

## GRADUATE COUNCIL MINUTES

July 12, 1976

Present: Ahmann; Beitz; Burkhart; Demirel; Dooley; Engen; Heltsley (Chr.); McMullen; Plakans

Absent: Long

1. Copies of the following lists were distributed to Graduate Council (GC) members:
  - names of present Graduate College committee members;
  - names of prospective members recommended by deans and department heads to fill forthcoming vacancies on these committees;
  - names of individuals who have previously served on the Graduate College Membership Committee;
  - a chart showing the approximate size of graduate programs based on the number of graduate students enrolled in each department.
2. The meeting was called to order by Heltsley, who explained that its purpose was to assist the Graduate Dean in filling vacancies on the Graduate College standing committees, including Membership, Graduate Student Program Review and Premium for ACademic Excellence (PACE) Awards Committees.
3. Graduate Faculty Membership Committee. A memorandum had been sent by Heltsley to all deans and department heads asking for their suggestions, and despite the absence of many people for the summer, 56 nominations were received. Heltsley indicated that GC has a dual concern with this committee: on a long-range basis, studying the selection process of committee members and the criteria they use in screening the credentials of candidates for Graduate Faculty membership; and at the present time on a short-term basis, suggesting individuals to fill the existing vacancies on the Committee before the beginning of Fall Term. Various guidelines were suggested:
  - Nominees must be Full Graduate Faculty members
  - The balance between the three divisions -- 3 from the Biological Sciences division, 4 from the Physical Sciences division and 5 from the Social Sciences and Humanities division -- should be maintained
  - No department should have more than one representative on the Committee
  - Special consideration should be given to departments with large graduate programs and those which have not been represented on the Committee in recent years
  - An effort should be made to suggest faculty who have not served recently on the Membership Committee or other Graduate College committees
  - GC would offer the Dean two or more possible candidates for each opening.

The floor was opened for suggestions and a general concensus was reached on candidates for each of the division openings, listing a first choice and an alternate for each. GC also recommended that the large graduate programs in the departments of economics, chemistry and statistics be represented on the Committee if possible.

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4. Graduate Student Program Review Committees. The Biological Sciences and Physical Sciences Program Review Committees each have one vacancy and the Social Sciences and Humanities Review Committee has two. Suggestions were offered for filling the vacancies.
5. Premium for ACademic Excellence (PACE) Awards Committee. Suggested replacements for the two vacancies on this committee were also submitted.
6. Evaluation of Graduate Courses and Instructors. Heltsley, who had to leave to attend an oral exam, turned the discussion of this concern over to McMullen. He reported that the new President of the Graduate Student Senate (GSS), Fred Choobineh, had asked him to raise the question of GSS establishing a system for evaluating graduate courses and instructors and to ask GS to endorse this plan. This had been a concern which last year's GSS had presented to last year's GC. Because it was considering ten other concerns, GC was unable to act upon the evaluation system matter. In the interim GSS set up a committee and readopted this concern. The new GC members expressed uncertainty about what GSS was asking them to endorse, why they were being asked to do so and the purposes to which the evaluation would eventually be put. Dooley offered the following motion: that the GC recommend that a system of evaluating courses and instructors at the graduate level be looked into for the university academic community. It was seconded by Demirel. Discussion of the pros and cons followed, but some confusion remained about why GC should become involved when the idea had originated with the GSS, a GSS committee had already been established, GSS had the money to use and would go ahead with the evaluation plan even if GC didn't endorse it. Burkhart agreed to act as temporary chairman in Heltsley's absence. Ahmann moved that the Dooley motion be tabled because of insufficient information and Engen seconded the motion. The motion to table carried by voice vote with no one dissenting.

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



Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

September 7, 1976

Present: Beitz; Demirel; Dooley; Heltsley; McMullen; Plakans

, The meeting was called to order by Heltsley. She explained that two member of the new Graduate Council(GC) had resigned. Stanley Ahmann had sent her a memorandum on July 13, because he had just noticed that the Statement of Purpose of the Graduate Council does not allow department chairmen to serve on the Council. Unfortunately, this limitation had escaped everyone's notice at the time of last spring's GC election. Also Terri Long, one of the graduate student members, had left Iowa State to take a position elsewhere and another graduate student from the Social Sciences & Humanities division would need to be chosen.

The Statement of Purpose was then referred to and it states: "Unexpired terms are filled by the Graduate Council from the list of nominees for the position. Unexpired student terms are filled by the Graduate Student Senate."

Dooley and McMullen said they would see that the Graduate Student Senate acted on replacing Long as soon as possible.

The GC discussed whether Ahmann's resignation at the very beginning of the academic year qualified as an "unexpired term." Since the nomination ballot stated that the GC term would run from September 1, 1976 to August 31, 1978, and the 1975-76 Annual Report listed last year's members as having terms that expired May 31, 1976, there was some confusion as to when the term for this year's faculty members of GC really began. The new GC had been included in the final May meeting and had met once during the summer to suggest appointments to the Graduate College committees. Thus it was assumed that their terms began at the end of May and that Ahmann's term could be considered "unexpired."

A motion was made that the nominee from the Social Sciences & Humanities division who had received the second highest number of votes in last spring's election be asked to serve in Ahmann's place. This was unanimously agreed upon, and Heltsley said she would contact Geitel Winakor, who had come in second.

The secretary distributed forms and asked GC members to block off times when they could not meet. As soon as everyone's schedule is known, a regular meeting time for fall quarter will be arranged.

The meeting was adjourned at 2:10 p.m.

  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

September 23, 1976

Present: Beitz; Demirel; Dooley; Golinvaux (for Carter); Heltsley; McMullen; Plakans and Winakor

Absent: Burkhardt and Engen

1. The meeting was called to order at 11 a.m. by Heltsley. Forms were distributed, and in an attempt to settle on a meeting time, those present were asked to fill in their most up-to-date schedules for fall quarter.
2. Agenda items for this year's Graduate Council (GC)

a. Heltsley asked for suggestions on matters of importance that the Council might consider this year. She noted that a minor holdover from last year would be the question of terms applied to "temporary Graduate Faculty Member" and "temporary Program of Study Committee Member" as discussed at the last Graduate Faculty meeting (see minutes of September 8, 1976 meeting, item a., old business in GRAD News & Notes #44 (September 15, 1976) pp. 9-10. Demirel suggested GC consider defining more clearly the responsibilities of Program of Study Committee Members. He believes some committees meet very irregularly and are not properly concerned about the graduate student's progress. All Council members were urged by Heltsley to inquire about graduate matters that are troubling colleagues in their departments and colleges and which GC might discuss.

b. The Graduate Dean's concerns. Dean Zaffarano described GC as a subset of both the Graduate Faculty and the Graduate Student Senate, and he hopes matters of concern to both of these larger bodies can be discussed by GC and solutions suggested. He is pleased with the strides made by last year's GC. The areas of concern he outlined for this year were:

- (1) Nominations to fill vacancies on Graduate College standing committees. He found the suggestions made by GC this summer were very useful and most nominees were appointed. He would like this to become a regular function of GC, but would like to start the process earlier -- in March or April -- rather than waiting until the summer.
- (2) Graduate Faculty Handbook. Dean Zaffarano reviewed the progress, or lack of it, in distilling a guide to graduate college policy from the Graduate College Notes, which have been issued periodically for a number of years. In other years GCs tackled sections of the proposed handbook, but often were diverted by other issues of immediate concern. He would like this GC to contact other institutions to obtain copies of their guides, review them and perhaps make some headway in compiling one for ISU.
- (3) Graduate Program Review. The Dean would like GC to do a cost-benefit analysis of carrying out a full-scale review of all graduate departments at ISU. He has some misgivings about whether such a review

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would be worth the time and effort involved, whether it would make any difference in the long run. He cited some other universities that do seem to find reviews useful and wonders what GC thinks.

- (4) Foreign student enrollment. The growing enrollment of foreign graduate students at ISU and the cost of their training to the Iowa taxpayers is still of considerable concern to the Dean (see GC Minutes of May 24, 1976). He is inclined to think foreign graduate students should be charged a much higher tuition than in- and out-of-state students and that concurrently a scholarship program should be established to aid students from the poorer developing countries. He would appreciate any suggestions GC might have, since he thinks at some point the State Legislature may become very concerned about this situation.

3. Adjournment. The next meeting was tentatively set for 4 p.m., Wednesday, September 29, which seemed mutually convenient to those present. The meeting was adjourned at 12 noon.

B. Plakans

## GRADUATE COUNCIL MINUTES

September 29, 1976

Present: Beitz; Burkhart; Carter; Demirel; Dooley; Engen; Heltsley; McMullen; Plakans and Winakor

1. The meeting was called to order by Heltsley. The Council reviewed the minutes of the July 12, September 7 and September 23 meetings and approved them.

2. Concerns to be considered. Heltsley urged the GC to add other concerns to those already listed in the agenda for the meeting. Demirel's concern about the responsibilities of Program of Study committees had been inadvertently left off, but will be considered. Dooley suggested that a notice be placed in GRAD News & Notes, Communique and other college newsletters advising faculty and graduate students that GC would welcome problems and issues that concern graduate education at ISU. The secretary agreed to prepare such a notice.

3. Priority of agenda items already suggested. Discussion turned to specific concerns listed on the agenda.

a. Graduate Faculty Handbook. Winakor thinks the preparation of a handbook is more appropriately the task of a Graduate Office employee instead of GC, whose time should be spent on reviewing rather than writing down policy. Demirel saw the handbook-writing as a two-step process: (1) an individual would prepare a draft by distilling the material in the Graduate College Notes and compiling other general information (e.g., duties of standing committees, duties of members of Graduate College staff, etc.); (2) GC would then review the draft, suggest changes and raise questions about inaccurate wording, ambiguous rulings and other criticism. Engen moved that before deciding how to proceed GC request copies of the Graduate College Notes, the Roderuck index to the Notes and any other pertinent material. Beitz seconded the motion. McMullen amended the motion to also have someone ask Dean Zaffarano exactly what he thinks should be included in the proposed handbook. The amended motion passed by voice vote.

b. Graduate Program Review. A number of opinions were expressed about why the Dean might think a review mechanism is of some concern, what sorts of evaluations are already done at ISU, the politics involved, what use might be made of a full-scale review and whether the findings of the Hale Committee are germane to again considering the usefulness of a review. McMullen suggested the first step might be to prepare a list of all evaluations, accreditation reviews, etc. that are already carried on at ISU. It was agreed that the five deans of the colleges be asked what evaluations occur within their colleges. Or, if this was not productive, a survey could be made of department heads. Questions that might be asked included: Who does the reviewing (internal or external referees)? How often is it done (scheduled regularly or just as needed)?

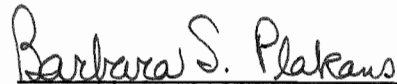
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What use is made of the findings? What reviews are anticipated for the future and why are they being done? On what does the review focus (research, graduate study, teaching, extension services)?

Deciding exactly what questions to ask and how to ask them was postponed until the next meeting. Heltsley suggested that the same agenda that was prepared for September 29 be followed then.

4. Regular meeting time for fall quarter. Because of the incompatibility of Council members' schedules this quarter, there is no time between 9 and 5 any weekday when everyone can attend. The options were to rotate times so that someone would always have to be absent or have a 7:30-9 a.m. meeting, a 5-6:30 p.m. meeting or an evening meeting. Wednesdays from 5-6:30 p.m. seemed the least objectionable time and was chosen.

The meeting was adjourned at 5:35 p.m.



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Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

October 6, 1976

Present: Burkhart; Carter; Demirel; Dooley; Engen; Heltsley; Plakans and Winakor

Excused: Beitz and McMullen

1. The meeting was called to order by Heltsley. The minutes for the September 29 meeting were approved as distributed.
2. Discussion of the purpose of the Graduate Council (GC). Burkhart raised the question of the function of GC. Council members discussed their views about what they believed should fall within its jurisdiction, its relationship with the Graduate Cabinet and the Graduate Dean, and how much authority it has to change policy. The Statement of Purpose was reviewed. Several suggestions that arose were: that meetings be open to interested faculty and students; that minutes be made available to anyone who wished to see them; and that GRAD News & Notes carry a notice inviting interested people to express their concerns to GC members and thereafter in GRAD a monthly report about actions taken by GC be included.
3. Setting of priorities for discussion of agenda items. Heltsley asked the Council to run down the list of nine concerns thus far proposed:
  - (1) Terminology to be used for the proposed categories of Temporary Graduate Faculty member and Temporary Program of Study Committee Member - GC felt this minor matter of wording could be disposed of quickly and decided to devote ten minutes of the next meeting to considering it. The Secretary will provide background information on this with the agenda.
  - (2) Foreign student enrollment - Added to this concern was the use of foreign students as teaching assistants. The consensus was that this is a very important matter, but more information from the Graduate Office and those affected will need to be reviewed before attempting to make a recommendation. Winakor, Carter and Engen will be provided with copies of the statistics presented to the rest of GC last May by Deans Zaffarano and Karas.
  - (3) Graduate faculty and course evaluation - Dooley reported that the Graduate Student Senate has appointed a committee to work on this. GC then decided to plan no action on this matter unless approached by GSS.
  - (4) Minimum number of credits per quarter for Graduate Assistants - The recommendation GC made last year was withdrawn because of complications involved in monitoring credits taken over a 9- or 12-month period rather than each quarter. The Secretary reported that Deans Jacobson and Karas believe the cost of gathering information from computer printouts on each graduate student over a five-year period, as had been discussed last spring, would be prohibitively expensive and might not be worth it. Until this concern is raised again by the Graduate Office, GC does not plan to act.



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(5) Nominations for Graduate College standing committees - This would be scheduled for the spring. Heltsley mentioned that most of the nominees suggested by GC last summer were appointed to GC standing committees; also in a few cases some nominees GC suggested declined to serve. Burkhart suggested GC write a brief resolution expressing pleasure about this. He will prepare a few lines to be agreed upon at the next meeting.

(6) Graduate Faculty Handbook - The general feeling seemed to be that this was too large a job for GC to take on. Winakor suggested that perhaps updating the Roderuck index to the Graduate College Notes might suffice. This matter is being tabled until GC members have a chance to study the present Graduate College Notes, and the Secretary can locate the file of materials already gathered for the proposed handbook to see what work has already been done.

(7) Graduate Program Review - Copies of the 1971 Hale Committee Report were distributed. No further action will be planned until GC members have had a chance to review this report.

(8) Responsibilities of Program of Study Committees - Heltsley would like Demirel to draft a statement of what he sees as the issues that need to be considered, since he had raised this concern. Dooley added that he has been discussing complaints graduate students have with their Program of Study Committees at GSS. Winakor would also like to add as an aspect of this concern the question of a qualifying examination constructed by the department being used in lieu of a preliminary exam administered by the Program of Study Committee. (This was an issue raised by Dean Zaffarano in GRAD #37 [December 15, 1976]). Demirel would like to wait until Winter Quarter before preparing his statement, and GC agreed to postpone further discussion until then.

(9) Graduate Faculty Membership - Heltsley reported that the present Graduate Faculty Membership Committee finds itself too busy reviewing credentials to carry out a self-evaluation of its procedures and the criteria it is presently using in screening credentials. The Committee continues to be a source for discontent by a number of departments. GC has been asked to recommend new guidelines for selection procedures. Copies of the December 15, 1973 issue of GRAD (#17) were distributed for GC to consider. Graduate Faculty membership was an area to be examined in the Graduate College Self-Evaluation Committee Report, being prepared by John Timmons. The status of that report will be checked upon for the next meeting.

4. Agenda for the next meeting. GC agreed to act on (1), present a resolution about (5) and consider further (6) and (7) at the October 13 meeting. Heltsley will be out of town on October 20, and depending upon what is accomplished next meeting, GC may or may not meet the following week. Engen has agreed to represent GC at the Graduate Cabinet while Heltsley is away.

The meeting was adjourned at 6:30 p.m.

*Barbara S. Plakans*

Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

October 13, 1976

Present: Burkhart; Carter; Dooley; Engen; Heltsley; McMullen; Plakans and Winakor

Absent: Beitz and Demirel

1. The meeting was called to order by Heltsley. She explained why the minutes of the last meeting had not been received yet and postponed their approval until the next meeting.
2. Terminology for Temporary Program of Study Committee Member. At the last Graduate Faculty meeting when the two temporary member categories had been voted on, there had remained some dissatisfaction with the title "Temporary Program of Study Committee Member," because it sounded as though this individual was only temporarily a member of the POS Committee, when, in fact, he/she would serve until the student completed the degree and took the final oral exams. Various other adjectives were put forward. Winakor made a motion that "special" be used, since it suggested both that this committee member had a different status and that he/she had special expertise that qualified him/her to serve on that particular POS Committee. Engen seconded the motion and it passed unanimously.
3. Nominations for Graduate College Standing Committees. Burkhart now thinks it might seem too instructive to prepare a written resolution expressing pleasure in the Dean's actions on GC's nominations last summer. Heltsley suggested that perhaps a simple verbal comment when she is talking to the Dean would be better. The Council agreed and then briefly discussed how it might obtain a fairer representation from all departments in the list it prepared for next year's openings. GC will publicize the fact that it now has this responsibility and is actively seeking suggestions for the various committee openings early next spring. GC will try to find out more about prospects suggested to it. Departments will be advised of where openings exist and then may be better able to suggest specific people to fill certain jobs.
4. Graduate Faculty Handbook. Burkhart reluctantly suggested that although it was a major undertaking, perhaps GC had an obligation to the Graduate Faculty and, in turn, the graduate students to see that Graduate College policy decisions are clearly spelled out and presented concisely and in a useful form. He, therefore, moved that GC proceed with an examination of the Graduate College Notes for the purpose of codifying them into a more manageable handbook. Dooley seconded the motion. Engen suggested the proposed handbook take a loose-leaf form so that faculty members could keep it updated by removing pages and substituting the revised ones. Each Graduate Faculty member would receive a copy. Burkhart suggested each GC member work on a section of the handbook individually and that periodically the rest of GC would review each other's progress. Thus GC meetings could be spent discussing some of the other concerns. Burkhart's motion passed unanimously.

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GC decided first to go over the index and try to put it into some logical form. Burkhart and Engen volunteered to work together on drafting a revised index. They will distribute their recommendations when the minutes of this meeting are mailed. Meantime, Heltsley urged all Council members to read through the Graduate College Notes and consider on which policy areas they might like to work.

5. Graduate Program Review. GC again discussed their less than enthusiastic thoughts on this subject. McMullen still thinks it would be useful to find out what evaluations are already being done by departments. He volunteered to prepare a sample questionnaire for the Council to consider at the next meeting.
6. Plans for the next meeting. During Heltsley's absence next week, GC decided not to meet. This will also give everyone time to think about the Handbook and review the Graduate College Notes. The next meeting will be on Wednesday, October 27, at which time the revised index to the Notes will be considered. Several members expressed concern about taking action on the foreign student enrollment issue and Heltsley agreed to place it on the agenda for the following meeting, November 3.

The meeting was adjourned at 6:35 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

October 27, 1976

Present: Burkhart; Beitz; Carter; Demirel; Dooley; Engen; Heltsley; McMullan and Plakans

Excused: Winakor

1. The meeting was called to order by Heltsley. The minutes for the October 6 and 13 meetings were approved as written.
2. Reports on other meetings. Heltsley has spoken with Dean Zaffarano about whether recommendations made by the Graduate Council can be vetoed by the Graduate Cabinet instead of being presented to the entire Graduate Faculty for its consideration. Engen, who attended last week's Graduate Cabinet meeting reported that this question was also discussed there, but nothing was resolved. Several GC members expressed the wish that pressure for strengthening the power of GC continue.
3. Sample questionnaire regarding departmental evaluations. McMullen distributed a draft of a memo to department heads explaining the reasons for making a survey and a questionnaire asking them to describe evaluations that have been carried out in their departments and what value they have been. A number of suggestions were made about changing both memo and questionnaire. Burkhart suggested that in addition to department heads, perhaps others very actively engaged in research and training of graduate students should be asked to fill out the questionnaire. Taking into consideration all of the Council's suggestions, McMullan and Carter will draw up another draft of the memo and questionnaire and distribute copies to GC members before the next meeting.
4. Index to proposed Graduate Faculty Handbook. Burkhart and Engen had distributed copies of the Table of Contents of the University of Iowa Graduate College Rules and Regulations, which they believe could be adapted for use by ISU. Heltsley suggested that the order of the two main sections be reversed so that information about membership on the Graduate Faculty and the structure of the Graduate College policy-making councils and committees would come before the information about procedures graduate students must follow. Other GC members concurred with this plan. Burkhart thinks some further organizational groundwork still needs to be developed by him and Engen before individual GC members can begin preparing sections of the handbook. He and Engen plan to prepare several sample sections that can be reviewed and reworked at the next GC meeting and other sections can then be patterned after them. Dooley and McMullen volunteered to go over Part I of the University of Iowa Table of Contents trying to adapt terms and procedures to make them more suitable for the situation at Iowa State. They also contributed some suggestions for headings in Part II, the Graduate Faculty section.
5. Adjournment. No GC meeting will be held next week, giving the various subcommittees time to meet and prepare drafts to be distributed to the rest of GC along with the minutes of this meeting.

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Carter urged that the GC consider some of the other concerns that have been introduced also. This will be possible as soon as the handbook project gets underway, Heltsley believes. The secretary asked what GC might want to report in its column in the November issue of GRAD News & Notes. Suggestions were to report present GC agenda items and to reiterate that faculty and graduate students are welcome to attend any of its meetings.

The meeting was adjourned at 6:35 p.m.

  
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Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

November 10, 1976

Present: Burkhart, Carter, Demirel, Dooley, Engen, Heltsley, McMullan, Plakans and Winakor

Excused: Beitz

1. The meeting was called to order by Heltsley. Schedule sheets were distributed for Council members to indicate their regular commitments during Winter Quarter. It was decided not to hold a meeting during finals. The next meeting will be 10 a.m. until 12 noon on Monday, November 29, the day before classes begin for Winter Quarter. Monday mornings at 10 appeared to be a good possibility for a regular meeting time, depending upon several other member's schedules, which were not yet known.
2. The minutes of the October 27 meeting were approved as distributed.
3. Announcements. Heltsley informed GC of the following events that had occurred since the last meeting:

o She had contacted George Kizer, Chr. of the Graduate Faculty Membership Committee concerning the possibility of GC discussing that committee's present procedures and criteria for selection of Graduate Faculty. Dr. Kizer will plan to come and offer his views on the Committee when GC considers this issue.

o At the last DOGES meeting, Dean Jacobson again raised the question of establishing a minimum number of credits per quarter for graduate assistants. This was a concern Dean Zaffarano brought to last year's GC, but the Graduate Office later thought the recommendation GC offered was unworkable. At the end of last academic year, the Graduate Office had agreed to provide further data on the magnitude of the problem so that GC could reconsider this issue. Dean Jacobson will plan to attend a future GC meeting and reintroduce this concern.

o At the October meeting of the Coordinating Council, Colleges of Education, Regents Institutions, the transfer of education credits among Iowa State and the other Iowa universities was discussed. Dr. Zaffarano requested that GC consider whether uniformity (transferral of 16 semester hours maximum) among the universities was desirable. This will not be considered as a priority item until some discussion occurs in the College of Education.

o Physical Sciences Review Committee has broached GC about reviewing the use of the creative component in non-thesis degrees. Some GC members noted that this concern has been discussed in various committees and council over a period of years without resolution.

o Dean Karas, who has supervised the production of the Graduate Student Handbook for sometime, offered some suggestions about the format for the Graduate Faculty Handbook presently under consideration by GC. He recommends that GC consider other ways of assembling the Handbook rather than using a loose-leaf binding.

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He also suggested that the Thesis Program at the Computation Center might be one way to put out the Handbook.

o Heltsley will respond to the question of the policy-making relationship of GC to the Graduate Faculty, Cabinet and Deans at the upcoming Graduate Cabinet meeting.

o McMullen has been serving as GC's representative on a committee discussing criteria for selecting students for Who's Who Among American Students and he reported on the frustrations this entailed.

4. Proposed Graduate Faculty Handbook. Burkhart reported on what he and Engen have been discovering while trying to establish some organizational groundwork for the proposed handbook. He believes the section on the Graduate Faculty should do three things: (1) reflect the present situation; (2) show the structure of the administration of the Graduate College; and (3) describe the policy-making procedure. He read a sample entry he had prepared describing the framework of the Graduate College in general terms. The first category was governance, which set up a definition of the Graduate Faculty and whom its members would be. A discussion ensued after Burkhart read his statement regarding department executive officers who do not gain Graduate Faculty status automatically, but must undergo the same scrutiny by the Membership Committee as other new candidates. The second category dealt with duties of each of the Graduate Deans and other Graduate Office staff members. Burkhart had interviewed Dean Karas and outlined his duties as an example. Descriptions of jobs by title (e.g., Associate Dean for Financial Affairs) rather than by the present Dean's name (Jacobson) seemed like a more useful method of approach. The third category would describe the policy-making arms of the Graduate Office -- Graduate Council, Graduate Cabinet, Graduate Student Senate, DOGES, etc. This category would also contain information on the function and makeup of standing committees. Burkhart believes this type of material will be the most difficult to assemble; actual policy matters are better documented.

Dooley then reviewed the section of the University of Iowa Handbook Table of Contents dealing with admissions. He ran through each category, offering changes and deletions when he felt they were appropriate. Other GC members offered comments. Heltsley suggested that several times throughout the admissions section it would be well to indicate that individual departments might have more restrictive requirements than those stated in the Handbook. (Burkhart and Engen had to leave at this point.)

Heltsley asked other GC members to indicate what sections of the Handbook they would be willing to research and write. Members offered to work on the following sections (using the U of I divisions as a guide):

- McMullen - Registration, which he has already been studying
- Carter - Doctoral degrees
- Winakor - Master's degrees
- Demirel - The marking system
- Heltsley - Graduate appointments

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5. Questionnaire and memorandum to department heads re program evaluations.  
The concensus was that the sample prepared by Carter and McMullen should answer the questions GC had, yet require a minimum amount of time to fill out. Some suggestions were made and accepted for obtaining information on the make-up of the graduate student body in a particular department (whether they were working for master's or doctoral degrees, whether they were on assistantships or not) and for eliminating several questions which asked for similar information twice. It was agreed that the memorandum and questionnaire would be sent out within the next week and replies would be requested no later than December 3.

The meeting was adjourned at 6:35 p.m.

*Barbara S. Plakans*

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Barbara S. Plakans, Secretary



## GRADUATE COUNCIL MINUTES

November 29, 1976

Present: Beitz; Carter; Demirel; Dooley; Engen; Heltsley; McMullan; Plakans;  
and Winakor

Absent: Burkhart

1. The meeting was called to order by Heltsley. The minutes of the November 10 meeting were approved as distributed. It was agreed the rest of GC Winter Quarter meetings will be held Monday mornings from 10 to 11:30 a.m. in 209 Beardshear.
2. Graduate Program Review Questionnaire. The secretary distributed copies of the memorandum and questionnaire on which Dean Zaffarano had made some additions and changes. GC members made some additional changes and want to restore one question. It is hoped the memorandum and questionnaire can now be duplicated in time for distribution at the next DAGES meeting. Replies are requested by December 15.
3. Faculty Handbook. Engen presented his plan for compiling the proposed graduate faculty handbook. Individual GC members would take their chosen section, go through the various sources (Graduate College Notes, Graduate Student Handbook, Graduate College Catalog, etc.), pick out all relevant material, remove any redundant information, and cut and paste to organize it into a unified section with subdivisions. All information included would carry a reference to its source. In future editions of the handbook this referencing might be dropped, but GC thought until the handbook has been approved by the Graduate Faculty this would be needed.

GC decided that no deleting or other editing would be done during this initial compilation. After a first draft of each section is ready, it may be necessary to make some changes in order for the handbook to read smoothly and to eliminate excess verbiage. GC conceives of this edition of the handbook as a skeleton of what policies presently exist rather than an interpretation. Future GCs may have to come to terms with some unclear areas (e.g., auditing of courses). Dr. Karas will be serving as liaison between GC and the Graduate Office because of his experience in overseeing the preparation of the Graduate Student Handbook. He will be asked to come to a later meeting after the first draft of the handbook is well underway.

Engen raised the question of the format for the handbook. Heltsley said one of the suggestions that Karas had recommended was to follow the same form as the Graduate Student Handbook -- three holes so it could be placed in a binder and a staple for those who don't want to bind it. Karas does believe it is better to re-issue the whole handbook as needed rather than sending out single replacement pages as new policies are made.

A schedule was worked out for individual GC members to finish their mock-up of specific sections, confer with the secretary, and arrange to have their sections distributed to all other GC members. This would need to be done by the Wednesday preceding the Monday GC meeting at which that section would be discussed. Heltsley hopes to spend half (45 mins.) of each of the

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Winter Quarter meetings on handbook preparation and the other half on some of the other agenda items. The following schedule will be followed:

- December 6 - VI. Marking System (Demirel)  
VII. Graduate Appointments (Heltsley)
- December 13 - I. Admissions (Dooley)  
Part 2. The Graduate Faculty (Burkhart)
- January 3 - IX. General Requirements for Advanced Degrees  
X. Master's Degrees (Winakor)  
XII. Doctor's Degrees (Carter)
- January 10 - II. Registration (McMullen)  
IV. Academic Standing, Probation, etc. (Beitz)

Engen agreed to serve as general editor with assistance from Plakans.

3. Other new business. GC briefly discussed possible news for the December issue of GRAD News & Notes. Heltsley will prepare something on the handbook preparation and the graduate program review questionnaire.

Some GC members feel the foreign student enrollment issue should take high priority as an agenda item. Part of next week's meeting will be spent discussing how best to approach this concern.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 6, 1976

Present: Beitz; Carter; Demirel; Dooley; Engen; Heltsley; Plakans and Winakor

Excused: McMullan

Absent: Burkhart

1. The meeting was called to order by Heltsley. The minutes of the November 29 meeting were approved as distributed.
2. Graduate Faculty Handbook. The Council reviewed, page by page, the section on the marking system. Questions arose about the order in which policy was presented, consistency of terminology and use of quotations from the Graduate College Notes versus the Graduate Student Handbook when they stated policy somewhat differently. Some phrases were deleted and other were added for clarity. The section on auditing was questioned, with several student GC members reporting that audits can still be indicated on the transcript if the major professor requests it. Time did not permit a discussion of the section on Graduate Appointments, which will be taken up at the next meeting, along with the section on Admissions.
3. Foreign student enrollment. A wide-ranging discussion took place on this issue covering both problems and advantages of having a sizable foreign study body. GC is still uncertain what aspect of the issue it should focus on: the growing numbers? the financial costs to Iowa taxpayers? the watering down of some graduate programs because of the remedial work some foreign students require? insufficient language ability of some foreign students which interferes with their carrying out certain assignments (e.g., lecturing, interviewing)? graduate assistantships for foreign students (which also come from State money)? complications caused sometimes because of the long delay between when a foreign student is accepted and when he or she actually matriculates and the visa complications?

Some of these problems seemed best left to the individual departments involved. Someone suggested GC turn its attention to just one aspect of the issue at a time. The discussion will be continued next week.

The meeting was adjourned at 11:35 a.m.



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Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 13, 1976

Present: Beitz; Carter; Dooley; Engen; Heltsley; McMullan; Plakans and Winakor

Excused: Burkhart and Demirel

1. The meeting was called to order by Heltsley. The minutes of the December 6 meeting were approved as distributed.
2. The following items were distributed: (1) Dean Zaffarano made available copies of an article from the December 6 issue of The Chronicle of Higher Education on evaluating graduate programs (in connection with GC's cost-benefit analysis of a graduate program review at ISU); (2) copies of a July 16, 1976 memo written by Dean Jacobson to Department Executive Officers regarding graduate scholarship allowances and procedures (to be added to the material under Graduate Appointments in the Faculty Handbook); (3) Heltsley circulated a memo from the Racism-Sexism Committee of Student Affairs offering its services to any interested campus organizations.
3. Graduate Appointments section of the Graduate Faculty Handbook. Heltsley had assembled sections from the Graduate College Notes and Graduate Student Handbook before GC's discussion last week. She will review this section and substitute passages from the Graduate College Notes whenever possible, since GC believes this is a more primary, authoritative reference than the Graduate Student Handbook. Engen suggested the Handbook have some appendices, including grievance procedures and all of the various forms a faculty member might need to know about or use. Even if the GC decides eventually to select only the most commonly used forms, it seemed a good idea to accumulate all of them now to refer to when a final version of the Handbook is ready. Other areas of the Graduate Appointments section which were discussed included: ambiguity about the relationship of RAs to the research project with which they become involved and to what extent the project's research can be used as their thesis or dissertation research; need for a statement regarding the time limit for holding a graduate assistantship; the source for the April 15 acceptance date for assistantships; specifically what constitutes grounds for early termination of an assistantship; the need for some mention of the assistantships provided to minority students by the Graduate Office. Heltsley will make some revisions on this section for GC's consideration at the next meeting, January 3. The next section to be reviewed after Graduate Appointments will be Admissions.
4. Foreign student enrollment. The discussion continued along the same lines as the December 6 meeting. GC seemed to believe some form of restriction was needed. Some of the possibilities mentioned were: to require a higher foreign tuition (especially if the foreign student is receiving support from his or her government); establish stiffer English requirements, particularly for teaching assistants; exclude foreign students from holding graduate assistantships that are supported by State funds; set an upper limit (20%?) on the number of foreign graduate students admitted; require foreign graduate students to repay any graduate assistantship support they received if they do not return to their native country upon graduation.

Engen and Beitz volunteered to draft a policy statement for the GC's consideration at its next meeting.

The meeting was adjourned at 11:40 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

January 3, 1977

Present: Beitz, Bower, Burkhart, Carter, Demirel, Dooley, Engen, Heltsley, McMullan and Winakor

Excused: Plakans

1. The meeting was called to order by Heltsley. The minutes of the December 13 meeting were approved as distributed. Heltsley announced that she would be commuting to Washington, D.C. weekly, January through March, working three days, Wednesday through Friday, at the International Family Planning Project of the American Home Economics Association in conjunction with A.I.D. It was noted that this arrangement would not conflict with her attendance at Graduate Council meetings; a substitute will attend monthly Graduate Cabinet meetings. Winakor volunteered to represent the Council at the next Cabinet meeting, January 20.

2. Three reports from the last Graduate Cabinet meeting were outlined for discussion by Heltsley:

- 1) Report of the Curriculum and Catalog Meeting
- 2) Suggestion for a new ruling concerning Graduate Faculty membership for 1977-79 whereby letters from five faculty members could be submitted in support of a candidate for Graduate Faculty membership without department head approval. Winakor supported the suggestion that the department head be required to submit a statement as to why he does not support the candidate. This issue will come up at the next Graduate Faculty meeting.
- 3) Physical Sciences Review Committee Report

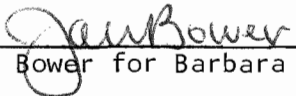
3. Handbook Review -- Graduate Appointments Section. Heltsley reviewed the answers to several questions about graduate assistantships which had been asked of Dr. Norman Jacobson of the Graduate College: there is no existing write-up about interdepartmental and minority graduate assistantships; Jacobson will present data on setting a time limit or minimum number of credits for students on assistantships at a later meeting of the Council and will also talk to Ed Lewis of Academic Affairs about the vacation policy for C-base employees. Heltsley then went over the sections assembled from the Graduate College Notes and Graduate Student Handbook and made appropriate changes. It was agreed that generally forms should go into an office procedures manual rather than an information handbook. Burkhart felt that the handbook should tell where to go to get information rather than give specific details. Engen suggested that forms be accumulated and possibly put into an appendix to the handbook. The section on admissions, which was on the agenda for this meeting, will be discussed at the next meeting of the Council.

4. Foreign Graduate Student Enrollment. Discussion followed the presentation of a memo written by Engen and Beitz on foreign graduate student enrollment at ISU. The Council decided to seek advice from several faculty members who

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employ foreign students as teaching and research assistants before developing a statement on this issue since the Council members are not in agreement. Mentioned as possibilities were Black (Agronomy), Brodsky (Aerospace Engineering), Timmons and Heady (Economics) and Wheelock (Chemical Engineering).

The meeting was adjourned at 11:40 a.m.

  
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Jan Bower for Barbara Plakans, Secretary

## GRADUATE COUNCIL MINUTES

January 10, 1977

Present: Beitz, Carter, Demirel, Dooley, Engen, Heltsley, McMullan, Plakans, and Winakor

Absent: Burkhart

1. The meeting was called to order by Heltsley. Two corrections were made in the minutes of the January 3 meeting before they were approved: Heltsley is working at the International Family Planning Project of the American Home Economics Association while in Washington; and the issue on Graduate Faculty membership will come up at the next Graduate Faculty meeting, rather than at the next Cabinet meeting.

Carter reported that he now has over 40 responses from department heads to the graduate evaluation questionnaire, and he will plan to report on its results at the January 24 Council meeting.

2. Foreign student enrollment. Council members introduced themselves to the two guests, Professor Timmons and Wheelock, who had been asked to participate in this discussion. Heltsley reviewed the four questions GC had posed to them: (1) Do you believe that enrollment of foreign graduate students should be restricted in any way? (2) Do you think it would be appropriate to ask the foreign students' governments to subsidize their tuition? Or to set an out-of-country tuition higher than the out-of-state tuition? (3) Should State monies in the form of teaching and research assistantships be used for supporting foreign graduate students? (4) Would contract and grant research be hampered if foreign students weren't used as assistants?

Timmons began by mentioning that the Graduate College Self-Study Committee, which he chairs, has also been considering the foreign enrollment issue. He said he could express his opinion on the last two questions quite simply: He doesn't believe any distinctions should be made between selecting foreign and domestic students for graduate assistantships; professors should select the best qualified for the job. Since assistants are being paid for services performed, he sees no reason why they shouldn't be foreign graduate students as well as Americans. Professor Wheelock agreed with Timmons. He said some projects depend on foreign nationals. Also to be competitive with other graduate schools ISU needs to offer graduate assistantships to attract the best possible talent.

Timmons and Wheelock both agreed that setting an admissions quota for foreign students (e.g., 20%) was not a good idea, nor was limiting the number of students from certain specific countries. Wheelock thought perhaps admissions standards should be raised for all graduate students, U.S. or foreign, if lack of preparedness was a problem. Timmons stresses the universality a good university should strive for, and he urged that GC keep in mind the benefits of having a diverse student body.

The idea of an out-of-country tuition rate higher than out-of-state was considered to have some merit if and when the State Legislature becomes concerned

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about Iowa taxpayers subsidizing the cost of education of foreign graduate students. This is not the same situation as with subsidizing the cost of educating out-of-state students. There are many Iowans who benefit from graduate study in other states, and Timmons believes an equilibrium of sorts has already been reached on this. There is little trade-off of this sort with foreign countries. The U.S. State Department has set up lists of developed and underdeveloped countries. Timmons thought students or their governments from developed countries could be required to pay a higher out-of-country tuition. Those from underdeveloped countries might be eligible for tuition assistance from U.S. foreign aid funds. ISU Graduate College might also establish a special scholarship fund to aid these students. Wheelock added that perhaps certain graduate assistantships could be specially earmarked for these students.

Another suggestion was the creation of more exchanges where Iowa students would do part of their graduate training in foreign countries. After the two guests left, GC discussed the issue. Demirel has put down his views, which will be distributed with the minutes for other GC members consideration. Heltsley would like to finish the discussion of this issue next week. She urged everyone to come prepared to reach some conclusions.

3. Graduate Faculty Handbook: Admissions. Dooley presented his paste-up for this section of the handbook. Some questions that will require Graduate Office clarification are: paragraphs are needed on admission procedures for General Graduate Studies majors and on provisional admissions; GC was uncertain whether there is a formal early admissions procedure other than that seniors may take some graduate-level courses and what happens when a student doesn't declare a major when admitted. Heltsley suggested some clarification was needed on the ISU procedure of departments, as well as the Graduate College, accepting students.

Next week either the section on Graduate Faculty or on Advanced Degrees will be discussed, depending upon which can be readied in time.

The meeting was adjourned at 11:40 a.m.

*Barbara S. Plakans*

Barbara S. Plakans, Secretary



## GRADUATE COUNCIL MINUTES

January 24, 1977

Present: Beitz, Carter, Dooley, Engen, Heltsley, Plakans and Winakor  
Excused: Demirel  
Absent: Burkhart and McMullan

1. The meeting was called to order by Heltsley. One correction was made in the minutes of the January 10 meeting. The last sentence of section 3 about the discussion of the admissions section of the handbook should read: "Heltsley suggested some clarification was needed on the ISU procedure of departments, as well as the Graduate College, accepting students." These minutes will also be sent to Professors Timmons and Wheelock to insure that they were not misquoted on their recommendations about foreign graduate students.

2. Foreign graduate student enrollment. GC members had received the memorandum stating Demirel's position on this issue. Beitz thought it made some good points, and he suggested that GC submit parts of it along with comments on some of the other aspects of this issue which have been discussed during the past month as the Council's recommendation to the Dean. These would include: some of the suggestions made by Timmons and Wheelock; the strong recommendation that foreign students who serve as TA's and whose native language is not English be carefully screened by their departments to assure they can be understood by undergraduates; the possibility of out-of-country tuition and/or support for research for students from developed countries from their governments. Heltsley will prepare a statement for distribution at next week's GC meeting.

3. Graduate Faculty Handbook: Sections on Advanced Programs Offered and Requirements for Advanced Degrees. Some modifications were made by GC on the section listing departments and their major and minor offerings and on the first part of the section on requirements. Questions arose over the procedure for requesting an extension of the time limit on master's and doctor's degrees; the number of credits required for a minor at the master's level; and the recurring problem of redundancy when parts of both the Graduate College Notes and Graduate Student Handbook are included in a given section. The rest of the section on Requirements for Advanced Degrees will be examined at the next meeting.

Also at the next meeting GC will review the results of the questionnaire that was sent to department heads regarding a graduate program evaluation. The meeting was adjourned at 11:30 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

January 31, 1977

Present: Beitz, Burkhardt, Carter, Demirel, Engen, Heltsley, McMullan, Plakans and Winakor

Excused: Dooley

1. The meeting was called to order by Heltsley. The minutes of the January 24 meeting were approved as distributed.
2. Handbook section on Requirements for Advanced Degrees. GC reviewed five more pages of this section. Questions arose concerning the difference between additional POS committee members who are called "temporary/special" and those called "other," and the procedure for substituting a POS committee member when one of the members goes on leave. Beitz thought the Graduate Office might establish a procedure for notifying all POS committee members that they have been formally approved to serve on a particular student's committee. While reviewing the handbook entry on the identification of courses with "x," "y" and "z", Burkhardt inquired whether there is a minimum number of 500-level courses required for a declared minor. He would like some clarification about this. Time did not allow the completion of the discussion on this section; it will be continued next week.
3. Graduate Program Review. Carter reported on the results of the questionnaire which was sent to all graduate department executive officers in December. Forty-two responses have been analyzed out of the 67 which were sent. Carter tabulated the more easily analyzed information. He thought two of GC's earlier assumptions were proved inaccurate: (1) that most graduate programs were already being reviewed by various established evaluations; and (2) that department heads would be overwhelmingly opposed to the idea of a university-wide evaluation.

Concerning regular comprehensive reviews, 17 departments reported having them, while 25 did not. Carter has not yet examined these results to see if the 25 departments without reviews tended to be in one division more than another (i.e., biological, physical or social sciences). The most popular choices regarding who could best conduct a review were either a committee of colleagues within the discipline but outside ISU (with 18 votes) or a combination of outside colleagues and ISU faculty both from the department and outside the department (with 17 votes). Every five years was preferred by a majority of 27 as how frequently a graduate program review should be conducted. The majority remained undecided as to whether the benefits of a graduate program review at ISU would be greater than the costs (including time spent). Twenty-one universities were listed by department heads as schools that they knew had conducted graduate program reviews. There was little evaluation by the respondents about the results of these reviews; in eight cases

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the review was believed to have improved the program, in eight cases it did not and in seven cases the respondent was undecided.

Discussion followed as to what was an appropriate next step for GC to take. Carter commented that the GC could not make its decision based solely on the results of the questionnaire. Its purpose was to collect a little more background material on the subject. Burkhart suggested that it might be useful to collect more information about how some of the 21 universities mentioned in the questionnaire go about their program evaluations.

3. Foreign student enrollment. Copies of Heltsley's statement on foreign graduate student enrollment were distributed just before the adjournment of the meeting and will be the first agenda item next week.

The meeting was adjourned at 11:40 a.m.

  
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Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 14, 1977

Present: Beitz, Carter, Demirel, Dooley, Engen, Heltsley, McMullan, Plakans  
and Winakor

Absent: Burkhart

1. The meeting was called to order by Heltsley. The minutes of the January 31 meeting were approved as distributed.
2. Foreign Graduate Student Enrollment. GC reviewed the statement prepared by Heltsley. Some of the suggestions offered were: arrangement of the statement in an outline form with the recommendations and their defenses included under each aspect of the question (eg., out of country tuition, English language requirement, graduate assistantships, etc.); elimination from the statement of any general quota on the number of foreign graduate students accepted or of a quota on the concentration of a particular nationality in certain departments so that this would be left to the discretion of each department; caution be exercised in any statement regarding foreign government's support of student research; and clarification of the recommendation concerning foreign students receiving only partially reduced fees when they are on a graduate assistantship. Heltsley will rework the statement using GC's recommended changes.
3. Other Business. Time did not permit discussion of the rest of the handbook section on advanced degrees. Nothing else will be taken up until that section is completed at the next GC meeting. Time sheets were distributed to all members present, and they were urged to return them to the Secretary as soon as possible so that she can schedule the meetings for Spring Quarter. No GC meetings will be held until the beginning of the new quarter. Demirel volunteered to serve as GC representative at the Graduate Cabinet meeting later in the week.

The meeting was adjourned at 11:25 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

March 15, 1977

Present: Beitz, Carter, Demirel, Dooley, Engen, Heltsley, McMullan, Plakans and Winakor

Absent: Burkhart

1. The meeting was called to order by Heltsley. The minutes of the February 14 meeting were approved as distributed.
2. Report on the Graduate Faculty Cabinet meeting. Demirel represented GC at the February Cabinet meeting. He reported on the agenda items and mentioned several subjects which were discussed. These included the issues of (1) graduate faculty membership for department heads who do not meet criteria for nomination and (2) what departmental requirements must be fulfilled before a doctoral student's Program of Study Committee can be formed.
3. Handbook Section on Advanced Degrees. The Council reviewed the remaining pages of this section. Questions arose about the subject material to be covered on a comprehensive master's examination, the need for clearer statements on General Graduate Studies, other professional degrees and the definition of creative component. Suggestions were made about removing redundant material on examinations and bringing together and rearranging the items on non-thesis and terminal master's degrees.

Engen, who has agreed to serve as general editor, is going to be meeting with Dean Karas and Plakans during this quarter to refine the first rough draft into a more succinct and readable second draft. All those who have not turned in their rough paste-up version were asked to do so right away.

During this discussion, Dooley expressed the hope that before the end of the quarter GC could discuss the responsibilities of POS Committees and the need for regular meetings of these committees before the student's thesis was in final form.

4. Election and Selection Procedures. Heltsley passed around an item to appear in the March issue of GRAD News & Notes informing Graduate Faculty members that the Council would soon be asking for nominations for next year's GC faculty members and for other Graduate College standing committees. GC agreed that when the GC nomination ballots are mailed out this spring, a memo should also be included detailing the committee openings, what qualifications, if any, nominees for these committees should have, and ask faculty to volunteer themselves for appointments that interest them, as well as suggest colleagues. Heltsley will have a proposed draft of these forms to present to GC at its next meeting.

When the Graduate Student Senate selects next year's GC student members, Dooley wondered if the Council thought it would be useful to have at least one of the students continue for a second year. General approval for this idea was expressed, since it would increase continuity.

Since several members would be unable to attend a GC meeting next Tuesday, the next meeting was scheduled for March 29, and will be extended to 9:45 a.m. At that time the revised recommendation on foreign student enrollment will be presented for approval. The meeting was adjourned at 9:40 a.m.

*Barbara S. Plakans*

## GRADUATE COUNCIL MINUTES

March 29, 1977

Present: Beitz, Carter, Demirel, Dooley, Engen, Heltsley, McMullen, Plakans and Winakor

Absent: Burkhart

1. The meeting was called to order by Heltsley. The minutes of the March 15 meeting were approved as distributed.
2. Foreign student enrollment. The Council reviewed the revised statement on this concern line by line. Wording was changed in a number of cases. Discussion arose over recommendation 4 regarding raising the minimum TOEFL score from 450 to 500. In its final form, the rationale for this recommendation will contain an additional explanation about why 500 was chosen and the percentage of foreign students now admitted who have scores of 500 or above.

A motion was made and seconded to accept the statement with revisions. Four voted in favor and three opposed. Since much of the opposition was based on not seeing the final statement, Heltsley thought greater agreement was needed about such an important position paper. The statement with revisions will be retyped and distributed with the minutes. A final vote will then be taken at the next meeting.

3. Nomination forms for Graduate Council election and for suggestions for other Graduate College standing committees. Heltsley has discussed vacancies on Graduate College committees with Dean Zaffarano and the heads of the various committees. They have given her some guidelines about what qualifications are needed by these committee members. She will prepare a nomination form to be sent to all Graduate Faculty members along with the instructions for nominating Graduate Council members. She asked the Council if they had further suggestions on this. Since there were none, she will proceed with this mailing.

The meeting was adjourned at 9:50 a.m. The next meeting is scheduled for Tuesday, April 12.

*Barbara S. Plakans*

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Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

April 12, 1977

Present: Beitz, Carter, Demirel, Engen, Heltsley, McMullen, Plakans and Winakor

Absent: Burkhart and Dooley

1. Handbook sections. While waiting for everyone to arrive, the Council began to review the sections of the Graduate Faculty Handbook on Academic Standing, Probation and Dismissal prepared by Beitz and on Registration by McMullen. Questions arose about transferring credits for grades of C, deciding what overall QPA a student must have to graduate, whether the grievance procedure is correct as stated in the Graduate Student Handbook, what set of rules applies to graduate assistants--those for students or those for faculty--and how best to reference or cross-reference in the handbook such subjects as undergraduate courses taken by graduate students or auditing. These questions will be considered further by Engen and the Handbook Editing Committee.

The sections on credits, MASUA Traveling Scholars, and procedures for approving new courses and programs will be on the agenda for the next meeting. Also at that time Burkhart's section on the Graduate Faculty should be ready. That will complete the Council's review of the first draft of the Handbook.

2. Progress report. Heltsley asked for comments on the minutes of the March 29 meeting. They were approved with the correction of the spelling of McMullen's name. Nomination forms for the GC election and for suggesting people to fill Graduate College committees will be going to Graduate Faculty members this week. The Council should know who has been nominated by the next meeting, which is scheduled for Tuesday, April 26.

Heltsley has spoken to Burkhart about whether he wishes to continue to serve on GC. He asked for two weeks to reach a decision and plans to let the Council know by the next meeting. GC briefly discussed whether members who must be absent from a number of meetings should select an alternate to represent them.

3. Foreign graduate student enrollment. Editorial changes were made on recommendations 4,5 and 6. Engen also wants GC to consider changing the third sentence in the rationale for recommendation 1. Since McMullen and Carter had left, no votes were taken. Winakor revised recommendation 6, and a copy of the new version will be attached to the minutes for April 12. Heltsley hopes this issue can be finally voted upon at the April 26 meeting.

The meeting was adjourned at 9:50 a.m.

*Barbara S. Plakans*

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Barbara S. Plakans, Secretary

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an annual report of the Council's activities for discussion and revision at the last meeting. She would like GC to prepare a list of agenda items that next year's Council should consider.

Carter agreed that it is too late to consider properly the matter of the costs and benefits of graduate department evaluations. Heltsley asked him to prepare a memorandum for next year's GC reviewing the results of the questionnaire to department heads, points raised in the discussion of this issue and possible ways of proceeding.

Demirel has prepared a statement on the responsibilities of Program of Study committees. Copies will be distributed to GC, and if time does not permit discussion of this issue, it will be turned over to the new Council.

Dooley inquired about the Council's continuing concern about its relationship to the Graduate Cabinet. Sometimes GC has spend considerable time reviewing an issue only to have it rejected or rewritten by the Graduate Cabinet before it could be brought to the Graduate Faculty. Dooley suggested that at the final meeting Dean Zaffarano be asked to discuss this with the Council and that he be informed beforehand about this matter.

The meeting was adjourned at 9:50 a.m. The next meeting will be Tuesday, May 10.



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Barbara S. Plakans, Secretary



## GRADUATE COUNCIL MINUTES

April 26, 1977

Present: Carter, Demirel, Dooley, Engen, Heltsley, McMullen, Plakans and Winakor

Absent: Beitz and Burkhart

1. The meeting was called to order by Heltsley. The minutes of the April 12 meeting were approved as distributed.
2. Report on Graduate Council and Committee nominations. The Secretary reported 13 Graduate Faculty members have been nominated for Graduate Council and have agreed to have their names appear on the ballot. The election results will be announced at the next Council meeting. The Graduate Student Senate will be meeting next Monday, May 2, to select the three student GC members. The response to the request for nominations for Graduate College standing committees was less than last year. Heltsley suggested that Council members encourage others in their divisions to send in additional nominations before the next Council meeting, when a slate of nominees will be prepared.
3. Foreign graduate student enrollment issue. After several changes were made in the wording, the recommendations to the Dean on this concern were approved by a voice vote with no one dissenting. If Dean Zaffarano is able to attend the final GC meeting of Spring Quarter (when both old and new members will be present), Dooley suggested that the Council ask for some comments by him about this issue: whether his assessment of the situation has changed since he first presented it to GC a year ago; how he feels about the Council's recommendations; and what future action is planned.
4. Handbook sections on Credits, MASUA Traveling Scholars and Procedures for Approving New Courses and New Programs. Engen reported on the progress of the subcommittee editing the Council's first draft of the handbook. He hopes that this job will be completed by the end of Spring Quarter, but he is willing to continue monitoring the handbook's progress until it is completely finished.

Graduate Council reviewed three sections of the handbook, raising questions about some information and suggesting changes in the order of presentation. At the next meeting the last handbook section on Graduate Faculty membership and the structure of the Graduate College and its committees will be discussed. This was to have been prepared by Burkhart, who was not present.

A discussion then ensued about Burkhart's absence from Council meetings. Although he had indicated to Heltsley that he would advise GC of his decision about continuing to serve on the Council at this meeting and would have his handbook section ready, he did not inform anyone of his absence. It was moved and seconded that the Chairman send him a letter asking for his resignation. The motion was approved unanimously by voice vote.

5. Remaining Council business. Heltsley believes that GC will only have time to complete the first draft of the handbook and make nominations for the Graduate College committees before the end of the quarter. She will be preparing

cont.

## GRADUATE COUNCIL MINUTES

May 10, 1977

Present: Beitz, Carter, Demirel, Dooley, Engen, Heltsley, McMullen and Plakans

Excused: Winakor

1. The meeting was called to order by Heltsley. The minutes of the April 26 meeting were approved as distributed. Heltsley reported that Burkhart had called her after the last meeting and had decided to resign from the Council because of the press of other commitments which have arisen during the year and made it difficult for him to attend meetings regularly. He still plans to complete the section of the handbook concerning the Graduate Faculty. Heltsley has contacted the first runner-up to Burkhart for Physical and Mathematical Sciences and Engineering division representative last year. He is Roy Keller (Computer Science) and he has agreed to fill out the remaining one year of the term. He will join the Council for the joint meeting of old and new members still to be scheduled.

2. Report on the Graduate Council Election. The Secretary reported that 497 ballots had been received and clear winners existed in two divisions: Wilbert A. Russell (Agronomy) for the Biological and Agricultural Sciences division and Jerry L. Hall (Mechanical Engineering) for the Physical and Mathematical Sciences & Engineering division. However, in the Social Sciences, Education and Humanities division there were six names on the ballot, three of whom were within two votes of each other. After referring to the Election Procedure in the Graduate Council Statement of Purpose, GC voted unanimously to hold a special run-off to select one of the three leading nominees. If by chance this ends in a tie, those involved will draw lots. The Secretary was requested to send out ballots as soon as possible so a winner can be chosen before the last joint Council meeting during finals week.

Carter reported that at its May meeting the Graduate Student Senate had chosen the three student Council members for next year. They will be: Keith Carter (Sociology), Fred Choobineh (Industrial Engineering) and Cindy Walters (Horticulture).

3. Election of GC chairperson. Since the Statement of Purpose is very vague about how a new chairperson should be selected, Heltsley asked for suggestions. The concensus seemed to be that 1) it would be best to choose from the three returning members (Beitz, Winakor and Carter) in order to maintain continuity, and 2) the present GC would be more qualified to make the decision since they had spent a year working together rather than the newly elected Council for next year. It was moved, seconded and passed that the election be held at once. Ballots were distributed, and Beitz was elected.

4. Graduate College Committees. A list of nominations received in response to the request sent out with the Graduate Council nominating ballot had been distributed to GC members with the agenda. The Council discussed various

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names in relation to providing a balance of departments on committees, and selecting people able to judge research qualifications for the Graduate Faculty Membership Committee and experienced in serving on graduate student committees for the Graduate Program Review Committees. A list containing two or more recommendations for each opening was compiled, voted upon and approved by GC. It will be presented to Dean Zaffarano by Heltsley.

5. Handbook section on Graduate Faculty. Heltsley reported that Burkhart had hoped to have this section completed before the meeting, but would have to submit it directly to the Engen Committee for final editing. Engen said his committee has now carefully examined seven of the sections of the handbook and hopes to complete the remaining four before the end of Spring Quarter.

6. Agenda items for next meeting. The final meeting of the quarter, to be scheduled at the convenience of both old and new Council members, will include the following unfinished business:

- Annual Report of the Council - Heltsley is preparing a draft to be distributed with the minutes of this meeting
- Report on the Graduate Faculty Handbook by Engen
- Report on the Graduate Program Review by Carter. He has prepared a memorandum and background summary for the new Council which will be distributed at the last meeting
- Recommendation concerning responsibilities of the Program of Study Committee. Since time did not permit discussion of Demirel's recommendation, he agreed to present it to the new Council at the last meeting.
- Dean Zaffarano will be invited to attend the meeting and discuss how he views the Council's recent recommendation on the foreign graduate student issue and what future action is planned
- Dean Zaffarano will also be requested to discuss the role of GC in the overall decision-making structure of the Graduate College

The meeting was adjourned at 9:50 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

May 23, 1977

Present: Beitz, Demirel, Dooley, Engen, Heltsley, McMullen, Plakans, Winakor, Keller, Netusil, Russell, Choobineh and Walters

Excused: Carter and Hall

1. The meeting was called to order by Heltsley. The minutes of the May 10 meeting were approved as distributed. The Secretary reported on the outcome of the special run-off for the social sciences division seat on the Council. Netusil of Professional Studies was the winner, although the vote was very close. Several GC members commented that since more run-offs may occur in the future, it would be well to develop an earlier time table for Council elections next spring, beginning two to four weeks earlier.

2. 1976-77 Annual Report of the Council. Copies of the draft prepared by Heltsley had been distributed to GC prior to the meeting. All sections of the report were briefly reviewed, but the section on the foreign graduate student enrollment recommendations led to some discussion. Some members thought the nine recommendations should be listed or at least briefly paraphrased; other felt this would be premature, that the Graduate Office might not want the recommendations circulated in their present form. The final sentence of that section, which mentioned the recommendations were "highly controversial and still in the discussion stages..," was also criticized as whetting the reader's interest without giving any concrete information. A straw vote was taken on deleting this sentence. Four (of the 1976-77 GC members voting) were in favor of deleting it and two wanted it rewritten.

Dooley and McMullen also thought an additional section should be added to the report identifying several other issues brought before GC which were either not acted upon or tabled. Dooley mentioned three things he would like to have in the report: 1) the recommendation about changing the wording on the temporary Program of Study committee member recommendation from "temporary" to "special" (see minutes of October 13, 1976), which was unanimously passed by the Council, but never acted upon by the Graduate Office; 2) mention should be made of the fact that GC meetings are open to any interested faculty or graduate students; and 3) the issue on evaluating graduate courses and instructors that had been brought before the Council and tabled (see minutes of July 12, 1976).

Winakor made a motion that the Annual Report be accepted by the Council with only one revision, the deletion of that sentence in the foreign student section. Four voted for acceptance and two opposed. Dooley and McMullen plan to prepare a minority report.

3. Introduction of new members. Heltsley briefly introduced all of the old and new members of the Council. After a five-minute break, the meeting continued with both old and new members participating.

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May 23, 1977

4. Report on the Graduate Faculty Handbook. Engen, who has been chairing a subcommittee to edit and organize the first draft of the handbook prepared by the GC into a more readable form, reported that the subcommittee hopes to finish reviewing all sections by the end of the week. During the summer the Graduate Office will arrange to have the final draft typed and ready to present to the Deans and full Graduate Faculty in the fall. The format of the handbook is expected to be similar to that of the Graduate Student Handbook, with  $8\frac{1}{2}$  x 11" sheets prepared for binding in a three-ring notebook and stapled. Engen plans to follow the progress of the handbook carefully until its approval by the Graduate Faculty and the first edition is printed.
5. Report on Graduate Program Review concern. Carter was unable to be present because of final exams, but had prepared a memorandum and packet containing all of the material (news articles, questionnaire, results of questionnaire, etc.) used by the present Council so that the new GC could continue next year where the discussion had stopped.
6. Recommendation on Program of Study Committee responsibilities. Demirel regretted that time had not permitted a full discussion by the Council this year of the problem of weak program of study committees. He had prepared some suggestions on the subject, along with some of the policy statements that exist in the catalog, Graduate College Notes and Graduate Cabinet minutes, for the new Council's consideration. Dooley expressed mutual concern from the graduate student's viewpoint about this and hoped it would be an agenda item for the new Council.
7. Reactions of the Graduate Office to the GC's foreign graduate student enrollment issue. Because of a death in the family, Dean Zaffarano was unable to attend the meeting as he had planned. On short notice, Dean Karas had agreed to come and comment on the Council's recommendations. His overall comment was that because this is such a sensitive issue, some of the Council's wording might need to be softened to avoid negative reactions. He thought some recommendations, such as numbers 3 and 5, could apply equally to all graduate students and by singling out foreign students, it might seem that they were being discriminated against.

Karas remarked that it was difficult to implement recommendation 2 regarding maintaining a diversity among the countries represented without informally setting some quotas, a step that recommendation 1 rejected as unnecessary at this time. He also noted that there are large differences in the number of applications received from various countries.

Regarding recommendation 3, Karas warned that care would have to be taken not to insinuate that by meeting specific minimum requirements foreign applicants were guaranteed admission. He agreed that by having as much in writing as possible when the student is admitted is always useful. He did not believe there would be much opposition to recommendation 4 regarding establishing a minimum TOEFL score as high as that for foreign undergraduate students. He

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May 23, 1977

explained the rationale behind the difference. Karas did not feel prepared to comment in detail on the sections on Graduate Assistantships and Financial Issues, though he indicated Graduate College support for recommendations 6 and 7.

8. Adjournment. Heltsley thanked the Council for its patience and faithful attendance during the year. On behalf of the members, Beitz expressed appreciation to Heltsley for the fine job she had done as chairperson. The meeting was adjourned at 3:30 p.m.

  
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Barbara S. Plakans, Secretary

## 1976-77 ANNUAL REPORT OF THE GRADUATE COUNCIL

During the past year the Graduate Council met 23 times and dealt with four major concerns presented to it by the Graduate Dean: selection of nominees for Graduate College committees; completion of a Graduate Faculty Handbook; recommendations regarding the increasing foreign graduate student enrollment at Iowa State; and study of the cost-benefits of a graduate department program review. Also a recurring concern of the Council is its role in the structure of the Graduate College. This issue, which was raised by Council members themselves, was discussed a number of times during the year and will be summarized in this report.

### I. Nominees for Graduate College Committees

During the summer of 1976, the Graduate Council was asked to present names of individuals to serve on the Graduate Membership, Graduate Student Program Review and PACE Awards Committees. In turn, the Council asked department officers to recommend individuals for the positions, and the Council selected two nominees for each vacancy. The majority of the nominations were accepted by the Graduate Dean for committee assignments.

This spring recommendations for committees were solicited from the Graduate Faculty, and those nominations have been made to the Graduate Dean. It is hoped that committee assignments can be made during the early part of the summer so that committees can become active early in the new academic year.

### II. Graduate Faculty Handbook

The major concern presented to the Graduate Council during the past year was the organization of a Graduate Faculty Handbook. The policy guide used in the Graduate College for many years has been the Graduate College Notes. After much discussion about repeated, but unfinished, efforts to prepare a handbook by individuals and groups (including two previous Councils), the Council voted to proceed with this formidable task. The first stage of the handbook has been completed and much of the first revision has occurred. Appreciation is expressed to each of the Council members for their work and patient endurance, but special appreciation goes to Richard Engen and Barbara Plakans for their co-editorship of the revision with George Karas. Therefore, it is hoped a final draft of the Graduate Faculty Handbook will be in print before the end of Fall Quarter and that the vote of the Graduate Faculty to adopt the handbook as its official policy guide will be a reality during the coming academic year.

### III. Foreign Graduate Student Enrollment

The third issue presented to the Graduate Council for consideration concerned the increasing enrollment of foreign graduate students at ISU. Two faculty members, John Timmons (Economics) and Thomas Wheelock (Chemical Engineering), who employ foreign students as research and teaching assistants, participated in a discussion of this aspect of the issue at one Council meeting. The Council broadened the scope of the issue and recently submitted a position paper to the Graduate Dean which includes nine recommendations under the headings:

the selection process, graduate assistantships and financial issues.

#### IV. Graduate Program Review

Another issue which the Council considered was feasibility of a full-scale review of all graduate departments at ISU. The Council was asked to determine the cost-benefit of such a review. The Graduate Council has only partially accomplished this objective during the past year. The questions of whether the review is worth the time and effort involved and if the results would make a difference in future functioning of a department and college were discussed. A questionnaire was sent to the Department Officers in Graduate Education (DOGE) asking whether such a review was worthwhile and what reviews they or their departments had experienced during the last few years. That information is available and will be submitted to next year's Council for its deliberations.

#### V. The Role of the Graduate Council

At the end of the fifth year of its operation, the Graduate Council has experienced a great deal of change since its beginnings and is now questioning its role in the organizational structure of the Graduate College. The Graduate Council questions whether it is solely to advise the Graduate Dean, to represent and respond to the Graduate Faculty's and Graduate Student Senate's concerns, or to serve as a committee of the Graduate Cabinet.

The Graduate Council is an elected body of two members from each of the divisions: the social sciences, education and humanities; the physical and mathematical sciences and engineering; and the biological and agricultural sciences. One graduate student member also represents each of the divisions. On the other hand, the Graduate Cabinet, chaired by the Graduate Dean, is made up of committee heads (appointed by the Graduate Dean) and the Associate and Assistant Deans of the Graduate College. The question which is posed, but remains unresolved, is whether an appointed committee (the Cabinet) made up of individuals with specific duties or functions has the power to circumvent proposals made by an elected committee (the Council) who has discussed the issues in depth.

\* \* \*

New members for next year's Graduate Council who will serve a two-year term are Jerry Hall (Mechanical Engineering) representing the physical and mathematical sciences and engineering, Wilbert A. Russell (Agronomy) representing the biological and agricultural sciences, and Anton J. Netusil (Professional Studies) representing the social sciences, education and humanities. Roy Keller (Computer Science) will replace Lawrence Burkhardt



for a one-year term. Burkhart resigned his position due to increased professional demands. Newly elected to a one-year term are graduate students Fred Choobineh (Industrial Engineering) and Cindy Walters (Horticulture).

Members continuing on the Council are: faculty members Donald Beitz (Animal Science), Geitel Winakor (Textiles and Clothing) and graduate student Keith Carter (Sociology). The Chairperson for next year's Council is Donald Beitz.

\*Mary E. Heltsley, Chairperson  
Donald C. Beitz  
Keith Carter  
\*Turgut Demirel  
\*Richard Engen  
Geitel Winakor

\*Members whose terms expire May 31, 1977

GRADUATE COUNCIL

1976-77

Graduate Faculty

Donald C. Beitz	Animal Science/Biochem. & Biophys. 313 Kildee	4-2063
Lawrence E. Burkhart	Chemical Engineering 301A Sweeney	4-5516 or 4-8074
Turgut Demirel	Civil Engineering 482B Town Engineering	4-3936 or 4-8767
Richard L. Engen	Vet. Physiol.-Pharm. 2036 Vet. Med.	4-6707
Mary E. Heltsley	Family Environment 42N LeBaron	4-8679 or 4-6318
Geitel Winakor	Textiles & Clothing 160 LeBaron	4-1930

Graduate Students

Keith Carter	Sociology 403A East	4-8032
Mike Dooley	Zoology 338 Science II	4-8457
Tom McMullen	Physics 218 West Court	4-1536

Secretary

Barbara S. Plakans	Graduate Office 315 Beardshear	4-4566 or 233-3666
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