**GRADUATE COUNCIL**

**Minutes**November 19, 2015

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. Seating of Substitute Council Members  
      Tracey Lucht attended for Daniela Dimitrova  
      Diana Peterson attended for Ravinda Singh
   2. Guests – Daji Qiao – Electrical and Computer Engineering  
      Natalie Robinson was introduced as the new Record Analyst in the Graduate College who will be working with graduate student forms and POSCs.

1. **Consent Agenda -** All the items on the consent agenda were approved with a vote of 15-0.
   1. [Minutes](file:///\\my.files.iastate.edu\gcol$\groups\Grad%20Council\2015-16\Oct\Minutes.October.2015.draft2.docx) of Graduate Council from October 15, 2015
   2. Agenda for November 19  
      The date on the Agenda was changed to November 19.  
      Gary Munkvold was removed as a guest for the November meeting.  
      The Action Item was moved to a Discussion Item.
   3. GCCC items
      1. [Request STB/AGRON 536 change from 1 credit to 2 credits](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Oct/STB%20536%20Credit%20increase%20complete.pdf)
      2. [Dual list proposal for ACCT 489X/589X](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Nov./Dual%20List%20Proposal%20489X%20589X.docx)
      3. Adding [two new specializations](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Nov./TESL%20proposed%20specializations%20for%20Grad%20College%20Oct%208%202015.pdf) to the MA degree in the major of TESL:  Corpus and Computational Linguistics; Teaching English to L1 Spanish Learners.

[Dual list proposal for FS HN 477X/577X](https://www-grad-council.sws.iastate.edu/sites/default/files/2015/Nov./FS%20HN%20477X.577X.pdf) – Removed from the consent agenda

1. **Announcements and Remarks**
   1. Graduate Council Chair, Ken Moore
   2. Associate Provost and Graduate Dean, David Holger  
      Holger reported on the outcomes of the Higher Learning Commission (HLC) review. All the criteria were met and no follow up is needed. Outcomes Assessment will need to be addressed in the coming year.
   3. Associate Graduate Dean, William Graves
      1. Students with bachelor’s degree need to register as non-degree graduate rather than non-degree undergraduate students  
         Graves was not present at the meeting and it was decided to address questions at a future meeting.
   4. Assistant Graduate Dean, Craig Ogilvie

Ogilvie reported that the Graduate Writing Center is up and running. Students can make appointments to receive assistance with writing or poster presentations. The Graduate Career Services Office is also very active working with students and providing information.

1. **Action Items -** None

1. **Discussion Items**
   1. Changing [POSC deadline](file:///G:\Grad%20Council\2015-16\Nov\registraton.POSC.hold.docx). Information at the October meeting discussed moving the deadline for the POSC to a later date. The proposal included moving the POSC to an earlier date and putting a hold on the student’s registration. Concerns were brought up about student’s not knowing the information at an earlier date, requiring a registration hold, and is there a need for a change from current policy. The GC would like to know approximately how many requests for waiving the deadline are received each semester. The Graduate College will provide that information at a future meeting.
   2. Conflict of interest concerns for POS committees – Annette O’Connor.  
      O’Connor discussed allowing the option for the major professor or other committee members to excuse themselves from the exam. This would mean the exam committee may be different from the POSC and have an unbiased view of the research. Pros and cons were discussed.
   3. Appointment of term faculty members and new HLC guidelines – Moore and Holger.  
      Holger reported that the HLC requires systematic documenting of the qualification of Term Graduate Faculty members. This would affect P & S employees or adjunct faculty members that are allowed to teach graduate level courses or serve on committees. Moore stated that this will be looked during the upcoming review of the Graduate Council Constitution and By-laws.
   4. Overage courses on the POS – Moore  
      The online POSC process does not allow credits to be marked as “z” credits, which indicated that they were listed on the POSC, but not counted as part of the 30 credits required for the POSC. Discussion took place about changing the limit of over-age courses to accommodate “z” classes. This affects a small number of students. Rather than changing the requirement, an over-age memo can be attached to the POSC to accommodate the request.
   5. Final exam for non-thesis degrees – Daji Qiao   
      Qiao discussed removing the requirement for a final oral exam for non-thesis master’s students since only one professor is required to be on a student’s committee. Concerns were brought up about programs that still required three members and wanted a final oral exam, and how this would affect processes already in place. If was suggested that the wording “final oral exam” be changed to “final exam” for non-thesis master’s students. This would allow the program flexibility as to what type of final exam they required. The same paperwork could be submitted to indicate completion. O’Connor will draft a proposal for the January meeting.
   6. Grading of undergraduate coursework by student hourly employees – Ardhendu Tripathy.  
      Concerns were submitted from students in the Math department that they were not allowed to be hired as hourly workers. Graduate students can be put on appointment for less than ¼ time and less than 3 months if needed. Page 14 in the Graduate Handbook was referenced, “Students hired to teach or to perform research that is part of their educational program should be hired as graduate assistants, not as hourly employees, unless those duties do not involve ISU facilities or faculty supervision.”
2. **Committee Reports**
   1. Report on status of renumbering statistics courses – Karin Dorman reported that The Statistics department had discussed credits required for a Statistics minor. A committee had been formed to work with options for renumbering the Statistics classes. The chair of the committee will be invited to attend the January Graduate Council meeting.

**Next Meeting will be January 21, 2016, 4:15 – 5:30 p.m., 3150 Beardshear Hall**