

**ISU Graduate Council****Meeting Minutes**

September 5, 2018

**Attendance:**

Members: R. Abhyankar, Jolynn Kuhlman, Chris MacDonald, Liz O’Laughlin  
Mehran Shahhosseini, Bridget Roberts-Pittman, Howell Tapley, Vicki Hammen,  
Rusty Gonser

Representatives: Ashley Layman, Carrie Ball, Jackie Shin, Denise Collins, Troy  
Allen, Yasenka Peterson

**1. Call to Order**

Liz O’Laughlin called to order at 1:00 pm.

**2. Adoption of Agenda****3. Approval of 4/30/18 Minutes**

- a. Motion to approve minutes moved by Jolynn Kuhlman, Chris  
MacDonald second. (5\*,0,0) (\*only 2017-2018 GC members voted)

**4. New Business****A. Nomination of officers:**

- a. Bridget Roberts-Pittman as Chair, Liz O’Laughlin as Vice Chair and  
Mehran Shahhosseini as secretary. (L. O’Laughlin and B. Roberts-Pittman  
will co-chair in the fall semester)
  - a. Motion to approve the nomination moved by Liz O’Laughlin,  
seconded by Dean Collins (9,0,0)

**B. Charges from Faculty Senate****a. Program Review**

- i. Bayh College of Education and Scott College of Business up  
for review in 2018-2019
- ii. Dean Collins requested that Program Review committee  
review program review process/content of reports
  1. Goal to find ways that program review reports are  
more useful for programs, perhaps use similar data  
for program review and university assessment report
  2. Any changes to current process will need to be  
approved by Faculty Senate. Current process will be  
used for 2018-2019 reports
- iii. L. O’Laughlin—do we need to extend the deadline (Nov. 1<sup>st</sup>)  
since BCOE and SCOB have not yet received dashboard  
data?

1. L. O’Laughlin will send link with program review procedures to Linda Sperry (BCOE) and Ashley Layman (SCOB), they will check with program directors about feasibility of Nov. 1<sup>st</sup> deadline for reports
- b. Membership and charges for subcommittees
  - i. L. O’Laughlin will develop a draft of subcommittee membership in consultation with other officers and send out to GC members for email vote. Will discuss charges for subcommittee at 9/19 meeting
- c. Liz O’Laughlin: add charge to edit Graduate Catalog to ensure that information regarding minimum number of doctoral committee members is consistent throughout the catalog. (Should be three members minimum, some places in catalog still say 5 members minimum).
  - i. Change from 5 to 3 minimum was made several years ago, based on a review of previous versions of grad catalog.
- d. Dean Collins would like to develop an ad-hoc committee to review graduate assistantship process and allocation of funds, also tuition waiver and whether grad students with assistantships should be considered in-state residents (which is done at other schools).
  - i. L. O’Laughlin, could ask Student Affairs committee to do this
  - ii. R. Gonser: favor an ad-hoc committee
  - iii. L O’Laughlin: will put this on agenda for 9/17 meeting
  - iv. J. Kuhlman: request that the dean pursue additional funding for graduate assistants
- e. R. Gonser: suggested charge for curriculum subcommittees—to develop a checklist of common mistakes in curriculum proposals

## 5. Reports

- A. Dean Collins
  - a. Will be doing a listening tour, visiting each college
  - b. Grad student organization meeting is today and will elect officers. Will also recruit for student representatives for committees, including grad council
  - c. Goal for CGPS to review every process in the college and make sure they are effective and we are fulfilling our mission.
  - d. CGPS staff are currently planning the Dec 14 hooding ceremony

- B. Liz O'Laughlin:
- a. CGPS “workshop” for new faculty that is required to chair a thesis/dissertation committee appears to be a form with documents to review. We perhaps need to make it clear that review of documents is all that is required as term ‘workshop’ is confusing, especially for new faculty.
  - b. For programs that do not review/accept applications year-round, is there a way to stop applicants from applying past the deadline? This is potentially problematic if we can’t “turn off” applications as applicants are paying the application fee and application is not being reviewed (or not reviewed till next review cycle, and student may not realize this).
  - c. Mehran: problem with not knowing immigration status for applicants to COT graduate programs, can’t make a decision without this info as some programs can’t accept international students.

### **Adjournment**

Liz O'Laughlin adjourned the meeting at 1:50 pm.