

GRADUATE COUNCIL MINUTES

July 2, 1973

Present: Bachmann  
Bath  
Bose  
Dean  
Wheelock  
Wildman

The minutes of the May 22, 1973 meeting were approved.

Wildman announced the appointment by Dean Zaffarano of an ad hoc committee to study "The dissertation" (its role in graduate education, its purpose, its format and the many problems and inconsistencies from department to department and major professor to major professor) in response to a recommendation from the Graduate Council (Feb. 21, 1973 meeting). Members of the new committee are D. K. Finnemore, Chairman, A. E. Bergles, R. L. Engen, J. C. Gordon, K. G. Huntress, R. P. Manatt and G. Winakor. The Council deemed unnecessary any further instructions to the Committee at this time.

The Council members worked on the tentative draft of "Guidelines for Program of Study advisory committee members and for major professors." Wildman will discuss the suggested changes with Dean Zaffarano.

The title "Graduate College Policies and Procedures" was chosen to replace "Guide to Graduate Office Procedures" for the proposed working document. Opinions of Council members on implementation of the assignment will be relayed to Dean Zaffarano.

The Council briefly considered two memos from Dean Zaffarano that were delivered at the time of the meeting. He requested opinions from the Council on (1) a statement on "Graduate College policy for Satisfactory-Fail grading in courses offered at I.S.U.," and (2) possible changes in policy as a result of recent action by the General Faculty which admits assistant professors to that body as voting members. The Council requested clarification of several points. Discussion was delayed until further information could be obtained.

Council members present indicated that they felt no immediate need for regularly scheduled meetings with the Graduate Deans. They preferred to request meetings on an as-need-arises basis but appreciated Dean Zaffarano's offer to consider whatever lines of communication the Council would find helpful.

Wildman asked members to send her their fall quarter schedules as soon as possible in order to plan a regular meeting time for the Council.

Ruth B. Wildman

GRADUATE COUNCIL MINUTES  
August 1, 1973

Present: Bachmann  
Dean  
Pohm  
Wheelock  
Wildman

Minutes of the last meeting (July 2, 1973) were approved without changes. Wildman announced the appointment by Dr. Parks of Patricia Hale and Leon Young to serve on the All-University Judiciary. Council members were reminded to submit their fall quarter schedules to the Chairman as soon as they are known.

Wildman reported on her meeting with Dean Roderuck (July 30, 1973) to discuss Council recommendations from the July 2nd meeting re the draft of "Guidelines for Program of Study Advisory committee members and for major professors." Most of the objections have been resolved and changes will be reflected in a revised draft. The changes will be further discussed with Dean Zaffarano when he returns to Ames. The Council expressed concern that a major issue in philosophy (i.e., whether the P.O.S. committee or the department has ultimate authority and to whom the P.O.S. committee is responsible) should be resolved and made clear in a statement from the Graduate College. Council members requested transfer of "B.I. Review progress of student at regular intervals, re: courses and research" from a responsibility of the committee to a responsibility of the major professor. The rationale expressed was that annual review meetings with the entire committee are "unproductive" and that an individual professor can be of greater service to more graduate students if relieved of this duty as a committee member than if he or she had to cut back on the numbers of committees to permit fulfilling the responsibilities of an annual review.

In considering the proposed statement on "Graduate College policy for Satisfactory-Fail grading in courses offered at I.S.U.," the Council unanimously agreed that the Graduate Faculty will balk at voting on this issue until the problem of research grading has been tackled, or at least they will want to include research as one of the special categories entitled to S-F as a grading option. Clarification was requested on the complications of requesting approval for the S-F option: must it be requested each time the course is offered? (590 is used in different ways at different times); when and where is the course to be "so designated"?

The Council agrees that the recent action of the General Faculty to admit assistant professors as voting members presents an unusual situation when an assistant professor also happens to be a graduate student. Logistically, the possibility of approval of any advanced degree being denied by vote of this very small group is almost nil. If the Graduate Dean feels that the newly created situation weakens the standards of graduate education at Iowa State University, the Council believes that he should say so directly rather than assembling peripheral reasons for changing the current policy of permitting assistant professors to study for advanced degrees while here. Before

making any specific recommendation or elimination of this privilege, the Council would prefer to study (if requested) the impact on the entire University including information on how many assistant professors currently are studying for advanced degrees at Iowa State, how long they have been working on them, and how their respective departments view this relationship.

Ruth B. Wildman

GRADUATE COUNCIL MINUTES  
Sept. 13, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

The minutes of the last meeting (August 1, 1973) were approved without changes. Copies of Graduate Council Business, Graduate College Notes on "Guidelines for Program of Study Advisory Committee Members and for Major Professors," a list of forms used in Graduate College requiring signature of DOGEs, and a directory of Council members were distributed.

Wildman brought to the attention of the members that, instead of requiring an annual review of the student's progress by the P.O.S. Advisory Committee, the revised draft (Sept. 4, 1973) reflects a compromise, i.e., "the student is entitled to have his or her progress reviewed by the committee periodically."

The Council decided that it should be pointed out in this Graduate College Note, who specifically has the responsibility of approving the committee appointment. It was recommended that the wording be changed to read as follows:

...The Committee appointment is approved by the DOGE  
(Department Officer in Graduate Education) and the  
Graduate College. Each committee member should ...

Wildman agreed to report the recommended changes to Dean Zaffarano.

Re Dean Zaffarano's proposed statement on "Graduate College Policy for Satisfactory-Fail Grading in Courses Offered at I.S.U.," Wildman relayed the Dean's suggestion that S-F grading credits be limited to 6 or 12 for total program of study. Wheelock raised the question of research. Bath wondered who will monitor the system. Dean suggested that "independent study" would be more appropriate for S-F grading and questioned whether special topic listings would have to be approved every quarter. Person mentioned the possibility for abuse. The Council, in general, felt that there should be a statement of philosophy discouraging the use of S-F grading for any substantial part of the program of study. A change was recommended in the proposed statement to read as follows:

GRADUATE COLLEGE POLICY FOR SATISFACTORY-  
FAIL GRADING IN COURSES (NOT RESEARCH)  
OFFERED AT I.S.U.

In graduate programs of study, only seminars, symposia, independent study, or experimental courses may have the option of being graded on a Satisfactory-Fail (S or F) basis. Departments must request and receive approval from the Curriculum and Catalog Committee through the

Graduate Office for eligible courses which should be so designated in the course offerings.

The secretary was instructed to find out the current status of 590 usage.

The Council then discussed possible change in Graduate College policy permitting assistant professors to be graduate students. The Council indicated that the number of assistant professors wishing to pursue Ph.D. degrees at I.S.U. probably is statistically insignificant but wished to go on record to discourage such practice for the reason that it may lower the standards of graduate education and faculty quality at I.S.U.

The next item on the agenda was workshops and short courses. The Council was in agreement with the Dean that the number of credits on workshops and short courses should be limited to prevent possible abuse. Further discussion was postponed pending the report of H. Crawford's Committee.

Wildman reported that the secretary to the Council is responsible for writing GRADUATE COLLEGE POLICIES AND PROCEDURES this year, subject to discussion and approval by the Council. Members were asked for suggestions. It was agreed that GRADUATE COLLEGE POLICIES AND PROCEDURES should follow the general format of the GRADUATE STUDENT HANDBOOK and that there should be an index for easy reference.

Wildman initiated discussions on revisions in the GRADUATE STUDENT HANDBOOK. Dr. Thomas Turnage, Head of Department of Psychology, brought to the attention of the Council in a series of memos last year, that the grievance procedures in the GRADUATE STUDENT HANDBOOK were not specific enough to cover certain circumstances. He has requested that the Council deliberate on this problem and make recommendations. Pohm, Wheelock, and Bachmann felt that professional people should judge professional competence and that, if, due to factors of personalities or politics, a committee is not fair to the student, the Graduate Office should look into the situation concerning these factors. Most members hold the view that the best thing to do is to work out some grievance procedures within the committee or within the department. Bumsted and Bose suggested that some recourse should be left with the student should any unfairness on the part of the committee exist. The Council deferred action at this point, until copies of the Turnage memos can be made available to Council members for further study. Copies of the Turnage memos are to be sent with the minutes of this meeting.

The last item on the agenda, possible change in policy to permit a Ph.D. to work toward a second Ph.D. degree at Iowa State, was briefly discussed. Members are to deliberate on the ramifications of such a situation during the next meeting which will be held on Thursday, September 27, from 8 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Sept. 27, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Wildman called the meeting to order at 8 a.m. Copies of the directory of Graduate College Committees and the Sept. 18, 1967 letter by Dean Page stating Graduate College policy on P-F grading were distributed. And copies of lists of Experimental Courses, Off Campus Courses, Workshops and Short Courses were distributed to members for reference during the meeting.

The minutes of the last meeting (Sept. 13, 1973) were approved as circulated.

Wildman observed that the final version of the Graduate College Notes (pp. 247-249) on "Guidelines for Program of Study Advisory Committee Members and for Major Professors" had been sent to all graduate faculty members, and that it reflected the changes recommended by the Council as stated in the minutes of the last meeting. The secretary was instructed to acquire copies and send them to the three student members of the Council.

The Council then turned to item 3 on the agenda, credit limitations on courses taken S-F. Wildman relayed Deans Zaffarano and Ulmer's views that experimental courses should not be included in courses eligible for S-F grading because many experimental courses are at the forefront of a field and will become catalog (major and minor credit) courses that should be a graded part of the program of study. Dean Zaffarano feels the term "S" in "S-F grading" needs clarification. The Council discussed what "S-F grading" really means and deliberated on guidelines for use. Wildman read to the Council members the Graduate College Curriculum and Catalog Committee's proposed statement on this subject. Most members of the Council expressed dissatisfaction with and confusion over the meaning of the statement.\* Members felt that, in general, inside the program of study the department should make the decision on S-F grading, and outside of the program of study the student should have the option of taking courses P-NP. Bose moved (Wheelock seconded) that the Council takes the position that the Curriculum and Catalog Committee's statement, dated Sept. 26, 1973, is inappropriate for the following reasons:

1. Letter grading of research currently is pending but has not been resolved.
2. Although not intended by the Curriculum and Catalog Committee, the statement denies the student the option of taking on a P-NP basis any course listed in the Graduate Catalog as acceptable for major or minor graduate credit.

---

\*Wildman contacted Chairman T.D. McGee, Sept. 28, 1973, who explained the intent of the last sentence is as follows: "The Committee recommends that all courses for major and minor credit (unless otherwise specified in the Graduate Catalog) will be offered only on a graded basis except for (1) research (2) 1-credit courses, and (3) R-credit courses for which S-F grading is allowed." The 1-credit courses would include seminars, symposia, and special topic offerings.

Therefore, it is in conflict with p. 10 of the GRADUATE STUDENT HANDBOOK: "With the approval of the advisory committee chairman, a graduate student who has filed an approved program of study may take other courses not required by the program of study on a pass/not pass basis."

Motion passed. It was decided that Wheelock will draft a rewording of the Council's statement on this subject for Council action at the next meeting.

The secretary reported that according to Dean Zaffarano, a list of instructors and assistant professors currently enrolled as graduate students is being compiled by computer and will be available in two weeks. Members of the Council agreed to defer action pending the data.

The Council reviewed the lists of Experimental Courses, Off Campus Courses, Workshops and Short Courses. Action was deferred pending a report by H. Crawford's Committee.

On the status of a Ph.D. seeking a second doctorate at I.S.U., Wildman reported that Dean Karas has already approved two cases. The Deans generally feel that there is no reason at present to disapprove such practice so long as the second Ph.D. degree is in a different major and that the candidate does not displace another who does not have a Ph.D. After some discussion, the Council went on record to say that it is in sympathy with the Deans' position, but wishes to caution that there may be criticism alleging discrimination against candidates who hold Ph.D. degrees. Current emphasis on "excellence" and "interdisciplinary research" should be considered. The Council recommended that cases be dealt with on an individual basis.

The next item on the agenda was graduate students' concerns. Question was raised as to whether a department can change its foreign language requirement in the middle of the student's course of study at I.S.U., when the student came to this University under the impression that foreign language was not required. (At the time of the student's admittance, it was stated in the catalog that it may be relevant in individual cases to specify competence in one or more languages; it was assumed that this is a Program of Study Advisory Committee decision.)

Members of the Council also discussed the possible need for a firm policy on time limit for formation of the Program of Study Advisory Committee, to prevent procrastination, whether on the part of the student, the adviser, or the major professor, in forming a Committee. Bumsted was asked to draft a statement for the next meeting, and Wildman agreed to discuss the problem with Dean Zaffarano.

A graduate student member of the Council suggested that a re-evaluation of the minimum stipend is in order. Some students feel they should have an option on "fee reduction," since in the case of a student taking only one credit, "fee reduction" (paying a flat rate of \$120.00) is clearly not an advantage for the student.

Another concern of the graduate students was brought to the attention of the Council. It was reported that in some departments, teaching assistants,

although given a nine-month contract, are appointed from quarter to quarter. While this temporary arrangement allows the department the flexibility of appointing teaching assistants according to enrollment needs, it deprives the teaching assistants of insurance and other benefits accorded to regular budget employees.

No action was taken on these problems; however, members are to deliberate on them for further discussion.

The next Graduate Council meeting will be held on Thursday, Oct. 11,  
from 8 to 10 a.m. in 209 Beardshear.

A handwritten signature in cursive script that reads "Annabel L. Liu". The signature is written in black ink and is positioned above a horizontal line.

Annabel L. Liu, Secretary



GRADUATE COUNCIL MINUTES  
Oct. 11, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Pohm  
Wheelock  
Wildman

The meeting was called to order at 8 a.m. Copies of suggested word changes in the GRADUATE STUDENT HANDBOOK and copies of a draft of the first section of the GRADUATE COLLEGE POLICIES AND PROCEDURES on admission to the Graduate College were distributed.

The minutes of the last meeting (Sept. 27, 1973) were approved as circulated.

Wildman read to the Council the Oct. 4, 1973 memo from Dr. Thomas D. McGee, Chairman of the Graduate Curriculum and Catalog Committee, explaining the GC & C Committee's position on S-F grading. Wildman reported that Dean Zaffarano is sympathetic to the Council's suggestion of allowing experimental courses to be graded on a S-F basis; however, he wished to stipulate that any given course should only be offered three times on an experimental basis. This idea was subsequently incorporated in the Wheelock draft of the Council's statement on S-F grading. The Council discussed the draft and recommended minor revisions. Bose moved (pohm seconded) that the statement be adopted as revised. Motion passed. The revised statement is attached to the minutes. After a brief discussion, Pohm moved (Bath seconded) that the Council recommends that all experimental courses be designated by the letter "X" following the course number and that the meaning of "X" be explained on the transcript. Motion passed.

Members then turned to item 3 on the agenda, numbering of graduate courses. Differences between special topic courses and experimental courses were discussed. It was suggested that special topic courses should be those that are offered only intermittently, whereas experimental courses will be designated as such with the understanding that they will become regular catalog courses if successful. Departments differ in the use of letters following 590; in some departments the letters designate areas of specialization while in other departments they represent a succession of course offerings. The Council felt that the whole thing needs clarification and that a computer program should be so devised that titles of special topic courses can be printed on the transcripts to identify the content (particularly when different courses use the same number). Pohm agreed to convey these views to and request clarification from the Graduate Curriculum and Catalog Committee. Discussion ensued on whether to designate 599 for research on the master's level and 699 for research on the doctoral level. It was the view of several members that such a distinction is artificial since many students proceed directly toward the Ph.D.s; rather, a distinction could be made so that 699 means thesis research, and 599, special topic (non-thesis) type of research. The possibility of using 591 instead of 599 for special topic type of research to tie it in with 590 was mentioned. No action was taken on this subject.

The Council took up item 7 on the agenda to consider the list of suggested word changes in the GRADUATE STUDENT HANDBOOK prepared and requested by Bumsted and made the following decisions: (See attached list.)

1) The Council recommended changing "usually required" to "required." After some discussion, the change proposed for line 10 was dropped, and instead, members agreed to recommend that a whole sentence, starting on line 9, continuing to line 11 and reading, "Any appointment of committee members beyond the recommended numbers should be explained in a memo attached to the 'Recommendation for Committee Appointment' form" be deleted.

2) Wildman observed that the Graduate College sends to each department an "Overdue P.O.S. Listing" every spring to prod formation of P.O.S. committees. Members suggested that at the same time a notice should also be sent to each student involved. In addition, the Council recommended that the second sentence under Program of Study on page 8 of the GRADUATE CATALOG be inserted in paragraph 2 on page 3 of the GRADUATE STUDENT HANDBOOK to read as follows:

The student, working in conference with the major professor and advisory committee, develops a program of study, a listing of course work required for the degree. This should be submitted for approval by the end of the third quarter in residence. Each student's program of study should ...

3) and 4) The Council recommended no changes.

5) After some discussion, members of the Council agreed to recommend that the first two sentences be deleted from the second paragraph under Graduate Research Assistantships on page 13 and a footnote be inserted on the same page under the Table to read as follows:

\*Although the official University guideline is 22 hours per week for half-time service, the widely varying demands of duties make it nearly impossible to set a specific work week.

6) Action was deferred.

7) The Council agreed to changing "should be" to "are."

8) The Council recommended no changes.

9) The Council recommended deleting the first sentence in Part A, Section II on page 37 on the ground that the following sentence makes the preceding one superfluous. Members recommended that no changes be made on line 9.

Item 4a on the agenda, time limit for formation of P.O.S. committees, was covered by a recommended revision of the GRADUATE STUDENT HANDBOOK item 7, 2) on the agenda .

Re item 4b, Wildman reported that Iowa State is the only one of the three state universities in Iowa that has the policy of fee reduction for graduate assistants. The entire fee structure currently is under study by an inter-university committee.

Wildman also explained money allocation problems necessitating employment of teaching assistants in a few departments by quarters rather than on the usual nine- or twelve-month basis. She reported that the Personnel Office will allow a quarterly appointed T.A. insurance benefits if the department is willing to submit a statement that the T.A. will be employed 9 (or 12) months.

There was no time to discuss items 5, 6, and 8 on the agenda. They were deferred until the next meeting which will be held on Thursday, Oct. 25 from 8 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COLLEGE POLICY FOR SATISFACTORY-FAIL GRADING  
IN COURSES (NOT RESEARCH) OFFERED AT I.S.U.

The course work component of graduate programs of study should consist predominantly of courses taken on a fully-graded (A-F) basis. It should include no more than a few credits earned on a Satisfactory or Fail (S or F) basis of grading. Furthermore, credits can only be earned in this way by taking courses which have received approval for S or F grading by the Curriculum and Catalog Committee. Normally only seminars, symposia, experimental courses,\* and special topic study conducted on a one-to-one, student-to-instructor, basis will be approved. Departments must request approval of S or F grading for specific courses from the Curriculum and Catalog Committee through the Graduate Office. Usually this approval must only be obtained once for any given course.

The preceding statement does not preclude a graduate student from taking courses not listed on the program of study on a pass/not pass basis as provided by the GRADUATE STUDENT HANDBOOK.

\*Any given course may not be offered on an experimental basis (therefore S-F) more than three times.

Suggested Word Changes in the GRADUATE STUDENT HANDBOOK:

- 1) p. 3, para. 1, l. 5, "usually required" to "required"  
l. 10, "should" to "must" or "will"
- 2) p. 3, para. 2 & 3, section on Program of Study, time limits to be stated here
- 3) p. 5, para. 2, l. 1, "is expected" to "will" or "must"
- 4) p. 12, para. 4, l. 2, "may" to "will" and strike the third sentence in para. 4
- 5) p. 13, para. 3, re:  $\frac{1}{2}$  time R.A.  
A maximum hours per week for  $\frac{1}{2}$  time R.A. should be established and stated.
- 6) p. 13, para. 4, l. 4, "should expect" to "will receive"
- 7) p. 14, para. 4, l. 9, "should be" to "are" or "are to be"
- 8) p. 14, para. 3, l. 6, may take 30 vacation days, etc. to "accrues 30 vacation days per calendar year, to be taken at the convenience of the department"
- 9) p. 37, Section II, Part A, l. 1, "should be" to "is"  
l. 9, "shall" to "will"

Pam Bumsted

GRADUATE COUNCIL MINUTES  
Oct. 25, 1973

Present: Bachmann  
Bath  
Bose  
Dean  
Liu  
Person  
Wheelock  
Wildman

Wildman called the meeting to order at 8 a.m. Copies of the Graduate Curriculum and Catalog Committee's Oct. 24, 1973 statement on S-F grading were distributed. The minutes of the last meeting (Oct. 11, 1973) were approved with a typing correction.

Wildman reported that Dean Zaffarano was pleased with the Council's recommended statement of Oct. 11, 1973; however, the Graduate Curriculum and Catalog Committee's new statement, as distributed, eliminated experimental courses for S-F grading. Members observed that the Oct. 24 GCCC statement was vague in certain points and omitted the stipulation that the approval of S-F grading must only be obtained once for any given course. Members felt that while the Oct. 24 GCCC statement is brief and might be more appropriate for insertion in the Catalog had that been the intention, the Council's Oct. 11 statement is clearer and therefore more desirable for the purpose of defining S-F grading policy in a Graduate College Note as intended. Nevertheless, it was pointed out by a member that the Graduate Council serves mainly as a sounding board, and that since the Council had already made its view clear on this subject in its Oct. 11 statement, there would be no need for further action. Accordingly, it was decided that Wildman would write a memo to Dean Zaffarano stating the Council's official position on the Oct. 24 GCCC statement. Wildman added that the Graduate Curriculum and Catalog Committee currently is trying to clarify 590 so that it would not be one number for many different course offerings as it is at present. Wildman also reported that the question of how many times an experimental course may be given is now being studied by the University Curriculum Committee.

Item 1 on the agenda was deferred pending clarification by Pohn who also serves on the Graduate Curriculum and Catalog Committee.

Wheelock was requested to provide members with the background of "Master of Engineering in X." According to Wheelock, the College of Engineering grants professional oriented Master of Engineering degrees mostly to off-campus students, and the candidate for a M.E. degree is not required to write a thesis but has to take a minimum of 52 credits. When the policy of granting non-thesis M.S. degrees went into effect, many among the engineering faculty felt that the M.E. degree would become obsolete since it requires 7 more credits than the non-thesis M.S. and therefore would not be preferred by the students. Consequently, they voted this year to abolish the M.E. degree. There are others on the engineering faculty, however, who feel strongly that M.E. serves a different educational objective (e.g., meeting a professional need) and should not be abolished. These faculty members subsequently proposed

to establish the "Master of Engineering in X" degree. Discussion ensued as to whether a distinction should be made between a thesis and a non-thesis M.S. A member of the Council maintained that there should not be such a distinction for the reasons that the trend in many universities now is toward granting non-thesis M.S. for a fifth year of study, and that a candidate for a non-thesis M.S. at I.S.U. usually is required to submit some form of research report which in essence substitutes for a thesis. It was the feeling of others, however, that the thesis M.S. is definitely more research oriented and that not to differentiate the two would tend to encourage students to opt for a non-thesis M.S. and would be unfair to those who do expend the extra time and effort to write a thesis. A member suggested that this problem may be under study by the Engineering Graduate Study Committee and that if it is, it would be premature for the Council to take action on the subject. Action was deferred. Subsequently, Wildman received confirmation from Pohm, Chairman of the Engineering Graduate Study Committee, that the problem will be studied and that graduate students are represented on that committee.

The next item on the agenda was the grievance sections of the GRADUATE STUDENT HANDBOOK. The Council studied the addition to p. 34 of the HANDBOOK proposed by Wildman. Questions were raised concerning the possibility of differences of opinion between a student and the department as to whether the case is one of personality conflicts or that of professional competence. A member of the Council objected to the usage of the word "definitive" in the addition while others were adamant about the department's ultimate authority in judging professional competence. Another problem was mentioned that, in a small department, the DOGE himself may be on the student's advisory committee. After a lengthy discussion, it was decided that Wildman would invite Dr. Turnage to attend the next Council meeting in order to clarify the situation as he sees the problem and make specific suggestions.

The draft of a section on "Admission to the Graduate College" of the GRADUATE COLLEGE POLICIES AND PROCEDURES was discussed, and revisions were proposed and made. However, time did not permit the Council to conclude the revisions.

Wildman reported that Dean Zaffarano was disappointed that the "Thesis Manual Introduction" represented the sole product of the ad hoc Dissertation Committee and wished that the deans and members of the Council would study the document and make recommendations for further work as requested in the original charge to the committee.

It was agreed that, in the future, it would be more appropriate for graduate student members of the Council to present the concerns of graduate students to the Graduate Student Senate and make certain that they reflect the views of the graduate student body before they propose any changes of policy on these subjects to the Council.

The next Council meeting will be held on November 8, from 8 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Nov. 8, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Also attending: Dr. Thomas W. Turnage, Head, Department of Psychology

Wildman called the meeting to order at 8 a.m. Minutes of the previous meeting (Oct. 25, 1973) were approved as circulated.

The Graduate Curriculum and Catalog Committee's Oct. 24 statement on S-F grading, after some revisions, passed the Nov. 7 Graduate Faculty Cabinet meeting and was scheduled to be presented to the Graduate Faculty for discussion at its Nov. 15 meeting.

Dr. Turnage joined the Council to discuss possible amendments or supplements to grievance procedures in the GRADUATE STUDENT HANDBOOK. His suggestion was that, in cases which did not involve malfeasance or procedural errors, the advisory committee should have the final authority in judging professional competence. Bose reported that he had taken the matter to the Graduate Student Senate and that the Senate, after some discussion, passed the following motion:

- The Graduate Student Senate supports a proposal that decisions of professional competence not be overturned by a power higher than departmental level, providing
- (a) the student in question agrees the judgment is on professional grounds, not personality conflicts, etc.
  - (b) graduate students are represented (preferably voting members) on any committee that judges professional competence.

Council members expressed grave reservations concerning the portion of the motion which specifies that graduate students be permitted to judge professional competence. They agreed with Dr. Turnage that judgment of professional competence should begin and end with the advisory committee. Current practice permits a student who is dissatisfied with his or her committee to request changes until the time of the preliminary examination. It was pointed out that if the student feels the case is outside the realm of professional competence, he or she can appeal by following the grievance procedure outlined in the GRADUATE STUDENT HANDBOOK under "Other Grievances." After some discussion, the Council decided to recommend revising page 34 of the GRADUATE STUDENT HANDBOOK to read as follows:



## II. Other Grievances

- A. Judgment of professional competence as demonstrated in preliminary and final examinations is the responsibility of the P.O.S. Committee. The P.O.S. Committee may suggest alternatives to the student if the student questions their decision.
- B. If the student feels that his or her problem does not involve professional competence, he or she may submit the grievance in writing to the ...(continue to page 35)

Pohm reported that although the problem of 590 was on the agenda, the GCCC had not had time to discuss it. Wildman relayed Dean Zaffarano's view that every graduate degree, including the non-thesis M.S., should have some minimum content of creative thinking and creative input. Members of the Council agreed with the Dean except on possible interpretation of this component in the professional degree which may involve another type of creativity and serve a different educational objective. They considered 45 credits including some evidence of independent study adequate for a Master of Engineering degree. The secretary was directed to search the Graduate College Notes for policy on the non-thesis M.S.

The Council then worked on the remaining portion of the draft submitted by the secretary on "Admission to the Graduate College," a section for the GRADUATE COLLEGE POLICIES AND PROCEDURES. It was agreed that the current GRADUATE COLLEGE CATALOG's statement on "Admission of I.S.U. Staff Members" should be inserted in this section. A motion was passed during the Council's April 13, 1973 meeting that all applicants to I.S.U. graduate programs who have graduated from U.S. colleges and universities be required to furnish verbal and quantitative scores on the GRE with the understanding that such scores would be used as an evaluation tool rather than an absolute criterion for admission. Some members pointed out the disadvantages this policy may present in recruiting, such as students inadvertently missing the deadlines or their inability or unwillingness to pay the fee. Subsequently Wheelock moved (Pohm seconded) to rescind the Council's April 13, 1973 motion. Motion passed. The draft was approved as revised, and a copy of the revised draft is attached to the minutes. The secretary was instructed to send copies of the draft to the Graduate Deans and the Dean of Admissions with a request for any final recommended changes or corrections.

Wildman indicated discussion of the "Thesis Manual Introduction" will be the first order of business for the next meeting which will be held on Tuesday, Nov. 27, from 3:10 to 5 p.m. in 205 Beardshear.

Bose mentioned that the Graduate Student Senate would like to be informed of the Council's actions. Members agreed that, in the future, a copy of the Council minutes will be sent to Wayne Rohrbaugh, president of the GSS.



Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Nov. 27, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Also attending: Dr. T. D. McGee, Chairman, the Graduate Curriculum and Catalog Committee  
Dr. D. J. Zaffarano, Dean, the Graduate College

Wildman called the meeting to order at 3:10 p.m. After some discussion, the Council decided to delete the second sentence under A on page 2 of the minutes of the Nov. 8, 1973 meeting. Minutes were approved as revised. Members agreed that a copy of the minutes of future Council meetings should be sent to Dr. McGee and that a schedule of Council meetings be sent to Randy Kehrli, president of the GSB. The latter was requested by Kehrli.

The secretary read the revisions suggested by Dr. G. G. Karas for the draft on "Admission to the Graduate College," a section of the GRADUATE COLLEGE POLICIES AND PROCEDURES, and was instructed to make the revisions as suggested by Dr. Karas.

The Council then worked on the "Thesis Manual Introduction" prepared by the ad hoc Dissertation Committee. Members recommended several changes. Wildman will relay the Council's recommendations to Dean Zaffarano.

The Graduate Faculty at its meeting on Nov. 15, 1973 indicated that a numerical limit on credits allowed to be taken S-F should be set. Since the number of required credits for graduate programs vary greatly among different departments, the Council decided that a percentage limit would be more equitable. Pohm moved and Dean seconded that, in a graduate program of study, up to a maximum of 20% of course work (not thesis research) may be permitted to be graded on a S-F basis. Motion passed.

Since seminars are now among courses which a department can elect to grade S-F, problems may arise in those departments where students are required to present seminars instead of merely attending them. Deans Ulmer and Zaffarano proposed that, in those cases, the department may request another course number to be used for the student-presented seminar with one additional credit to be graded on an A-F basis; the student would also receive one credit (graded S-F) based on attendance at the other seminars presented that quarter.

Dr. McGee and Dean Zaffarano joined the Council. Dean Zaffarano distributed copies of a draft of a Graduate College Note on the form and

content of theses and dissertations and invited members of the Council to express their views on this subject. He explained that the Graduate College Note will deal with the philosophy of this subject while the new "Thesis Manual Introduction" is expected to elucidate the policy. The Council studied the draft and made several recommendations. Discussions ensued on various aspects of the graduate and the professional degrees. Dean Zaffarano felt that this is the time to evaluate what a graduate degree is and what it should be, now that enrollment has stabilized. The consensus of the Council agreed with the Dean that even the non-thesis M.S. should not be simply one more year of course work and should entail at least some minimum content of creative work. The idea of having the M.A. and the M.S. represent thesis degrees at I.S.U. and giving Master of "X" for non-thesis Master's was proposed and discussed, but no action was taken.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Dec. 11, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Also attending: Dr. D. K. Finnemore, Chairman, ad hoc Dissertation Committee

The meeting was called to order at 3:10 p.m. Copies of a revised draft of the Graduate College Note on the form and content of theses and dissertations were distributed. Minutes of the previous meeting (Nov. 27, 1973) were approved as circulated.

The secretary reported on the subject of "adjunct professors" and "collaborators" while Finnemore studied the draft of the proposed Graduate College Note. Finnemore found that he was in general agreement with the draft, although he stressed that he was speaking for himself only and not for his committee; he would like to distribute copies of the draft to members of his committee and obtain their views on the subject. He explained and supported the intent of the Dissertation Committee in requiring the thesis or dissertation to be the work of a single author and to keep the minimum length at around 40 pages. A member of the Council reported that the Graduate Student Senate, during its last meeting, tabled a motion to support the new "Thesis Manual Introduction" and passed a new motion to look into some of the rules on theses and dissertations imposed by the Library and the University, which greatly increase the cost of these documents. The idea of whether a student should be allowed to use his published papers as his thesis or dissertation was discussed. After some discussion, the Council decided to recommend to Dean Zaffarano that several faculty members in the Humanities should be consulted on the draft of the Note. Dr. Wallace Russell, Dean of the College of Sciences and Humanities; Dr. Keith Huntress, Professor of English; and Dr. Harold Sharlin, Professor of History; were recommended. The Council also decided to recommend a change of wording in the last sentence of the first paragraph of the proposed "Thesis Manual Introduction" from "..., and it must be the work of a single author" to "..., and the document should be the work of a single author."

Re "adjunct professors" and "collaborators," the consensus of the Council was that, because of the paper work involved for the major professors, only under rare circumstances should an off-campus collaborator be permitted to serve as the sole major professor; usually there should be a co-chairman. Members also expressed a preference for the term "adjunct professor," especially for those individuals who teach graduate courses and direct graduate research (having earned academic rank and Graduate Faculty membership). They felt that "collaborator" has no academic connotation, and it would be a disservice to so label these faculty members who differ from all other I.S.U. faculty members only in the source of their salaries.

The question was raised as to whether "collaborators," or "adjunct professors," should be designated as such in the Catalog. The secretary was directed to search the catalogs of major universities to see what is the practice at these schools.

The November 15, 1973 issue of the Graduate Research and Development newsletter mentioned the plan of requiring independent study for the non-thesis Master's degree. Subsequently, the Graduate Curriculum and Catalog Committee passed a motion to designate 599 for independent study at the Master's level and stipulated a minimum of 6 credit hours (see GCCC minutes, Dec. 5, 1973).

The secretary reported that Mr. William Yungclas in the Admissions Office made a minor revision on the admission procedure in the draft "Admission to the Graduate College," a section of the GRADUATE COLLEGE POLICIES AND PROCEDURES. She was instructed to type up the final version of the draft and submit it for the Council's final approval.

On Dean Zaffarano's wish that the Council reconsider its views on the grading system, members decided to invite the Dean to attend the next Council meeting and give his opinion on this subject.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Dec. 18, 1973

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Also attending: Dr. D. J. Zaffarano, Dean, the Graduate College

The meeting was called to order. Copies of the agenda were distributed. Minutes of the previous meeting (Dec. 11, 1973) were approved as circulated.

The secretary reported that a search in the catalogs of major land-grant universities and other institutions showed that none of the schools made any designations of adjunct professors/collaborators in their catalogs. It was decided that adjunct professors/collaborators will not be so identified in the ISU catalog.

Mrs. La Dena Bishop, Thesis Editor, has recommended that the Graduate College send a copy of the THESIS MANUAL to every graduate faculty member. Finnemore has further suggested that the forthcoming Graduate College Note on form and content of theses and dissertations be inserted in the MANUAL to make a package. The Council discussed the cost and the advantages of the MANUAL being readily accessible to the graduate faculty members. Pohm moved and Wheelock seconded that the Graduate College send a copy of the THESIS MANUAL, with the Graduate College Note on theses and dissertations inserted, to every graduate faculty member who is presently guiding graduate students. Motion passed.

Dean Zaffarano joined the Council. He reviewed the background of the ISU grading system and explained why he is in favor of the decimal system instead of the letter system. His proposal was to let faculty members have the option of grading students on a finer scale, using a numerical system, or grading according to the letter system, but the grades would be recorded on transcripts only in numbers (e.g., A=4, B=3...). Thus in departments where students are originally graded numerically, the faculty would no longer have to convert the numbers into a letter grade for the computer to translate back to numbers in order to compute the GPA. After hearing the Dean, the Council was in sympathy with his view and suggested that a grading sheet be devised where letter grades and corresponding numbers are both designated so that faculty may choose to circle one or the other. The Dean indicated that he will draft a grading sheet and present it to the Council.

Dean Zaffarano initiated a discussion on the proposal of reserving the M.A. and the M.S. for thesis degrees and giving Master of 'X' for non-

thesis Master's at the December DOGE meeting and asked the DOGEs to solicit reactions from faculty members. Council members indicated that they had not heard any comments on this subject among colleagues in their respective departments.

Pohm explained GCCC's position on designating 599 for independent study for the non-thesis Master's. He stated that the six-hour minimum was used merely as a point of discussion. It seemed that there were some on the GCCC who felt that the specific minimum credit requirement for creative endeavor might have been put in as one more hurdle for the candidate and, as such, would not be educationally meaningful. Those members felt that it should be up to the student's advisory committee to decide the necessary creative content of his program and that number of credits required for independent study should not be legislated. Following Pohm's report, a member of the Council suggested that there be a box on Form 10 for the evaluation of the student's creative work and that the number of hours of independent study be left flexible. This suggestion met with favorable reactions among Council members; however, no formal action was taken.

Dean Zaffarano suggested that issues such as form and content of theses and dissertations should be discussed sequentially by the Council and the GSS, rather than each working on them concurrently. It was suggested that GSS should draft a check list of areas and problems which they would like the Dissertation Committee to consider.

The next Council meeting will be held on Tuesday, January 15, 1974, from 3:10 to 5 p.m. in Room 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Jan. 15, 1974

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wildman

The meeting was called to order. Copies of the minutes of the last meeting (Dec. 18, 1973), the agenda, and a revised draft of "Admission to the Graduate College," a section of the GRADUATE COLLEGE POLICIES AND PROCEDURES, were distributed. The minutes of the Dec. 18, 1973 meeting were approved as distributed.

Wildman reported on the current status of proposed designation of collaborators or off-campus collaborators for the 1975-1977 Catalog and the forthcoming Graduate College Note on form and content of theses and dissertations. Dean Zaffarano has approved sending the THESIS MANUAL, together with the Graduate College Note, to graduate faculty members as recommended by the Council. The Council recommended distribution of the Note to graduate students who are preparing to write a thesis or dissertation. Wildman reported that Dean Zaffarano currently is investigating alternatives in revising the grading sheet for 500- and 600-level courses.

The Council discussed the proposal of giving Master of "X" for non-thesis Master's degree. ~~The Electrical Engineering faculty has voted on~~ *(Members of the graduate faculty in the College of Eng.)* reinstating the Master of Engineering degree; the results will be reported at a later date. Under the proposal described in the ballot, a total of 45 credits, including some creative content, would be required for this professionally oriented non-thesis degree, with the extent of the creative work left with the student's advisory committee. The Council considered the inequities of not differentiating the thesis and the non-thesis degrees. Members agreed that it is impossible to devise a uniform policy equitable for all departments, especially in relation to other institutions and job opportunities. However, the feeling was that it is important to maintain high educational standards and that, non-thesis M.S., when it represents merely a fifth-year of undergraduate study, erodes the standards.

Members then studied the revised draft of "Admission to the Graduate College," a section of the GRADUATE COLLEGE POLICIES AND PROCEDURES. Bath moved and Bachmann seconded that the Council approve the revised draft of the section as distributed. Motion passed.

Bose reported that the Graduate Student Senate passed a motion to request Wayne Rohrbaugh, President of the GSS, to recommend acceptable formats for theses and dissertations. He also mentioned that a motion at



a recent GSS meeting, requesting the Dissertation Committee to study the cost of theses and dissertations, was defeated. Bose will give a more detailed report on GSS actions on this subject at the next Council meeting.

Before adjourning, the Council briefly considered the following problems:

1. Of some students leading a purgatory-like existence, waiting up to three or more years before taking their prelims;
2. Whether prelims should be general departmental examinations or custom-tailored by the P.O.S. advisory committee;
3. Time limit on graduate degrees;
4. Problems both students and faculty face when grants supply financial support for their research projects;
5. Stipends and fee reduction.

In connection with these problems, the Council also explored the idea of giving academic credits to advanced graduate students for teaching courses when teaching is required by the department and/or an essential part of their professional training. This would not totally replace T.A.s on stipends. It was suggested that those credits can be graded either on a S-F or a P-NP basis. Psychology 633 (<sup>methods of</sup> Teaching of Psychology, 3 credits) was mentioned as a possible precedent, but no action was taken by the Council.

Psychology 691E (2 quarters) for teaching practicum.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Jan. 29, 1974

Present: Bachmann  
Bath  
Bumsted  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

The meeting was called to order. The second sentence in the third paragraph of the minutes of the Jan. 15, 1974 meeting was corrected to read: "Members of the College of Engineering graduate faculty have voted on whether to reinstate the Master of Engineering degree." It was also brought to the Council's attention that Psychology 633 is a course on methods of teaching. Psychology 691E, a two-quarter course, is the one in which students receive academic credits for teaching. Minutes of the Jan. 15, 1974 meeting were approved as corrected.

Wildman reported on the following:

1. Dean Zaffarano, in consultation with John Sjoblom, is considering a grading sheet for 500- and 600-level courses on which, in addition to the usual letter grades, a box with a plus and a minus sign would be provided so that both a letter grade and a choice of plus or minus can be indicated. The Council expressed general approval of the proposal but foresees the problem of someone circling A+.
2. The Graduate Deans are in the process of considering suggestions from the English and the History departments on the forthcoming Graduate College Note on form and content of theses and dissertations.

Council members indicated their approval of a proposal to designate only off-campus collaborators in the 1975-1977 Catalog.

Pohm indicated that he will present, at the next Council meeting, the results of the ballot sent to the College of Engineering graduate faculty on whether to reinstate the Master of Engineering degree.

The procedures for election of Council members were discussed.

Possible abuses of giving academic credits to graduate students for teaching courses were considered. Members expressed the view that teaching can be a largely beneficial experience for the graduate students and that many abuses can be prevented if adequate safeguards are provided. It was suggested that departments be encouraged to give academic credits to students for teaching, provided faculty members will supervise the program properly.

The Council deemed a valid concern that students who engage in research projects funded by grants may have to prolong their career at I.S.U. because of their service value to the projects. Wildman discussed the problem with

Dr. G. G. Karas who will try to relate length of time in obtaining a graduate degree and the source of stipend. It was suggested that cases of students who had to request extensions be studied to see how many of them were supported by grants.

For the agenda of the next Council meeting, a member suggested that the Council should consider all factors in the evaluation of the quality of graduate faculty. Should research be the only criterion used in evaluating faculty quality and department standing? The Roose-Anderson report was cited as a case in point. Several Council members expressed the opinion that the contributions and impact of graduates in society, education, industry, and government also should be considered.

The next Council meeting will be held on Tuesday, February 12, from 3:10 to 5 p.m. in 205 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
Feb. 12, 1974

Present: Bachmann  
Bath  
Bose  
Bumsted  
Dean  
Liu  
Pohm  
Wheelock  
Wildman

The meeting was called to order. Minutes of the January 29, 1974 meeting were approved with minor corrections.

Wildman reported that, according to the GCCC minutes, the Dissertation Committee has presented an up-to-date report. The secretary was instructed to check with Mrs. Bishop to see whether or not copies of the THESIS MANUAL will be mailed as a package with the forthcoming Graduate College Note on form and content of theses and dissertations before the Graduate Faculty meeting on February 21, 1974. Wildman also reported that (1) Dean Zaffarano will present the statement on S-F grading in courses other than research for a vote and a revised grading sheet for consideration at the Graduate Faculty meeting, and (2) the GCCC has approved designation of off-campus collaborators in the 1975-1977 Catalog.

Pohm reported that an overwhelming majority of the College of Engineering graduate faculty voted to reinstate the M.E. degree (112 for and 17 against); however, another ballot must be sent to the College of Engineering general faculty and be approved before the proposal becomes official policy. In the event the M.E. degree is officially reinstated, some departments in the College of Engineering will have two options -- to offer either the thesis M.S. and the M.E. or the thesis M.S. and the non-thesis M.S. Pohm indicated that a general guideline statement will be issued by the GCCC.

Bachmann explained the reasons of abandoning the statistical approach of relating length of a student's stay and the source of his stipend. However, inquiries will be made during the interviews of students prior to their leaving the university to study possible correlations.

The procedures for election of Council members were discussed. It was decided that cards will be sent to the new faculty members whose disciplines fall between two divisions so that they may choose to affiliate with one or the other. Members also suggested requesting faculty members to coordinate their efforts in nominating candidates for Council membership and possibly requiring a minimum of five signatures for nominations.

Wildman reported that two copies of the Roose-Anderson report have been located. Members will take turns in studying the report and discuss it at a later date.

While studying the Table of Contents of GRADUATE COLLEGE POLICIES AND PROCEDURES, members raised the questions of how official procedures are arrived at and what constitutes formal policy. It was pointed out that, since GRADUATE COLLEGE POLICIES AND PROCEDURES is intended to be a handbook for graduate faculty members, it should first define the graduate faculty, the structure and functions of the Graduate College, and the policy-making procedures. Discussion ensued on whether or not the handbook should be comprehensive in coverage or keyed to complement the GRADUATE STUDENT HANDBOOK, the GENERAL CATALOG, the GRADUATE COLLEGE CATALOG, THE CHART, and the FACULTY HANDBOOK.

A sample title page was presented to the Council in connection with the suggestion that the thesis and dissertation title page include the signatures of all committee members. Some members of the Council indicated that committee members cannot possibly check all final corrections in a thesis or dissertation and that the main burden will be on the student who must round up the signatures. Other members were favorably disposed toward the proposal. The final consensus seems to be that it should be optional.

The next Council meeting will be held on Wednesday, March 13, 1974, from 12 to 2 p.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
March 13, 1974

Present: Bachmann  
Bath  
Bumsted  
Dean  
Liu  
Person  
Wheelock  
Wildman

Minutes of the February 12, 1974 meeting were approved.

Wheelock reported that the Engineering Faculty, in a meeting held on March 7, 1974, discussed the issue of the Master of Engineering degree and decided to vote on a written ballot later.

Wildman reported on the following:

1. The Graduate College Note on form and content of theses and dissertations will be issued in the near future;
2. Both the GCCC and the Graduate Cabinet approved the proposal, endorsed by the GSS, to include signatures of all committee members on thesis and dissertation title pages;
3. First printing of the current THESIS MANUAL will be distributed to all graduate faculty members who are directing research;
4. Two discussion meetings were scheduled by Dean Zaffarano for graduate faculty members to air views on creative content of non-thesis Master's degrees, policy for S-F grading in courses other than research, and grading of graduate level courses (other than research). Council members were urged to attend one of the two meetings, to be held on Friday, March 15 and Tuesday, March 19. Members of the Council agreed that in the future it would be appropriate for a member of the group (e.g., Graduate Council or GCCC) which had studied a major problem and recommended action to present the rationale for the decision at a Graduate Faculty meeting. A written ballot also should include some explanations of pros and cons for those who did not attend the Graduate Faculty meeting at which the action was discussed.

The procedures for election of Council members were discussed. It was decided that the nomination request forms will follow the format of those used last year; however, members of the Graduate Faculty will be encouraged to coordinate their efforts in nominating potential candidates to ensure the requisite five nominations. Graduate faculty members are also urged to notify the Graduate Office if they are classified incorrectly. The secretary is instructed to prepare the nomination request forms (one for each division) and mail them to all graduate faculty members based on their division affiliations.

In connection with discussion of evaluation of the quality of graduate colleges, a member brought to the Council's attention an article published in the Sociological Quarterly. The secretary will make copies of the article and distribute them to members of the Council.

Council members decided to assume responsibility for separate sections of GRADUATE COLLEGE POLICIES AND PROCEDURES and work on them individually. The work was divided as follows: Pohm, Section 7; Bose, Section 13; Wheelock, Section 12; Bachmann, Section 4; Person, Section 6; Dean, Section 8; and Bath, Section 1 & 5. The secretary has prepared a draft on Section 3, and Bumsted and Wildman will divide work on the rest. Members will study the current Graduate College Notes on subjects in the section(s) selected and cross-index relevant information in the GENERAL CATALOG, the GRADUATE COLLEGE CATALOG, the FACULTY HANDBOOK, and the GRADUATE STUDENT HANDBOOK. The Graduate Dean will be requested to write an introduction.

Wildman reported that Dean Zaffarano wishes to employ a person in the Graduate Office to judge English proficiency of graduate students, i.e., initially to check on quarterly reports of research assistantship and dissertation fellowship recipients supported by the Graduate College, with the eventual possibility of administering English proficiency tests to all graduate students. Members of the Council favored early testing to see whether or not a student is proficient in English before he or she begins to write a thesis or dissertation. The Council will study and discuss, at the next meeting, the report prepared by the ad hoc committee on Graduate College English requirements.

Dean Zaffarano has been invited to present his views on interdisciplinary programs at the graduate level to the Council at a future meeting.

It was decided that the Council will meet alternate Mondays from 8:15 to 10 a.m. on the following days: March 25; April 8, 22; and May 6, 13. The next meeting (March 25, 1974) will be held in 205 Beardshear, while 209 Beardshear has been reserved for the April and May meetings.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
March 25, 1974

Present: Bachmann  
Bath  
Bose  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Wildman called the meeting to order and made the following announcements:

1. Bumsted is no longer on campus and has resigned from the Council. The GSS has been notified of the resignation.
2. Dean Zaffarano will attend the April 22, 1974 Council meeting to present his views on interdisciplinary programs at the graduate level.

Minutes of the March 13, 1974 meeting were approved as circulated. Copies of an article from the Sociological Quarterly, a Table of Contents (for GRADUATE COLLEGE POLICIES AND PROCEDURES) prepared by Wildman, and page 224 of the Graduate College Notes were distributed.

Wheelock and Wildman presented brief reports on the Graduate Faculty discussion meetings of March 15 and March 19, respectively.

Wildman reported that Dean Zaffarano reacted favorably to recommendations made by the Council at the last meeting. (See paragraph 3 of Council minutes, March 13, 1974.)

The Council held a lengthy discussion on the ad hoc committee report on Graduate College English requirements. Alternate ways of certifying level of English proficiency were explored. Members generally agreed that there should be a minimum performance level for competence in written communication but differed on methods of evaluation. Most members of the Council preferred an early screening test for graduate students provided it is constructed properly and administered uniformly.

The secretary reported that Graduate Council nomination request forms will be mailed to all Graduate Faculty members in a week.

A new Table of Contents of GRADUATE COLLEGE POLICIES AND PROCEDURES showing the format of listing cross references was studied. Members will report on their respective sections at the next Council meeting which will be held on April 8, 1974 from 8:15 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary



GRADUATE COUNCIL MINUTES  
April 8, 1974

Present: Bachmann  
Bath  
Bose  
Liu  
Person  
Wheelock  
Wildman

The meeting was called to order. Copies of the minutes of the previous meeting and agenda for the current meeting were distributed. Minutes of the March 25, 1974 meeting were approved as distributed.

Bose reported that the GSS supported the ad hoc committee's majority report on Graduate College English requirements. Most members of the Council felt, however, that demonstration of competence in written English should be a Graduate College requirement, not a departmental requirement. The Council, therefore, went on record in support of the minority statement of the ad hoc committee report with Bose dissenting. The possibility of administering an objective, uniform screening test in lieu of an essay test to all incoming graduate students was considered. It was suggested that the test should be somewhat like the GRE but constructed to test the student's ability on clarity of expression and logical presentation of thoughts. Those who fail the test could be provided with help in the form of a short course, and borderline cases could be given a follow-up essay test. The Council will investigate possibilities of locating a satisfactory test and offer other constructive suggestions for carrying out the intent of the minority statement. Testing English ability of foreign students was also discussed, although the subject was not a part of the ad hoc committee report.

The secretary reported on the state of nominations for Council seats. Two in Physical Sciences and one each in Biological Sciences and Social Sciences and Humanities divisions received five or more nominations. Deadline for submitting nominations has been set at April 10, 1974.

The Council then discussed the possible content of GRADUATE COLLEGE POLICIES AND PROCEDURES and considered alternate ways of organizing the material. Question was raised as to whether or not GRADUATE COLLEGE POLICIES AND PROCEDURES will be the ultimate authority, and it was decided that for general information, the GRADUATE COLLEGE CATALOG should be the ultimate authority, while GRADUATE COLLEGE POLICIES AND PROCEDURES will provide cross references and supplementary, specific information for graduate faculty members. The secretary was instructed to prepare a work sheet for members of the Council each of whom will present, at the next meeting, a Table of Contents for his or her respective section(s), a rough draft of the section(s), and the completed work sheet.

The next Council meeting will be held on April 22, Monday, from 8:15 to 10 a.m. in 209 Beardshear. Dean Zaffarano will join the Council to discuss interdisciplinary programs in the Graduate College.



---

Annabel L. Liu, Secretary

Date: April 9, 1974

To: The Graduate Council

From: Anjan Bose

Subject: Report of ad hoc Committee on Graduate College English requirements

I agree with the majority report and find the minority argument unconvincing. The two main reasons given by the minority opinion to reinstate a college-wide English examination are:

(1) Since it is desirable that all graduate students be able to express themselves clearly, such ability should be established by a diagnostic examination early in their programs. However, there are numerous other qualities that are desirable for graduate students (e.g. intelligence, speaking ability, leadership, etc.) and the absurd conclusion of such an argument would be to have a battery of diagnostic tests for incoming graduate students.

(2) Since the general standard of writing ability in the scientific community is lower than it should be, all graduate students should be given an exam and the unsuccessful ones be given remedial courses. However, graduate students do not make up the whole scientific community and by a similar argument we should make it mandatory that all faculty members take an English exam. I am sure the faculty would accept this with as much enthusiasm as graduate students have. If the competency in English of the scientific community is indeed bad, the fault lies at the high school and early college level. An exam to identify a small percentage of graduate students (who, in turn, comprise a small percentage of the scientific community) is not only unfair but also ineffective in solving the larger problem.

In this whole controversy a very important consideration is left out. A graduate student whose native language is not English has to prove a much lower level of competence in English because it is assumed that (a) he will go back to his native country and (b) he is competent in his own language. Both assumptions are questionable, if not totally false. The fact is that it is easier to find people who can write correct English than those who can deal in nuclear physics. The percentage of the American scientific community born and raised in non-English-speaking countries should vouch for the fact that it is possible to be a competent specialist in this country without a high level of competence in English. This is why it is more reasonable that individual departments set their own English requirements. It should be obvious to anybody that a graduate student in History needs to have a better grasp of the English language than someone in Mathematics. Aside from establishing that a college-wide English exam is unnecessary, the two separate exams for foreign and native students also establishes a double standard and all the discrimination that stems from it.

However, I am not implying that competency in English for graduate students is not desirable. On the contrary, I feel that all encouragement should be given to those who want to improve their English. I think that if a department or P.O.S. committee feels that a particular graduate student needs a better grasp of English to be competent in his field, it should be able to require the

student to meet such standards. I also feel that accepting papers and theses written in incorrect English does a disservice to this university and the graduate students concerned. But, to set up a college-wide diagnostic exam without considering departmental or individual needs and knowing that over 90% of those that take it will pass, seems to only establish another one of those insulting, 'mickey-mouse' requirements that students are so weary of. I think the last two committees studying the English requirement have reflected my sentiments. The majority report of the last committee even provides for departmental requirements and encourages individual initiative in improving competency in English. The minority report and the opinion of the other members of the Graduate Council seems to take a step backward from the present policy to the one that was in effect before the last two committees had made their recommendations.

GRADUATE COUNCIL MINUTES  
April 22, 1974

Present: Bachmann  
Bath  
Bose  
Dean  
Liu  
Person  
Pohm  
Wildman

Also attending: Doctors D. E. Outka and D. E. Goll

Minutes of the April 8, 1974 meeting were approved as circulated. It was decided that the last meeting in May will be held on the 20th instead of the 13th as originally scheduled so that the Council may hold a joint meeting with new members.

The secretary reported that a total of nine Graduate Faculty members (three in each division) received the necessary five nominations. An election ballot was prepared, listing nominees under different divisions and requesting the individual Graduate Faculty member to indicate his or her division and to vote in that division. It was suggested that a note be inserted in the ballot to stress that one may only vote in his or her division, not in all three divisions.

Bath reported that he discussed the possibility of locating an English proficiency screening test with Dr. John Menne in the Student Counseling Service. Menne indicated that, to his knowledge, there is no suitable screening test available except the verbal portion of the GRE which tests both grammar and organization. However, he expressed some doubts concerning the effectiveness of such a test in assessing the student's ability to express himself in writing. A question was also raised concerning determination of the cut-off point. Bose, whose statement dissenting from the Council's position was distributed with the agenda of this meeting, argued against setting up a uniform standard for all graduate students, pointing out that different levels of competence in English are needed for different disciplines. The current practice of allowing a lower level of English competence for foreign students was also discussed. The Council did not come to a unanimous conclusion on methods of implementing support for the minority statement of the ad hoc committee on Graduate College English requirements.

The Council discussed the handbook, GRADUATE COLLEGE POLICIES AND PROCEDURES. Members submitted (or will submit in the near future) for their section(s) of the handbook: (1) cross-index listings, (2) a body of information from old Graduate College Notes re-written in the style of current GC Notes (with notation of sources), and (3) a worksheet indicating areas needing up-dating, relocation, checking for current validity, or consideration of policy changes.

Drs. Outka and Goll joined the Council. Members were informed that Dean Zaffarano was called to Des Moines on urgent business and was unable to attend the meeting as planned. Dr. Outka reviewed the historical background of the Molecular, Cellular, and Developmental Biology (MCDB) program of which he is Acting Chairman. According to Outka, the intention of setting up interdisciplinary programs is to pull together research interests and talent from different areas. These programs also may serve as caretakers in presenting interdisciplinary courses. However, since MCDB crosses college as well as departmental lines, there are administrative problems. He spoke of the necessity of setting up a model system for interdisciplinary programs so that there can be a clear chain of administrative command, with needs of students and faculty members involved in the programs adequately considered. Both Outka and Goll would like to see a budget allocated to MCDB and funded through the Graduate College. Another alternative, which is equally acceptable to them, would be to affiliate the MCDB program with the College of Science and Humanities. Outka and Goll also answered questions from Council members concerning the actual operations of the MCDB program.

Members agreed to invite Dean Zaffarano to discuss interdisciplinary programs at the Graduate level at the next Council meeting which is scheduled for May 6, 1974, from 8:15 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
May 6, 1974

Present: Bachmann  
Bath  
Bose  
Dean  
Liu  
Person  
Pohm  
Wheelock  
Wildman

Also attending: Dr. D. E. Outka  
Dean Zaffarano

Copies of the agenda for the May 6, 1974 meeting and Graduate Council Annual Report for 1973-74 were distributed. Minutes of the April 22, 1974 meeting were approved as circulated.

The secretary reported that, as of 8 a.m., May 6, vote counts indicated that Dr. Harry T. Horner, Jr. (Biological Sciences Division), Dr. Maurice A. Larson (Physical Sciences Division), and Dr. Alyce M. Fanslow (Social Sciences and Humanities Division) will be elected. Following last year's practice, Council members decided that ballots be accepted until noon on May 8. When the election results are ascertained, Wildman will invite the three new members to attend the next Council meeting to be held on May 20, 1974. Bose reported that the GSS election of graduate student members of the Council was to be held on the evening of May 6. Bose would keep Wildman informed of the outcome of the student election and invite new student members to attend the next Council meeting.

Wildman announced that, at the May 20th meeting, Council will elect a new chairman for the 1974-75 academic year.

Wildman collected rough drafts of sections for the GRADUATE COLLEGE POLICIES AND PROCEDURES from members. The secretary is to assemble and work on the rough drafts and prepare a master worksheet for the next Council.

The Council re-evaluated its role. The consensus seemed to be that hammering out policies at quarterly Graduate Faculty meetings can be, and often is, a long process, and, to facilitate policy making, consideration might be given to charging the Council with more responsibility than merely that of a sounding board. During the discussion, members proposed the following as possible actions by the Council toward improving communications between the Graduate Faculty and the Graduate College and expediting the policy-making process:

- (1) invite input from standing College committees;
- (2) suggest that each department appoint or elect a liaison officer who would be informed of Council activities, submit appropriate matters of concern to the Council for consideration, and occasionally attend a Council meeting for briefing;
- (3) notify departments of Council business periodically, probably through the mechanism suggested in (2);

- (4) assume a role similar to that of the departmental Graduate Executive Committee (in many departments) in digesting routine matters and defining positions on policy matters to be presented to the Graduate Faculty;
- (5) function much like a political platform committee in generating majority and minority positions, defining alternatives, and opening them to a vote by the Graduate Faculty;
- (6) initiate proposals concerning policy changes with the Graduate Faculty holding veto power by more than a 50% (or 60%) majority.

Members then studied a proposed draft of the Graduate Council Annual Report prepared by Wildman. The report is to be part of the June issue of the Graduate College newsletter to Graduate Faculty. The Council recommended that the foregoing comments on improving the effectiveness of GC function be included in the report.

Dr. Outka and Dean Zaffarano joined the Council. Dean Zaffarano solicited recommendations on whether or not to add minutes of the Graduate Faculty meeting to the Faculty Newsletter. Previously, these minutes were "in-house" information and were not distributed to Graduate Faculty. The Council's reaction was affirmative. The next Graduate Faculty meeting is scheduled for Thursday, May 23, 1974.

Dean Zaffarano discussed the existing and potential interdisciplinary graduate programs, commenting that ISU is unique in having so many thriving interdisciplinary programs. However, he pointed out that they are difficult to administer, the basic problem being that, under the present administrative framework, faculty members serving in interdisciplinary programs do not receive proper credit for their work and contribution. Consequently, there is general reluctance to serve, especially among young faculty members. In spite of the problems, the Dean believes that interdisciplinary programs should not administer budgets or present courses. Given these responsibilities, he feels, these programs gradually would develop into regular departments and lose the flexibility and the cross-disciplinary nature. The Dean, Outka, and Council members then discussed possible measures which may minimize administrative difficulties inherent in the nature of inter-departmental programs.

The next Council meeting will be held on Monday, May 20, from 8:15 to 10 a.m. in 209 Beardshear.



---

Annabel L. Liu, Secretary

GRADUATE COUNCIL MINUTES  
May 20, 1974

Present: Bachmann  
Bath  
Bose  
Dean  
Liu  
Person  
Wildman

New members present: Horner  
Larson  
Pantalone, C.  
Pantalone, D.  
Tabatabai

Wildman called the meeting to order and introduced all members. Minutes of the previous meeting (May 6, 1974) were approved as circulated. Copies of a revised draft of the Graduate Council Annual Report to the Graduate Faculty and the Graduate Student Senate were distributed.

Wildman solicited suggestions for the handbook GRADUATE COLLEGE POLICIES AND PROCEDURES. It was decided that Graduate College Notes numbers will not be listed in the final version of the document. A master worksheet with this information will be submitted with the handbook when the latter is ready for the approval of the Graduate Faculty. It was suggested that dates be put on those pages which may need revision.

Members studied the revised draft of the Council Annual Report prepared by Wildman and made suggestions for minor revisions. Wildman will present the report at the Graduate Faculty meeting on May 23, 1974. Dean moved and Bath seconded that the Council defer formulating the intent of the penultimate paragraph in the report into a proposal until the fall Graduate Faculty meeting. Motion passed.

Bachmann moved (Horner seconded) to elect Pohm as the chairman of the 1974-75 Council. Pohm was elected unanimously.

It was decided that the retiring Council members will turn over their complete files of Graduate Council minutes and related documents to the new members in their respective divisions.

Length of student member terms was discussed. It was suggested that, for continuity, at least one of the student members should serve a two-year term. However, Bose explained that this was the original intent but was opposed by the GSS for the reason that it would limit the availability of some students to serve as Council members.

Bath suggested that the list of nominees for Council membership be kept on file because Graduate Council Election Procedures provide that unexpired terms of Council members be filled from the list of nominees.

Dean moved to extend a vote of appreciation to Wildman for her tireless efforts and excellent leadership as chairman of the Council. Motion carried unanimously. Wildman thanked Council members for their support and dedicated service throughout the year.

  
Annabel L. Liu, Secretary



May 23, 1974

To: The Graduate Faculty  
The Graduate Student Senate

From: The Graduate Council

#### Annual Report for 1973-1974

The Graduate Council is an elected body of six graduate faculty members and three graduate students who meet regularly to consider questions of policy which concern the direction and process of graduate education at Iowa State University. The Council provides a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College. New policies and revisions of existing policies can be discussed more fully by the Council than is possible at meetings of the entire graduate faculty. Suggestions for new or revised policies may be submitted to the Council by members of its constituent bodies - the graduate faculty and the graduate student body - or by the Graduate College administration. Participation of each of these groups is essential to effective operation of the Graduate Council. Following consideration by the Graduate College administration, recommendations from the Council may be submitted to the graduate faculty for approval as policy.

During the past year, the Graduate Council has (1) participated in discussions leading to issuance of Graduate College Notes on "The form and content of theses and dissertations" (March 15, 1974) and "Guidelines for Program of Study advisory committee members and for major professors" (September 4, 1973); (2) made recommendations (now pending Graduate Faculty approval) on non-thesis Master's degrees, grading of graduate level courses (other than research), and Graduate College policy for S-F grading in courses offered at Iowa State University; (3) discussed revisions and additions to the Graduate Student Handbook which appear in the revised edition (12/73); (4) initiated distribution of the current Graduate College thesis manual to major professors in charge of master's and doctoral programs; and (5) discussed a wide range of topics including support for a graduate English requirement, fee structure, graduate student stipends, numbering of graduate courses, identification of off-campus collaborators, professional and research degrees, renaming non-thesis Master's degrees, time limits on graduate degrees and scheduling of preliminary examinations, academic credit for graduate student teaching, length of time spent by students to obtain graduate degrees in relation to project and grant research support, and criteria for evaluation of the quality of graduate colleges and graduate faculties.

The Graduate Council is continuing work on "Graduate College Policies and Procedures," a document intended to (1) compile the content of Graduate College Notes which define existing policy, and (2) cross-reference, but not duplicate, information in the General Catalog, the Graduate College Catalog, the Faculty Handbook, and the Graduate Student Handbook. Worksheets indicating sections in the working document which need up-dating, revision, or consideration for change of policy will be the legacy of the 1973-1974 Council.

Proposed means of improving communication between the Council and its constituents include (1) appointment or election of departmental representatives who would relay departmental concerns to the Council for consideration, attend Council meetings occasionally, receive periodic reports on Council business through the Dean's office, and report Council activities to their respective departments; and (2) invitations to College committees to submit topics of concern for discussion. To expedite progress on policy matters, the Graduate Council could be charged with the responsibility of initiating proposals concerning policy changes. After gathering and digesting relevant information, the Council would generate majority and minority positions and present recommendations through the Dean to the graduate faculty.

Faculty members elected this spring to two-year terms on the Council are Dr. Harry T. Horner, Jr. (Biological Sciences), Dr. Maurice A. Larson (Physical Sciences), and Dr. Alyce M. Fanslow (Social Sciences and Humanities). Student members elected to one-year terms are Louisa Tabatabai (Biological Sciences), David Pantalone (Physical Sciences), and Coleen Pantalone (Social Sciences and Humanities).

Roger W. Bachmann  
\*John A. Bath  
\*Anjan Bose  
\*Pamela Bumsted  
Dwight G. Dean  
\*Richard A. Person  
Arthur V. Pohm  
\*Thomas D. Wheelock  
\*Ruth B. Wildman, Chairman

\*Members whose terms expire May 31, 1974.

MEMBERS OF 1973-74 GRADUATE COUNCIL

Ruth B. Wildman, Chairman	Bot
Roger W. Bachmann	A Ecol
John A. Bath	Psych
Anjan Bose	?
Pamela Bumstead	?
Dwight G. Dean	Soc
Richard A. Person	?
Arthur V. Pohm	Ch.
Thomas D. Wheelock	Chem.