark Ford (Faculty Senate Representative), Dr. Igor Beresnev (Faculty Senate Representative), Kevin Kane (P&S Representative), Dr. Charlotte Bronson (Associate Vice Provost for Research and Research Integrity Officer), Dr. Dawn Bratsch-Prince (Associate Provost and Chief Diversity Officer), Julie Tarbox (Administrative Specialist to Associate Provost), Paul Tanaka (OUC) and Paula DeAngelo (OUC). Prior members included Dr. Jack Girton, Dr. John Mayfield and Dr. Susan Carlson.

The draft Research Misconduct Policy can be found here: <http://policy.iastate.edu/>. The Policy Development Task Force welcomes comments.

Graduate College Policy on Summer Graduate Tuition

March 3, 2011

Background and New Policy

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

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

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

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

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

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

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

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Gwyn Beattie	P	Faculty Senate	Graduate Student			Holger, Dave	A
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Previous Minutes—Minutes from September 22, 2011, were approved.

Chair of Council – Susan Carpenter

Gwyn Beattie was introduced as the Graduate Council representative from the Faculty Senate. Ikenna Nlebedim and Ravi Hadimani were introduced as the Graduate Council Post Doc representatives.

Carpenter reported that Graduate Council has been set up as an organization on Blackboard. All the agendas, minutes, and handouts are posted there. The sub-committees have been set up in groups to be able to interact on their topics and share information.

**From the Graduate College—
 William Graves**

The draft of the 2012 summer tuition policy is circulating among groups for feedback. The intent is that students on assistantship register for a minimum of two credits and they are assessed tuition on the number of credits they register for. Last year a method was tried to assess no tuition during the summer and it presented problems with payroll, benefits, and other areas. This greatly reduces the amount of tuition grants and departments need to pay. Hourly pay is only for work not related to the student's thesis or dissertation. Please direct any comments and/or suggestions to Dave Holger. The goal is to have it approved by the end of fall semester 2011.

New Business

1. Graves presented proposed changes to the Graduate Council policy on nonmajor graduate credits. Undergraduate classes that are cross listed for nonmajor graduate credit can be used on a student's POS form if they are taken in the designation that is not their major. As a result, undergraduate classes that are offered in the student's major can be used on the POS form. Some programs allow many nonmajor graduate courses on the POS. In extreme cases, a student could have more nonmajor undergraduate credits than graduate level credits on the POS form. A motion was made and approved to change the wording in the Graduate College Handbook to the following: Students may not receive graduate credit for dual listed 3XX-4XX level courses if any designator for the course is within the student's major.
2. The Graduate Council Catalog and Curriculum Committee would like to see a limit placed on the number of nonmajor graduate credits allowed on the POS form. There are five departments where students can take undergraduate classes in the department and get credit. A discussion followed. It was decided that each department has its own specific curricular needs and that it is best to leave that decision to departments. Some departments do look at nonmajor graduate credit issues. A topic for further discussion.
3. Graves made a request to the Council members that they sign up to participate on one of the Graduate College award committees. Participation can be very informative and rewarding. Strand circulated a list of committees so that people could sign up.
4. There were no recommendations to approve from the GCCC.
5. Sub-committee reports
 - a. Non-degree students. No report. Ogilvie sent out an e-mail with a list of the non-degree students to the DOGES and there was an enthusiastic response. Members: Vinay Dayl - chair, Dan Coffey, Connie Post, Bill Graves – ex officio.
 - b. State of Graduate Education at ISU. Carpenter reported that the sub-committee had met on Blackboard. The first step is to review the data that has been collected by the Graduate College. They will look at information divided into the discipline divisions and funding sources to see if it presents a different picture. They need to test the hypothesis of whether graduate education is better, worse, or the same as in the past. Other areas to be reviewed includes the number of graduate students/post docs to tenure tract faculty. Ogilvie reported that the two-year retention rate of Ph.D. students is 80%, and 30% of students start in a graduate program do not get a degree. Members: Carpenter – chair, April Katz, Gloria Jones-Johnson, Helle Bunzel, Craig Ogilvie – ex officio.
 - c. Distance Education. Carpenter gave a report for Moore. A request was put out for more volunteer members. Graduate Council members concurred that it would be OK to request volunteers from outside the Graduate Council. Members are Ken Moore – chair, Doug Gentile.

- d. Interdepartmental Programs. Martin reported on the results of a survey that was sent to interdepartmental programs. The survey reported that there were some sources of regular funding, but the majority of requests needed to be made every year, which doesn't seem to address best values, numbers, and costs. It was suggested that the interdepartmental DOGES meet with Dean Holger to figure out a logical way to deal with interdepartmental budgets. The Graduate College has a goal of informing the programs of their funding for next year by January. A review process for interdepartmental programs has been discussed by the Associate Deans. Assistantships, support staff, and operating expenses are all areas to look at. Members are Richard Martin – chair, Jeff Beetham, and Judy Strand – ex officio.
6. Any requests for action need to be submitted prior to the council meetings and put on the agenda.

Old Business

1. Research Misconduct Policy. Carpenter noted that the policy is open for discussion until November. There was a concern that the major professor or advisors were left out of the information/notification process, and may not be notified at all if it involves one of their students. If misconduct might involve Federal funding, there is an immediate need to address the problem to protect the funding. The Graduate Council can make a recommendation as a whole.

Meeting was adjourned.

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

Handouts on following pages.

- 1. Nonmajor Graduate Courses**
- 2. Interdepartmental survey responses**

Current Policy:

Nonmajor Graduate Courses

Some advanced (300-400 level) undergraduate courses are labeled in the *ISU Catalog* as having “nonmajor graduate credit.” These courses are designated by the offering department to be courses that students in another discipline may include on their Program of Study. Some experimental courses may be designated by the offering department as nonmajor graduate courses. If approved by the POS committee, nonmajor graduate courses will be considered as graduate courses and count toward the graduate degree.

Possible Change #1

Nonmajor Graduate Courses

Some advanced (300-400 level) undergraduate courses are labeled in the *ISU Catalog* as having “nonmajor graduate credit.” These courses are designated by the offering department to be courses that students in another discipline may include on their Program of Study. **Students may not receive nonmajor graduate credit for a dual-listed course if any designator for the course is within the student’s discipline.** Some experimental courses may be designated by the offering department as nonmajor graduate courses. If approved by the POS committee, nonmajor graduate courses will be considered as graduate courses and count toward the graduate degree.

Possible Change #2

Nonmajor Graduate Courses

Some advanced (300-400 level) undergraduate courses are labeled in the *ISU Catalog* as having “nonmajor graduate credit.” These courses are designated by the offering department to be courses that students in another discipline may include on their Program of Study. **Students may not receive nonmajor graduate credit for a dual-listed course if any designator for the course is within the student’s discipline.** ~~Some experimental courses may be designated by the offering department as nonmajor graduate courses.~~ If approved by the POS committee, nonmajor graduate courses will be considered as graduate courses and count toward the graduate degree.

Interdepartmental Survey:

sent to: 'julied@iastate.edu'; Stauble, Trish [G COL]; Martin, Richard J [B M S]; Blair, Katie [G COL]; 'mkohut@iastate.edu'; 'cford@iastate.edu'; 'Sakaguchi, Donald [GDCBS]'; 'nadia@iastate.edu'; 'Munkvold, Gary P [PL P]'; Jacobson, Doug W [E CPE]; 'switham@iastate.edu'; 'Venkatagiri, Srimathi [MICRO]'; 'oliver@iastate.edu'; 'pshill@iastate.edu'; 'kmoloney@iastate.edu'; 'Sauer, Charles R [EEOBS]'; 'rcbrown@iastate.edu'; 'kabell@iastate.edu'; Wild, Linda M [GDCBA]; Martin, Richard J [B M S]; 'larryh@iastate.edu'; 'Venkatagiri, Srimathi [MICRO]'; 'Beitz, Donald C [AN S]'; Schalinske, Kevin [FSHNA]; 'Sauer, Charles R [EEOBS]'; 'gsmiller@iastate.edu'; 'wortmann@iastate.edu'; 'mduffy@iastate.edu'; 'n2ddg@iastate.edu'

BCB, Biorenewables, EEB, Human Computer Interactions, Immunobiology, Information Assurance, MCDB, Neuroscience, Plant Biology, Seed Technology and Business, Transportation, Gerontology, Systems Engineering, Nutritional Sciences, Microbiology, Professional Agriculture, Sustainable Agriculture.

From: Richard Martin, ISU Graduate Council member
<http://www.grad-college.iastate.edu/faculty/gc/>

Resources For Interdepartmental programs: Survey.

Interdepartmental program budgets: The Graduate Council is discussing the availability of support for graduate programs. We believe that Colleges and Departments benefit from interdepartmental graduate students and have an obligation to provide financial support, without the need to depend on donations following request. Each year our Interdepartmental Programs need to apply for and await to hear whether our programs will be funded by the various Colleges.

This survey asks for the information about the procedures you have to follow to receive on-going support to your graduate programs. This does not include one-time money. Below is an example of the information I would like to know about your program. Thank you for taking the time to answer this survey. Please provide this information to Linda Wild, lmwild@iastate.edu, by Monday, October 17, who will collect the data and forward it to me.

Interdepartmental Toxicology is supported by three Colleges:

- 1) College of Agriculture and Life Sciences. \$3,000
Funds received from the College of Agriculture and Life Sciences are decided after the beginning of the new fiscal year; there is an informal expectation they will let us know if the funding will not be available, but no funds are spent from this account until we know for sure.
- 2) the Graduate College. \$2,200
The Graduate College tells us several months in advance what our funding will be so we know this money will be available after the beginning of a new fiscal year.
- 3) College of Veterinary Medicine. \$2500

A faculty member from the College of Veterinary Medicine requests funding from CVM each year; there a sense of an informal understanding that money will be provided at the usual rate and if there is a need for additional funds due to a conference held at ISU every 4 years sometimes additional funds are available.

Interdepartmental Genetics is funded by the College of Agriculture and Life Sciences, The College of Liberal Arts and Sciences, and the Graduate College.

1. The College of Agriculture and Life Sciences provides salary/benefits for the Interdepartmental Genetics staff (Linda Wild) and this is generally done either annually or over several years with a letter of intent. This letter of intent is renewed when due. The present letter of intent is for 3 years and is about 1.5 years into that length of time. Additional monies in this account vary, but it does provide some operational costs. [Approximately \\$2,000](#)
2. The College of Liberal Arts and Sciences continues to fund the agreed upon funds decided several years ago; we just provide the account number we would like the money to be put into. [\\$15,100](#)
3. The Graduate College does not provide any operational funds for Genetics except those requested for specific activities including seminar speaker support and funds to support prospective student travel. These are requested each year and have been consistent. The Graduate College informs the program about 9 months in advance regarding funding for newly recruited student assistantships and benefits; this information is available when needed for new student recruitment. [\\$0.00 for operational funds](#)
4. The Hong Pong Fund endowment funds are overseen by the Genetics, Development and Cell Biology Department and can only be used for graduate student travel. This amount has varied depending upon interest/dividends gained in the account and the needs of the GDCB Department. Funding from this account has been consistent for several years. [\\$6,000](#)

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Ecology and Evolutionary Biology (EEB)

Receives support from two colleges:

- Graduate College – \$2500, renewed annually. This support is provided without the need to submit a formal proposal or request. It has remained static for six years.
- Liberal Arts and Sciences – \$6000, renewed annually. Like the Grad College support, this funding is provided by LAS without requiring a formal proposal or request. This sum has also remained static for six years.

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Environmental Science (ENVSC)

Receives support from the Graduate College in the amount of \$1750, renewed annually. This support is provided without the need to submit a formal proposal or request. This sum has remained static for six years. ENVSC obtains no other direct operational support from any of the academic colleges.

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Sustainable Agriculture (SUSAG)

Receives support from the Graduate College in the amount of \$3000, renewed annually. This support is provided without the need to submit a formal proposal or request. This sum has remained static for six years. SUSAG obtains no other direct operational support from any of the academic colleges.

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Kevin Schalinske, **Nutritional Sciences**

For IGPNS: we really don't get much - \$9,170 from the Graduate College as Chair Incentive. The colleges (CHS & CALS) are supposed to pay the tuition scholarship portion (previously via the Graduate College) for our students, depending on what college they are in. I don't think this always happens – it definitely doesn't happen automatically – we have to ask or remind them. We used to get some college support (before the RMM and tough budget times) from both colleges that went to the department to support rotating graduate students – no more. The Graduate College has been good about giving us some RA support for rotating students (typically 1 semester) – that has been on a “beg for it” basis. All other support is via standard routes (Miller Fellowships, Biotech Fellowships, CHS Recruiting Scholarships).

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BCB

As you may know, the BCB Program has benefitted greatly from the NSF-IGERT training grant which has been in place for the last 10 years. Because of it, many additional programmatic and recruitment activities have taken place. As the final dollars of the IGERT training grant are spent down, the BCB faculty have begun to devote time to finding the money to fund these important aspects of the BCB Graduate Program which have been made possible by IGERT funding. BCB faculty leadership are currently looking into training grant opportunities as well as other funding sources external to the university.

To maintain the same level of program activity, here are the dollars staff will seek, internally, to fund current BCB opportunities and activities:

--\$20,000/year to support TA's for BCB's four core courses – Providing teaching assistants for BCB core courses has been important for student success in these difficult interdisciplinary courses.

TA money for a BCB Lab Administrative Assistant is also necessary. This student-led consulting group provides life science researchers with BCB-related techniques and strategies to advance their research; publications often result from these collaborations. Currently, the BCB lab has begun to formalize its role in the BCB program and this year is working to augment the rotation program with opportunities for new BCB students to do additional research projects for life-science researchers on campus under their direction. They have applied for and received a grant from PSI to purchase a server. Their new website will feature a forum where life science researchers on campus can get answers to their BCB-related questions. They have been working closely with the Director of the new Genome Informatics Facility, Andrew Severin, who is involved with efforts to bring more high performance computing resources to his unit so instruction in Next Generation Sequencing can be expanded for students interested in computational biology.

--\$30,000/ year to support approximately 10 seminar speakers each year. We have given students opportunities to interact with these speakers and to read additional research work by them via the BCB 593 workshop course instructed by Bob Jernigan, a BCB faculty member in the BBMB department and director of the Baker Center.

--\$10,000/year to recruit students to the program. No dollars were typically sought from other units for recruitment purposes because of the superb funding provided by IGERT.

--\$10,000/year to send students to conferences. This is a great way to maintain visibility for our program and thus recruit new students to the program, as well as enrich the research and professional experiences of our students.

The Graduate College has worked hard to protect interdepartmental programs, but with no set funding mechanism in the budget model for them, and tough economic times, staff must be ready to match program activities to the available funds. With IGERT concluding, BCB staff will need to spend time on lobbying for money from colleges and departments to augment Graduate College one-time yearly funding, so program quality can be maintained. Hopefully, faculty will be successful in their current efforts to obtain another training grant and/or other funding external to the university.

We appreciate this survey by Richard Martin for the Graduate Council very much ! Thank you !

Conclusions

1. The support of the different Graduate programs ranges from uncertain (not guaranteed) to more predictable. The support looks to be historically based rather than on costs and values. I think it would be appropriate to see if a more structured funding mechanism can be found.
2. It is suggested that this matter is reviewed by the Dean of the Graduate College and DOGES of the interdepartmental programs

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Chen, Tsing-Chang (Mike)	P		Jones-Johnson, Gloria	P		Song, SungYell	A
Gwyn Beattie	A	Faculty Senate	Willem Lubberden	P		Holger, Dave	P
Nlebedim, Ikenna	P	Post-doc	Chris Pelzer	P		Graves, Bill	P
Hadimani, Ravi	A	Post-doc	Sara Davis	A		Ogilvie, Craig	A
			Graduate Student-vacant			Strand, Judy	P

P = Present

Previous Minutes—Minutes from October 20, 2011, were approved.

Chair of Council – Susan Carpenter

New members were introduced. Young-A Lee will be a long term substitute for Doug Gentile, who will be gone most of spring semester. Willem Lubberden and Chris Pelzer are new graduate student representatives.

**From the Graduate College—
David Holger**

Summer graduates can request to go through spring commencement. Spring commencement will be moving to Hilton Coliseum to accommodate the larger number of students and their guests. Discussions are continuing on how to resolve any of the potential problems and should be resolved by the first part of spring semester.

The proposal for criteria to be on a summer graduate assistantship looks like it will be a 2-credit registration. This is what Iowa does. The details are being worked out.

The new ISU President, Steven Leath, will probably meet with smaller groups during the first year and then expand to larger groups such as the Graduate Council, DOGES, etc., in the second and third years of his presidency.

Old Business

1. Research Misconduct Policy. Carpenter drafted changes to the Research Misconduct Policy and will send out an e-mail for Grad Council members for their input. This is an institutional policy and not a Faculty Senate policy so faculty does not have a vote. Individual or group responses can be sent to the Development Task Force.
2. Graves reported that the modification the Graduate Council made to the definition of dual-listed courses had been made in the Graduate Handbook and circulated to DOGEs and support staff. The Graduate Curriculum Committee still has concerns about the number of non-major graduate level courses that can be used on the POS. Graves gave an example of an interdepartmental POS that had 24 of 38 credits at the 300 level. Council felt that those types of guidelines should be outlined in the proposals when the major is established. Discussion was held on when and how changes are made to guidelines for existing majors. The Graduate College will gather more information to present to the Graduate Council for further discussion.
3. Graves reiterated a request to the Council members that they sign up to participate on one of the Graduate College award committees. Participation can be very informative and rewarding. Strand circulated a list of committees so that people could sign up.

New Business

1. Sub-committee reports
 - a. Non-degree students. Dayal reported that the committee reviewed the catalog description of non-degree information. The policy was very clear that not more than 9 credits could be counted toward a major. Issues continue to include many requests to use more than 9 non-degree credits toward a major. The sub-committee was in consensus to leave the 9-credit limit as is. The Graduate College will look into better ways of communicating the information to students and faculty members. Dayal will submit a written report. Members: Vinay Dayl - chair, Dan Coffey, Connie Post, Bill Graves – ex officio.
 - b. State of Graduate Education at ISU. Carpenter reported that the sub-committee is looking at graduate education over the last 10 years by college and discipline. The data will be opened up to all the Graduate Council members for their review. The sub-committee is exploring how robust graduate education is at ISU and if there is anything the Council can do about it. They are collecting information from the Sponsored Programs Administration (SPA) and putting together the data for everyone to discuss. There is a discussion thread on Blackboard so everyone can participate. Possible future topics include looking at the quality of incoming graduate students. Members: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, Craig Ogilvie – ex officio.
 - c. Distance Education. Moore put out a request for more members. He will contact non Council members for their participation. Issues include questions

such as can the TOEFL be used in place of the English Placement Exam for distance students? Can overage courses be extended to 7 years? Can the POS structure be changed to advisor only? Do we want to offer a different degree for distance students? Is the quality of course altered by its format? Members are Ken Moore – chair, Doug Gentile.

- d. Interdepartmental Programs. No report. Members are Richard Martin – chair, Jeff Beetham, and Judy Strand – ex officio.
2. A proposal for a new Ph.D. in Interdepartmental Wind Energy Science, Engineering, and Policy was reviewed. Discussion took place regarding GRE requirements, thrust areas, and wild life concerns. The Graduate Council voted to approve the new Ph.D. program pending approval by the Graduate Curriculum and Catalog Committee.

Meeting was adjourned.

Next Meeting will be January 19, 2011, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
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**Approved
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Carpenter, Susan	P		Van Leeuwen, Hans	A		Post Connie	P
Chen, Tsing- Chang (Mike)	P		Jones-Johnson, Gloria	P		Song, SungYell	P
Gwyn Beattie	P	Faculty Senate	Willem Lubberden	P		Holger, Dave	A
Rakhshandeh, Anoosh	P	Post-doc	Chris Pelzer	P		Graves, Bill	P
Petereson, Latrisha	P	Post-doc	Sara Davis	A		Ogilvie, Craig	P
			Graduate Student- vacant			Strand, Judy	P

P = Present

Previous Minutes—Minutes from November 17, 2011, were approved.

Chair of Council – Susan Carpenter

New members were introduced. Anoosh Rakhshandeh and Latrisha Peterson, first time Post Doc representatives, were introduced.

**From the Graduate College—
 William Graves**

The Graduate College had received a request from a concurrent undergraduate/graduate certificate student to be appointed as a TA. The request raised a lot of questions since the Graduate Handbook states that only degree seeking graduate students can be on assistantship and that the wording was not entirely clear to address graduate certificate students.

A motion was made and approved to change the wording in the Graduate College Handbook on page 14 to "Only degree seeking students (Ph.D. and Master's degrees) may be appointed to a graduate assistantship."

Old Business

1. None

New Business

1. Family leave for Graduate Students and Post Docs. Carpenter presented a request from Craig Ogilvie to address a way to fund maternity leave for women graduate students and post docs for up to two months. Ogilvie explained that funding for the leave would be financed by increasing benefits by .3% for all graduate assistants. A discussion followed. Concerns were expressed about the narrow focus of the policy and that it excluded males and students who needed leave for major illnesses or care of family members. The proposal was narrowly focused in hopes of getting it through the approval process as a start for improving benefits for the graduate students and post docs. Previous proposals were stalled because of the broad area of benefits included and no plan for how to fund them. There was an overall consensus that the Graduate Council would like to see the benefits expanded to be gender neutral. The Council voted to approve a resolution of support for family leave for graduate students and post docs in principle. Ogilvie will try to collect additional information about the number of students who would be affected and revise the plan for funding, while still pursuing feedback from campus groups about the maternity leave idea.
2. Broader issues of the vacation and sick leave policies for Graduate Students and health care insurance for Post Docs are being looked at also. Should a sub-committee be formed? Pelzer will send Strand a link to a document that has been compiled on benefits at different universities.
3. New program proposals from GCCC.
 - a. Master of Design in Sustainable Environments
A motion was made and approved to approve the Master of Design in Sustainable Environments (MDSE) under the recommendations of the GCCC.
 - b. Master of Urban Design
A motion was made and approved to approve the Master of Urban Design (M.U.D.) under the recommendations of the GCCC.
4. Sub-committee reports
 - a. Non-degree students. Dayal had no new findings to report. He will submit a written report. The work of this sub-committee has been completed and the sub-committee dissolved. No future reports will be requested from the committee. Members: Vinay Dayl - chair, Dan Coffey, Connie Post, Bill Graves – ex officio.
 - b. State of Graduate Education at ISU. Carpenter has no report. Members: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, Craig Ogilvie – ex officio.
 - c. Distance Education. Moore presented a draft memo that he would like to send out to all distance education programs to request input on concerns for distance education and to request participation on the Distance Education sub-committee. Graves mentioned that there are no Distance Education PH.D. programs and that many programs listed on the Distance Education website are only partially offered by distance. The members voted to approve the memo to be sent out by Moore. Members are Ken Moore – chair, Doug Gentile.

- d. Interdepartmental Programs. Martin reported that there had been a quick response from the Graduate College to the concerns of the sub-committee. Graves outlined the new funding process for interdepartmental programs who receive funding from the College College. Starting Fall 2012, interdepartmental program will receive block funding, with minimum guidelines as to how the money should be spent. The distribution amounts were based on data about each program collected internally. The process for future years will be further revised. Martin thought it was a very good step in the right direction. It was suggested that perhaps the Graduate College could help secure money from other colleges or programs in the future. The sub-committee has finished its work this year and will be dissolved. No future reports will be requested. Members are Richard Martin – chair, Jeff Beetham, and Judy Strand – ex officio. .
5. At the February meeting, there will be guest speakers addressing the topics of non-major graduate credits and final exams for all-distance, intercollegiate graduate programs (GP-IDEA).

Meeting was adjourned.

Next Meeting will be February 16, 2012, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
 February 16, 2012
 5:15 p.m., 3150 Beardshear Hall

Minutes

Arora, Rajeev	A		Coffey, Dan	A		Katz, April	P
Beetham, Jeff	P		Dayal, Vinay	P		Martin, Richard	P
Bunzel, Helle	P		Young-A Lee	P		Moore, Ken	P
Carpenter, Susan	P		Van Leeuwen, Hans	A		Post Connie	P
Chen, Tsing-Chang (Mike)	P		Jones-Johnson, Gloria	P		Song, SungYell	P
Gwyn Beattie	P	Faculty Senate	Willem Lubberden	P		Holger, Dave	A
Rakhshandeh, Anoosh	P	Post-doc	Chris Pelzer	P		Graves, Bill	P
Petereson, Latrisha	P	Post-doc	Sara Davis	A		Ogilvie, Craig	P
			Graduate Student-vacant			Strand, Judy	P

P = Present

Previous Minutes—Minutes from January 19, 2012, were approved.

Chair of Council – Susan Carpenter

From the Graduate College---

David Holger – No Report

From the Graduate College—

William Graves

New Business

1. Non-Major Graduate Credits used for Graduate programs. Nikki Bado from Religious Studies reported to the Council how Interdisciplinary Graduate Studies (IGS) students acquired a specialization in Religious Studies, when Religious Studies did not have a Graduate program and did not offer any graduate level courses. Students take and/or retake NMGC courses and use on their POS. The Council recommended that the undergraduate 400 level courses be dual listed with the 500 level and define the additional expectations that will be needed for the graduate level courses. This would add 500 level courses to the curriculum without needing to offer a graduate degree program. Bados will pursue the dual listing process. This will greatly reduce the need for NMGC to be used on IGS POS forms.
2. Final exams where more than one faculty member and/or student can be at a distance for intercollegiate, interdisciplinary graduate programs such as GP Idea. Current guidelines state that only one faculty member can be at a distance for the

final exam. Cornelia Flora presented the difficulties and problems of requiring all but one committee member to be present on campus for final exams for the Community Development Program in GP IDEA. Faculty members that travel, students that are off campus, reduced numbers of faculty available at Iowa State, and other participating universities not following that guideline were that largest difficulties for Community Development. Since the GP IDEA program was set up specifically to be inter-institutional, it is different from other off campus programs. After discussion, it was decided to review the GP IDEA agreement and look into what other programs would be affected by a special waiver for final exams. A discussion will take place by e-mail or at the next meeting before making a decision.

3. Request to have Graduate Lecturer's appointed for more than one year at a time. Jean Anderson from the Dietetics Program in Food Science and Human Nutrition reported that staff are routinely appointed at Graduate Lecturer's level for the Dietetics Program each year. The Graduate Lecturer's do not serve on POS committees and are not able to be Major Professors for the major. They simply teach graduate level courses for a professional program and hold accreditations in addition to a M.S., but not the highest Ph.D. level degree. Anderson submitted a request to have Lecturer's appointed up to five years because the yearly process becomes very cumbersome. The Graduate Council discussed the request and a motion was made and seconded to change the wording on page 115 in the Graduate Catalog to indicate that
"...a Graduate Lecturer can be appointed up to five years."
The motion was passed with no opposing votes.
4. New program proposals from GCCC.
 - a. Master of Engineering in Engineering Management
A motion was made and approved to approve the coursework only Master of Engineering in Engineering Management under the recommendations of the GCCC.
5. Number of courses a graduate student can drop. Discussion was tabled to the next meeting when Graves will present additional information about the concerns for graduate students dropping too many courses.
6. Due to time constraints, sub-committee reports were tabled to the next meeting.
 - a. State of Graduate Education at ISU. Members: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, April Katz, Craig Ogilvie – ex officio.
 - b. Distance Education. Members are Ken Moore – chair, non- council members Cornelia Flora, others to be determined.

Old Business

None

Meeting was adjourned.

Next Meeting will be March 29, 2012, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
 March 29, 2012
 5:15 p.m., 2150 Beardshear Hall

Minutes

Arora, Rajeev	P		Coffey, Dan	P		Katz, April	P
Beetham, Jeff	P		Dayal, Vinay	P		Martin, Richard	P
Bunzel, Helle	A		Young-A Lee	P		Moore, Ken	A
Carpenter, Susan	P		Van Leeuwen, Hans	P		Post Connie	P
Chen, Tsing-Chang (Mike)	P		Jones-Johnson, Gloria	A		Song, SungYell	P
Gwyn Beattie	P	Faculty Senate	Willem Lubberden	A		Holger, Dave	A
Tim Brenea	P	Post-doc	Chris Pelzer	A		Graves, Bill	P
Petereson, Latrisha	A	Post-doc	April Anderson	P		Ogilvie, Craig	P
			Graduate Student-vacant			Strand, Judy	P

P = Present

Previous Minutes—Minutes from February 16, 2012, were approved with one minor revision.

Chair of Council – Susan Carpenter

Carpenter encouraged the council members to think about goals for next year that might include changing rules or policies to improve graduate education.

From the Graduate College---

David Holger – No Report

From the Graduate College—

William Graves

Graves reviewed the recent memo that was sent out regarding the enforcement of graduate policies. The expectation will be that Graduate policies will be adhered to and that waivers for the policies will be less frequent. If faculty members have a problem with the policies, they are welcome to bring the issues to the Graduate Council and/or submit requests for change of policy.

Old Business

Graves sent an e-mail regarding final exams and Graduate Faculty membership for the GP-IDEA intercollegiate graduate program. He had three areas for which he would Graduate Council discussion and feedback.

1. **Should graduate faculty at partner GP IDEA institutions automatically be considered graduate faculty at Iowa State for the purpose of eligibility to serve on POS committees?** The question was discussed and a motion was made to allow any member of GP IDEA participating universities who is a graduate faculty member in their university, and has a terminal degree in their specialty area, to be considered a term graduate faculty member at Iowa State University for the purpose of serving on a POS committee in the GP IDEA program. The motion was seconded. A vote was taken. The motion passed -- none opposed, no abstentions.

2. **Considering that the chair of the POS committee needs to be based at Iowa State, how many other members of the POS committee must be based at Iowa State?** The question was discussed and a motion was made to allow two members of the GP IDEA POS committee to be from outside Iowa State, given that the major professor is from Iowa State University. The motion was seconded. A vote was taken. The motion passed -- none opposed, no abstentions.
3. **Considering the fact that distance participation of the student in her/his final oral examination is the norm, how many faculty members on the committee must be located together for the examination?** The question was discussed and a motion was made: For the final exam in the GP IDEA program, it is the expectation that the student and the major professor will be present in the same room. However, if that is not feasible, other plans may be submitted to the Graduate College for approval. The motion was seconded. A vote was taken. The motion passed -- none opposed, no abstentions.

New Business From GCCC

1. **Proposal for BS in Industrial Technology/MS in Industrial and Agricultural Technology.** After discussion, a motion was made and seconded to accept the proposal. A vote was taken and the motion passed—none opposed, no abstentions.
2. **Proposal for BS in Agricultural Systems Technology/MS in Industrial and Agricultural Technology.** After discussion, a motion was made and seconded to accept the proposal. A vote was taken and the motion passed—none opposed, no abstentions.
3. **Proposal to suspend MPA graduate program in Political Science.** Discussion took place about why a program with so many students would be suspended, and what other alternatives had been explored to accommodate the program. The Council requested that a representative attend the April meeting. The decision on the proposal was tabled to the April meeting after more information had been presented.

Sub-Committee Reports

Due to time constraints, sub-committee reports were tabled to the next meeting.

- a. State of Graduate Education at ISU. Members: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, April Katz, Craig Ogilvie – ex officio.
- b. Distance Education. Members are Ken Moore – chair, non- council members Cornelia Flora, others to be determined.

Meeting was adjourned.

Next Meeting will be April 19, 2012, 5:15 – 6:30 p.m., 3150 Beardshear Hall

Graduate Council
 April 19, 2012
 5:15 p.m., 2150 Beardshear Hall

Minutes

Arora, Rajeev	P		Coffey, Dan	Ab		Katz, April	P
Beetham, Jeff	Ab		Dayal, Vinay	P		Martin, Richard	Ab
Bunzel, Helle	Ab		Young-A Lee	P		Moore, Ken	P
Carpenter, Susan	P		Van Leeuwen, Hans	P		Post Connie	Ab
Chen, Tsing-Chang (Mike)	P		Jones-Johnson, Gloria	Ab		Song, SungYell	P
Gwyn Beattie	P	Faculty Senate	Willem Lubberden	A		Holger, Dave	P
Tim Brenea	P	Post-doc	Chris Pelzer	P		Graves, Bill	P
Peterson, Latrisha	Ab	Post-doc	Sarah Davis	Ab		Ogilvie, Craig	P
			Graduate Student-vacant			Strand, Judy	P

P = Present

Previous Minutes—Minutes from March 29, 2012, were approved.

Chair of Council – Susan Carpenter

From the Graduate College---

David Holger –

Dr. Holger thanked the Council for their service during the past year. Next year looks to be an exciting and interesting year. Dr. Leath, as the new ISU President, is very interested in growing Ph.D. programs through partnering with international institutions, piloting dual degree programs, and growing the number of assistantships. There is a bright future ahead for Graduate Education. It may be more exciting than in the past. Future issues include distance students, how do we provide more professional training for graduate students, developing a culture of grad students at ISU, and how Graduate Education can be more important on the ISU campus. Everyone should get prepared to do more. This is Dr. Holger's eighth year with Graduate Education. He looks forward to working with everyone in the coming year.

Old Business

Dr. Mack Shelley presented information regarding the request to suspend the MPA program, which was discussed at the March Graduate Council meeting. The major difficulty with the program is that it needs five full-time faculty members to be accredited. Faculty numbers have shrunk by 50%, with the numbers of students increasing. There is difficulty getting assistantships for the students. Following a request from Dean Whiteford, faculty voted to suspend the program and the admission of students. They are refocusing students to a Master of Arts Programs with a concentration in the area of Public Policy. Students currently in the MPA will finish in the MPA. There will be no major loss of continuity. This will allow the department to include all faculty instead of those earmarked only for public policy. The Distance Education component has worked out well. Only a couple of courses need to be changed to make the degree all distance. There has been good success to switch the students to a public policy focus instead of the MPA. A motion was made to support the GCCC decision to Suspend the MPA. The vote was 11 in favor, 1 opposed. The motion passed.

**New Business
From GCCC**

1. Proposal for BS/MBA Concurrent program in Aerospace Engineering.
2. Proposal for a Graduate Certificate Program in Advanced Manufacturing.
Proposal for a Graduate Certificate Program in Financial and Housing Counseling.
3. Dual listing of Computer Science 487/587.
4. Dual listing of Computer Science 414/514 – tentative.

A motion was made and seconded to approve all of the recommendations forwarded from GCCC. Vote was taken. All in favor. Motion passes.

5. Graves requested that a sub-committee to review Graduate Faculty questions over the summer be established. Three members volunteered to participate over the summer: April Katz, Arora Rajeev, Mike Chen. Back up – Hans Leeuwen. Full Graduate Council input will be facilitated, if needed. A permanent sub-committee will be established in the fall to assist with difficult issues related to full or term graduate faculty membership where immediate feedback is needed.
6. Carpenter facilitated the nominations for a new chair, since she is completing her three-year term on Graduate Council. Members thanked Carpenter for her leadership and service. Vinay Dayal was nominated as the chair for 2012-2013. He accepted the nomination. Congratulations to Vinay.

Sub-Committee Reports

- a. State of Graduate Education at ISU. Members: Carpenter – chair, Gloria Jones-Johnson, Helle Bunzel, April Katz, Craig Ogilvie – ex officio. Carpenter shared data charts that showed increases in Sponsored Program funding and graduate enrollment. Graduate enrollment has not grown at the same rate as increased funding. There has been a little over 20% increase in the Ph.D. enrollment in the last decade, but the trends in the last few years may be alarming. The information has been shared with the Associate Deans and with CALS. If the university is going to look at Graduate Education more broadly, the Graduate Council should be represented. Carpenter will submit a report to Holger. A small focus group may be formed to look at the situation. It was a consensus of the GC that the data collected was useful information for the colleges and departments.
- b. Distance Education. Members are Ken Moore – chair, non- council members Cornelia Flora, Jean Anderson, others to be determined. Moore solicited feedback from all programs on campus. The summary will be in process over the summer and he will report on the outcome in fall.

Meeting was adjourned.

Next Meeting will be September TBD, 2012, 5:15 – 6:30 p.m., 3150 Beardshear Hall