**GRADUATE COUNCIL**

**Minutes**January 21, 2016

4:15 p.m., **3150 Beardshear Hall**

[www.grad-council.iastate.edu](http://www.grad-council.iastate.edu)

1. **Call to Order** - Chair of Council— Ken Moore
	1. Guests – Mark Kaiser, Statistics; Jennifer Johnson, Admissions office; Geoff Janes, Admissions Office

1. **Consent Agenda -** Motion to approve Consent Agenda, seconded. 11-0 in favor to approve Consent Agenda.
	1. [Minutes](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Nov./Minutes.Nov.GC.10.19.docx) of Graduate Council from November 19, 2015
	2. Agenda for January 21, 2016
	3. GCCC items
		1. Request [Graduate Certificate in Business Analytics](http://www.grad-council.iastate.edu/sites/default/files/2015/Jan/Grad%20Cert%20Bus%20Analytics.docx)
2. **Guest Presentations**
	1. Mark Kaiser, Statistics representative – course number changes. Kaiser mentioned the challenges faced by renumbering 400 level undergraduate courses to 500 graduate level. Available numbers, pre-requisites, Statistics minor, creating new classes, all could be problematic to the department. A suggestion to develop a new course designator for the classes that typically are taught graduate level to other departments was suggested. An example would be STAT 401 would become STATS or STATZ 501. Then the courses could keep the same basic number at the 500 level. Kaiser will take the suggestion back to the department faculty for discussion. The Graduate College will check on the process/feasibility of establishing a new course designator. Reducing the number of undergraduate courses available on the POSC from 15 to 9, will take place starting in January 2018.
	2. Jennifer Johnson and Geoff Janes from the Admissions Offices provided a question and answer session for DocFinity 10. Many questions related to faculty approval and access were answered. Johnson is available to provide demonstrations for departments or colleges. Contact her in the Admissions Office, jjohns@iastate.edu.
3. **Announcements and Remarks**
	1. Craig Ogilvie mentioned that indications show graduate applications are up. This may be related to the new Customer Relationship Management (CRM) program that was started this fall.
	2. Judy Strand pointed out the new Online [Graduate College Handbook](http://www.grad-college.iastate.edu/handbook/), and Online [DOGE list](http://www.grad-college.iastate.edu/directory/), now available on the Graduate College website.
4. **Action Items**
	1. [Proposal to change non-thesis final exam](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Jan/Motion%20to%20Change%20the%20Requirements%20for%20Final%20Exam%20of%20Non-thesis%20Masters%201%202016.revised.docx) – A discussion was held regarding pros and cons of removing the requirement of a final oral exam or a final exam for non-thesis (creative component) master’s degrees. A suggestion was made to document the creative components by having them available in the Digital Repository. A motion was made to table the discussion to the February meeting. 11-0 in favor to table the discussion and vote.
5. **Discussion Items**
	1. Due to a time constraint, the discussion items on the agenda were moved to the February meeting.
		1. POSC Deadlines – Bill Graves
		2. Dissertation/thesis submission dates, Ken Moore
		3. Guidelines and qualifications for appointing term graduate faculty members. [HLC Graduate Faculty Guidelines](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Jan/HLC_QualifiedFacultyGuidelines_2015-10_OPB.pdf)
6. **Committee Reports –** Due to time constraints, the Committee Reports were moved to the February meeting.
	1. Constitution and bylaws – Munkvold, Moore or a sitting council member
	2. Report from Chapter 9 subcommittee – Daniela Dimitrova
	3. Report from graduate certificates subcommittee – Nilakanta Sree - [Graduate Certificate Review](http://www.grad-council.iastate.edu/sites/default/files/2015/Jan/Graduate%20Certifcate%20Review.docx)
7. **Future Discussion Items**

**Next Meeting will be February 18, 2016, 4:15 – 5:30 p.m., 3150 Beardshear Hall**