

GRADUATE COUNCIL MINUTES

September 23, 1975

Present: Demirel; Fanslow; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; Siano; and Zaffarano.

Absent: Engen

The meeting was called to order. The old and new members of GC introduced themselves. Demirel moved (D. Pantalone seconded) that the minutes of the May 27, 1975 meeting be approved as circulated. Motion carried.

A three-page document defining the purpose and operating procedures of GC was passed out to each member of the Council. Members were encouraged to read it. Dean Zaffarano briefly defined what role GC could play in helping him clarify both old and new concerns within the Graduate College. He then outlined six concerns which he categorized into two groups for short-range and long-range consideration, and in order of priority. They were:

a. Transfer of Research Credits

Master's credits in research may apply toward the doctorate here, but such credits earned at another institution in a Master's program are not accepted at ISU. GC will review whether such credits may or may not be acceptable and under whose authority this decision may reside.

b. Co-major

The requirement that 18 hours of graduate credit be required outside the major in doctoral programs has been questioned in those instances where co-majors have been declared. Should 18 hours additional work outside either of the two co-majors be required, or does the co-major option in itself indicate sufficient breadth of graduate study by a student who elects this option?

c. Establishment of a Minimum Number of Credits Per Quarter for Graduate Assistants

Graduate assistants ($\frac{1}{2}$ time) generally take from 3-11 credits per quarter. Does the lower limit of credits taken really define a full-time status for these students? If not, then the questions are should there be a minimum lower limit of credits set per quarter of enrollment and what should this limit be set at?

d. Research vs. Non-Research (Educational) Doctorate Degree

It is recognized that there are arguments for advanced degrees in certain areas which do not require a heavy commitment to research as a prerequisite. In these cases, conferring a Ph.D. is not appropriate since this degree implies an extensive exposure to research. Should there be a doctorate available in those instances which is not geared toward in-depth research but deals more with formal course work and yet provides for independent thinking through a creative component requirement? One suggestion is to establish a new degree such as Doctor of Education (Ed.D.) that would include a major area of specialty within some department; i.e., ED.D. of Zoology, Engineering, etc. It was pointed out that ED.D. emphasizes teaching and some thought should be given also to a doctorate more practically oriented and not involving teaching; ex. Doctor of Engineering.

e. Graduate College English Requirement

Presently, the Graduate College operates under the assumption that a two-course undergraduate sequence in English composition completed with a minimum average grade of C serves as a requirement for proficiency in English at the graduate level. Many have pointed out the incongruity of accepting C as a satisfactory level of attainment when B or better is required for other levels of academic competency. Should the present requirement be changed to B or better or should some other method be used to better certify a graduate student's competence in English?

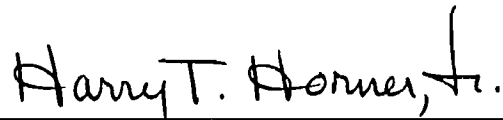
f. Grading of Research

Presently, credit in 699 (Research) is indicated by letter grades (A, B, C, D, F) or by S, F, P or I. Experience shows that research grades frequently appear to be treated casually despite the fact that research is considered a major aspect of graduate education. Because of the lack of uniformity in grading procedures related to research, these grades are not considered in determining a student's standing in probationary matters. Should this present, broad system of grading be continued or should a more defined system be instituted to better reflect the research aspect of a student's endeavors?

Dean Zaffarano mentioned that the + and - minus grading system will be discussed at the Graduate Faculty level. At this point, Dean Zaffarano left to attend another meeting.

Horner asked for suggestions from the Council members as how to best proceed in handling the concerns stated previously. It was suggested that the chairpersons of the three subcommittees of the Graduate Program Review Committee be invited to respond to concerns a and b as they view them in physical sciences, biological sciences, and social sciences and humanities. The English examiner will also be invited to review the present Graduate English requirement.

Fall 1975 GC Tuesday meeting dates were set for 2-3:30 p.m. on October 7, 14, 21, 28, and November 4, 11. The meeting room will be announced later. Adjournment at 3:30 p.m.



Harry T. Horner, Jr., Temporary Secretary

GRADUATE COUNCIL MINUTES

October 7, 1975

Present: Demirel; Fanslow; Heltsley; Horner (Chr.); Pantalone, C.;
Pantalone, D.; and Siano.

Excused: Engen and Larson

The meeting was called to order by Horner and the minutes of the September 23, meeting were approved as distributed.

Heltsley and C. Pantalone reviewed a Report from "the "Ad Hoc Committee on Graduate College English Requirements." They distributed a chart showing three possible solutions to the Graduate College's English requirements:

- 1) to have no requirement, an optional writing clinic and courses available
- 2) to have each individual department set its own requirements
- 3) to have the graduate college require either an exam or two undergraduate courses with either a B or C average

Heltsley raised a number of concerns with the present requirements: eg., the two-year limit; the student who gets one B and one C in two undergraduate courses in English; the manner of grading exams and courses; whether the topics on which the student is asked to write on the exam are appropriate for his/her field of study. C. Pantalone suggested taking a survey of the faculty on the English requirements question.

The discussion was then suspended to allow Richard R. Wright, Assistant Professor of English and English Examiner, to address the group regarding his views on the present Graduate English requirements.

Wright described his experiences since recently becoming the Examiner. This fall he sent a letter to all new graduate students inviting them to discuss any writing problems they had with him. Thus far, the response has been good. Wright is very skeptical about using a C grade in course work to satisfy the English requirement; he believes the national "grade inflation" has made a C grade meaningless. He suggested one way of studying the competence in English of the present graduate student body was by taking a test sample. Wright exhibited a study of representatives of Iowa industries which showed their strong concern about the need for good writing skills. In regard to incoming students, he said he was only able to cover the basic mechanics of grammar with those failing the English exam, and he wished he could do more about the inability of many students to organize their thoughts in logical sequences and other more complex writing problems.

The committee asked a number of questions of Wright, and some of the points raised are herewith summarized: Siano asked whether or not records had been kept from the time when all graduate students were required to pass a writing proficiency test. He thought this might be an easier way to study patterns instead of testing a sample of the present graduate student body. Wright did not know whether any of these records were still available, but he volunteered to check about them and report to Horner. Other members asked questions whose answers might be found in these records, such as: Whether one college or

department had more students with writing problems than the others? Whether there was a correlation between a student's English proficiency score and his GPA? Or between his English score and whether he finished writing a dissertation?


D. Pantalone suggested that taking a one-hour exam was not much like organizing and writing a thesis. He thought assigning a paper or a take-home test might be better. Siano pointed out that it would be similar to the kind of writing one would have to do in industry under pressure. Wright agreed that writing quickly was a frequently needed skill. Although some students tightened up when taking the present test, Wright said they normally did much better when he tested them individually on a topic they knew something about. He also pointed out the problem of cheating on a take-home exam.

Demirel questioned why the writing proficiency test for all entering students had been dropped. He used the analogy of the driver's license exam, in which everyone was required to meet some clear standards. Wright said that between 1972-75, 842 students have taken the writing test and 10% of them have failed the first time.

After Wright left, members briefly discussed how best to proceed. Horner suggested that each member of the Council review the information handed out and the various points presented at the meeting and bring to the next Council meeting the same recommendation or a new recommendation for each of the two English requirements. Each member should also be prepared to defend each of their recommendations with specific points. He hoped that the group would be able to make some definite recommendation to the Graduate Deans and Cabinet in the near future.

Horner reported that at the next meeting there will be reports on graduate transfer of research credits and on the number of required credits outside the co-major.

The next meeting will be in Room 209 on Tuesday, October 14. The meeting was adjourned at 3:30 p.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 14, 1975

Present: Demirel; Engen; Fanslow; Heltsley; Horner (Chr.); Larson; Pantalone, C.; Pantalone, D.; and Siano

The meeting was called to order by Horner and the minutes of the October 7 meeting were approved as distributed.

Horner announced that the Council would be hearing from a member of the Social Sciences and Humanities Program Review Committee and of the Physical Sciences Program Review Committee, who would present their views on two issues before the Council:

- 1) whether or not to allow a student who transfers to ISU after receiving a master's degree at another university to apply any credits earned elsewhere in research toward an ISU doctorate;
- 2) when a student has chosen to complete a co-major for his/her doctoral program, should he/she still be required to take 18 hours of graduate credit outside the two major fields.

First William D. Wolansky, Head of the Industrial Education Department, spoke on behalf of the Social Sciences and Humanities Program Review Committee. He did not believe transfer students and ISU graduates should be treated differently with regard to credit for research. He would not like to see ISU students who go to other graduate schools being penalized in this fashion there. He wondered if some reciprocal arrangement could be worked out with certain universities with whom students are frequently interchanged.

Wolansky believes there should be greater flexibility in requiring outside credit hours for students carrying co-majors. He mentioned that at a recent DOGES meeting Dean Zaffarano had discussed the increasing number of interdepartmental programs of study. Wolansky believes this may further complicate the requirement of 18 credit-hours outside of a student's major.

Members of the Council then raised specific questions about these two concerns. Larson believes the research credit restriction mainly serves the functions of bringing in fees and making a period of residence at ISU necessary. Horner asked whether the transfer regulation presented a large problem for any of the departments of social sciences or humanities. Wolansky believes it is more of a handicap to some of the humanities than in education. Siano read from page 8 of the Graduate College Catalog: "Any transfer of credits from another institution must be recommended in the program of study by the student's advisory committee. Graduate credit will be approved for transfer only if it is of 'B' grade or better." He pointed out that no mention was made of the restriction on research credits. He questioned why this policy was not clearly spelled out in the catalog. Demirel wondered why the decision to accept or reject research credits could not be left to the discretion of each department's program of study committee. Wolansky thought a workable policy is still needed to maintain the university's standards.

The present policy toward students with co-majors, Wolansky said, was usually to waive the requirement of 18 additional hours of outside work. D. Pantalone questioned whether someone taking a co-major within a single department might still need outside credits to avoid the overspecialization charge. With the exception of a co-major within the chemistry department, other inbred combinations did not readily occur to the Council members. Wolansky described the possible future structure of interdepartmental programs and thought as they evolve further questions concerning co-majors will have to be solved.

The second spokesman was Willard Talbert, Professor of Physics and a member of the Physical Sciences Program Review Committee. He distributed copies of a summary of the discussion of the two concerns which took place at the October 9 meeting of this committee. He said he had not had time to clear his synopsis of the meeting with the other members, but would do so and advise the Council of any corrections they might wish to make.

After considering a number of alternatives the Physical Sciences Review Committee concluded that "...the present policy -- that of not allowing any research credit transfer -- be retained as the only workable policy. It was [the committee's] contention that the residence requirements for the Ph.D. degree are not unduly stringent, and that it is not difficult to satisfy them even without the transfer of research done elsewhere. [They] could not, to a member, see any more workable alternative." The power of petition to the Dean would always be a possibility in unusual cases. Siano again asked how the transfer of credits restriction was to be known when it is not mentioned in the catalog. Talbert said it was an operating procedure Associate Dean Ulmer had advised him of sometime ago, but its source was not something his review committee had discussed.

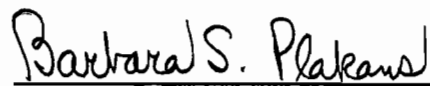
Turning to the matter of credits outside the co-major, Talbert said this was a fuzzier area. He was suspicious that the co-major option might make it possible for a student to get through without taking any 600-level courses and to work out an easier program of study than with a single major. He strongly believes in the need, at least in the physical sciences, for some general, broad-based philosophical guidelines to be established for representative co-major programs. None exist now, to his knowledge. Personally Talbert would like to see the 18-hour requirement modified so at least half of the hours be satisfied from courses outside the major department(s). This is already an unwritten practice in some departments. Individual judgments could be made in such programs, either from the Graduate College Office (Program Review Committees) or the student's committee or the department office(s) or any combination. The preference among the Physical Sciences Program Review Committee members was for the Graduate College Office to be the final judge, in order to avoid "cozy friendships" from developing in co-major programs. At any rate, it was conceded that both the student's committee and the Graduate College Office had a responsibility to scrutinize such programs much more stringently than an ordinary program and that by its very expression of more than one interest, should involve extra effort on the part of the student and not replace the present requirement for breadth.

Talbert mentioned that a suggestion was made which could apply to any student committee, but especially to a co-major committee: The outside member should reflect a careful evaluation of the student committee by the Graduate College Office. Ordinary programs might benefit if the Graduate

Dean were to appoint an outside (somewhat "vinegary") member who would essentially play an adversary role.

Little time was left for further discussion. Horner announced that Donald Beitz of the Biological Sciences Program Review Committee would give that group's views at the next meeting of the GC on Tuesday, October 21. He postponed until then the discussion of each Council member's recommendations on the English Requirements (i.e., the two-year limit and the "C" average on undergraduate English composition courses). Meanwhile he will append to the copies of the minutes a memorandum from Richard Wright, the English Examiner, and a copy of a 1967 study of the former Iowa State Senior English Examination.

The meeting was adjourned at 3:30 p.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 21, 1975

Present: Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Siano

Excused: Demirel and Fanslow

Absent: Engen

The meeting was called to order by Horner. The minutes of the October 14 meeting were approved as distributed.

Horner introduced Dr. Donald C. Beitz of the Animal Science Department, who, as the Chairman of the Biological Sciences Program Review Committee, would present the views of his committee on the two concerns which had been covered by Wolansky and Talbert at the previous GC meeting (i.e., credits outside the co-major and graduate transfer of research credits).

Beitz began by saying that he does not believe 18 credit hours outside of the co-major presents any real problems for students in the biological sciences. He cited the example of a co-major in animal nutrition and statistics. In the process of completing a degree in these two majors a student would need to take a number of courses in additional areas (departments) such as biochemistry, physiology, mathematics, and computer science. He thinks the student's advisory committee is in the best position to judge whether the student has a broad enough program, but he doesn't think requiring 18 hours of outside credit is an unreasonable demand. If a student really wants to complete a co-major, then he/she should be equally qualified in both major fields by fulfilling all requirements for each major. More work should be required for a co-major than for a single major with a minor. The interdepartmental programs (eg., molecular, cellular, developmental biology) complicate the decisions for the program of study committee in regard to which are major courses and which are not. But usually an interdepartmental program of study is considered a single major.

Siano wondered if the program of study committees have not been able to handle the co-major questions in the past and whether a problem really exists. Horner thought the combination of physical and organic chemistry was a problem. Heltsley said students frequently combine family environment with education or sociology, and the advisory committee has to spend some time negotiating each case separately. She mentioned that the application form does not even include space enough to declare a co-major. The Graduate College catalog does not mention the co-major either.

Beitz favored counting research credits from another university if they were earned toward the completion of a master's degree. He thought a time limit might be set after which they could no longer be accepted, but this could apply to research credits earned at ISU as well. He wondered about a student with an ISU bachelor's degree who leaves, earns research credits elsewhere, and then returns to ISU to complete a Ph.D. (This situation could

occur when students follow a peripatetic major professor from post to post.)

Larson asked how often research credits were vital to the completion of the minimum 108 graduate credits for a Ph.D. Beitz said this was not usually a problem; the students in biological sciences normally had considerably more than 108 hours anyway.

Heltsley and C. Pantalone then noted the disparity between research credits in the social sciences and humanities and those in the biological and physical sciences. In a typical social sciences degree program only 18-20 of the total hours would be in research and the rest in course work; in the other sciences, there may be about 40 hours in research credits.

Horner then opened the meeting to discussion. Of the three concerns which have been raised thus far (the other being the English proficiency requirement), he thought perhaps the Council should try to work toward a recommendation on the simplest first. He suggested focusing on the graduate transfer of research credits.

D. Pantalone recommended that treatment of research credits be handled equitably for both ISU and transfer students. Otherwise, he believes it discourages people from completing master's degrees. Similarly, Siano believes that if a student's advisory committee wanted to give credit for research done elsewhere, it should be permitted. He made the following motion which was seconded and passed unanimously:

THAT graduate transfer of research credit from another institution be permitted if approved by the student's advisory committee.

Siano and Horner agreed to meet and work over this preliminary statement and to develop a defense for its acceptability. It will then be typed by the secretary and distributed to the GC for further refinement at the next meeting.

The discussion then moved to the co-major. In most areas Horner does not think this presents any real problems. Siano urged that the Council table the whole discussion and leave specific decisions to the student's advisory committee. Both Larson and D. Pantalone thought this would be unfair to the advisory committee and that some guidelines were needed.

The discussion was terminated because time had run out. Horner asked if the Council wanted to meet again the following Tuesday in order not to lose the momentum of the present discussion. The members agreed and the next meeting was scheduled for Tuesday, October 28 in Room 209, Beardshear.

The meeting was adjourned at 3:30 p.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 28, 1975

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson;
Pantalone, C.; Pantalone, D.; and Siano

Excused: Fanslow

The meeting was called to order by Horner. The minutes of the October 21 meeting were approved as circulated.

Horner distributed copies of the recommendation regarding Transfer of Graduate Research Credits. He and Siano had developed a more detailed resolution and defense of it based on the preliminary statement which had passed unanimously at the October 21 meeting. Discussion of possible interpretations of it followed. Several GC members criticized the penultimate paragraph, which stated that only research credits earned toward an approved M.S. thesis could be accepted. The majority felt this was too confining, and it could exclude the research credit earned by students who had followed their major professor to ISU. D. Pantalone mentioned that many universities have programs which do not require a Master's thesis, but direct all graduate study toward the doctoral degree. Larson argued that to be given credit the student's research experience should have been put toward the completion of a thesis. Siano was concerned that this qualification would unnecessarily restrict the program of study committees. It was moved and seconded that the GC delete "...which are earned toward an accepted Master's thesis,..." from the body of the resolution and delete the paragraph which related to its defense.

Larson noted that 108 hours is the absolute minimum for a Ph.D. Only students on graduate assistantships could get by with that number; 135 is more typical. Allowing all research credit to be transferred bothered him philosophically. Demirel gave his support to the resolution because he believes it places the major responsibility with the student's program of study committee, who is in the best position to judge whether research credits should be transferred in any particular case. The question was called, and the motion to delete the aforementioned sections passed by a vote of seven to one. Minor matters of meaning and wording were discussed and several other changes were made. The modified recommendation then was accepted unanimously. Horner suggested that in its final form it should be typed separately and appended to the minutes when distributed.

Horner then turned the discussion to the matter of credits outside the co-major. There was some question about what a co-major is. The catalog does not define it. Some concern had been expressed previously about a co-major within a single department. Larson pointed out that in some departments, such as his own, there can be two majors which are quite different. D. Pantalone suggested for a co-major within a single department, nine hours outside of the department be required. Siano urged that each of the two majors be considered completely separate from the other. That would have the advantage of allowing some overlap; the hours taken in the second major serving as outside credit for the first, and vice versa. Demirel would like to give the program of study committee

the power to decide if the student's program is broad enough or if more outside credit is needed. Horner doubted that this would satisfy the Graduate Office and thought some guidelines were required. Siano felt the first step should be defining the co-major.

Before the next meeting, Horner asked the GC members to (1) ponder what they believe should go into a definition of the co-major, and (2) within their own fields, to think of possible co-majors which could be taken within a department and consider whether they might be too narrow and overspecialized.

The Council agreed to meet the following Tuesday, November 4, in Room 204, Beardshear. Horner hoped that the Council would come to some consensus on a preliminary recommendation on the co-major then.


Barbara S. Plakans, Secretary

attached: recommendation to Dean of the Graduate College
re transfer of graduate research credits

GRADUATE COUNCIL MINUTES

November 4, 1975

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson;
Pantalone, C.; Pantalone, D.; and Siano

Excused: Fanslow

The meeting was called to order by Horner. The minutes of the October 28 meeting were approved as distributed.

Discussion on Credits Outside a Co-major. D. Pantalone suggested the following definition for a co-major: "when a graduate student has satisfied the degree requirements of two separate majors and if both majors are within a single department, has taken nine credit hours outside of that department." Larson and others objected to the nine-hour clause in this definition as being unnecessarily restrictive. Larson cited his own department (Chemical Engineering and Nuclear Engineering) where two majors can be very different. From an outsider's viewpoint, Demirel thinks it is difficult to judge the breadth of two separate majors in a single department. He believes the program of study committee is in the best position to judge if the co-major is not broad enough. The difference between more than one major in a department and more than one specialization was discussed and clarified.

Siano made the following motion: THAT a co-major option be established for the Ph.D. and M.S. degrees with requirements which are satisfied when all of the requirements for each major are separately satisfied. He believes this is a simple definition in that it clarifies the outside hours and in questionable cases, the program of study committee is better qualified to make exceptions. He pointed out that a frequent claim of industry is that the Ph.D. is too specialized, with or without 18 hours outside of the single major. If overspecialization is the question, then a Ph.D. with a co-major could not be as guilty of that charge as one with a single major.

Details, such as dual orals and two program of study committees, were contemplated, but no one could find serious problems with these. There would still be a single thesis or dissertation and a single program of study committee composed of at least five members, two of whom would serve as co-chairpersons representing the two major fields. An amendment was added to the Siano motion to this effect. The question was called and the vote was unanimously in favor of the recommendation, which in its final form read:

THAT a co-major option be established for the Ph.D. and M.S. degrees with requirements which are satisfied when all of the requirements for each major are separately satisfied. The program of study committee must have a co-chairperson from each major.

Horner asked that two members of the Council meet and develop a defense, from the comments presented, for this preliminary statement as had been done with the transfer of research credits recommendation. Larson and D. Pantalone agreed to prepare this document and have it ready by Friday. Horner cautioned the committee that this particular motion does not clearly consider the overspecialization issue. It is for that reason the need and concern arose for taking additional hours outside of the co-major. This one issue should be reviewed and carefully considered when the preliminary recommendation and its defense are discussed at the next meeting.

Also at the next meeting Horner would like to begin formulating a preliminary statement on the graduate English proficiency requirement. Siano suggested taking an informal poll at the beginning of that discussion to see where the members stood and perhaps streamline the process. Demirel distributed a sheet giving his recommendations which he had prepared in response to Horner's suggestion at the October 7 meeting. Some other members also said they had prepared written recommendations. It was agreed that all members should bring ten copies of their own recommendations relating to the two parts of the present graduate English requirement (the two-year limit and the "C" average on undergraduate English composition courses) so that each GC member and the Secretary could have a working set.

The next meeting was called for Tuesday, November 11, in Room 209, Beardshear. The meeting was adjourned at 3:30 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

November 11, 1975

Present: Demirel; Engen; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Siano

Excused: Fanslow and Heltsley

The meeting was called to order by Horner. The minutes of the November 4 meeting were approved as circulated.

Copies of the recommendation prepared by Larson and D. Pantalone regarding credits outside a co-major were distributed. GC members went through the resolution and the defense of it paragraph by paragraph changing some of the wording, but not the basic intent. Larson had to leave before the discussion was over, but asked to be recorded in favor of the recommendation. The slightly modified recommendation was passed unanimously. Horner asked that the secretary present a copy of it to Dean Zaffarano before the Graduate Cabinet meeting on Thursday, November 13. The recommendation in its final form is to be typed separately and appended to the minutes of this meeting.

Horner suggested that the Council should now turn to two other concerns: (1) the Graduate English Proficiency Examination, which was the next item on the agenda, and/or (2) the minimum number of credits per quarter for graduate assistants, a matter of immediate concern to Dean Zaffarano.

The GC then spent some time discussing each concern. First, regarding the Graduate English Proficiency (GEP) Requirement, most of the members had prepared working copies of their individual recommendations, which they distributed. It was obvious from the individual copies that the present requirements were not satisfactory. Horner then asked each member to express his/her initial position as the first step in the discussion, as Siano had suggested at the previous meeting. Briefly each member's comments were:

Engen: Would prefer a GEP Examination for all entering graduate students similar to the past Foreign Language Examination and administered by the English Department.

Siano: Opposes a GEP Examination for all students as too costly both in student and faculty time for the desired results. He believes students with a B or better grade in undergraduate composition courses need not take the exam. He thinks it is quite demoralizing to test everyone. Whatever recommendation the Council decides upon, he thinks it will have the greatest chance for approval if it is written in a simple form which is easy to interpret.

C. and D. Pantalone: Both believe the GEP requirement would best be decided by each individual department for its own majors, that uniform criteria are not needed. They suggested that there are a number of ways departments could diagnose writing problems (through undergraduate records, GRE scores, papers done for course work, progress reports, etc.) and then send those students who have problems to the English examiner or, more ideally, to a writing clinic.

Demirel: Doesn't like the idea of the departments interfering. He would prefer to have the POS committee handle it, if they could somehow recognize early enough in a student's graduate school career that a writing problem existed. He would go along with the B or better grade in undergraduate composition if he were sure it reflected good writing ability. Some initial screening does seem necessary and he would favor giving each student an exam with the results going to his/her POS committee for appropriate action.

Horner: Pointed out that the journalism department has its own proficiency exam over and above that of the present GEP Examination. This makes him wonder about the present exam, since he thinks writing skill is just as important to all the other fields. He regrets that students view exams in a negative way. His recommendations were to modify the present exam and then to either require that all incoming graduate students take the GEP Exam or require those who had not obtained B or better grades in the undergraduate English composition sequence to take the GEP Exam. Students who had presented an acceptable M.S. or M.A. thesis would be exempted in either case.

Demirel was prepared to make a motion, but Horner thought it was premature at this time, and it would be best to hold further discussion at the next meeting.

Minimum number of credits per quarter for graduate assistants. Horner then distributed a table giving a breakdown of the number of years it took a sample number of ISU students to complete Master's and doctoral degrees. The Dean is concerned that some graduate assistants are taking as few as three credits per quarter, tying up funds for a number of years which could be helping to support other less dilatory graduate assistants. Horner did a rough estimate of the time needed to fulfill the Master's and Ph.D. requirements and concluded that a student with a graduate assistantship and with summer's free would need to carry a minimum average of eight credits/quarter to finish a Master's in two years and a Ph.D. within three additional years. Further discussion of this matter was also left to the next meeting.

Horner announced that the GC would not be meeting until the beginning of the Winter Quarter, sometime during the first week of December. He requested that members immediately send a copy of their schedules for the next quarter to the secretary.

The meeting was adjourned at 3:30 p.m.


Barbara S. Plakans, Secretary

attached: recommendation regarding the credits outside of a co-major

GRADUATE COUNCIL MINUTES

December 8, 1975

Present: Demirel; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Siano

Excused: Engen

1. The meeting was called to order by Horner. D. Pantalone called attention to a phrase which was omitted from the co-major recommendation attached to the minutes of the November 11 meeting. This was the recommendation which was presented to the Graduate Dean, the Graduate Faculty Cabinet, and read at the Graduate Faculty meeting on November 20. The recommendation (with phrase deletion underlined and the change made by the Graduate Faculty Cabinet in brackets) should have read:

"The Graduate Council RECOMMENDS that a co-major option be established for the Ph.D. and [Master's] degrees with requirements which are satisfied when all of the requirements for each major are separately satisfied. The Program of Study committee must have a co-chairperson from each major."

The minutes of the November 11 meeting, with this correction, were then approved.

2. Horner announced that Dr. Alyce Fanslow has resigned from GC and will be on leave from the University during Winter Quarter because of recurring illness. Instead of holding a general election to fill her position, it is the prerogative of GC to nominate another graduate faculty member from the Division of Social Sciences and Humanities to fill Fanslow's unexpired term through May, 1976. The Graduate Council prepared a list of candidates who it considered well qualified. Nominees were ranked, and Horner was instructed to contact them until he found someone willing and able to attend GC's weekly Monday morning meetings.
3. Review of Graduate Council recommendations made during Fall Quarter. Horner reported on the results of the Graduate Faculty meeting on November 20. The transfer of research credits recommendation was approved as submitted. The co-major recommendation was discussed and came under fire, but could not be voted upon until the next meeting. The issue of minimum credits for graduate assistants was raised by Dean Zaffarano and referred to GC for a recommendation. Horner explained that the procedure is to present a policy matter at a Graduate Faculty meeting for discussion, but a vote cannot be taken until the following meeting. Since GC has not presented recommendations to the Graduate Faculty in this manner before, he discussed the following procedure with Dean Zaffarano. After a recommendation is approved both by GC and the Graduate Faculty Cabinet, and if time permits, it will be published in GRAD News and Notes, which is distributed to all graduate faculty members on the fifteenth of every month. Faculty members will be asked to consider the recommendation and submit their comments and criticisms in writing to GC in advance of the faculty

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meeting, at which time it will be discussed or voted upon. The following recommendations could fall into this latter category if submitted in time before the next Graduate Faculty meeting: the co-major option; the minimum credits for graduate assistants; and the Graduate English Proficiency Requirement. Horner thought this might lead to more carefully considered recommendations requiring less explanation and discussion at future Graduate Faculty meetings.

4. The co-major option recommendation. Horner distributed two memoranda and two drafts of his own proposed recommendations on both the co-major option and the minimum credits for graduate assistants. As a starting point for discussion, he had tried to incorporate in his drafts suggestions that arose from both the Graduate Faculty meeting and personal discussion.

The Graduate Council proceeded to strike the third sentence from the draft, which concerned a student with a co-major not having to declare a minor. The Council felt this infringed on departmental policy. The fourth sentence was also questioned. Horner pointed out that this was part of the defense of the recommendation that GC had accepted at the November 11 meeting.

The confusion between a "joint major" and a "co-major" was raised. For example, the Graduate Catalog refers to the arrangement between the Family Environment Department and specifically-named departments as a "joint co-major." There are certain department which can only offer a doctoral degree in cooperation with another department. By applying the co-major option to them, would the GC inadvertently be raising them to the status of full Ph.D.-granting departments? Horner suggested that perhaps the Council's definition could cover two categories -- a "co-major" within the same department or between two departments with equal status for offering Ph.D.s and a "joint major" for a department with Ph.D.-granting status and a department only authorized to offer the doctorate collaboratively.

The composition of the Program of Study Committee covered in the third paragraph of the Horner draft was also criticized on two counts. Was a committee member outside of both major departments necessary? The consensus of GC was no. If both majors are within the same department then the answer is yes. And must the co-chairpersons be full graduate faculty members? The consensus of GC was no for Master's programs, but yes for Ph.D. programs, since this is implied in the Graduate Catalog. The final sentence of the last paragraph was also discussed. C. Pantalone suggested the wording be changed to read: "The thesis or dissertation shall emphasize research related to both majors and be acceptable to both chairpersons and the committee." Larson and Heltsley were given the task, based on the previous discussion, to revise the original recommendation and its defense for the next meeting.

5. The minimum credits for Graduate Assistants. Horner asked the Council to consider his draft of the recommendation covering this issue and come

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prepared to discuss it at the next meeting. He hoped a preliminary recommendation might be formulated then.

6. The next meeting will be on Monday, December 15, in Room 209, Beardshear. (Room 209 will be the regular meeting place for the Council for the rest of the Winter Quarter.) The meeting was adjourned at 12:05 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 15, 1975

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Absent: Siano

1. The meeting was called to order by Horner. He introduced Richard Warren of the Sociology Department, who has agreed to fill Alyce Fanslow's unexpired term. The minutes of the December 8 meeting were approved as distributed.
2. Co-major and joint major issue. Horner distributed copies of a revised recommendation regarding the co-major graduate programs (worded in two different ways -- one by Heltsley and Larson, and the other by Horner) and a defense of the recommendation. After studying the recommendation, GC suggested a number of changes in the organization and wording of the recommendation. The use of the phrase "area of specialization" was deleted wherever it occurred. Throughout the Graduate College Catalog specific fields within a major are referred to as "areas of specialization," and this was not what GC meant by the term. Some members were confused by the last sentence in the Heltsley-Larson version, in which the joint major was defined. Larson explained that the guidelines for a co-major presented throughout the recommendation also applied to a joint major. The final sentence was added only to clarify the term "joint major" and establish the terminology for future graduate college catalogs. Both C. and D. Pantalone thought definitions should precede the guidelines, and they preferred the Horner version of the recommendation, with some revision, because it presented definitions of both types of majors in the first few sentences. Warren questioned whether a different label for the joint major was really necessary. Horner reviewed the history of the original charge Dean Zaffarano had made to GC; the GC's first, brief recommendation which ran into criticism during the discussion at the Graduate Faculty meeting; and the confusion in the Catalog created by the use of the term "joint co-major" and "joint major" in describing doctoral programs arranged between Family Environment and other departments having Ph.D.-granting status. Engen suggested creating two recommendations: one to define terms and the other to set guidelines. Horner thought the two definitions need not be in separate recommendations since they already had a "common law" acceptability in the Graduate College and were only in the recommendation for the sake of clarification; the guidelines were the important part.

Because GC seemed divided on whether to define "joint major" near the beginning or at the end of the recommendation, a straw vote was taken. Putting the definition near the beginning received five votes as compared to three for putting it at the end. Attention then turned to the Horner version of the recommendation which had the definitions in the second and third sentences. Warren noted the initial sentence of the Horner version, emphasizing that guidelines were being established, seemed a better way

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to start. In defense of the Heltsley-Larson recommendation, Larson said that theirs used essentially the same beginning as the original GC recommendation on the co-major passed at the November 11 meeting.

Because it was almost noon, Engen made a motion that the recommendation be tabled until the next GC meeting in January and that a new recommendation be rewritten to incorporate all of the comments and criticisms which had just arisen during the meeting. Horner said he did not think he could improve on the two revised recommendations already presented. He felt an impasse had been reached. Engen withdrew his motion.

Demirel moved that the Horner recommendation be approved with certain changes (the removal of the sentence, "These programs may waive the minor requirement," and of the term "area of specialization"; and the rewriting of the definition of joint major) so that it could come under discussion at the January Graduate Cabinet meeting. Larson seconded the motion. C. Pantalone suggested a minor word change in the second paragraph of the defense. The motion was unanimously passed (with seven voting, since Heltsley had already left). A copy of the approved revised version of the recommendation and its defense are appended to the minutes.

3. The next meeting of GC will be Monday, January 5, in Room 209, Beardshear. The meeting was adjourned at 12:10 p.m., with wishes to everyone for a Merry Christmas and Happy New Year.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 5, 1976

Present: Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Excused: Demirel

Absent: Siano

1. The meeting was called to order by Horner. The minutes of the December 15 meeting were approved as distributed.
2. Minimum number of credits for graduate assistants. Horner described the present situation: Students with graduate assistantships can take a maximum of 11 credit hours per quarter, but there is no minimum that they must take, other than the three credit hours required in order to be registered as a student. Although there are time limits of three years for a Master's, four years for a Ph.D. without a Master's, and five years for a Ph.D. with a Master's, the student's POS committee may request an extension of these time limits. Dean Zaffarano feels that students who have half-time assistantships frequently are not spending the other half of their time completing their degree requirements. He would like a means of keeping them moving. Horner drew a chart on the blackboard showing how many credits would accumulate each year over a five-year period by taking seven, eight or nine credit hours per quarter.

Larson did not think the proposed minimum credit requirement would make much difference. Students in his department take their course work early in their careers and just sign up for 11 hours of research when they reach the stage of spending all of their time on research. He does not think it would be helpful to force them to spread their course work out over five years, that it is much harder to get them to stop taking courses and get on with research.

Heltsley was concerned that Dean Zaffarano would insist that these minimum credits be letter-graded. She strongly objects to this. Horner said that was another issue not to be resolved at this time.

A rather loosely structured discussion ensued with the following points being made: Horner believed a minimum number of credits per academic year or calendar year would be more reasonable than setting a quarter limit. That would allow the student some flexibility. Engen wondered who would monitor this, and Horner said it would be up to the Graduate College Office, who seemed to think a minimum requirement was needed. C. Pantalone asked if a student who was preparing for prelim exams would be exempted from the minimum. Someone suggested that a nine- or twelve-month minimum would better serve a student at that stage and also the student could legitimately sign up for some research credit. Larson suggested a minimum of seven credits for the first three years of graduate work and five credits for the last two years. Engen thought it would make better sense to set limits on the length of time a student could hold a graduate assistantship rather than setting a minimum credit

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requirement. Horner did not think this was possible without tampering with the individual policies of the departments. He called the GC's attention to a previously distributed memorandum from the Chairman of the Electrical Engineering Department, where a minimum credit policy had already been established.

D. Pantalone observed that 1) he did not think the GC had strong feelings about this matter, and 2) perhaps it would be best to pick a low number and be done with it. He suggested six credits per quarter or 18 per academic year. Larson said he would prefer that it be left at three, but he could live with six. Horner was the only GC member who favored seven. Someone mentioned that it was not easy to find four credit-hour courses for an uneven requirement such as seven. Heltsley again registered her concern that these credits would end up having to carry letter grades.

A straw vote was taken on whether a per quarter or per 9-months or per 12-months minimum should be recommended. The GC unanimously preferred the more flexible 9 or 12 month minimum. Then they voted on whether to make separate minimums for a 9-month assistantship and a 12-month assistantship or just a single 12-month minimum. Five favored the two separate minimums; one favored the single 12-month minimum. A vote was taken on a minimum of 18 credit hours per academic year (9 months) and 24 hours per 12-month period, and this was unanimously agreed upon. It was also agreed that no differentiation would be made between students with half-time and those with quarter-time graduate assistantships.

Based on the discussion and the concensuses reached, Engen and C. Pantalone were charged with the task of preparing a recommendation and its defense for the next meeting.

3. Other concerns for future consideration. Horner briefly reviewed concerns still to be considered by GC, which included: the graduate English proficiency requirement; grading of research; establishment of non-research oriented doctoral degree(s); establishment of graduate faculty and course evaluation; and terms of graduate faculty membership for professionals from outside Iowa State University.
4. The next meeting of the GC will be Monday, January 12 in Room 209, Beard-shear. The meeting was adjourned at 12 noon.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 12, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; Siano; and Warren

1. The meeting was called to order by Horner. Heltsley asked that the minutes of the January 5 meeting be corrected to indicate (in the third paragraph of the section on the minimum credit recommendation) that she was concerned about research credits being letter-graded. She was objecting to including both letter-grading and minimum credits in the same recommendation, as was the case in the draft that Horner brought to an earlier Council meeting. Also on page 2 in the last sentence of the first full paragraph of the minutes, she did not want her comments taken to mean that she had come to a decision already on letter-grading. The January 5 minutes were then approved as corrected.

Horner reported on the Graduate Faculty Cabinet (GFC) meeting, which he attended last week. The GC co-major/joint major recommendation was discussed and passed. It will be published in the January 15 issue of GRAD News & Notes with a statement asking for comments from the Graduate Faculty about it prior to its discussion and action at the Graduate Faculty meeting in February. Horner hoped this procedure would make it possible to spend less time discussing GC recommendations in faculty meetings, and it also might eliminate the requirement that a recommendation be presented in one meeting, but not discussed and voted upon until the following meeting.

2. Minimum number of credits for graduate assistants. Copies of the preliminary recommendation drafted by C. Pantalone and Engen were distributed. Horner mentioned that the matter of minimum credits for graduate students had come up at the GFC meeting. He had told the Cabinet members what recommendation the GC was planning to submit. GFC questioned the recommendation on two counts: 1) the desirability of a per quarter requirement rather than a per 9- or 12-month requirement; and 2) the problem of who would police the policy.

Various GC members suggested possible methods of policing, which included: having the department, major professor or student be responsible; or having a column on quarterly registration forms showing how many credits were being taken and how many more were needed before the end of that academic or calendar year. The discussion was ended without any conclusions drawn, since it was felt that the Graduate Office rather than GC should implement such policies.

The GC then turned its attention to the proposed resolution. Larson moved that it be accepted as written. His motion was seconded and passed unanimously. The defense of the recommendation did elicit more critical comments. A number of words and phrases were changed before the final version of the defense was read and agreed upon. (A copy of the recommendation in its final form is attached to these minutes.)

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3. Score Sheet of GC Concerns. Horner updated the score sheet, which was distributed with last week's minutes. Number 6, dealing with the establishment of non-research oriented doctoral degree(s), has been withdrawn by the Graduate Dean. Horner then passed out a rough draft of a recommendation on number 8 (Terms of Graduate Faculty Membership for Professionals from Outside ISU) for GC's consideration. As a matter of no great consequence, he thought it might be handled rather speedily. Number 9 concerns foreign student enrollment. Number 10, raised at the GFC meeting last week, concerns an evaluation of the categories of admission to the Graduate College. There has been some concern that the restricted admission category may be a stigma for some students. GC has been asked to consider developing a third category (besides Restricted Admission and Full Admission). The Graduate Dean suggested, as a first step, that GC might look into how other graduate colleges in the country define their admission categories. An eleventh (Number 11) concern had just been brought to Horner. Dean Zaffarano would like the GC to consider removing the upper limit on the number of credits a graduate student can take. It is now set at 15 or 16 credit hours per quarter (the Catalog mentions both figures in different places). The Dean would also like to raise the upper limit for graduate assistants from 11 to 15 credit hours per quarter.

Horner suggested that at the next meeting GC divide into smaller groups of three members each, and each group would discuss and try to come up with a preliminary recommendation and defense on three separate concerns (numbers 4, 5, and 7), thereby saving time and trying a fresh approach to handling the ever-growing list of concerns

4. Temporary Graduate Faculty Members. Horner had distributed a draft recommendation that he had composed as a starting point for discussion on the terms of temporary graduate faculty members (Concern #8). Demirel moved that this recommendation be approved. His motion was seconded, but there was no time left for discussion. The motion was tabled and will be the first item of business on the agenda for the next GC meeting, Monday, January 19.

The meeting was adjourned at 12 noon.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 19, 1976

Present: Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Excused: Demirel

Absent: Siano

1. The meeting was called to order by Horner. The minutes of the January 12 meeting were approved as distributed.
2. Graduate Faculty Membership for Professionals from Outside ISU. At the end of the January 12 meeting, Demirel had moved the approval of the draft recommendation written by Horner for this concern. The motion was seconded and tabled, because there was not enough time for discussing it then.

Horner opened the current discussion by pointing to an arrangement that exists between some departments and specific researchers from the National Animal Disease Laboratory. Although they are not paid by the University, these researchers serve as collaborators in some departments. In addition to serving on POS committees, they sometimes teach courses in the University. Horner emphasized that they are in a different category from the temporary Graduate Faculty (GF) appointments to be covered by the resolution under consideration.

The temporary GF member would only be considered a faculty member while aiding a graduate student with research and serving as a member of the student's POS committee. Horner said such "temporary" GF members do not receive a salary from the University, but may be reimbursed for transportation, food and lodging in order to attend the student's final exam.

Horner thought the recommendation should mention that the temporary appointment was for both the General and Graduate Faculties because of the description of a GF member on page 15 of the Faculty Handbook. Other GC members did not think this modification would be appropriate. Engen inquired whether temporary GF members would have to be re-evaluated each time they served on a student's committee. Horner thought such individuals should be appointed on a more permanent basis -- perhaps in the adjunct category, as outlined in a recent memorandum issued by the Vice President for Academic Affairs. The memorandum described four categories -- regular, adjunct, visiting and temporary. Horner said he had intentionally used the term "temporary" in the present resolution because its definition best described this situation. The phrase about the temporary GF member serving as an additional member on a POS committee was discussed and allowed to remain in the resolution. The sentence on how a temporary appointment should be initiated and approved was moved from the defense to the end of the recommendation.

It was moved and seconded that the motion be removed from the table and that the question be called. The resolution and its defense unanimously

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passed and are appended to these minutes ^{and sent to} the Graduate Dean and the Graduate Faculty Cabinet.
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3. Number of GC concerns and the approach to them. Turning to the score sheet distributed two weeks ago, Horner reported that Dean Zaffarano had not intended that concern #6 (Establishment of non-research oriented doctoral degree[s]) be dropped by GC. He would like non-research oriented degrees to be considered, even at the master's level. Horner wants to delay further discussion of concern #11 (Removal of the upper limit on the number of credit hours a graduate student can take) until he obtains further information from the Graduate Dean. He then suggested that GC could try a new approach to studying concerns by dividing into smaller groups of three members each. Each group would discuss a different concern and develop a preliminary resolution and defense for it. He suggested concerns 4, 5 and 7 (Graduate English Proficiency Requirement, Grading of Research, and Establishment of Graduate Faculty and Course Evaluation) might be considered in this way. Larson mentioned that the Grading of Research concern had already been discussed and voted upon by last year's GC. Horner said that the GC's vote came at the end of the year without a formal resolution being discussed and voted upon at either a Graduate Faculty Cabinet meeting or a Graduate Faculty meeting.

It was agreed that two concerns -- #4 Graduate English Proficiency Requirement and #5 Grading of Research should be discussed during the remaining 25 minutes of the meeting by two groups: #4-C. and D. Pantalone, Engen, and Horner; #5-Heltsley, Larson, and Warren.

The GC divided into the smaller discussion groups at 11:35 a.m., and adjourned at 12 noon.

The next meeting will be January 26, at 10:30 a.m. in 209 Beardshear.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 26, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Pantalone, C.;
Pantalone, D.; Siano; and Warren

1. The meeting was called to order by Horner. The minutes of the January 19 meeting were approved after a correction was made. A phrase had been inadvertently omitted from the last sentence on page one, which continued at the top of page two. It should have read (with missing words underlined): "The resolution and its defense unanimously passed and are appended to these minutes for action by the Graduate Dean and the Graduate Faculty Cabinet.

Horner reported that he received one memorandum about the co-major/joint major recommendation published in the January issue of GRAD News & Notes. Three or four members of the Electrical Engineering Department oppose the proposal because: 1) it sets up requirements far more extensive than has been common practice; and 2) it deprives the student of one of the degrees to which he/she is entitled. Larson pointed out that the student was not being deprived of a degree because with a co-major the student only has to write one thesis or dissertation. Since the memorandum did not suggest an alternative, GC did not believe any further discussion was necessary.

2. Discussion on the Grading of Research. After the small group discussion at the end of the last meeting, Larson prepared a draft recommendation and defense which was distributed. He and the other two members of the group were in virtual agreement. They favored grading 699 research only on a Pass-No Pass basis because: 1) 699 courses are designed to grant credit for work done toward the completion of a thesis; 2) normally the grading of research is done by the major professor alone, which can be highly subjective; and 3) by using P-NP the student would receive credit if he/she achieved something and would be denied credit if no effort or achievement was made during a given period. The present optional system of grading research (either P-NP or with a letter grade) was viewed as very inequitable treatment of students. It is also difficult to grade research in progress on a quarterly basis and to involve all members of the student's POS committee in the process.

A suggestion was made to divide the GPA on quarterly grade slips into two numbers. The first GPA number would represent the overall GPA (course grades and research) and the second GPA number would represent a GPA minus research grades.

Siano reported that the issue of P-NP grading of research had been aired at the Graduate Student Senate (GSS). The majority sentiment was for continuing the present optional system. Siano thinks a number of students prefer letter grading because it gives them more feedback from their advisors. Because many students are required to write quarterly progress reports, they want their major professors to communicate more information than just acknowledging their effort with a P-NP. Siano does not

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advocate including the letter grade for research in the student's GPA. Another reason given by GSS for keeping the present system is that a student's transcript may be the initial consideration for a job after graduation. A great many P-NPs on the transcript would not make a very favorable impression. The postponing of giving a grade for a student's research efforts until he/she completes a thesis or dissertation and then suddenly faces a highly critical POS committee was another complaint against the P-NP system.

Several GC members questioned the importance of grades on a transcript in job-hunting. They felt prospective employers considered a number of other factors more heavily: breadth of courses taken, letters of recommendation, and the way the applicants present themselves and their research.

In addition to the P-NP and the present optional system, a third approach was suggested. This was the use of deferred grading of research until the research was completed, rather than giving grades each quarter. It could be done either by the major professor or the POS committee.

Other opinions which favored a uniform P-NP system were: that by giving a letter grade for research a major professor was not really communicating any more to the student than by giving a P or NP; that a large part of the problem was that the POS committees do not meet often enough to review a students' progress; and placing all of the responsibility for this on the major professor.

D. Pantalone moved that the Larson draft become the basis for GC's recommendation and defense. Engen seconded the motion. During the discussion Siano raised several other points opposing the recommendation. He does not think a student should be allowed to reach the end and then have his/her thesis refused; there needs to be some way to stop the student a year or more before that point. With a P-NP system he believes there will be more of these kinds of failures, as some professor would be less inclined to scrutinize their advisees' research progress. Siano also thinks there will be strong opposition from both the faculty and GSS to the P-NP proposal, and he questions the political wisdom of GC proposing the present recommendation. After several others contributed pros and cons to the recommendation, C. Pantalone called the question. This motion passed 7-1. The D. Pantalone motion favoring the formal drawing up of a recommendation was also passed 7-1.

3. Other business. Only ten minutes remained. Instead of starting the general discussion of the Graduate English Proficiency (GEP) requirement, Horner suggested that GC divide into sub-groups again in order to allow the Grading of Research (GOR) group to work up their final draft and the GEP group to try to reach some consensus before its turn came to lead the discussion at the next meeting. Because they had been absent from the previous meeting, Demirel agreed to join the GOR group and Siano, the GEP

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group.

The GC divided into the discussion groups at 11:50 a.m. and adjourned at 12 noon. The next meeting will be February 2, at 10:30 a.m. in 209 Beardshear.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 2, 1976

Present: Demirel; Heltsley; Horner (Chr.); Pantalone, C.; Pantalone, D.; Siano; and Warren

Excused: Engen

1. The meeting was called to order by Horner. The minutes of the January 26 meeting were approved as distributed. The Graduate English Proficiency (GEP) requirement group wanted to spend the first third of the meeting seeing if they could agree on a recommendation. The other group, who had developed the grading of research (GOR) recommendation, were asked to consider the matter of growing foreign graduate student enrollment at ISU. The Graduate Dean had requested an informal recommendation from GC about this.
2. Recommendation on the Grading of Research (GOR). Based on the discussion at the last meeting a draft recommendation and defense had been prepared and distributed to GC members with the minutes of the last meeting. The meeting was opened for discussion. To assure that there will be some feedback from major professors on the student's research, Siano wondered if a one-paragraph assessment each quarter by the major professor of the student's work might not be required. Several members pointed out that this would not be philosophically acceptable to some faculty members. There are a wide range of working arrangements between advisees and major professors. Some see each other weekly; others only at major turning points, and still others a combination of infrequently at the beginning and very frequently as the end draws near. Siano would still like to see a university-wide standard set assuring feedback from major professors. Warren suggested that when the POS committee was first constituted perhaps that would be a good time to lay down ground rules for the future assessment of the student's work.

The second sentence in the second paragraph of the defense for the GOR recommendation was focused upon as a statement that expressed the importance of regular assessment being made. Siano moved that it be incorporated in the recommendation. He reworded it slightly. This motion was unanimously passed. The defense was changed by a few words and then the whole resolution was passed unanimously. It has been appended to these minutes.

3. Discussion of a recommendation on the Graduate English Proficiency (GEP) Requirement. The discussion group had only been able to reach a consensus on one of the two features of this requirement under consideration. The group was unanimous in agreeing that a student who had received a bachelor's degree two years or more prior to his/her entrance at ISU should not be required to take the GEP exam as long as he/she had satisfied the basic English requirement. A straw vote was taken and GC concurred 7-0.

There was an impasse on the second feature of the requirement (i.e., that a student complete an undergraduate English composition sequence with no

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grade lower than C). A straw vote revealed 5-2 in favor of keeping the present C or better, while the vote for raising the requirement to B or better was 2-5. Horner asked for suggestions on how best to proceed. Some felt it would be best to drop the whole matter and turn to other concerns. Others suggested investigating alternatives to both tests and grades such as having a top-notch writing clinic to which students would readily turn for help. The question of what GEP requirements other universities place on their graduate students was raised. The secretary was asked to do some research on this and report back at the next meeting.

4. The next meeting of GC will be Monday, February 9, at 10:30 a.m. in 209 Beardshear. The GC will be discussing concern #9 regarding the growth in foreign graduate student enrollment.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL

February 9, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Pantalone, C.; Pantalone, D.; Siano and Warren.

1. The meeting was called to order by Horner. The minutes of the February 2 meeting were approved as distributed.
2. Discussion of the Graduate English Proficiency (GEP) Requirement. The discussion of this concern was rather disjointed and wide ranging. Some of the ideas that were presented were:

- Perhaps by strengthening the Graduate Office's veto power over poorly written theses and dissertations when they are brought to the Dean for signature, it would serve as a deterrent and make student and their major professors more careful about writing in the earlier stages of the work. The idea was to tackle the problem from the other end.
- If a finished thesis is poorly written, then the program of study committee and the major professor have failed. Perhaps GC should be considering ways to insure that the POS committee does an adequate job of monitoring the advisee's progress. Instead of placing more regulations upon the graduate students, why not spell out clearly what the faculty should be doing.
- After listening to Richard Wright, the English Examiner's, assessment of the situation at a recent Graduate Student Senate meeting, the following draft recommendation was offered by D. Pantalone as a solution:

As a replacement for the present English Proficiency Policy for non-foreign graduate students, the Graduate Council recommends that it is the main responsibility of a student's department to administer an evaluation of each student's writing skill. A department may choose its own method of evaluation or it may use the English Department's proficiency test, but in either case, any testing is to be done in and by the department. The final decision as to whether further remedial work will be required of a student is also to be left to the department. An acknowledgement that this evaluation has taken place must be indicated on the POS Form before it is accepted by the Graduate Office.

- The issue affects a minimum number of students and doesn't deserve this much attention. If GC is at an impasse, the GEP concern should be tabled indefinitely and another concern taken up.

In rapid succession a number of motions were made. Siano moved that the GEP concern be tabled because there is little prospect for agreement among GC

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members. There was no second.

D. Pantalone moved passage of the draft recommendation (see p. 1) on giving greater power to the departments. It was seconded and discussed. Critics argued that the major professor already has to certify the student's English proficiency on the Program of Study Form and, in effect, this recommendation might only weaken the GEP requirement; it would make it necessary for departments to spend time setting up systems and finding writing experts within their departments to make judgments on a few cases; this would be yet another instance of the proliferation of regulations. On the other side, this recommendation would allow much greater flexibility; students could be tested and evaluated on material within their own specialty and their inadequacies could be judged in terms of the writing needs of their particular field. The question was called and the motion was defeated: three in favor, five opposed.

It was then moved and seconded that any decision on the GEP requirement be tabled until the next meeting. This motion was also defeated: one in favor, four opposed and three abstaining.

Heltsley moved that GC act to eliminate the two-year limitation and table the rest of the requirement as an area where no consensus was possible. It was seconded and passed unanimously by a voice vote. Horner wondered if this section of the GEP requirement (i.e., that a student who has received a bachelor's degree two years or more prior to his/her entrance at ISU should not be required to take the GEP exam as long as he/she has satisfied the basic English requirement) should be attached to something larger referring to the rest of the GEP requirement.

C. Pantalone moved the continuation of the present GEP policy, since GC has no recommendation on this, with the two-year limit removed. The question was called and the motion passed: seven in favor, one opposed. Demirel and Engen volunteered to work up a preliminary recommendation and defense to this effect to be presented at the next meeting.

4. The meeting was adjourned at 12 noon. The next meeting of GC will be Monday, February 16 at 10:30 a.m. in 209 Beardshear.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 16, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Pantalone, C.;
Pantalone, D.; Siano and Warren

1. The meeting was called to order by Horner. The minutes of the February 9 meeting were approved as distributed.
2. Results of the Graduate Faculty Cabinet meeting. Horner reported that three GC concerns were discussed and approved by the Graduate Faculty Cabinet (GFC) at its meeting on February 12: (1) the definition of Temporary GF Membership, which will supersede the designation "honorary member," which had been established in the Graduate College Notes, page 224 for December 7, 1971; (2) the minimum credit requirement for Graduate Assistants, which will not be discussed at the February 26 GF meeting because the Graduate Dean wants to present a mechanism for policing along with the recommendation (some minor word changes were made by GFC in this recommendation which did not change the meaning, i.e., C-12 = 12 months and C-9 = 9 months); and (3) the grading of research (GOR), which was revised in two ways. Horner distributed copies of the GOR recommendation with changes noted. One change was to make the recommendation applicable to courses numbered 599 (i.e., master's research and non-thesis research) along with 699 courses. The second, more serious change involved substituting Satisfactory-Fail for Pass-Not Pass grading. GFC had pointed out that P-NP is a student option, about which the instructor is not cognizant when he/she assigns grades. Horner agreed to the change on behalf of the GC because he felt the difference was not serious. However, in the S-F arrangement the Fail grade would be reported and included in the student's GPA. This disturbed a number of GC members. They claimed no instructors will want to give Fails and thus the GC recommendation will have had the effect of loosening standards which was not the original intent. A category of Not Satisfactory or the broadening of the general definition of P-NP was suggested. Warren moved that the recommendation be amended to allow a Fail grade to stay within the Graduate College and not be included in the GPA.. His motion was accepted, with seven in favor and one opposed.

The revised recommendation reads (with change underlined);

"The Graduate Council RECOMMENDS that research pursued for the purpose of completing a thesis or dissertation must be completed under the course number 599 or 699, graded only on a Satisfactory-Fail (S-F) basis and will not be included in the Grade Point Average (GPA). However, it is essential that a graduate student receive a periodic assessment of his/her progress in research by the major professor and/or program of study committee."

3. The Graduate English Proficiency (GEP) Requirement. Acceptance of the draft recommendation prepared by Demirel and Engen was moved and seconded. During the discussion a number of minor word changes were made. The

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question was called and the recommendation was passed unanimously.

The defense of this recommendation was also reworded, with less than unanimous support for its final form. A copy of the recommendation is appended to the minutes. It will be transmitted to the GFC for consideration at its March 25 meeting.

4. Growth of foreign student enrollment. Horner read a copy of a memo from Dean Zaffarano to the Associate Director of Admissions suggesting that foreign governments might be asked to contribute \$3,000 toward the support of students they send to ISU. The reason for this is that \$3,000 is approximately the cost to the State of Iowa to train graduate students each year, over and above the tuition fees. The enrollment of foreign students has risen to 20 percent of the total graduate student body, and there is some concern as to whether Iowa taxpayers should be subsidizing their studies. The subcommittee that briefly discussed this concern had come up with more questions than answers. They wondered whether the Dean's concern was financial or stemmed from the changes in certain departments which a great influx of foreign students might necessitate. Which departments are most seriously affected? How many foreign students come with support from their governments and how many on their own funds? From what countries are the majority coming? The Council thought that a visit during Spring Quarter from the Dean or someone else who had hard facts about the situation might be useful.
5. Graduate Faculty Meeting. Horner urged all members to attend the GF meeting on Thursday, February 26, 1-3 p.m. in Lush Auditorium. Recommendations (1) and (3) mentioned on page 1 of these minutes, as well as the one on the co-major/joint major, will be discussed and possibly brought to a vote.
6. GC Business in Spring Quarter. Horner asked that GC members advise the secretary of their schedules for Spring Quarter as soon as possible. He reviewed the concerns still to be considered, which include: foreign student enrollment; non-research degrees; and categories of graduate admission. He asked D. Pantalone to inquire about any new developments on the Graduate Student Senate request for the establishment of a graduate faculty course evaluation. Horner said Dean Zaffarano had recently added another concern: He wonders if the Graduate College Office could be empowered to select one of the members of a student's program of study committee. This would be done when the committee was first created. This concern will be further elaborated upon at a Spring Quarter meeting.
7. Adjournment. The meeting was adjourned at noon. The next meeting will be called some time after the beginning of Spring Quarter.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

March 15, 1976

Present: Heltsley; Horner (Chr.); Pantalone, C.; Pantalone, D.; Siano;
and Warren

Excused: Demirel and Engen

1. The meeting was called to order by Horner. The minutes of the February 16 meeting were approved as distributed.
2. Review of Graduate Faculty (GF) meeting. Horner reported on the four concerns that had been discussed at the winter quarter Graduate Faculty meeting: (1) the co-major/joint major recommendation was passed, which means both GC recommendations voted upon have passed; (2) the establishment of a minimum number of credits taken by Graduate Assistants was mentioned by Dean Zaffarano, but discussion on the recommendation was postponed until the spring quarter GF meeting when the Graduate Office plans to present the recommendation and a mechanism for monitoring these minimum hours; (3) grading of research, which seems to need some changes in order to be acceptable to the GF; and (4) terms of graduate faculty membership for professionals from outside ISU, which Associate Dean Ulmer is scheduled to discuss with GC later in this meeting.

Horner asked GC to carefully consider how a compromise might be effected on the grading of research recommendation, as discussed at the GF meeting, and come to the next meeting prepared to try again to write an acceptable recommendation.

3. GC meeting schedule for spring quarter. D. Pantalone can attend at least one hour of the GC meeting even if it is held between 10:30-12 on Monday mornings. This would allow everyone to be on hand. The secretary was instructed to find suitable meeting places at that time and then prepare a revised schedule (see enclosure).
4. Graduate English Proficiency Requirement. Horner distributed copies of a memo from Richard Wright to Dean Zaffarano expressing his opposition to the GC recommendation removing the two-year limit. Another memo from Wright to the acting head of the zoology department was also read. It discussed a more stringent English requirement to be created for entering graduate students of that department. At that point Associate Dean Ulmer arrived and the discussion was suspended.
5. Temporary GF members. Dr. Ulmer described the categories of GF membership -- full, associate and graduate lectureship. On- and off-campus collaborators, who direct students' research but are not paid by the University, are among those approved for full and associate membership. Ulmer said the more ambiguous categories are honorary, adjunct and temporary members, and he would be grateful if GC could come up with a clear definition which could include all three. Also the screening procedure for candidates, voting privileges and status on POS committees need to be established.

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Horner volunteered to write a revised recommendation on this concern for the GC's discussion next week.

6. Adjournment. The meeting was adjourned at 2:35 p.m. The next meeting will be 10:30-12 noon in 196 Carver Hall.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

March 22, 1976

Present: Demirel; Engen; Heltsley; Larson; Pantalone, C.; Pantalone, D.; Siano; and Warren

Excused: Horner

1. The meeting was called to order by Larson in the absence of Horner. The minutes of the March 15 meeting were approved with one correction. The first sentence in item 5 should read: "Dr. Ulmer described the categories of GF membership..," instead of "GC".
2. Grading of Research Recommendation. Larson asked for any revised recommendations individual GC members might have formulated. C. Pantalone suggested that the present optional system of grading (S-F or A,B,C etc.) be continued, but that the Registrar be requested to include on student transcripts two Grade Point Averages, one including and one excluding research grades. When students are on probation, are being considered for honors or for further doctoral study these separate GPA's are calculated.

C. Pantalone formulated a motion based on her suggestion. Larson thought an initial statement about the present optional system of grading was needed. Warren paraphrased the first sentence of the original GC recommendation on grading of research, since he also thought many faculty members are confused about the present system.

Demirel opposed the revised recommendation. He would prefer following through with the original GC recommendation and having it rejected by the GF if they are so inclined. Others thought this would only prolong the issue. The Dean would charge next year's GC with the same task. By seeking a compromise that might have a chance of passing, the status quo could be maintained. Yet by removing research grades from the GPA, graduate students in different departments who have major professors with different grading philosophies might be dealt with more equitably. Larson called for a straw vote to find out whether or not the GC wanted to continue to press for the passage of the original grading of research recommendation (uniform S-F grading). There was one vote in favor, four opposed and two abstaining.

Attention then returned to the Pantalone motion, which was seconded by Siano. This motion states:

The Graduate Council RECOMMENDS that research pursued for the purpose of completing a thesis or dissertation must be completed under the course number 599 or 699 and graded on a Satisfactory-Fail (S-F) basis and/or a letter-graded (A,B,C etc.) basis. The administration will report two GPA's on all graduate student transcripts. One GPA will include all graded credits taken at ISU. The other GPA will include

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only course credits, i.e., research credits would be excluded. For awards, presentations, probation, etc., only the GPA excluding research credits will be used.

Siano requested a vote on whether GC was ready to call the question without further discussion. Two were in favor, three opposed, two abstained.

Some of the comments raised during the ensuing discussion were:

- Larson had polled his colleagues in chemical engineering and found that as graduate students only one had been graded on research. Even in that case, the grades were not included in the GPA.

- To the best of everyone's knowledge, research is almost always given an A or S. Some GC members give S's in the first years of graduate work and A's toward the end when the research begins to show results.

- The procedure for withdrawing the earlier recommendation and substituting the new one was questioned. Since the first had only been discussed at the winter GF meeting, it could simply be withdrawn. The new version could be submitted to the Dean for consideration by the GF Cabinet. Since the concern was already discussed at the winter quarter GF meeting, it could be voted upon. Larson thought the defense for the revised recommendation could include a statement indicating that the earlier recommendation seemed to lack general support, and the GC was attempting a compromise measure, allowing the present system, but modifying the reporting procedure.

- Engen suggested one way to eliminate the A/S-F routine would be if the GC changed to a B-D alternative. By removing the top and bottom grades, major professors might avoid having to give either a failing or an overly-laudatory grade. Other GC members did not think this would have any more support than the earlier S-F recommendation.

The question was again called on the Pantalone motion. Six voted in favor, none opposed and one abstained. C. Pantalone agreed to prepare the resolution and defense for careful scrutiny at the next GC meeting.

Engen asked the secretary to check with someone in the Graduate Office to see if there are any complications in getting from the computer a GPA of ~~course~~ ^{course} work only.*

4. Temporary GF members. Due to his illness, Horner has been unable to prepare a revised version of this recommendation, and this concern will be held over for a later meeting.
5. Graduate Cabinet meeting. Larson asked if a GC member would be willing to represent Horner at the Graduate Cabinet meeting on Thursday. Heltsley agreed to go.

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6. Lifting the upper limit on credits taken per quarter. D. Pantalone thought this concern (#11) could be dealt with easily. No one had any strong arguments against allowing a student to take more credit hours than 15 or 16, if the student and major professor believed it would not be too staggering a load. This was only an informal discussion with no action taken.
7. The meeting was adjourned at 11:35 a.m. The next meeting will be at 10:30 a.m. on Monday, March 29 in 196 Carver.

Barbara S. Plakans

Barbara S. Plakans, Secretary

*SECRETARY'S NOTE: On Tuesday, March 23, I spoke with Assistant Dean Karas about this. He says one of the recommendations of the Corbett Committee on Grading was to make two separate GPA's available. For the past two years or more the Grading Record Forms on file in the Graduate Office contain two GPA's. These forms also indicate credits which were letter-graded and those given S-F's. The Graduate Office is presently working to get this information printed on the students' permanent record (i.e., transcripts). It requires changing to a terminal system, which should be in operation within the next three or four months.

GRADUATE COUNCIL MINUTES

March 29, 1976

Present: Demirel; Engen; Heltsley; Horner (chr.); Larson; Pantalone, C.;
Pantalone, D.; Siano; and Warren

1. The meeting was called to order by Horner. The minutes of the March 22 meeting were approved with one correction. The secretary had misinterpreted Engen's question. He had wanted to know if it were possible to obtain a separate list of research grades to see if they were primarily A's, S's or P's, as the Corbett Committee had claimed. The ninth paragraph on page 2 should be corrected to read: "Engen asked the secretary to check with someone in the Graduate Office to see if there are any complications in getting from the computer a GPA of research work only."
2. Report on GFC Meeting. Heltsley had attended the Graduate Faculty Cabinet meeting last week and reported that a number of concerns of the GC did come up. Concern #10 on categories of admission for graduate students, not yet considered by GC, was discussed. A proposal for policing the minimum number of credits for graduate assistants (concern #3) is in preparation and will be discussed at the next DOGES meeting. Although temporary GF membership (concern #8) was not discussed, Dean Ulmer urged that collaborator status should be mentioned in some way in the revised GC recommendation. No action was taken on the GC recommendation on the Graduate English Proficiency requirement (concern #4), although the general sentiment seemed to favor raising the required grade from C to B. Another item, which has not been referred to GC, was the possibility of allowing the Program of Study Review Committee to select one member of a graduate student's committee when it seems weak. The next GFC meeting will be near the end of April, and Horner hopes that all GC recommendations which have a chance for action at the spring Graduate Faculty meeting will be brought up then.
3. Grading of research recommendation. C. Pantalone had written a resolution and defense based on last week's discussion, however, after learning that the Graduate Office is already planning to put two GPAs, with and without research credit, on transcripts in the near future, she had not made copies of it. The recommendation, as read, only restates the existing situation. A discussion followed over whether to prepare a statement reaffirming the present policy or to table the two previous recommendations and drop the matter for the time being.

Horner moved that a sheet polling GF members as to their preference for S-F grading of research, letter grades or the present optional system be included with the nomination forms for next year's GC members, which is being mailed to all GF members next week. Larson seconded the motion, and it passed by a voice vote of seven in favor, one opposed. Larson offered to help Horner formulate a questionnaire.

4. Temporary GF membership. Horner presented a draft of a revised recommendation based on the discussion that took place at the last GF meeting and the comments of Dean Ulmer at a recent GC meeting. Horner moved and

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Larson seconded its adoption. During the discussion which followed, suggestions and questions included:

o Why a temporary GF member could not be "sole chairman" of a POS committee. This stipulation had been added by Horner because he believed a short-term visitor would not be able to learn well enough all of the practices and procedures of the Graduate College to serve as a proper chairman.

o Siano suggested that the following amendment be added at the end of the recommendation to define explicitly all of the GF designations other than full and associate members: "The GC further recommends that the use of the terms 'honorary,' 'adjunct,' and 'visiting' professor be dropped and all faculty members currently holding these titles be required to follow the normal university channels to the graduate faculty review committee for review to final acceptance by vote of the graduate faculty. The terms 'on- and off-campus collaborators' properly refer only to members of the graduate faculty who have followed the normal procedure for approval by the GF but who are not paid by ISU."

o What should be done about the existing honorary members? Larson would prefer a "grandfather's clause" exempting them from having to go through the reviewing process.

o Engen suggested "temporary program of study committee member" as a less ambiguous title than "temporary graduate committee member."

o Warren wondered if the temporary POS committee member category could also include ISU faculty members who don't belong to the GF, but whose expertise in a field would make them useful additional members (fourth or sixth) of POS committees. Horner thought it could be broadened by changing a phrase. Another suggestion was that these ISU temporary POS committee members only be allowed to serve as the additional member of a committee a limited number of times before their credentials would be checked for regular GF membership.

Horner agreed to rewrite his draft and include the suggested changes for consideration at the next GC meeting.

5. Provisional admission of graduate students. A draft recommendation on this concern, which the Graduate Dean believes is of some urgency, was distributed for GC to mull over before discussing it next week.
6. The meeting was adjourned at 11:55 a.m. The next meeting will be on Monday, April 5 at 10:30 a.m. in 209 Beardshear.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 5, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Pantalone, C.;
Pantalone, D.; Siano; and Warren

Excused: Larson

1. The meeting was called to order by Horner. The minutes of the March 29 meeting were approved as distributed.
2. Temporary Graduate Faculty Membership. A revised version of the draft recommendation on this concern was distributed. Horner had given a copy of it to Don Charles, Chairman of the GF Membership Committee, who, in a memo, expressed approval of the recommendation. He did not think, however, that it was necessary to require present "honorary" or "visiting" GF members to undergo further screening.

Heltsley questioned the omission of collaborators from the resolution. She thought some clarification was needed. Horner argued against including it within the present recommendation on temporary GF membership, since collaborators are usually considered for GF membership in the same way as other permanent ISU faculty members. He would prefer writing a separate recommendation about it or amending the definition that presently appears in the Graduate College Catalog (p. 4) to include a sentence about on- and off-campus collaborators.

The remainder of the meeting was spent rewording and rearranging the body of the resolution. Its passage was eventually moved, seconded and approved unanimously. A copy of it, as revised, is attached to these minutes.

3. Other concerns. Horner would like to discuss concern #10 on provisional admission at next week's meeting. He had distributed a draft recommendation at the March 29 meeting, and he asked GC members to review it and have their criticisms ready. Dean Jacobson contacted Horner last week about GC reconsidering concern #3 on minimum credits for Graduate Assistants. The Graduate Office would prefer to establish a policy to limit the length of time a graduate student can hold an assistantship on a quarter basis rather than to require a minimum number of credits per quarter or per 9- or 12-month period. This is also to be discussed next week.
4. The meeting was adjourned at 12:12 p.m. The next meeting will be on Monday, April 12 at 10:30 a.m. in 196 Carver.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 12, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; Siano; and Warren

1. The meeting was called to order by Horner. The minutes of the April 5 meeting were approved as distributed.
2. Provisional category of admission. The GC began by reviewing the draft recommendation prepared by Horner. Opinions were expressed on various elements of it. Siano added a friendly amendment to broaden the category to include students who have background deficiencies as well as those changing major fields. Other key changes were:
 - including foreign students from all recognized foreign institutions (English-speaking or not) as possible candidates for provisional status;
 - adding a sentence to indicate students on provisional admission can be eligible for Graduate Assistantships;
 - changing the style of the draft recommendation to make it similar to earlier recommendations rather than re-phrasing the Graduate College Catalog entries on categories of admission.

The revised recommendation and defense were passed with no dissenting votes. A copy has been appended to these minutes.

3. Minimum credits for Graduate Assistants. Horner has again talked with Dean Jacobson about the GC recommendation on this concern and why it presents problems to the Graduate Office. He suggested that Dean Jacobson be invited to the next GC meeting to present the problems he foresees and possible alternative solutions. The GC agreed to invite him.
4. Other issues briefly discussed were a GC dinner to complete the year and the limbo in which the present GC recommendation on the Graduate English Proficiency requirement presently resides. The meeting was adjourned at 12 noon. The next meeting will be on Monday, April 19 at 10:30 a.m. in 209 Beardshear.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 19, 1976

Present: Demirel; Engen; Heltzley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Absent: Siano

1. The meeting was called to order by Horner. The minutes of the April 12 meeting were approved as distributed.
2. Graduate Faculty Cabinet (GFC) meeting. Horner reported that the next GFC meeting will be Thursday, April 29. There will be only one more GC meeting before then at which resolutions can be drawn up for presentation at the GFC meeting, and if approved, can appear in GRAD News & Notes and be voted upon at the Spring GF meeting. He hopes that the following recommendations will be on the GFC agenda: graduate English proficiency requirement; temporary graduate faculty membership; provisional category of admission; and grading of research.
3. Minimum credits for graduate assistants. Dr. Norman Jacobson, Associate Dean of the Graduate College, had been invited to discuss alternative methods which might be used to assure that the graduate assistant makes reasonable progress in her (his) academic program. His basic concern is that too many rules become very difficult to enforce. He cited the time limit which states that work from bachelor's degree to the master's degree should be completed within three years, from master's to Ph.D. within four years and from bachelor's to Ph.D. within five. With a sample computer printout of graduate students enrolled at ISU, he showed how frequently these limits are exceeded. Among those who are not meeting the time limit are a number of students who are receiving support. Jacobson suggested that limiting the time limit on a graduate assistantship might be an alternative to creating a minimum number of credits per quarter (year). But he believes more information is needed before a decision can be reached. He would like to obtain the following information about each graduate student: number of years since admission to ISU; number of quarters registered; number of quarters a graduate assistantship has been held; number of credits accumulated; degrees held and degree sought. With these data in hand, a clearer assessment of the extent of the problem can be made. He would prefer that the GC withdraw its resolution until further information can be provided. Jacobson has requested these data and will make them available to GC when received.

Individual GC members questioned Jacobson about the possibility of either department executive officers (DEOs) or Program of Study Committees monitoring students' progress and preventing misuse of graduate assistantships and time limits. Jacobson expressed doubt about the consistency in the way these two groups would fulfill this responsibility.

The GC agreed to withdraw its recommendation until further information can be provided and the Graduate Office can redefine the concern.

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4. GC Dinner. The GC End-of-Year Dinner will be held Saturday, May 1 with pre-dinner refreshments at the Horner's followed by dinner at a restaurant still to be designated.
5. Other concerns. Horner reviewed concerns still to be considered by the GC. He reported that about 25% of the graduate faculty had responded to the grading of research questionnaire so far. The current optional system of grading was the most favored method, with 37.4%. Horner asked that GC members consider whether they want to stand by the original recommendation presented to the GF, support C. Pantalone's motion which restated the current system, or come up with some other solution for the concern at next week's meeting.

The next meeting will be on Monday, April 26 at 10:30 a.m. in 209 Beardshear. The meeting was adjourned at 12:01 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 26, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Absent: Siano

1. The meeting was called to order by Horner. The minutes of the April 19 meeting were approved as distributed.
2. Grading of research. Horner distributed a tabulation of results on the grading of research questionnaire. Of the 995 graduate faculty members receiving the questionnaire, 268 (26.8%) replied. The breakdown was as follows:
 - a. letter grades only should be given (i.e., A,B,C,D,F,I) - preferred by 30 (or 11.2%) - 2 wrote comments
 - b. S or F only should be given with F's not counted in GPA - preferred by 52 (or 19.1%) - 8 wrote comments
 - c. current system which permits letter grades (i.e., A,B,C,D,F,I), S-F, and P with course GPA calculated separately - preferred by 101 (or 37.8%) - 18 wrote comments
 - d. S, F or I should be given during research until the last quarter when a grade would be given to reflect the evaluation of all research credit - preferred by 48 (or 18.0%) - 14 wrote comments
 - e. each department would have the option of choosing its own method of grading research - preferred by 23 (or 8.6%) - 3 wrote comments
 - f. other (please specify) - preferred by 14 (or 5.2%) - most of the comments combined or reiterated the optionals listed above

Although (c.) received the most votes, by combining (b.) and (d.), (both of which feature S-F grading), Horner came up with nearly as many votes. He hoped GC would continue to press for the passage of its original recommendation (i.e., b.). Larson suggested that the recommendation be reintroduced at the next GF meeting along with the results of the questionnaire and that a written vote by the entire GF of yes or no on S-F grading be requested. A no vote would indicate support for the present mixed system.

After some discussion Larson's suggestion was put into the form of a motion, seconded by Demirel and passed by a vote of 6 to 1.

3. GC End-of-the-Year Dinner. By a straw vote the Solar Inn, 2812 South Duff Avenue, was selected as the site for the dinner. All GC members and spouses are invited to the Horner's (1½ block north of 13th Street

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at 1508 Meadowlane) for pre-dinner refreshments at 6:15 p.m. on Saturday, May 1. Dinner will follow at 7:15 p.m. Members were asked to contact the Secretary (4-4566) if they are unable to attend so she can cancel their reservations.

4. Remaining concerns. Of the concerns given to the GC this year by the Graduate Dean only two remain: #6 - establishment of non-research oriented doctoral degree(s) and #8 - limitation of foreign student enrollment. Horner believed an ad hoc committee outside of the GC should be appointed by the Graduate Office to study the matter of non-research degrees. He believes several quarters of collecting information, listening to opinions and discussing pros and cons are needed to reach a decision about this concern. It was moved, seconded and passed unanimously that Horner suggest that the Graduate Dean set up such a study group.

The foreign student enrollment question was something about which Dean Zaffarano had wanted GC's candid discussion. Since GC was uncertain what specifically concerned the Graduate Dean, Horner suggested that either Dean Zaffarano or one of the other deans be invited to discuss the matter with both old and new GC members at the next meeting, May 17.

Horner also plans to distribute the GC Annual Report before that meeting so that it, too, can be discussed, revised and approved. Present GC members were asked to consider who they would like to elect as next year's chairperson, another item to be handled at that meeting.

Horner reported that ballots for faculty members of GC will go out this week. There were 17 nominees: Alan Atherly, Donald Beitz, John Gordon, Donald Nevins and Allen Trenkle in biological & agricultural sciences; Lawrence Burkhart, Roy Keller, T.H. Okiishi and William Riley in physical & mathematical sciences & engineering; and Stanley Ahmann, Ray Dearin, John Dobson, Robert Gelina, Alan Kahler, Victor Olorunsola, Geitel Winakor and Paul Yarbrough in social sciences, education & humanities. The Graduate Student Senate will be selecting its three GC members on May 3.

The meeting was adjourned at 11:55 a.m. The next meeting will be on Monday, May 17 in 209 Beardshear.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

May 24, 1976

Present: Demirel; Engen; Heltsley; Horner (Chr.); Larson; Pantalone, C.;
Pantalone, D.; and Warren

Absent: Siano

1. The meeting was called to order by Horner. The minutes of the April 26 meeting were approved after a typographical error was corrected.
2. Discussion of Graduate Council (GC) Annual Report for 1975-76. A draft of this report of GC activities had been distributed to GC members last week. Horner explained that it would be revised after the Graduate Faculty (GF) meeting on Thursday, May 27, to indicate how the GF acted upon the recommendations on the English proficiency requirement, the grading of research, the definition and purposes of temporary graduate faculty member and temporary program of study committee member, and provisional admission. Engen suggested that a tally of recommendations approved, rejected or otherwise disposed of be added to the report. This will be incorporated into the Annual Report when it appears in the June 15 issue of GRAD News & Notes. Horner advised that the Graduate Office has decided to present a written ballot to those who attend the GF meeting on all of the aforementioned GC recommendations, including a Graduate Faculty Cabinet recommendation. GC had instead requested that a written ballot only on the grading of research recommendation be mailed to all GF members; Horner said the standard procedure of the Graduate Office is to have recommendations voted on at the quarterly GF meetings, not by mail ballot. A motion was made and seconded to accept the Annual Report, and it passed unanimously. Larson recommended that next year's GC seek a clear definition of its responsibilities in regard to its position relative to the Graduate Faculty Cabinet and GC.
3. Changing of the Guard. Horner congratulated C. Pantalone and Siano on completion of their doctoral degree requirements for graduation this week and Heltsley on her promotion to full professor. On behalf of GC, Horner presented the Pantalonos with a baby gift and many good wishes. Larson expressed the Council's appreciation to the Chairman for his outstanding efforts in all aspects of the job, and Horner responded with kind words for the Council's cooperative spirit.

Ballots were distributed for GC to select a new chairman from the three second-term faculty members. Heltsley was elected.

The three new faculty members (Stanley Ahmann, Don Beitz and Lawrence Burkhardt) and three new graduate student members (Mike Dooley, Terri Long and Tom McMullen) for next year's GC were then introduced. A general introduction about the purpose and operation of GC was given by Horner. There were several questions by the new members.

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May 24, 1976

4. Remarks by the Graduate Dean. At this point Deans Zaffarano and Karas joined the group. Dean Zaffarano expressed his appreciation for the way this year's GC has operated and welcomed the new members. He distributed some lists of present Graduate College committees and would appreciate some assistance from the new GC in suggesting nominees for openings on these committees.
5. Foreign student enrollment. Dr. Karas distributed statistical information about the makeup of the graduate student body at ISU, especially foreign graduate students. Dean Zaffarano explained the difficult situation in which the Graduate College finds itself. Foreign enrollment is approaching 20%. Since tuition does not nearly cover the costs of training graduate students, the State of Iowa, in effect, is subsidizing each of them and at some point, the State Legislature will question whether the taxpayers should be asked to do this. Dean Zaffarano asked the new GC to ponder this problem and he will brief them again in the fall on what transpires at the forthcoming meeting of graduate deans from around the country. Only a brief discussion was possible as time had run out.

The meeting was adjourned at 12:10 p.m.



Barbara S. Plakans, Secretary

P.S. The outcome at the Graduate Faculty meeting was that on the Graduate English Proficiency Requirement the two-year limit was eliminated, but the Graduate Faculty Cabinet recommendation to raise the grade from C to a B average passed; S-F grading of research was voted down -- the present system will be retained; and there was not enough time to discuss the other two recommendations on temporary graduate faculty members and provisional admission so they were held over until the fall Graduate Faculty meeting. The Graduate Office decided not to use written ballots on any of the recommendations, and hand and voice votes were used by the approximately 120 graduate faculty members in attendance.

GRADUATE COUNCIL

May 25, 1976

TO: The Graduate Dean
The Graduate Faculty
The Graduate Student Senate

FROM: The Graduate Council

1975-76 ANNUAL REPORT OF THE GRADUATE COUNCIL

The Graduate Council is an elected body of six graduate faculty members (serving two-year terms) and three graduate students (serving one-year terms) who meet regularly to consider questions of policy concerning 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. Because the graduate faculty meets formally only once each quarter to conduct business, it is virtually impossible for the entire body to consider all the information on a problem, explore in depth all the alternatives and their consequences, and come up with a solution that best serves the purpose, constrained by this time limitation. With more time to devote to research and discussion, the Council should provide a valuable advisory service. 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 and Graduate Faculty Cabinet, recommendations from the Council may be submitted to the Graduate Faculty for approval as policy.

During the past year, the Graduate Council (GC) dealt with nine concerns which it received from the Graduate Office, Graduate Faculty Cabinet and Graduate Student Senate. The GC reviewed and discussed these concerns by listening to individual staff members, collecting and reviewing specific sources of information, assessing letters of concern from faculty, sending out a questionnaire and drawing on the diverse backgrounds of GC members. The GC established, as its primary goal, to resolve each concern by developing a resolution representative of the GC and presenting it to the Graduate College administration, Graduate Faculty Cabinet and finally to the Graduate Faculty for approval. Each of the nine concerns is listed below and its disposition is indicated:

1. Transfer of research credits. The following recommendation was approved by the Graduate Faculty at its November 20, 1975 meeting and was published in Graduate College Notes, page 263, February 27, 1976: "A student's Program of Study committee may recommend transfer of graduate research credits earned at another institution toward partial fulfillment of Ph.D. requirements at ISU."
2. Definition and Purpose of Co-major versus Joint Major. The following recommendation was approved by the Graduate Faculty at its February 26, 1976 meeting and was published in Graduate College Notes, page 264, February 27, 1976: "A co-major program shall be designated as one consisting of two majors which are authorized for the specified degree. A joint major program shall be designated as one consisting of two majors, one of which is approved to be granted only in conjunction with an authorized major for the specified degree. In both programs, the degree will be granted when the student fulfills separately the requirements of each major. The Program of Study Committee will be composed of co-chairpersons representing each major. Each co-chairperson must be a full member of the Graduate Faculty for doctoral co-major and joint major programs. A student's preliminary examination and research work for the degree should be related to both majors."
3. Graduate College English Requirement. The following recommendation was approved at the Graduate Faculty meeting on May 27, 1976: "The present Graduate English Proficiency policy should be retained, but with the two-year limit eliminated."
4. Grading of Research. The following recommendation, as amended to include the grade of Incomplete (I) and deletion of 599, was not approved at the Graduate Faculty meeting on May 27, 1976: "Research pursued for the purpose of completing a thesis or dissertation must be completed under the course numbers 599 or 699 and graded only on a Satisfactory-Fail (S-F) basis."
5. Definition and Purposes of Temporary Graduate Faculty Member and Temporary Program of Study Committee and Discontinuation of Three Terms presently used to designate Graduate Faculty Members. The following recommendations will be presented and acted upon at the Graduate Faculty meeting in September, 1976: "The terms Temporary Graduate Faculty Member and Temporary Program of Study Committee Member should be used to designate any person who, for his/her expertise in a specific field of endeavor, is recommended for temporary membership for a specified time period on the Graduate Faculty and/or appointment to a graduate student master's or doctoral committee.

"The term Temporary Graduate Faculty Member shall be used for any person who meets all the Graduate Faculty requirements specified for at least the associate graduate faculty member rank. This temporary position would carry with it all the privileges extended to permanent graduate faculty members with the exception of serving as sole chairman of a graduate

student's master's or doctoral committee. Recommendation of an individual is made through the normal university channels to the Graduate College Membership Committee for review and final acceptance by vote of the Graduate Faculty.

"The term Temporary Program of Study Committee Member shall be used for any person not a member of the Graduate Faculty who, for his/her expertise in a specific field, is appointed to serve as an additional member (fourth or sixth) on a master's or doctoral committee, respectively. This appointment shall be approved by the Graduate Dean for a period of time not to exceed that of the student's degree program. A person under this arrangement would primarily deal with the student's research and would be a voting member at the final examination. This temporary appointment would not carry with it the usual privileges extended to permanent graduate faculty members, such as being expected to attend or receive information related to Graduate Faculty meetings or have voting rights at such meetings. A person shall not be appointed more than three times.

"The use of the titles 'honorary,' 'adjunct,' or 'visiting' graduate faculty members should be discontinued."

6. Provisional Admission. The following recommendation will be presented and acted upon at the Graduate Faculty meeting in September, 1976: "A new admission category, designated as Provisional Admission, should be established. An applicant who is a graduate of an accredited college or university, whose requirements for the bachelor's or master's degree are substantially equivalent to those at Iowa State University, and who ranks in the upper one-half of his/her class, but who has certain background deficiencies to remedy, may be admitted to the Graduate College on Provisional Admission if recommended by the department executive officer and approved by the Dean of the Graduate College. Students accepted on provisional admission are eligible for graduate assistantships. Transfer from provisional admission to full admission requires the recommendation of the major professor and approval by the Graduate Dean."
7. Establishment of Minimum Number of Credits per Quarter for Graduate Assistants. A recommendation was presented to the Graduate College Office and Graduate Faculty Cabinet for consideration. Because of the complexity of this concern and the need to collect more data, the recommendation was withdrawn for further study by GC.
8. Research versus Non-research Doctoral Degree. In reviewing this concern, GC realized that there are growing demands within ISU and other universities for the development of non-research oriented graduate degrees (e.g., non-thesis master's degrees and certain professional graduate doctoral degrees). Because of the magnitude and complexity of this concern, GC recommended that the Graduate Dean set up a study group for the sole purpose of reviewing the needs for such degrees throughout the University.
9. Establishment of Graduate Faculty and Course Evaluation. After submitting this concern to GC, the Graduate Student Senate created a committee to deal with it. GC yielded to GSS.

To summarize the disposition of the nine concerns: three (1,2,3) were approved and one (4) was denied by the Graduate Faculty; two (5,6) will be acted upon at the September 1976 Graduate Faculty meeting; one (7) will be reevaluated by GC next year; one (8) will be handled by a separate committee established by the Graduate Dean; and one (9) is being handled by the Graduate Student Senate.

To help GC in its deliberations on several of the above concerns, the following individuals were invited to meet with the Council: Daniel J. Zaffarano, Dean of the Graduate College; Richard R. Wright, Assistant Professor of English and English Examiner; William D. Wolansky, Head of the Industrial Education Department and Chairman of the Social Sciences and Humanities Program Review Committee; Willard L. Talbert, Professor of Physics and Chairman of the Physical Sciences Program Review Committee; Donald C. Beitz, Professor of Animal Science and Chairman of Biological Sciences Program Review Committee; Martin J. Ulmer, Associate Dean of the Graduate College; and Norman L. Jacobson, Associate Dean of the Graduate College.

New members elected this spring to the Council are:

Dr. Donald C. Beitz (1976-78) Mike Dooley (1976-77)	Biological & Agricultural Sciences Division
Dr. Lawrence E. Burkhart (1976-78) Tom McMullen (1976-77)	Physical & Mathematical Sciences & Engineering Division
Dr. Stanley J. Ahmann (1976-78) Terri Long (1976-77)	Social Sciences, Education & Humanities Division

Members continuing on the Council are Drs. Turgut Demirel, Richard L. Engen and Mary E. Heltsley, who will be the 1976-77 Chairperson.

Respectfully submitted,

Turgut Demirel
Richard L. Engen
Mary E. Heltsley

*Members whose terms expire May 31, 1976

*Harry T. Horner, Jr., Chairman
*Maurice A. Larson
*Coleen C. Pantalone

*David K. Pantalone
Barbara Plakans, Secretary
*Don B. Siano
*Richard D. Warren

GRADUATE COUNCIL
1975-76

Graduate Faculty

Turgut Demirel	Ceramic ^{Civil} E. 484B Town Engr.	4-3936 or 4-8767
Richard L. Engen	Vet. Physiol.-Pharm. Vet. Adm. Room 7	4-2440
Mary E. Heltsley	Family Env. 42N MacKay	4-6318
Harry T. Horner, Jr. (Chr.)	Bot. & Pl. Path. 37 Bessey	4-8635 or 4-3872
Maurice A. Larson	Chem E. 261 Sweeney	4-5840
Richard D. Warren	Sociology 217D East Hall	4-8320 or 4-8929

Graduate Students

Coleen C. Pantalone	Econ. 78 East Hall	⁸⁰⁶⁹ 4-6583 292-4121
David K. Pantalone	E. E. 206 Coover	4-6213
Don B. Siano	Biochem. & Biophys. 335F Gilman	4-5733

Secretary

Barbara Plakans	Graduate Office 315 Beardshear	4-4566 or 292-8206
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JANUARY	MARCH	MAY
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25 26 27 28 29 30 31	28 29 30 31	30 31
FEBRUARY	APRIL	JUNE
1 2 3 4 5 6 7	1 2 3	1 2 3 4 5
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