

Minutes of the  
GRADUATE COUNCIL


July 27, 1972

Present: Bath  
Fletcher  
Haggard  
Lynch representing Finnemore  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

The Council met in an informal session to discuss plans for the coming year and organizational details. Faculty members agreed that half of the Council would serve for one year terms with the other half serving two year terms to provide continuity with members elected from the Graduate Faculty. Lots were drawn to assign the one and two year terms within each of the three areas of representation (physical sciences, biological sciences, and social sciences and humanities). Fletcher, Wedin, and Finnemore will serve one year terms; Bath, Wildman, and Wheelock for two years. The Council decided upon two one year terms and one two year term for graduate student members, with the two year term rotating among the areas of representation. Meeker will serve for one year, and Nicol and Fields will divide the remaining terms according to their graduate programs. The mechanism for electing members to the Council will be a future agenda item.

The role of the Graduate Council as a policy advisory body and its relationship to the Graduate Cabinet was discussed. Draft copies of the Graduate Student Handbook were distributed, and the role of the Council in the proposed grievance procedure was noted. The question was raised about the relationship of policy statements contained in the Graduate Student Handbook to those in the new Graduate College Announcement.

Request forms for fall quarter schedules will be sent to members late in August. These should be returned promptly so that a Council meeting can be scheduled the first or second week of classes. Dean Zaffarano will be invited to the first meeting of the Council to discuss its purpose and functions. In the interim Council members are asked to read over the compilation of the Graduate College Notes and note omissions and areas which need redefinition.

  
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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES  
September 12, 1972

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

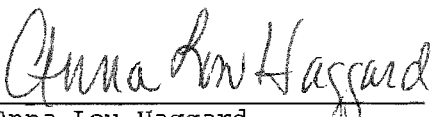
Visitors: D. J. Zaffarano  
Martin Ulmer

Fletcher called the meeting to order at 11:05. The minutes of the organizational meeting were approved as circulated. In view of the individual graduate program plans, it was decided that the two year graduate student term on the Council would be assigned to Nicol.

Dean Zaffarano presented his views regarding the function of the Council and the tasks facing it. The Council will act as a subset of the Graduate Faculty in considering policy matters. Items for consideration will be referred to the Council from administrative sources, the Graduate Student Senate, grievance cases and the Graduate Faculty.

Long range agenda items for the Council are the drafting of both a procedure for election of Council members and a statement of purpose for the Council, both to be circulated among the Graduate Faculty. Other questions meriting attention are the desirability of re-drafting the Graduate College Thesis Manual, the relationship of the Instructor/Associate position to the Graduate College and to Graduate Assistants, and the feasibility of removing ceilings on graduate student stipends.

Dean Zaffarano identified the Council's most immediate task as the completion of revisions of the Graduate Student Handbook prior to the September 28 Graduate Faculty meeting. The remainder of the meeting was devoted to discussion of revisions and the Council set its next meeting for Friday, September 15, at 11:00 in 44 Carver Hall.

  
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Anna Lou Haggard  
Secretary

GRADUATE COUNCIL MINUTES  
September 15, 1972 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 11:00 and mentioned that the items on the agenda were judiciary proceedings for the Graduate College and the graduate English requirement. Minutes of the September 12, 1972, meeting were circulated and approved.

Fletcher reported on his meeting with C. A. Sandeen and T. G. Goodale and explained briefly the functioning of the sub-courts and the All University Judiciary and the nature of the cases which they consider. Working from a prepared draft, the Council discussed the jurisdiction and composition of the proposed Graduate College sub-court.

The Council then interrupted its discussion of disciplinary matters to act on a statement prepared by Bath concerning the procedure for fulfilling the English requirement. Meeker moved (Finnemore seconded) that the draft be incorporated in the Graduate Student Handbook and the Graduate College Notes. Motion passed. A copy of the revised section is attached to the minutes.

The Council then agreed upon the establishment and composition of a Graduate College sub-court and a re-drafting of the introduction to the "Freedoms and Responsibilities" section of the Handbook. Meeker moved (Nicol seconded) that the Graduate College sub-court retain the right to impose all sanctions outlined in the Chart. Motion passed. The results of Council actions are reflected in the drafts attached to the minutes.

The Council then discussed the Graduate College English requirement, centering upon the two-year limitation. This discussion will be continued at the next meeting of the Council on September 22 at 11:00 in 44 Carver.

  
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Anna Lou Haggard, Secretary

English- At the time of admission, the student's department indicates his status with regard to a qualifying examination in English. Students who fall into the following categories are routinely excused from examination: 1) Any student who has received his bachelor's degree no more than two years prior to his entrance into ISU and has completed an undergraduate English composition sequence with no grade lower than C, or has passed during his undergraduate career an English examination which tests the ability to communicate in writing (similar to the ISU English Proficiency Examination), 2) Any student who has written a master's thesis in English which has been accepted by an accredited college or University. Individual departments may establish more stringent requirements and will also decide the necessity of an English examination where the student's transcript does not indicate grade level in English, as in the case of P or S grades.

Students required to take an English qualifying examination must do so before completing 11 credit hours of graduate work at Iowa State University. In the event that a graduate student fails the examination, he must take appropriate remedial action including the writing of at least one practice paper at the Writing Clinic for which the Writing Clinic staff will provide a critique. Ordinarily, two additional trials are allowed, but each must be preceded by remedial action. Trials beyond three will be permitted only upon petition by the department head or chairman and approval of the Graduate Dean. Graduate students whose native language is not English take a special examination administered by the Department of English in lieu of the standard qualifying examination.

### Freedoms and Responsibilities

Freedoms and responsibilities for graduate students are based upon the assumption that undertaking graduate study presupposes some intellectual maturity and also a measure of commitment to the academic community. Discipline procedures are therefore intended to deal primarily with the failure of a graduate student to fulfill his responsibility to the academic community rather than prescribing the personal conduct of the individual graduate student. All graduate students are governed by the Board of Regents' "Uniform Rules of Personal Conduct" (full text in Appendix A) and University traffic and parking regulations; students on appointment are also subject to rules stated in the Office Procedure Guide. The freedoms and responsibilities listed below are adapted from the American Association of University Professors Joint Statement on Rights and Freedoms of Students\* and are offered as general guidelines for the graduate student's relationship to the University.

(Statements of Freedoms, Responsibilities and Ethical Considerations remain unchanged.)

### Disciplinary Procedures (replaces Disciplinary Actions, p. 20)

The Graduate College Judiciary Committee is empowered to take punitive action against a graduate student who fails to comply with the responsibilities outlined above or engages in unethical behavior. Two student and two faculty members of the Graduate Council selected by the Council chairman compose the Graduate College Judiciary Committee, and a member of the Graduate College staff serves as non-voting secretary. Committee members decide among themselves which member will serve as chairman. Disciplinary matters may be referred to the Graduate College Judiciary Committee through the chairman of the Graduate Council, the Graduate Dean, or any member of the Graduate College Judiciary Committee. Procedures followed in hearing cases will be the same as those used by the All University Judiciary as outlined in the Chart.

The Graduate College Judiciary Committee may take any of the following punitive actions:

Reprimand--official censure by the University.

Conduct Probation--reprimand with the condition that any further violation within a specified time period will be referred to the All University Judiciary.

Suspension--denial of permission to enroll for a specified period of time.

Expulsion--permanent exclusion from the University.

Any punitive action taken by the Graduate College may be appealed to the All University Judiciary, and the penalties of suspension and are automatically appealed to the All University Judiciary.

GRADUATE COUNCIL MINUTES  
September 22, 1972 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Wedin  
Wildman

Fletcher called the meeting to order at 11:05. All members present had received the minutes of the previous meeting which were approved as circulated.

The Council devoted the meeting to examining the handbook corrections prepared for consideration at the September 28, 1972, Graduate Faculty meeting. Most of the discussion centered around the mechanisms for policy change and the English requirement. Meeker moved (Fields seconded) that the Graduate Council recommend to the Graduate Dean that the following three policy alternatives regarding the English requirement be presented to the Graduate Faculty. 1) The English requirement would stand as written in the December 7, 1971, Graduate College Notes. 2) The English requirement would stand as re-written in the June 1, 1972 Graduate College Notes. 3) The English requirement would stand as re-written in the June 1, 1972, Graduate College Notes except that the time period would be extended from two years to five years. Finnemore amended the motion to strike the first alternative because of internal inconsistencies in the policy statement. Amendment passed. Motion passed.

The Council agreed to suggest to the Graduate Dean that a vote be taken on the Graduate Student Handbook at the Graduate Faculty meeting on September 28, 1972, with the understanding that an immediate mail ballot would be taken on substantive changes such as the English requirement and any others which might surface during the meeting.

Time did not permit a complete examination of the correction sheets; members agreed to examine corrections individually and contact Fletcher with questions which might arise. The Council will meet Friday, September 29, at 11:00 in 44 Carver.

  
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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES  
September 29, 1972 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 11:00. There were no corrections to the minutes of the previous meeting.

Wheelock relayed to the Council questions posed by a Graduate Faculty member regarding an individual department's prerogative to set academic standards higher than those imposed by the Graduate College and to link financial support to the higher standards. Another question concerned the relationship between departmental and advisory committee evaluation of graduate students. Wheelock and Fields were appointed as a subcommittee to gather more information on these questions and to identify possible policy issues for Graduate Council action.

Fletcher reported on the action which the Graduate Faculty took on the Graduate Student Handbook at their September 28 meeting and commented on the role of the Council in further discussion and revision of disputed sections.

Finnemore suggested a meeting with the members of the All-University Judiciary to discuss the Council position on disciplinary procedures in the Graduate College. Council members agreed to schedule such a meeting as soon as the Handbook probationary period has expired.

Nicol moved (Meeker seconded) that all possible consideration be given by the Graduate Office to the free distribution of the Graduate Student Handbook to all incoming graduate students. He pointed out that a free distribution policy would be consonant with present free distribution of both the Chart and the Faculty Handbook. Motion passed.

Agenda items for the Graduate Council meeting October 13 are the report of the Wheelock-Fields subcommittee and the consideration of the Graduate Council statement of purpose draft.

  
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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

October 6, 1972 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 11:00. The minutes of the previous meeting were distributed and the agenda date of the Fields-Wheelock committee report and the statement of purpose corrected to October 6.

The memo of Dean Zaffarano to the Graduate Faculty enumerating issues for Graduate Council consideration was discussed along with other suggestions for additions to the Graduate Student Handbook. Nicol moved (Wildman seconded) that the Council ask Warren Madden, Assistant Vice President for Business and Finance, to prepare a statement on liability insurance for graduate assistants and that statement as well as a reference to official University safety standards be included in the Handbook. Motion passed. Wheelock also suggested that the status of graduate assistants in regard to Workman's Compensation be investigated and included in the Handbook.

The Wheelock-Fields subcommittee report started discussion of the relationship between departmental standards and Graduate College standards. The Council agreed to approach the question in general terms and was most interested in the mechanism of informing the graduate student of departmental requirements. Meeker moved (Bath seconded) that the Graduate Council recommend to the Dean that all perspective appointees be informed of any special departmental requirements for reappointment at the time that the appointment is offered and that all perspective graduate students be informed of any academic standards set by the department beyond those set by the Graduate College at the time of the student's acceptance by the department. Wedin moved (Wheelock seconded) to table the motion. The motion to table passed. The Graduate Council will meet Friday, October 13, at 11:00 in 44 Carver to continue discussion of the Meeker motion and other items referred to the Council.

  
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Anna Lou Haggard, Secretary



GRADUATE COUNCIL MINUTES  
October 13, 1972 Meeting

Present: Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

The meeting was called to order at 11:00 and the minutes of the previous meeting approved with a spelling correction. Fletcher reported that he had written to Warren Madden asking for a statement on liability insurance and Workmen's Compensation for graduate assistants. He next outlined the items that require Council action prior to the upcoming Graduate Faculty meeting, those items being 1) recommendations on the composition and charge of the proposed ad hoc committee on the English requirement, 2) recommendation on the time limits for graduate degrees, 3) acceptance or modification of the proposed stipend guideline system, and 4) statement of the Council position on grading scale, probation limit and research grading recommendations contained in the Corbett committee report. Additional Handbook items requiring Council action may appear before the October 19 deadline on Handbook objections. The drafting of a statement of purpose and an election procedure for the Graduate Council and the concluding work on the relationship of the Graduate College Judiciary to the All-University Judiciary continue as agenda items.

Wheelock moved (Finnemore seconded) that the Meeker motion be removed from the table. After some discussion, the motion was defeated.

Finnemore moved (Wildman seconded) that the following introductory paragraph to the "Requirements" section be inserted on page 4 of the Graduate Student Handbook:

The minimum requirements and standards which are set by the entire Graduate Faculty are described below. Additional requirements and/or higher standards may be set by a department if the Graduate Faculty in that department determines that it is appropriate. A description of the requirements for each department can be obtained from the chairman or head of the department.

Motion passed.

Nicol moved (Finnemore seconded) that the Graduate Council suggest to the Graduate Dean that he remind department heads and chairmen that departmental standards and requirements beyond those set by the Graduate Student Handbook should be specifically discussed with or transmitted to graduate students. Motion passed.

The Council agreed to suggest to the Graduate Dean that the proposed ad hoc committee on the English requirement contain at least two graduate students or at most 50 percent graduate students, a member of the Department of Statistics, and a member of the Department of English involved in the administration of the present English examination. Individuals specifically recommended were John Bath and Chuck Pryor. The Council also agreed that committee's charge should be general, essentially asking a determination of the problem which exists and a recommendation on what type of examination (if any) or requirement (if any) is needed to correct current problems.

Finnemore moved (Wildman seconded) that the Council take the following position on the time limit question: 1) a master's student is expected to complete his degree program in three years or five summer quarters, 2) a Ph.D. student entering Iowa State with a bachelor's degree is expected to complete his degree program in five years, and 3) a Ph.D. student entering Iowa State with a master's degree is expected to complete his degree program in four years. In the discussion period Finnemore stated that his motion assumed that the mechanisms for extension of time limits and for time limitation on support would remain as they appear in the Graduate Student Handbook. Motion passed.

At its next meeting, October 20 at 11:00 a.m. in 44 Carver, the Council will discuss the disputed stipend section and begin work on the Corbett report.

  
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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

October 20, 1972 Meeting

Present: Bath  
Finnemore  
Haggard  
Meeker  
Wedin  
Wheelock  
Wildman

Wildman presided in Fletcher's absence. The minutes of the October 13 meeting were amended to note that the ad hoc committee on the English requirement was proposed by Dean Zaffarano. Minutes were approved as amended. At Bath's request the Council agreed to withdraw his name as a recommendation for ad hoc English requirement committee membership.

In a brief discussion of the time limitation on degree programs, the Council noted the possibility that individual departments which routinely encounter difficulty meeting time limitations might work out a blanket solution with the Graduate Office.

In discussing the disputed stipend section, the Council agreed to defer action on the removal of upper limitations until further data could be gathered. Finnemore moved (Wedin seconded) that the stipend paragraph on page 13 of the Graduate Student Handbook read as follows:

Stipends

The University periodically establishes minimum and maximum stipend levels during the University budgeting process. Currently stipends range from \$290 to \$380 per month for teaching and administrative assistants and from \$250 to \$350 per month for research assistants. Each department may set stipends within the approved range. The guidelines and procedures used by the assistant's department for setting stipends should be filed in the departmental office, available to graduate assistants upon request.

Motion passed. The Council asked the secretary to re-write the evaluation statement so that it could be placed under the "Assistantships in General" section on page 11.

The Council then turned to the Corbett report recommendations on grading scale, research grading, and probation limits. After some discussion, Wedin moved (Finnemore seconded) that the Council support the grading scale recommendation contained in the Corbett report. The motion was tabled because of lack of time for adequate consideration.

At the next meeting (October 27 at 11:00 a.m. in 44 Carver) the Council will continue work on the Corbett report.

  
Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

October 27, 1972 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wheelock  
Wildman

Fletcher opened the meeting and announced that the Council would not meet on November 3 due to schedule conflicts. The minutes of the October 20 meeting were amended to note the deletion of a portion of the Graduate Student Handbook under "Stipends" (p. 13) beginning "The University strives" to the end of that paragraph. Re-writes of the evaluation and time limitation paragraphs were approved and are attached to the minutes.

After some discussion of the upper limitation on graduate assistant stipends, Nicol moved (Meeker seconded) that the Council approve the following stipend statement for inclusion in the Handbook and recommend it to the Graduate Faculty for a vote:

Stipends

The University has minimum stipends which are currently set at \$290 per month for half time teaching and administrative assistantships and \$240 per month for half time research assistantships. Stipends for other fractional appointments are scaled accordingly. The guidelines and procedures used by the graduate assistant's department for setting stipends should be filed in the departmental office, available to the graduate assistant upon request.

Motion passed unanimously.

Finnemore moved (Wildman seconded) that the Wedin motion to support the grading scale recommendation of the Corbett report be removed from the table. Motion passed. In the discussion of the Wedin motion Council members expressed the concern that the details of the recommendation were not sufficiently clear. Fletcher appointed a subcommittee of Finnemore and Meeker to develop detailed alternative proposals regarding a grading scale with a greater number of divisions. Meeker moved (Wildman seconded) to re-table the Wedin motion.

At the next meeting (November 10 at 11:00 a.m. in 44 Carver) the Council will continue work on the Corbett report.

  
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Anna Lou Haggard, Secretary

Insert after third paragraph in "Assistantships in General" section, p. 11

At some time during the appointment period, the department may evaluate the quality of the assistant's performance in teaching, research, or administrative duties. The University strives to make evaluation of the graduate assistant an educational experience for both the assistant and the department. Consequently, the graduate assistant's evaluation will usually be discussed with him or her, but if the department does not initiate a discussion, the assistant may request one. A graduate assistant who feels unfairly evaluated has recourse to the grievance procedure described in Appendix B, Section II.

Time Limit , p. 5

The master's student is expected to complete the degree program in three years or five summer quarters. A student beginning a Ph.D. program with a master's degree is expected to complete the Ph.D. in four years, while a student beginning the Ph.D. program without the master's degree is expected to complete the program in five years. In unusual circumstances the student's advisory committee may recommend that the Graduate Dean extend the degree time limits. Cases in which the student leaves Iowa State during his or her graduate career and later returns are dealt with on an individual basis.

GRADUATE COUNCIL MINUTES

November 10, 1972 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 11:05 a.m. Copies of the memo appointing a Graduate College ad hoc committee to consider the English requirement were distributed. Minutes of the previous meeting were corrected to reflect the \$250 monthly minimum stipend for research assistantships. The last sentence of the statement on time limits which appeared on an attachment to the minutes was amended to read "Cases in which the student leaves Iowa State during his or her graduate career and later returns are dealt with individually by the student's advisory committee and the Graduate Office."

The Council then discussed the possibility of asking the Graduate Faculty to rescind the motion passed at the September 28 Graduate Faculty meeting which provided that the "D" grade not be considered a passing grade for courses on the Program of Study. Finnemore moved (Bath seconded) that the Graduate Council go on record as supporting the September 28 action of the Graduate Faculty on the "D" grade. Motion passed unanimously.

The Finnemore-Meeker subcommittee on grading scales reported on the strengths and weaknesses of several scales--the 5.0 scale, the 4.5, the 4.0, and the Bath plus and minus scale. Finnemore moved (Meeker seconded) that the Graduate Dean be advised that the Graduate Council favors the Bath scale explained in the attached memo with the provision that the "F" carry no credit. Meeker amended (Wedin seconded) the motion to include the "A+" grade (4.3 grade points) with the provision that no G.P. A. be reported over 4.0. Amendment passed. Motion passed.

Finnemore then moved (Wildman seconded) that a student with a grade point average below 2.7 on the Bath scale be automatically placed on academic probation and that students with averages less than 3.0 but 2.7 or above be eligible for probation at the discretion of the Graduate Office. Motion passed.

Fletcher reminded the Council of two pending agenda items, the formulation of a statement of purpose and an election procedure and follow-up discussions on the Graduate College Judiciary. The Council will not meet on November 17. Members are asked to submit winter quarter schedules as soon as possible so that a regular meeting time may be chosen.

  
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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

November 28, 1972 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Wedin  
Wheelock  
Wildman


Fletcher called the meeting to order at 9:05 and explained that a Tuesday meeting time was not possible because of class conflicts. Therefore, the Council meeting times for winter quarter will be 1:00 to 3:00 p.m. on December 20, January 10, January 24, February 7, and February 21 in 209 Beardshear. (Please note change in meeting place.) Fletcher announced that information on liability insurance, workman's compensation, and safety standards had been received from Warren Madden and would be duplicated for distribution to Council members.

The Council then reviewed the status of the GRADUATE STUDENT HANDBOOK in light of discussion at the Graduate Faculty meeting on November 16. Wildman moved (Wheelock seconded) that the Council reaffirm its position that a maximum stipend level was neither desirable nor workable and also recommend that the Graduate Faculty be asked to vote on retention of the stipend maximums as soon as feasible. Motion passed. Bath suggested that a statement of supporting arguments for the Council position be prepared and the Council agreed to his suggestion.

Graduate Council participation in the faculty meetings on the Corbett report was also discussed. Finnemore agreed to attend the January 9 meeting and Bath the January 12 meeting, which are both concerned with grading scale, probation, and the "D" grade.

In considering future agenda items, the Council decided to invite John Corbett to the December 20 meeting to discuss with him the Council's alternative grading proposals. It was also decided to invite Art Sandeen and Dan Griffen to the December 20 meeting for follow up discussion on the Graduate College Judiciary. Bath suggested that the Council discuss the T. W. Turnage memo on grievance and early termination procedures. Both that memo and the responding memo will be distributed with the minutes.

Finnemore moved (Wheelock seconded) that the Council accept the statement of purpose draft. During discussion several revisions were made and agreed upon. Motion passed. Discussion was begun on election procedures and revisions suggested. The final version of the statement of purpose and a revised draft of election procedure are attached to the minutes.

  
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Anna Lou Haggard, Secretary

## GRADUATE COUNCIL

### A. Statement of Purpose

The Graduate Council provides a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College on questions of policy which concern the direction and process of graduate education at Iowa State University. It is a working group which meets at least monthly during the academic year. It consists of six elected members of the Graduate Faculty and three elected graduate student members. Procedures for the election of members are found in Section B.

The Council considers both new policy matters and the continuing revision of existing Graduate College policies. As a representative body, it provides a cross-section of faculty and student opinion during the early stages of policy formulation, allowing a fuller discussion of issues than is possible at meetings of the entire Graduate Faculty. Policy recommendations produced by discussions between the Council and the Graduate College staff are submitted to the Graduate Faculty for approval. Suggestions for new policies and policy revisions may be submitted to the Graduate Council by members of either of its constituent bodies--the Graduate Faculty and graduate student body--or by the Graduate College administration. In order to assure continuing contact with the constituent bodies, the Council reports to them formally at least once a year, with a copy of the report to the Graduate Dean.

The Graduate Council is responsible for the revision and updating of the GRADUATE STUDENT HANDBOOK and the proposed GRADUATE COLLEGE PROCEDURES GUIDE. In addition, subcommittees of the Graduate Council hear grievance and early termination of appointment appeals and function as the Graduate College Judiciary.

### B. Election Procedures (DRAFT)

#### I. Membership

The Graduate Council consists of six elected Graduate Faculty representatives--two each from the Physical Sciences division, Biological Sciences division, and Social Sciences and Humanities division--and three elected graduate student representatives, one from each division. Assignment of faculty members to divisions is made on the basis of departmental affiliation according to a departmental list kept in the Graduate Office. A new Graduate Faculty member is assigned to a division when joining the Graduate Faculty. A faculty member may be reassigned to another division at his or her request. Assignment of graduate students to divisions is made on the basis of the student's major department.

#### II. Terms

Faculty members of the Graduate Council serve for two year terms and may not succeed themselves. One faculty representative is elected from each division each year. Graduate student members serve for one year terms and may be re-elected one time.



II. Terms (con't)

Unexpired faculty terms are filled by the Graduate Council from the list of nominees for the position. Unexpired student terms are filled by the Graduate Student Senate.

III. Supervision of Elections

The Graduate Office supervises election of Graduate Faculty members of the Graduate Council. The Graduate Student Senate supervises election of student members.

IV. Eligibility

All members of the Graduate Faculty are eligible for Graduate Council membership except those with the title of President, Vice President, Dean, Director, Associate Dean, Associate Director, Assistant Dean, Assistant Director, Department Head, or Department Chairman. All graduate students are eligible for membership except those on academic probation.

V. Nomination and Election Process

Faculty members--a nomination ballot is sent to the Graduate Faculty on which a Graduate Faculty member may nominate a member of his or her division for a vacant position on the Graduate Council. The three Graduate Faculty members receiving the highest number of nominations within each division are placed on the ballot. Election is by written secret ballot; the candidate receiving the most votes for each vacancy is elected. Ties are decided by lot.

Student members--the Graduate Student Senate determines nomination and election processes for student members of the Graduate Council.

VI. Graduate Council Organization

The Graduate Council elects a chairperson from among its members. A member of the Graduate Office staff serves as non-voting secretary. Six members of the Graduate Council constitute a quorum.

GRADUATE COUNCIL MINUTES  
December 20, 1972 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the Council to order at 1:10 p.m. A brief discussion of future agendas for the Graduate Council centered upon the status of the Graduate College Notes. The Council agreed that reorganization and clarification of that document is the next major agenda item.

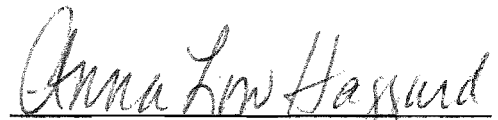
Thomas W. Turnage, a member of the Graduate College Committee on Grades and Grading, commented upon the grading scale recommendations of that committee and gave the following letter grade correspondence:

3.6 - 4.0 = A  
2.6 - 3.5 = B  
1.6 - 2.5 = C  
.6 - 1.5 = D  
.0 - .5 = F

There was discussion of the "A" and "F" truncation and some discussion of the committee's recommendations on grading of research.

Thomas Goodale, secretary to the All-University Judiciary, explained the workings of the University judicial system, case load, and types of cases taken. Arthur Sandeen commented upon the composition and idea of a Graduate College Judiciary. Both Sandeen and Goodale expressed the opinion that such a judiciary should deal with social as well as academic cases.

Council members present agreed to invite Dan Griffin to a future meeting to discuss required approvals for a Graduate College Judiciary.

  
Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES  
January 10, 1973 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 1:10 p.m. The minutes of the December 20 meeting were distributed and approved as circulated.

The Council then discussed the status of the Graduate College Judiciary. Council members continued to express reluctance to include social problems under the purview of the Graduate College Judiciary. It was decided to invite Dan Griffen to meet with the Council on January 24 to discuss implementation of the provisions for disciplinary procedures contained in the GRADUATE STUDENT HANDBOOK.

Dean Zaffarano met with the Council for part of the session to comment upon the statement of purpose and election procedure for the Graduate Council. Zaffarano objected to the exclusion of department heads and chairmen from Council membership but after some discussion the Council decided to maintain their original position. Procedure for presenting the statement to the Graduate Faculty was agreed upon. Graduate Faculty members will receive the draft copy with an invitation to submit comments to the Council. The Council will consider suggestions and prepare a final draft for presentation to the Graduate Faculty at their end of the quarter meeting.

The next meeting of the Council will be January 24 at 1:00 in 209 Beardshear to discuss the Graduate College Judiciary with Dan Griffen and to begin work on organization of a Graduate College Procedure Guide.



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Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

January 24, 1973 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 1:15 p.m. The minutes of the previous meeting were approved as circulated. The distribution of the Council's Statement of Purpose and Election Procedure to the Graduate Faculty was noted. Council members were informed that responses from the Graduate Faculty would be duplicated and circulated prior to the February 7 meeting.

Dan Griffen met with the Council for the first half of the meeting to discuss the Graduate College Judiciary. He explained that the All-University Judiciary took a social problems approach to disciplinary cases. In response to questions by Council members, he stated that two cases involving graduate students had come before the All-University Judiciary this year, both of them involving academic dishonesty. He also said that graduate students had not been represented on the All-University Judiciary when the two cases were heard. When asked for suggestions for efficient operation of the Graduate College Judiciary, he advised the appointment of one investigative person, a semi-fixed schedule of punishments, and a definition of a Graduate College ethic. During the discussion of the feasibility of a more specific ethical statement, Finnemore distributed a semi-humorous list of prohibitions.

After the interview with Griffen had ended, the Council decided to send a letter to Dean Zaffarano expressing concern that graduate students are not represented on the All-University Judiciary.

The Council then considered a memo from Dean Zaffarano asking for a final proposal on grading scale. Finnemore and Meeker were appointed as a subcommittee to draft the Council position.

A draft table of contents for the proposed Graduate College Procedure Guide was distributed.

At the next meeting (February 7 at 1:10 p.m. in 209 Beardshear) the Council will prepare a revised Statement of Purpose and Election Procedure and a memo with recommended action on grading scale.

  
Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES  
February 7, 1973 Meeting

Present: Bath  
Fields  
Finnemore  
Fletcher  
Haggard  
Meeker  
Wedin  
Wildman

Fletcher called the meeting to order at 1:15 p.m. The first item of business was the revision of the Graduate Council Statement of Purpose draft, considering memos received from Graduate Faculty members Barnes, Kempthorne, Lewis, Pesek, Sanderson, and Scruggs. Revisions are reflected in the draft attached to the minutes. Responses to individual memos were noted for Dean Zaffarano's information. Major changes in the draft centered upon nomination procedures and eligibility. Meeker moved (Wildman seconded) that no two members of the same department serve on the Council at the same time. Motion passed. Wedin moved (Wildman seconded) that a two step nomination procedure be written into the draft. Motion passed. The Council agreed to stand by their earlier proposal that election be by broad scientific discipline rather than by college, especially in light of data presented on Graduate Faculty distribution by college and division.

The Council then considered a final decision on grading scale. A position statement and questionnaire developed by the Meeker-Finnemore subcommittee was discussed along with a ballot incorporating information contained in the subcommittee's memo. Meeker moved (Finnemore seconded) that the Council accept the proposed ballot and forward it to the Graduate Dean. Motion passed.

Wedin inquired if the research grade average was currently being reported separately from the course work grade average as had been provided for in a motion passed by the Graduate Faculty in September, 1972.

A memo from the President of the Graduate Student Senate regarding thesis costs was distributed to Council members. Information will be gathered on that topic prior to the February 21, 1973, Graduate Council meeting (1:00 in 209 Beardshear).

  
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Anna Lou Haggard, Secretary

## GRADUATE COUNCIL

### A. Statement of Purpose

The Graduate Council provides a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College on questions of policy which concern the direction and process of graduate education at Iowa State University. It is a working group which meets at least monthly during the academic year. It consists of six elected members of the Graduate Faculty and three elected graduate student members. Procedures for the election of members are found in Section B.

The Council considers both new policy matters and the continuing revision of existing Graduate College policies. As a representative body, it provides a cross-section of faculty and student opinion during the early stages of policy formulation, allowing a fuller discussion of issues than is possible at meetings of the entire Graduate Faculty. Policy recommendations produced by discussions between the Council and the Graduate College staff are submitted to the Graduate Faculty for approval. Suggestions for new policies and policy revisions may be submitted to the Graduate Council by members of either of its constituent bodies--the Graduate Faculty and the graduate student body--or by the Graduate College administration. In order to assure continuing contact with the constituent bodies, the Council reports to them formally at least once a year, with a copy of the report to the Graduate Dean.

The Graduate Council is responsible for the revision and updating of the GRADUATE STUDENT HANDBOOK and the proposed GRADUATE COLLEGE PROCEDURE GUIDE to keep them in accord with policy changes approved by the Graduate Faculty and changes in Graduate Office administrative procedures. In addition, subcommittees of the Graduate Council hear grievance and early termination of appointment appeals and function as the Graduate College Judiciary.

### B. Election Procedures

#### I. Membership

The Graduate Council consists of six elected Graduate Faculty representatives--two each from the Physical Sciences division, Biological Sciences division, and Social Sciences and Humanities division--and three elected graduate student representatives, one from each division. Assignment of faculty members to divisions is made on the basis of departmental affiliation according to a departmental list kept in the Graduate Office. Jointly appointed members are assigned to only one department for election purposes. A new Graduate Faculty member is assigned to a division and department when joining the Graduate Faculty. A faculty member may be reassigned to another division at his or her request. A jointly appointed faculty member may change his or her departmental affiliation to another represented in the joint appointment upon request. Assignment of graduate students to divisions is made on the basis of the student's major department.

## II. Terms

Faculty members of the Graduate Council serve for two year terms and may not succeed themselves. One faculty representative is elected from each division each year. Two of the graduate student members serve for one year terms with the third serving a two year term. The two year term rotates among the three divisions.

Unexpired terms are filled by the Graduate Council from the list of nominees for the position. Unexpired student terms are filled by the Graduate Student Senate.

## III. Supervision of Elections

The Graduate Office supervises election of Graduate Faculty members of the Graduate Council. The Graduate Student Senate supervises election of student members.

## IV. Eligibility

All members of the Graduate Faculty are eligible for Graduate Council membership except those with the title of President, Vice President, Assistant Vice President, Dean, Director, Associate Dean, Associate Director, Assistant Dean, Assistant Director, Department Head or Department Chairman.

No more than one member of any academic department may serve on the Council at any given time.

All graduate students are eligible for membership except those on academic probation and those on non-degree admission status.

## V. Nomination and Election Process

A nomination ballot is sent to the Graduate Faculty on which a Graduate Faculty member may nominate one member of his or her division for a vacant faculty position on the Graduate Council. Any Graduate Faculty member receiving five nominations from his or her division is placed on the nomination ballot for his or her division. Nomination is by written secret ballot; the three candidates receiving the most votes are placed on the election ballot. The candidate receiving the most votes on the final ballot is elected. Ties are decided by lot.

The Graduate Student Senate determines nomination and election processes for student members of the Graduate Council. See Appendix I for Graduate Student Senate guidelines for the election of representatives.

## VI. Graduate Council Organization

The Graduate Council elects a chairperson from among its members. A member of the Graduate Office staff serves as non-voting secretary. Six members of the Graduate Council constitute a quorum.

APPENDIX I

GUIDELINES FOR SELECTING GRADUATE COUNCIL REPRESENTATIVES

- 1) Three members of the graduate student body shall be elected; two for a one-year term and one for a two-year term.
- 2) The three members shall be one each from the general areas of Biological Sciences, Physical Sciences, and Social Sciences. If vacancies cannot be filled from the respective areas the senate shall proceed as it deems reasonable to fill these vacancies.
- 3) The two-year term shall rotate in order from Social Sciences, Biological Sciences, to Physical Sciences.
- 4) Representatives seeking election should expect to be able to fulfill that term. If however, a representative cannot fill his term, a replacement shall be appointed by the president of the Graduate Student Senate (GSS) subject to senate approval to fill the remainder of that term.
- 5) Elections shall be conducted by the elections committee of the GSS. Since members of the graduate council need not be senators, it is suggested a letter explaining the position and requesting interested persons to contact the elections committee be sent to all department heads in the area for which a graduate council representative is being sought. Dissemination of such material to all graduate students in the respective departments should be delegated to department heads and graduate student senators. Interested persons should attend the GSS meeting at which elections are held.
- 6) Provided none of the three representatives to the graduate council are on the executive council of the GSS, one of the three representatives shall be appointed as an ex-officio member of the executive committee of the GSS by said committee. This proviso is to insure a communications link between the graduate council and the GSS.
- 7) Elections will be held to coincide with election of faculty members i.e. during spring quarter.
- 8) The GSS may at any time alter these guidelines as necessary.

Note: An alternative may be to have a graduate student body election rather than a GSS election if it could be administered by someone other than the senate.



GRADUATE COUNCIL MINUTES  
February 21, 1973 Meeting

Present: Bath  
Fields  
Finnemore  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Wildman presided in Fletcher's absence. The minutes of the previous meeting were approved as circulated. Wedin explained the planned presentation of the revised "Graduate Council Statement of Purpose and Election Procedure" at the February 22 Graduate Faculty meeting.

Wildman inquired if further information had been found about the implementation of keeping three QPA's for graduate students. No information was available, but the secretary will check on the matter before the next meeting.

The Council discussed the proposed method of adding graduate students to the All-University Judiciary pool with the understanding that at least one graduate student would sit on a case involving a graduate student. Nicol stated that he felt the Graduate Student Senate would be extremely reluctant to accept such a scheme; he agreed to discuss it personally with Dean Zaffarano.

Referring to the Nicol memo on rising thesis costs, the Council attempted to define problems relating to the thesis. It became apparent that the thesis cost question could not be isolated from other thesis issues. Wedin moved (Meeker seconded) that the Council recommend to Dean Zaffarano that an ad hoc committee be formed to study the entire thesis issue. Motion passed. Wildman agreed to write a memo to the dean summarizing the main points of the Council discussion.

The Council then moved to a short discussion of research grading before adjourning at 2:50 p.m.

  
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Anna Lou Haggard, Secretary

\*Council members are reminded to send their spring schedules to the secretary as soon as possible.

GRADUATE COUNCIL MINUTES  
March 23, 1973 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 10:10 with the announcement that the Council would adjourn by 11:30 a.m. Council members were reminded of meetings on April 13 and April 27 from 10:00 to 12:00 in 209 Beardshear.

It was reported that early tabulations showed the Graduate Council Statement of Purpose and Election Procedure receiving faculty approval.

A memo from Wedin to Fletcher was circulated which related the response of some of the members of the College of Home Economics to the election procedure. All points of the Home Economics position were discussed, and the Council agreed with Finnemore's suggestion that the election procedure be tried for a few years subject to revision by future Councils if problems should develop with representation. The mechanics of the upcoming election were discussed briefly.

Nicol reported on the progress that had been made in having graduate students named to the All-University Judiciary and read a memo from Dan Griffen to Vice Presidents Layton, Christensen, and Zaffarano discussing arrangements for the addition of graduate student members. Wedin moved (Meeker seconded) that the Council request Dean Zaffarano write to Vice Presidents Layton and Christensen noting that the plan for adding graduate students to the All-University Judiciary had met with a positive reaction from the Council and that it is the Council's understanding that graduate disciplinary cases involving academic violations will be first referred to the Graduate College Judiciary. Motion passed. Nicol moved (Wedin seconded) that the Graduate Student Senate be consulted by the Council through the student representatives on the Council for recommendations of graduate students willing to serve on the All-University Judiciary. Motion passed.

The Council then turned to the Guide to Graduate Office Procedures and considered their intent in taking on the project. It was generally agreed that the Council would write down existing procedures and make suggestions for changes when they seemed appropriate. The first chapter on admissions was discussed, and the secretary agreed to look up answers to some questions and provide a draft second chapter prior to the next meeting.

  
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Anna Lou Haggard, (Secretary)

GRADUATE COUNCIL MINUTES  
April 13, 1973 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 10:00 a.m. Minutes were approved as circulated. The secretary was asked to check on the status of the Graduate College Judiciary negotiations.

The Council first worked on the election of new Council members. A request for nomination form was approved, joint appointees were assigned to one department for election purposes and a schedule was set for conducting the election.

The results of the grading survey were discussed. Council members felt that the response to the first seven questions was fairly clear while the results on the research grading questions were ambiguous. Wildman moved (Wedin seconded) that the results of the questionnaire be sent to the faculty along with a specific proposal incorporating the results on the first seven questions. Nicol amended (Meeker seconded) the motion to include a probation line of 2.67 (B-). The amendment was withdrawn when faculty members of the Council pointed out the possible negative faculty reaction to lowering the probation line. The original motion passed unanimously, and the secretary was directed to draft a sample ballot to be discussed at the April 27 meeting.

After a brief discussion of admission requirements, Finnemore moved (Wildman seconded) that all applicants to ISU graduate programs who have graduated from U.S. colleges and universities be required to furnish verbal and quantitative scores on the Graduate Record Examination with the understanding that such scores would be used as an evaluation tool rather than an absolute criteria for admission. Motion passed.

In preparation for the final report, the secretary was directed to search the minutes of previous meetings for actions the Council has taken and to determine the status of Council recommendations prior to the April 27, 1973 meeting at 10 a.m. in 209 Beardshear.

  
Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

April 27, 1973 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

Fletcher called the meeting to order at 10:10. The minutes of the April 13 meeting were approved as circulated. Memos from Dean Zaffarano to Vice President Christensen and from T. G. Goodale to Dean Zaffarano referring to the Graduate College Judiciary were circulated to Council members. Meeker agreed to request four nominees for Judiciary positions from the Graduate Student Senate and to bring their names and resumes to the May 11 meeting.

The secretary reported that a search of the minutes had produced some items of unfinished Council business. The Council agreed how items would be disposed of prior to the final report. Meeker agreed to gather some data on the problem of the half time instructor and associate so that the Council could prepare a position on the stipend ceiling problem.

The following nominees for the open Council seats were certified: Arthur V. Pohm, Robert L. Carstens, Samuel H. Liu (Physical Sciences Division); Alyce M. Fanslow, Geitel Winakor, Dwight Dean (Social Sciences and Humanities Division); and Robert L. Engen and Roger W. Bachmann (Biological Sciences Division). Continuing members in each division agreed to contact the nominees to obtain permission to place their names on the ballot.

The Council considered a draft proposal on grades and grading to be forwarded to the Graduate Dean in hope that it could be sent to the Graduate Faculty prior to the end of quarter faculty meeting. Bath moved (Meeker seconded) that the F+ grade be removed from the scheme. Motion passed. A revised draft is attached to the minutes.

The Council deferred action on the Program of Study Committee draft until the May 11 meeting at 10 a.m. in 209 Beardshear.

  
\_\_\_\_\_  
Anna Lou Haggard, Secretary

To: The Graduate Faculty  
 From: D. J. Zaffarano  
 Re: Grades and Grading in the Graduate College

I. After studying the results of the grading questionnaire which was sent to the Graduate Faculty the week of March 12, it seems that faculty opinion on some issues is clear enough to formulate a specific proposal concerning grading in the Graduate College. An optional expanded alphabetical system without an A+ received most faculty support, given the alternatives presented in the questionnaire. I now need faculty approval of such a proposal and authorization to proceed through administrative channels with it. Accordingly, please indicate your approval or disapproval in Section II below and return this sheet to the Graduate Office (201 Beardshear) by May , 1973.

The part of the questionnaire dealing with research grading did not elucidate a majority position on research grading. Therefore, the whole question of grading research will be further studied and discussed. Perhaps such discussion will be more productive after we settle basic questions about the type of grading system to be used in the Graduate College. Complete tabulations of the questionnaire results are enclosed herewith.

II. Proposed change in Graduate College grading to be submitted to appropriate councils, committees, and administrative officers:

It is proposed that the Graduate College adopt a grading scale which would allow the faculty member to use at his or her option the following notation system for grading in 500 and 600 level courses:

<u>Grade</u>	<u>Quality Point Value</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

The probation line would be set at 2.99. Graduate students with quality point averages (QPA's) between 2.80 and 2.99 may be placed on probation at the discretion of the Graduate Dean. Individuals with QPA's of 2.79 or below would be automatically placed on probation. A 3.00 QPA would be required for graduation.

ACCEPT

I (circle one) the extension of the present grading

REJECT

system contained in the above proposal.

## GRADING QUESTIONNAIRE TABULATIONS

1. Would you be able to utilize a grading scale for 500 and 600 level courses which permits finer divisions than the current A B C D F scale?

YES	NO	NR
315 (63%)	180 (36%)	6 (1%)
  
2. Would you favor a grading scale for all university courses--100 through 600 level--which permits finer divisions than the current A B C D F scale?

YES	NO	NR
238 (48%)	260 (52%)	3 (1%)
  
3. Should graduate and undergraduate students enrolled in the same 300, 400 and 500 level courses be graded on different scales?

YES	NO	NR
135 (28%)	352 (72%)	14 (3%)
  
4. Two scales with finer divisions have been suggested. The Graduate College Committee on Grades and Grading has recommended the decimal scale, 4.0 to 0.0, with the instructor having the option of choosing any interval, as long as the interval is no smaller than 0.1. Under the decimal system course instructors would report a numerical grade. The Graduate Council has suggested the alphabetical scale (A B C D F) with the instructor having the option of using plus and minus grades. The quality point values of the letter grades would be A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F+ = 0.33, F = 0.00. If one of these scales were adopted, which would you prefer?

DECIMAL	ALPHABETICAL	NR
160 (33%)	319 (66%)	22 (5%)
  
5. Whichever grading scale is used, the probation line is set at 2.99, with grades for thesis research not considered in probation decisions. Graduate students with quality point averages (QPA's) of 2.80 to 2.99 may be placed on probation at the discretion of the Graduate Dean. Graduate students with QPA's of 2.79 or below would be automatically placed on probation. Is this probation system better than automatic probation at 2.99?

YES	NO	NR
315 (63%)	174 (35%)	12 (2%)
  
6. Some faculty members have suggested that the A+ grade be available for truly outstanding performance. Would you favor the use of the A+ (4.33)?

YES	NO	NR
147 (29%)	352 (70%)	2 (0%)

7. If the A+ grade were available, would you favor the reporting of QPA's over 4.00?

YES	NO	NR
143 (28%)	344 (69%)	14 (3%)

8. Currently there is no consistent university-wide system for grading research. Both the Committee on Grades and Grading and the Graduate Student Senate have recommended standard policies. Some departments have already instituted consistent departmental policies. Which would you favor?

Standard all-University policy	237 (47%)
Standard policy within depts.	188 (37%)
No standard policy	70 (14%)
NR	7 (1%)

9. The Committee on Grades and Grading has recommended that thesis research be graded the same as course work. The Graduate Student Senate recommends an honors/pass/not pass system for grading research with no quality point values assigned to the grades. Some academic departments favor a pass/not pass system. Which method of grading research would you prefer?

Letter or Decimal Grades	181 (36%)
Honors/Pass/Not Pass	156 (31%)
Pass/Not Pass	152 (30%)
NR	13 (3%)

10. The use of the I (incomplete) in grading research has been discussed. In some departments the I is used until the thesis or dissertation is complete and then all of the I's are changed to a letter grade. The Committee on Grades and Grading has recommended limiting use of the I to three successive quarters in a graduate student's research. How would you like to see the I used in grading research?

Unlimited Use of I	95 (19%)
No Use of I	165 (33%)
Limited Use of I--3 Quarters	228 (45%)
NR	14 (3%)

11. The procedure for assigning the research grade was also discussed. Currently the major professor has full responsibility for evaluating the research, but it has been suggested that research grades might be more objective if they were assigned by the entire committee after meeting with the student at least once a year. There is also the possibility of having the major professor assign the grade, subject to committee review on an annual basis. Whichever grading scale is used, what procedure for assigning research grades would you favor?

Assigned by Major Professor	275 (55%)
Assigned by Major Professor, Committee Review	170 (34%)
Assigned by Committee	47 (9%)
NR	10 (2%)



GRADUATE COUNCIL MINUTES

May 11, 1973 Meeting

Present: Bath  
Finnemore  
Fletcher  
Haggard  
Meeker  
Nicol  
Wheelock

Fletcher called the meeting to order at 10:00 a.m. The minutes of the April 27 meeting were corrected to delete Nicol's name from the list of those present and to note the incorrect first name listed for Dr. Engen.

The Council first discussed changes in wording in the Handbook section on disciplinary procedures suggested by Dan Griffen. Council members agreed that they saw no need to initiate revisions in the Handbook section.

Meeker reported that the Graduate Student Senate had elected the following new student members to the Council: Anjan Bose, Physical Sciences, Richard Peoples, Biological Sciences, and Pamela Bumsted, Social Sciences and Humanities. Four graduate students were recommended for the All-University Judiciary, but only two had submitted information about themselves. The Council therefore deferred action on the prospective nominees.

A memo from T. W. Turnage to Fletcher concerning the grievance and early termination of appointment procedures was discussed. Council members agreed that such procedures were not designed to supplant departmental solutions to problems but rather to safeguard the student in assuring that Graduate College procedures would be followed. A response to the memo will be drafted for consideration at the May 22 meeting.

The Council then turned to the election. Ballots from the three divisions were available and were counted, resulting in a tie in the Social Sciences division. Since no deadline had been set, Meeker moved (Bath seconded) that ballots be accepted until noon on May 14 and the candidate with a plurality at that time would be declared the winner. Motion passed. Finnemore moved (Nicol seconded) that in view of an error in the listing of a candidate's name on the Biological Sciences ballot, a revised ballot be sent to the members of that division. Motion passed. Council members agreed that the revised ballot would have a 5 p.m. May 18 return date and would be tallied at noon May 21.

Some discussion was begun on the Program of Study committee draft, but due to time limits, the Council postponed final action on the draft until the May 22 meeting.

  
Anna Lou Haggard, Secretary

GRADUATE COUNCIL MINUTES

May 22, 1973 Meeting

Present: Bath  
Fletcher  
Haggard  
Meeker  
Nicol  
Wedin  
Wheelock  
Wildman

New Members Present: Bachmann  
Bose  
Bumsted  
Dean  
Person

Fletcher called the meeting to order at 2:20. All members introduced themselves, and the election of Dr. Roger Bachmann as the new Biological Sciences division representative was announced. The minutes of the previous meeting were approved with a spelling correction.

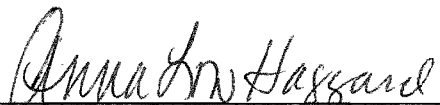
Information on the prospective nominees to the All-University Judiciary was distributed. The Council discussed how many nominees to send to President Parks and whether or not to rank them. Wedin moved (Wildman seconded) to accept Patricia Hale, Winston Richards, and Leon Young as nominees. Motion passed. Nicol moved (Bath seconded) to rank the nominees in the following order: Young, Hale, and Richards. Motion passed. Fletcher agreed to send the names and relevant information to President Parks with a copy to Dan Griffen.

A draft response to T. W. Turnage's memo on grievance was discussed and revised. Bath moved (Wedin seconded) that the reply be forwarded to Turnage. Motion passed.

The Council then worked on its first annual report to the Graduate Faculty and the Graduate Student Senate. Meeker moved (Nicol seconded) that the new Council review the minimum stipend levels inasmuch as the maximum level had been changed. Motion passed. Wildman moved (Bath seconded) that the Council accept the revised report and present it to the Graduate Faculty and the Graduate Student Senate. Motion passed.

The next agenda item was the draft Graduate College Note on the Program of Study Committee. After some discussion, Meeker moved (Nicol seconded) that the draft be sent back to the Graduate Office for a re-write. Motion passed.

Wildman was unanimously elected Graduate Council chairperson for the 1973-74 academic year. The new Council briefly discussed items for future consideration before adjourning at 4:15.

  
Anna Lou Haggard, Secretary

May 22, 1973

To: The Graduate Faculty  
The Graduate Student Senate

From: The Graduate Council

#### FIRST ANNUAL REPORT

The Graduate Council was established by Dean D. J. Zaffarano in June of 1972 to function as a major channel of communication between the Graduate Faculty and the administrative structure of the Graduate College. This action was taken on the basis of a recommendation from the Graduate Student-University Relationships Committee. The new Council was to function as a representative body of the Graduate Faculty to consider policies and procedures in the Graduate College before recommending formal action to the Graduate Faculty. At the September 1, 1972, meeting the Graduate Faculty ratified the action of the Dean. Although the first Council was appointed, it was with the understanding that replacement would be by faculty election, and the new Council was charged with the task of formulating a procedure for elections. As might be expected with a newly-created body, some time was spent during early meetings in discussion of the role of the Council in the administrative structure of the Graduate College, the relationship of the Council to its constituent bodies, and appropriate concerns of the Council. These preliminary discussions helped clarify ideas which were later incorporated in the Graduate Council Statement of Purpose and Election Procedure.

#### Statement of Purpose - Election Procedure

The Statement of Purpose and Election Procedure drafted by the Council was sent to the Graduate Faculty in January, 1973; faculty members were invited to send suggestions and criticisms to the Council for further discussions. All responses from the Graduate Faculty were discussed by the Council, and revisions were incorporated into the statement. The results of the revision process were presented to the Graduate Faculty and discussed at the February 22, 1973, Graduate Faculty meeting. The revised Statement of Purpose and Election Procedure was then submitted to the Graduate Faculty on a mail ballot and was approved.

#### Graduate Student Handbook

Another major project which occupied the Council for a large portion of fall and winter quarters was the transformation of the first draft of the Graduate Student Handbook prepared by the Committee on Graduate Student-University Relationships to a finished publication. Corrections and revisions had been made on the basis of faculty response to the Handbook draft circulated on August 1, 1972; these were presented to the Graduate Faculty by the Chairman of the Council at

the September 28 faculty meeting. The Handbook was accepted at that faculty meeting with the provision that any section formally objected to in writing by any department or faculty members would not be considered official until approved by the Graduate Faculty. Objections which were raised by the Graduate Faculty were discussed at the November 16, 1972, meeting and sent to the faculty for a vote. The finished Handbook contained Graduate College policies that apply to graduate students as degree candidates and university employees. The Council consistently took the position that the Graduate Student Handbook should be viewed as a statement of the minimum criteria and regulations which apply to all graduate students, and that departments are free to set additional standards and regulations so long as the students are informed of them.

During the work on the Graduate Student Handbook, the Council discovered several problem areas which did not lend themselves to rapid solution. It became apparent during revision discussions that the English requirement was a source of concern to large numbers of the Graduate Faculty and graduate students. Since this issue seemed a significant one, the Council recommended that the English requirement be studied in depth by a special committee. An ad hoc committee was appointed during fall quarter but has not yet reported to the Graduate Faculty.

#### Grades and Grading

During the year the Graduate Council has also undertaken followup work on the Corbett committee report on grades and grading in the Graduate College. The Council worked up an alternative grading scale scheme, devised a detailed questionnaire to sample faculty opinion on the whole grading issue, and has formulated a final proposal for changing to a plus and minus system.

#### Discipline Procedures

The Graduate Student Handbook contains the first formal statement of student discipline procedures within the Graduate College. The procedures were formulated with the understanding that only the graduate student's academic relationship to the Graduate College was within the purview of the Graduate College's discipline system. The Graduate Council has helped to secure required university approvals for the Graduate College Judiciary Committee. Graduate students will also be named to the All-University Judiciary. The procedure for naming graduate students to the All-University Judiciary is that the Council requests suggestions from the Graduate Student Senate and, based upon the Senate's recommendations, sends nominations to President Parks.

#### Other Actions

Memos to the Council from both students and faculty regarding the degree time limit, thesis costs, and the like, have raised significant

questions about the thesis requirements. Council members felt that the thesis issue was sufficiently complex to require an in-depth study and thus recommended to the Graduate Dean that an ad hoc committee be appointed to re-examine the question of the thesis.

The Graduate Council recommended to the Dean that all applicants to ISU graduate programs who have graduated from U.S. colleges and universities be required to furnish verbal and quantitative scores on the Graduate Record Examination with the understanding that such scores would be used as an evaluative tool rather than an absolute criterion for admission.

### Continuing Concerns

When appointed by Dean Zaffarano, the Council was asked to undertake the task of refining and codifying existing Graduate College Notes into an integrated document. Some preliminary work was accomplished in this area, and the Council feels that this duty should be a continuing agenda item. The Council sees such a task as the initial step in replacing the current Graduate College Notes system with a more consistent and efficient method of communicating Graduate College procedures to the Graduate Faculty.

Another continuing issue is the question of the feasibility and desirability of stipend maximum limits. The Council recommended that stipend maximums be eliminated, but university approval of this change has not been obtained although the stipend maximum has been increased. The stipend maximum issue is related to a larger issue which has cropped up from time to time, the relationship of instructors and associates who are also graduate students to the university and to the Graduate College, a relationship which has implications outside of the Graduate College.

Another item should be further examination of the relationship of the Council to the administrative structure of the Graduate College and to the Graduate Faculty as a whole in light of first-year experience.

In accordance with Graduate Council election procedure, elections were conducted to fill vacancies left by expiring terms. New faculty members elected to two-year terms on the Council were Dr. Dwight Dean, Social Sciences and Humanities division, Dr. Arthur W. Pohm, Physical Sciences, and Dr. Roger Bachmann, Biological Sciences. Student members elected to one-year terms are Anjan Bose, Physical Sciences, Richard Person, Biological Sciences, and Pamela Bumsted, Social Sciences and Humanities.

\*Lehman B. Fletcher, Chairman

John A. Bath

\*Eva B. Fields

\*Douglas K. Finnemore

\*Jeff B. Meeker

\*Ken Nicol

\*Walter F. Wedin

Thomas D. Wheelock

Ruth B. Wildman

292-2420  
3915 Quaker

\*Members whose terms expire May 31, 1973.

MEMBERS OF 1972-73 GRADUATE COUNCIL

Lehman B. Fletcher, Chairman

John A. Bath

Eva B. Fields

Douglas K. Finnemore

Jeff B. Meeker

Ken Nicol

Walter F. Wedin

Thomas D. Wheelock

Ruth B. Wildman