Colleagues:

Welcome to the 2015-16 Graduate Council. Some of you are new to the Council and for those of you have been around for a while there are some changes to the way we will do business this year.

We have a new meeting time. The meetings will start promptly at 4:15 and end by 5:30. The goal is get our business done and out of the way in time for you to move on to other commitments.

Meeting quorum has been an issue in the last few years. The business we conduct is important to graduate faculty and students and delays in taking action on some items may causes problems for some. This year Council members are expected to attend every meeting and if you need to be absent, send a substitute with your proxy. We will need to work out the details of the process, but for now, contact Judy Strand (jstrand@iastate.edu) and let her know you will be absent and who will be representing you.

Judy has been very busy over the summer working on improving Graduate Council processes. She has developed a new website to assist us with managing council business. You can view the website at:

<http://www.grad-council.iastate.edu/>

Here you can find meeting agendas and minutes and a docket of business items before the Council. There are also supporting documents and information about items under review by the Graduate College Curriculum Committee.

A new feature of our meeting agenda is the addition of a consent agenda that contains items that we will deal with together unless there is a need expressed for discussion of particular items. It will include among other things, minutes of the previous meeting and action items recommended by the Curriculum Committee. Judy has provided the attached protocol for using a consent agenda for those of us who are new to this approach.

At the last meeting of the Council last academic year, Gary Munkvold who is now the immediate past Chair, pointed out that the Constitution of the Graduate Council is out of date and out of sync with the way we are currently conducting Council business. Gary has agreed to chair a Handbook & Bylaws Committee that will initially review and recommend revisions to the constitution. This will be an important activity this year and ideally one that will be completed during the fall semester.

Thank you for serving on the Graduate Council. I am looking forward to working with you and having a very productive year. Ken

## Attachments: [Graduate Council Constitution](http://www.grad-council.iastate.edu/sites/default/files/2015/GradCouncil%20Constitution.pdf)

## [Graduate Council By Laws](http://www.grad-council.iastate.edu/sites/default/files/2015/by-laws.docx)

[What is a consent agenda](http://www.grad-council.iastate.edu/sites/default/files/2015/Sept/Consent-Agenda-1.pdf)?  
September [Agenda](http://www.grad-council.iastate.edu/sites/default/files/2015/Sept/Agenda%20Sept%202015%20Grad%20Council.doc)

(Underlined items are attached and linked to the website.)