

GRADUATE COUNCIL MINUTES

September 12, 1979

Present: Atkins, Dorfman, Martin, Pohl, Prescott, Ulrichson, Coy, Ketcham, Mohunlall, Jacobson, Plakans and Zaffarano

1. The meeting was called to order by Prescott. Council members introduced themselves and two corrections were made in the roster: Roopchand Mohunlall is now a graduate student in the Journalism & Mass Communications Department, and Ron Ketcham is a graduate student in the Industrial Engineering Department.
2. The minutes of the May 16, 1979, Graduate Council (GC) meeting were approved as distributed.
3. Dean Zaffarano presented three concerns about which he would like the advice of Council. He also hopes faculty and graduate students will bring policy questions to the Graduate Council for consideration. His concerns were:
  - a. Revision of grievance procedures (which appear on pages 61-63 of the Graduate Faculty Handbook and pages 38-40 of the Graduate Student Handbook). A protracted grievance case last spring has pointed up weaknesses in the present procedures. Based on recommendations by the ad hoc Graduate College Judiciary Committee (chaired by Prescott) and his own experience, Zaffarano believes the student bringing the grievance should be required to present new evidence to take his complaint beyond the level of the college review committee (to the Graduate College, Vice President for Academic Affairs and President). Otherwise, considerable time is spent by committees reviewing the same file. Zaffarano hopes GC can make a recommendation that can be acted upon by the Graduate Faculty and revision can be made in the next edition of the handbooks.
  - b. Governance document for the Graduate Faculty. The Timmons Committee Report recommended the replacement of the Graduate Faculty Statutes of 1920 with a new governance document. Zaffarano believes the Graduate Faculty Handbook now serves that purpose, with a few minor exceptions. To meet the criteria for bylaws as presented in Robert's Rules of Order, the Handbook needs to specify a quorum for Graduate Faculty meetings and some other minor matters. Zaffarano would like GC to assess what changes need to be made in the Handbook to satisfy the Committee's request.
  - c. Concurrent D.V.M.-Ph.D. The number of credit hours which may be applied simultaneously to both of these degrees has been under discussion by the Graduate Curriculum and Catalog Committee and the College of Veterinary Medicine. The Committee's original recommendation of 12 credit hours was rejected by the College. When a compromise recommendation is ready, Zaffarano would like GC's assessment of it.

continued

4. Review of last year's concerns and unfinished business. Prescott called GC's attention to the concerns described in the 1978-79 Graduate Council Annual Report:
  - a. Handbook revisions. Updating of the Graduate Faculty Handbook and Graduate Student Handbook is an annual chore usually handled by a subcommittee in the spring.
  - b. Nomination to Graduate College Committees. The Graduate Dean usually follows the recommendations the Council makes for appointments to Graduate Faculty Membership, Program Review and PACE Awards Committees. After soliciting suggestions through notices in GRAD News and a form sent to all Graduate Faculty with the Graduate Council nomination form, the entire GC devotes part of one spring meeting to this responsibility.
  - c. Ad hoc judiciary committee. Last year was the first time GC was called upon to appoint a subcommittee to deliberate about a grievance. Prescott suggested this year a judiciary subcommittee might consider revising the grievance procedure as Dean Zaffarano has suggested.
  - d. Size of P.O.S. committees. Last year's Council recommended decreasing the size of doctoral committees from five to three members. This recommendation was discussed at the May 24 Graduate Faculty meeting, but was not placed on the agenda for the September Graduate Faculty meeting. Zaffarano and Jacobson cited cases where one POS committee member did not believe a candidate should be granted a Ph.D., was overruled by the other four committee members and complained to the Graduate Office. If there were three members on a committee, as the GC has suggested, Zaffarano could foresee more cases of a split committee (two against one), especially when a marginal student was involved. He suggested GC reconsider its recommendation.
  - e. Research assistants and the Internal Revenue Service. Pohl, who chaired last year's subcommittee, has talked with David Henry, the University's legal counsel, who is formulating a letter which could be used by graduate research assistants seeking exemption from paying income tax.
  - f. Research balance. Ulrichson, who chaired last year's subcommittee, thinks this concern should be continued by the 1979-80 Council.
  - g. Establishing an interdepartmental study committee. This concern arose through the GC's discussion of the Timmons Committee's recommendation on establishing an academic planning committee. Although the Council rejected the idea of a planning committee, it believed a committee which promoted more interdepartmental efforts at ISU might be useful and suggested that the 1979-80 Council keep this concern as an agenda item.

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- h. Distinguishing thesis and nonthesis master's degrees. The recommendation by last year's Council that the nonthesis degree be called "Master of \_\_\_\_\_ (whatever the discipline as determined by the department)" was not formally turned over to the Graduate Dean for consideration by the Graduate Cabinet and Graduate Faculty. Prescott will see that this is done.
  - i. Foreign graduate students. Last year's subcommittee gathered information on some facets of this issue and formulated some recommendations, but time did not allow for the discussion of these recommendations by the rest of GC. The subcommittee recommended that the 1979-80 Council discuss this issue.
  - j. Graduate Council representation. An attempt was made last year to encourage broader representation of departments among Council members, and some progress was made. This year four Council members are from departments which previously have not been represented. Last year's GC did recommend that this issue be studied by the 1979-80 Council.
5. Other possible concerns. Prescott solicited other issues which might merit consideration this year. Jacobson mentioned two concerns which have troubled the Graduate Office: 1) the use of 400-level courses as minor credit for an advanced degree, which is an unclear area; and 2) limiting the hours a graduate assistant can carry while on appointment. Jacobson believes graduate assistants should be allowed to take as many credit hours as they believe they can handle. He would like the Council's advice on these concerns.

Prescott mentioned that a colleague in his department had complained that the required credit hours for a Ph.D. at ISU were out of line with other schools and should be lowered. Jacobson said there is already a wide divergence among departments in the number of course versus research credit their students must take.

6. Structuring this year's Council. Prescott offered to make a list of possible subcommittees and assign Council members to them, taking into account personal preferences. Ulrichson and Dorfman expressed concern about the possibility of trying to cover too many issues and suggested first a list of priorities should be established. Dorfman expressed concern about the lack of staff to do background work and wondered if faculty from outside GC might also be asked to serve on subcommittees.
7. Regular meeting time. After examining the schedules distributed to GC at the beginning of the meeting, the secretary said Monday at 4 p.m. was the only time during the week when everyone was free. The next meeting was set for Monday, September 24. Prescott will attach a list of possible committees to the agenda so that members can consider on which subcommittees they would like to serve and what issues they think deserve high priority.

The meeting was adjourned at 4:25 p.m.

*Barbara S. Plakans*  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

September 24, 1979

Present: Atkins, Coy, Dorfman, Ketcham, Martin, Mohunlall, Plakans, Pohl, Prescott and Ulrichson

Excused: Jacobson

1. The meeting was called to order by Prescott. He announced that he will be working on an AID project in Guatemala throughout Winter Quarter and will need to find a co-chairman to replace him during that period.
2. The minutes of the September 24 meeting were approved after one correction. On page three in item five, "Other possible concerns," the third sentence was changed to: "Jacobson believes graduate assistants should be allowed to take as many credit hours as they believe they can handle."
3. Council priorities. Prescott had distributed a tentative list of subcommittees with the agenda and minutes. He asked for comments on the relative importance of these areas of concern. After some discussion, the following four subcommittees were agreed upon:
  - I. Handbook and governance document (if such a document is deemed necessary)
  - II. Judiciary and review of grievance procedures
  - III. Graduate course credits, including use of 400-level courses, maximum for graduate assistants, size of POS committees
  - IV. Interdisciplinary research issues

Other concerns will be dealt with differently. The foreign student recommendation from last year's GC will be discussed by the whole Council at the next meeting, as well as the merits of a governance document for the Graduate College. Pohl offered to report back to GC as soon as he is able to get Mr. Henry to develop an appropriate letter to be used by graduate assistants requesting tax exemption status from the Internal Revenue Service. Ulrichson said he will finish the data compilation on research balance at ISU and give it to GC for consideration. The concurrent D.V.M.-Ph.D. issue has been handled by the Graduate College Curriculum and Catalog Committee; Prescott will check into its status and this issue may also be handled as an agenda item at a regular GC meeting.

4. Next meeting. Prescott asked Council members to inform him of their subcommittee preferences. He will compile a list of committee assignments which will be distributed with the minutes and the next agenda. He suggested that subcommittees might schedule their meetings for the alternate Monday afternoons on which GC is not meeting. The next GC meeting will be Monday, October 8 at 4:10 p.m. The meeting was adjourned at 5:10 p.m.

  
Barbara S. Plakans

## GRADUATE COUNCIL MINUTES

October 8, 1979

Present: Atkins, Coy, Dorfman, Ketcham, Martin, Plakans and Ulrichson  
Excused: Jacobson, Mohunlall and Prescott  
Absent: Pohl

1. The meeting was called to order by Ulrichson. He reported that Prescott was ill, but had asked that the Council go ahead with its discussion. The minutes of the September 24 meeting were approved as distributed.
2. Subcommittee reports. Subcommittees have not had time to meet yet. Plakans had been told by Prescott that he is in the process of setting a time for Robert Carstens (Civil Engineering) to meet with the interdisciplinary research subcommittee to describe the problems he has had in trying to organize an interdisciplinary transportation research center.
3. Foreign graduate students. Copies of the recommendation by last year's GC subcommittee was distributed to the Council with the agenda and minutes. No one had any complaints with the recommendations, which primarily restated current policy. Ulrichson said last year Prescott had objected to approving the recommendations at the final GC meeting. Ulrichson wasn't certain whether this was because there was not a quorum at the meeting or because Prescott had some particular objection to the contents of the recommendations. Ulrichson suggested delaying any final action on the recommendations until Prescott could be present.

Several GC members thought more emphasis might be placed in the recommendations on the importance of departments in screening foreign teaching assistants so that undergraduates can understand them. A committee chaired by Thomas Turnage has been charged by the Vice President for Academic Affairs with recommending a solution to this problem. Ulrichson will check on what has resulted from the committee's deliberations.

4. Governance document for the Graduate Faculty. There was not a clear consensus on what action, if any, should be taken on creating a governance document or whether the Graduate Faculty Handbook would suffice. Some GC members said that to create another set of rules might only stir up dissension. It was agreed to leave any further discussion of a governance document to the Handbook subcommittee.

The meeting was adjourned at 5:08 p.m.

  
Barbara S. Plakans

## GRADUATE COUNCIL MINUTES

October 22, 1979

Present: Atkins, Dorfman, Ketcham, Martin, Mohunlall, Plakans, Pohl, Prescott and Ulrichson

Excused: Coy and Jacobson

The meeting was called to order by Prescott. The minutes of the October 8 meeting were approved with the date added.

1. Subcommittee reports.

a. Handbook/Constitution. Martin reported that his subcommittee had met and discussed the need for a separate governance document to update the Statutes of 1920. The subcommittee had decided unanimously that another document was not needed, that an extensive set of rules already exists in the Graduate Faculty Handbook, Graduate Student Handbook, Graduate College Catalog, Faculty Handbook and ISU Information Handbook. Martin noted one of the changes that seems to have occurred since the 1920 Statutes were adopted: Approval of chairmen of departments offering graduate subjects used to be automatic, but now they must be nominated by their academic dean and a special review committee is optional. This subcommittee will not be meeting again until the end of Winter Quarter when the handbook revision process gets under way.

b. Judiciary/Grievance. Dorfman said his subcommittee met and agreed changes are needed in the present student grievance procedures. He is drafting a proposal incorporating changes for the subcommittee to review. This will eventually come to the full Council for approval. The subcommittee will also ask Associate Dean Karas to discuss the problems he has had with student grievances.

c. Graduate Course Problems. Atkins has not yet been able to call his subcommittee together. GC then reviewed some of the issues this subcommittee may examine. Pohl mentioned an additional issue that has bothered him: letter grades for research while it is in progress.

d. Interdisciplinary research. This subcommittee has not met, but Prescott has talked with Robert Carstens (Civil Engineering) concerning problems Carstens had when he tried to organize an interdisciplinary transportation institute. Carstens contrasted his experience with the methods used at the University of Texas, which were very successful. Prescott hopes to be able to hold a subcommittee meeting next week.

2. Old Business.

a. Internal Revenue Service problems for graduate assistants. Pohl reported he has been in touch with David Henry, Assistant to the President, about developing a uniform letter to be used by teaching assistants when requesting exemption from income tax. Pohl hopes a draft may be ready soon.

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b. Foreign graduate student recommendation. Ulrichson has checked on what progress has been made toward certifying the language ability of foreign teaching assistants. He learned that the Turnage committee sent its report to Dr. Christensen (V.P. for Academic Affairs) in November 1978. This fall Christensen asked Frank Haggard (Chairman of English Dept.) for his assessment of setting up a certification program within his department. In a conversation with Haggard, Ulrichson learned that Haggard had responded by asking three more questions: 1) how would this be funded; 2) who will staff it; and 3) how will the number of students who need help be identified? Prescott suggested that GC try to obtain a copy of the Turnage committee report and then it might be in a better position to decide whether to urge that the Turnage recommendations be acted upon or suggest a different course of action.

Prescott said one of his reservations about last year's GC recommendation on foreign students was the out-of-country tuition issue. He believes this should be examined more carefully and suggested that it be taken up at the next GC meeting (Monday, November 5), but earlier on the agenda.

The meeting was adjourned at 5:14 p.m.

  
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Barbara S. Plakans

## GRADUATE COUNCIL MINUTES

November 5, 1979

Present: Atkins, Dorfman, Martin, Pohl, Prescott, Ulrichson, Coy, Ketcham, Mohunlall, Jacobson and Plakans

The meeting was called to order by Prescott. Two changes were made in the minutes of the October 22 meeting before they were approved: 1) In the eighth line of 1a. Report of the Handbook/Constitution subcommittee, "degrees" was changed to "subjects," making the sentence: "Approval of chairmen of departments offering graduate subjects used to be automatic, but now they must be nominated by their academic dean, and a special review committee is optional." 2) In the sixth line of 2b. Foreign Graduate Student Recommendation, an explanatory phrase was added to the fourth sentence: "In a conversation with Haggard, Ulrichson learned that Haggard had responded by asking three more questions: 1) how would this be funded; 2) who will staff it; and 3) how will the number of students who need help be identified?"

### 1. Foreign Graduate Student Recommendation.

a. Out-of-country tuition proposal. Copies of Dean Zaffarano's editorial (in January 1978 GRAD News & Notes) had been sent to Graduate Council (GC) members along with the agenda for the meeting. Various opinions of his proposal were expressed, but a formal motion was not made. Ketcham suggested that Dean Zaffarano be contacted to see if he wants GC to pursue this issue at this time. Before leaving for Guatemala, Prescott said he would try to see Zaffarano about this.

b. Foreign teaching assistants. Copies of the Turnage Committee report to Vice President Christensen were also distributed with the agenda. Ulrichson offered the following motion, which was seconded by Coy:

THAT the Graduate Council express to the Vice President for Academic Affairs its continuing concern about this issue and its support for the four recommendations contained in the Turnage Committee report.

After some discussion, a vote was taken and the motion passed without opposition.

### 2. Subcommittee Reports.

a. Grievance/Judiciary. Dorfman reported that the subcommittee had met with Associate Dean Karas, who explained that grievance procedures now appear in a number of university publications and they need to be coordinated. He asked the subcommittee to take a broad view rather than concentrating only on the proposed change in appealing a grievance beyond the college level.

b. Interdisciplinary research. Prescott said the subcommittee had discussed Carstens' complaint about the lack of encouragement in interdisciplinary research at ISU and wondered if the rest of GC would want to invite Carstens to present his case at a future meeting. Since limited interest was expressed by Council members, Prescott said he would hold off on this.

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3. Winter Quarter meetings. Prescott is going to be on leave Winter Quarter and asked for suggestions for a temporary chairperson during his absence. Dorfman nominated Ulrichson, who agreed to serve. Scheduling forms will be sent out with the minutes to establish a regular meeting time. Tentatively, the first meeting was set for Monday, November 26 at 4:10 p.m. in 209 Beardshear.

The meeting was adjourned at 5:15 p.m.

Barbara S. Plakans  
Barbara S. Plakans

## GRADUATE COUNCIL MINUTES

December 12, 1979

Present: Atkins, Dorfman, Martin, Pohl, Ulrichson, Coy, Jacobson and Plakans

Excused: Prescott

Absent: Ketcham and Mohunlall

The meeting was called to order by Ulrichson, who will be chairing the Council during Prescott's absence throughout Winter Quarter. The minutes of the November 5 meeting were approved, after the date (incorrectly given as "November 8") was changed.

1. Recruiting material. The order of the agenda for the meeting was changed to allow Associate Graduate Dean George Karas to discuss the Graduate College's plan for improving the materials used for recruiting graduate students. Karas said the Publications Office is preparing a presentation for the DOGEs meeting in January, offering examples of informational pages and kits for preparing camera-ready copy which might help individual departments in their recruiting efforts. A goal of this program is to provide varying priced options which departments may select according to their recruiting budgets. By ordering printed materials in larger quantities, the layout and set-up costs would be lowered, thus saving departments money. Karas stressed that decisions about which materials they ordered would be up to departments. Currently, the Graduate Office is collecting ideas for topics for informational pages from faculty and students. Karas asked that GC members also consider this matter and offer their suggestions. The new admissions material which accompanies application forms and catalog, some sample information pages prepared this year by the Bacteriology Department, and the questionnaire distributed to the Graduate Student Senate members asking their opinions were passed around for the Council to examine. Ulrichson asked the GC to give this matter some thought and, if possible, to discuss it with colleagues before the Council discusses it in January.

2. Committee reports.

a. Graduate Course Credit subcommittee. Atkins reviewed the following concerns which had been assigned to the subcommittee:

- use of 400-level courses as minor credit for an advanced degree - The subcommittee thought it should await the outcome of the Graduate Curriculum & Catalog Committee's recommendation to the Graduate Faculty concerning dual-listing of 300 and 400 level courses for graduate credit. This is to be voted upon by mail ballot during Winter Quarter. Jacobson said members of the history department have expressed opposition to dual-listing, and the Graduate Office currently is trying to work out a compromise.
- limiting credit hours that a graduate assistant may carry while on appointment - The subcommittee thought it should discuss this issue with Dr. Jacobson before bringing it before the whole Council. In answer to a question by Jacobson, Karas explained why raising the maximum credit-hour limit from 11 to 12 would make it possible for graduate assistants to carry four three-credit courses per quarter. Both Jacobson and Karas would prefer that the limit be dropped entirely.

- changing the 108-credit hour requirement for the Ph.D. - Atkins said subcommittee members believed this requirement should not be altered. This concern had been brought to GC by Prescott, who had said a colleague in his department had complained that the ISU requirement was out of line with other universities. Other GC members present did not favor a change. Jacobson pointed out the difficulty of convincing students to register for a number of hours appropriate to the faculty time and facilities used if required hours are further reduced.
- grading of research in progress - The subcommittee recognized the problem of collecting tuition if research hours are not given some type of credit. S-F grading was one option suggested or giving letter grades, but not including them in the grade point average. Karas explained that at present research grades do go on the student's permanent record as part of the GPA, but are not used in making probation decisions. He said he is working with the Records Office so that two GPA's--one with and one without research credit--would appear on the student's grade report, but not on the permanent record (transcript).

The Council discussed letter-grading of research. Opinions expressed included: faculty advising on dissertation research could be charged for without a grade being given; grading of research is one way that the major professor can indicate to the student that he/she is not making sufficient progress; some departments use "A" for superior accomplishments during a particular quarter but use "S" during periods when it is difficult to see results (e.g., when the student may be doing library or field work); because students undertake different research projects and have different ways of operating, it seems inappropriate to assign letter grades to their work until the final product is ready; grading of research is part of the larger problem of evaluating graduate students' accomplishments.

b. Governance Document/Handbook subcommittee. Ulrichson believed the earlier recommendation of this subcommittee should be formally addressed to Dean Zaffarano, since he had specifically asked the GC's opinion. Martin moved and Pohl seconded a motion to convey to the Graduate Dean that the GC does not see a current need for a governance document other than the rules that already exist. The motion passed by voice vote with no one dissenting.

c. Grievance subcommittee. Dorfman explained that after its discussion with Karas, the subcommittee's task had expanded to include looking at graduate student grievance procedures wherever they appear in collections of University rules. He said the subcommittee will continue to gather information about such procedures during Winter Quarter, but that a recommendation to the GC will not be forthcoming until after the return of Prescott, a committee member who has had past experience with several grievance cases.

3. Old Business.

a. Size of Ph.D. POS committees. Ulrichson mentioned that the recommendation of the previous GC (to permit a minimum of three faculty members to serve as a doctoral Program of Study committee) had been discussed at the Fall Quarter Graduate Faculty meeting in November. It had drawn questions about the prevalence nationally of two-tiered graduate faculties. These questions arose because the Council's recommendation would have eliminated associate Graduate Faculty members from serving if committees decreased from five to three members. Jacobson said the Graduate Cabinet had discussed the GC recommendation prior to the faculty meeting and had voted to reject it. (Further information about this matter will appear in the Graduate Faculty Minutes of November 15, 1979 in the December issue of GRAD News & Notes.)

b. Foreign tuition issue. Plakans said she hadn't talked with Dean Zaffarano about whether he wanted GC to pursue the matter of tuition payments by foreign nationals. Since the GC's discussion in early November, the Iranian crisis developed. Any further discussion at this time might be misconstrued as a reaction to the crisis. Other members of the Graduate College staff did indicate to her that it was probably best for GC to table this issue.

c. Internal Revenue Service problems for graduate assistants. Pohl reported that he again had contacted David Henry, Assistant to the President, about a letter teaching assistants might use when requesting exemption from income tax. Henry said a meeting on tax laws will be held December 13. Pohl will check on its outcome.

4. Announcements: Journal of Research. Pohl said that Duane Isely, the new Editor of the ISU Journal of Research, had asked him to advise GC that the Journal has been revitalized. It is now using external referees to review submitted manuscripts, trying to publish papers promptly, and having issues typed on a special typewriter which justifies margins and creates a more attractive format. Isely urges faculty to consider submitting manuscripts. Jacobson mentioned that the Journal is used extensively by the University Library in exchange for foreign journals.

The next meeting of the Council will be Wednesday, January 9 in 312 Beardshear. The meeting time has been changed from 10 a.m. to 10:15 a.m. to accommodate those with nine o'clock classes.

The meeting was adjourned at 11:20 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

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GRADUATE COUNCIL MINUTES

January 9, 1980

Present: Atkins, Coy, Ketcham, Martin, Mohunlall, Pohl, Ulrichson, Jacobson, Plakans

Excused: Dorfman and Prescott

The meeting was called to order by Ulrichson. The minutes of the December 12 meeting were approved as distributed. Ulrichson announced that on January 2, he sent a memorandum to Dean Zaffarano informing him that the Graduate Council (GC) did not perceive a need for a separate governance document for the Graduate College.

1. Internal Revenue Service vs. research assistants. Two-thirds of the GC meeting was devoted to a discussion of this concern. Pohl had been informed by David Henry (Assistant to the President) that at a meeting of Graduate College and Business Office administrators it was decided that departments should be left to handle the question of whether to withhold income tax from research assistants' stipends. If there is to be no uniform letter for DEOs to use when requesting tax exemption for RAs, Pohl does not believe he needs to be involved further in this matter. Others, including Jacobson, expressed concern that individual DEOs are often too busy to stay well-informed on tax matters and that it might be a useful service to have the GC prepare a form that departments could use. Ketcham suggested GC discuss this issue with colleagues during the next two weeks and make a definite recommendation about the appropriate involvement by the University. This will be on the agenda for the January 23 meeting.

2. Recruiting materials. Dean Karas described the recruiting packet that has been designed by the Publications Service. It is flexible enough for any department to adapt it to its recruiting needs, economical because the Graduate College will be footing the bill for initial design and type-setting costs and because large-quantity ordering lowers the price, and attractively designed to project a good image of the department and University. The Graduate Office will be preparing fact sheets on general topics of interest to prospective students. Plakans distributed a questionnaire that has been used to determine topics preferred by members of the Graduate Student Senate and DOGEs. The topic most frequently chosen was a sample cost-of-living for students in Ames. Someone suggested that this should include information on the availability of off-campus housing. Martin mentioned that he is strongly opposed to the \$10 admissions fee required of all applicants.

The meeting was adjourned at 11:50 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

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GRADUATE COUNCIL MINUTES

January 23, 1980

Present: Atkins, Coy Dorfman, Jacobson, Ketcham, Martin, Mohunlall, Plakans,,  
Pohl and Ulrichson

Excused: Prescott

The meeting was called to order by Ulrichson. Two sentences were corrected in the minutes of the January 9 meeting (see revised version attached).

1. Recommendation on University involvement in IRS problems of graduate assistants. Ketcham has been talking with other graduate students and collecting information about the tax situation of RA's and TA's. He believes the University administration should be more supportive of graduate assistants. He offered three proposals for the Graduate Council (GC) to consider as ways to deal with the IRS problem:

Proposal I: The University should place a tax lawyer on retainer to assist the administration, faculty and graduate students on tax matters relating to graduate appointments. The lawyer's fees could come from the amount saved by the University from not having to pay RA stipends that included taxes. (Jacobson said that was not a realistic view of how the University budgeting works and another source would have to be found to pay a lawyer.) The lawyer would be asked to: a) prepare guidelines for letters departments could use in requesting tax exemption for graduate assistants; b) give legal advice to the University on its legal position in these matters; c) assist graduate students and former graduate students who are being audited by the IRS; and d) prepare informational sheets for use by the administration and graduate students on matters which relate to tax problems (e.g., income averaging requirements).

Proposal II: An alternative would be for the University to establish a central committee to assist administrators and graduate students on tax matters relating to graduate appointments. This committee should include a legal expert (such as David Henry) and representatives of the Graduate Office and Graduate Student Senate. The committee would provide some of the same services that were suggested in Proposal I. It would also continually review the University's procedures for handling graduate appointments.

Proposal III: The option that Ketcham thought might permanently solve the assistantship tax problem would be for the University to make research assistantships taxable, revamp the system and make the change in such a way that those students currently on non-taxed appointments would not be financially hurt during the transition.

After some discussion of these proposals, Mohunlall made a motion, which Ketcham seconded, that the Council establish a subcommittee to prepare a formal recommendation to the Graduate Dean. The motion passed on a voice vote with no one opposed. Ketcham, Mohunlall and Ulrichson volunteered to serve on this subcommittee. Ulrichson asked Ketcham to chair it. Jacobson agreed to meet with the subcommittee to consider some of the consequences of the proposals Ketcham had suggested. He mentioned that DEOs are also

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vitaly interested in any recommendation that might involve a change in assistantship stipends.

2. Uniform letter to IRS from department heads. Pohl read a brief form he had composed containing vital information about a graduate assistantship that IRS would need. The form did not include a statement about whether the appointment was a degree requirement. The newly appointed subcommittee will consider the letter when trying to develop a general recommendation. Pohl expressed doubt that David Henry would want to serve as tax adviser to graduate students having tax problems. Pohl said a diversity of practices exist throughout the University and he believes a lawyer specializing in tax matters would be needed. Ulrichson thanked Pohl for his efforts in this tax matter during the past year and a half. At Jacobson's request, Atkins read the letter the Agronomy Department sends to the IRS, which states the amount of a particular graduate assistant's stipend that is taxable.

3. Credit-hour limit for graduate assistants. Time did not permit a thorough discussion of this issue. Atkins said his subcommittee needed to discuss it further before bringing it to the Council. Informally, opinions were offered both pro and con on the usefulness of raising the present limit from 11 to 12 quarter hours.

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

Barbara S. Plakans  
Barbara S. Plakans, Secretary

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GRADUATE COUNCIL MINUTES

February 6, 1980

Present: Atkins, Dorfman, Jacobson, Martin, Plakans, Pohl and Ulrichson  
Excused: Mohunlall and Prescott  
Absent: Coy and Ketcham

The meeting was called to order by Ulrichson. The minutes of the January 23 meeting were approved pending a change Ketcham had told Ulrichson he wanted to make. (Ketcham's revision in the second sentence of section one was to change "He (Ketcham) believes the University administration has not helped the situation." to "He believes the University administration should be more supportive of graduate assistants.")

1. Letter on graduate assistant tax status. Jacobson distributed copies of a form letter the Graduate Office has prepared as a possible model for departments to follow when writing to the Internal Revenue Service regarding individual graduate assistant's employment status. Those present had no complaint with the letter. Ulrichson mentioned that if a department offers both a thesis and nonthesis M.S. or M.A., then IRS could claim that research was not a degree requirement; he said his department doesn't have this problem because their nonthesis option is called a Master of Engineering degree. This led to a question about what had become of the recommendation by last year's Graduate Council (GC) on using "Master of (whatever the discipline as determined by the department)" for the nonthesis degree. Jacobson said he would check with Dr. Zaffarano about this.

2. Committee reports: Credit-hour limit for graduate assistants. The Subcommittee on Graduate Course Credits, chaired by Atkins, had met and prepared a recommendation for consideration by the rest of GC. In the Graduate College Catalog (p. 5), Graduate Faculty Handbook (p. 30) and Graduate Student Handbook (p. 14) maximum credit hour loads are set down. The subcommittee recommended that these maximum loads be altered to say that an average of 11 credit hours for a half-time appointment and an average of 8 credit hours for a three-quarter time appointment were the limits for a period beginning September 1 and ending August 31 of the following year. This would allow for greater flexibility--for example, 12 credits one quarter and 9 credits the next, in the case of a half-time graduate assistant. The Atkins subcommittee's recommendation was made in the form of a motion and was seconded. During the discussion, Jacobson said this change would be very difficult for the Graduate Office to monitor and suggested the whole matter of maximum credit load be left up to the individual departments.

Dorfman moved and Atkins seconded an amendment to the main motion to indicate in the Catalog and handbooks that there was no absolute credit limit and that these averages of 11 and 8 were only recommended loads. A quorum of six voting GC members did not exist. An informal vote was taken on the Dorfman amendment. The chairman voted in order to break a tie and the amendment passed 3-2.

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An informal vote was then taken on the main motion. It failed, 1-3. Dorfman moved and Atkins seconded making the amendment into a separate motion. Dorfman believed making averages for the maximum credit load was not necessary. His motion was to add "recommended" to the column headed "maximum credit load" in the Graduate Student Handbook, indicating that these limits were not required. During discussion, it was mentioned that individual departments still would be able to set their own, more stringent requirements. On an informal vote, the decision was split, 2-2. Ulrichson suggested further action be postponed until the next GC meeting when a quorum is present. Because of the semester transition, the Graduate Office needs to take action soon on the maximum credit-load question. Ulrichson asked those present if they could meet Wednesday, February 13. He asked the secretary to contact those who were absent to make sure a quorum would be present on that date. With the minutes for the meeting, Ulrichson will send a draft of the recommendation for everyone's consideration. Jacobson said Dean Karas would probably want to offer his opinions on the GC's recommendation and asked that a copy of the draft be sent to Karas.

The meeting was adjourned at 11:45 a.m.

  
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Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 13, 1980

Present: Atkins, Coy, Dorfman, Jacobson, Ketcham, Martin, Mohunlall, Plakans, Pohl and Ulrichson

Excused: Prescott

The meeting was called to order by Ulrichson. The minutes of the February 6 meeting were approved after the third sentence in section one was deleted.

1. Credit-hour limits for graduate assistants. The secretary distributed copies of a proposed statement for handbooks and Graduate Catalog on credit loads under the semester system. This statement had been drafted by three of the deans in the Graduate Office as an alternative to the Graduate Council's (GC's) recommendation, which would have recommended, but not required limits for maximum credit loads. Dorfman moved and Martin seconded approval of this Graduate Office statement:

"The Graduate College has established the following limits for maximum credit loads for graduate students:

<u>Appointment base</u>	<u>Maximum Credit Load</u>
no appointment	15 credits
1/4 time or less	15 credits
Over 1/4 time through 1/2 time	12 credits
Over 1/2 through 3/4 time	9 credits
Over 3/4 to full time	6 credits

The credit-hour maxima may be exceeded only with the approval of the major professor and the concurrence of the department executive officer and Graduate Dean."

During discussion, Dr. Karas explained the rationale for this statement. Under the semester system three credit-hour courses will predominate and most four-, two- and one-credit courses will be eliminated. Karas foresees more frequent requests from major professor to have the Graduate Office approve student Programs of Study where the course load is a multiple of three, exceeding the present eleven, eight and five credit limits. Karas would like to spare the Graduate Classification Officer from continually monitoring these changes. He emphasized that individual departments and major professors should refuse to sign Programs of Study if they believed students were taking more courses than they could handle, especially when they were on assistantship appointments.

Among the comments made on this proposed statement by GC members:

- The Graduate Office proposal seemed a fair compromise between current limits and no limits at all, as had been proposed at the February 6 meeting.
- In many fields a student carrying four three-credit courses would not have time to handle a half-time assistantship.
- There is a tendency for students to consider the maximum credit load as the norm and to try to aim at carrying that many hours.

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- Graduate students should know their own limits. They really don't need to be protected by the Graduate Office via credit-hour limits.
- The last sentence of the statement will give departments a little more flexibility in the kind of arrangements they can make with their students.

On a voice vote, the proposed statement was approved with no one voting against it. (Two Council members expressed "lukewarm-ness," however.)

2. Other business. Jacobson had not spoken with Dean Zaffarano about the GC recommendation from last year on the names for nonthesis master's degrees, but armed with another copy of the recommendation, he will do so.

Jacobson distributed copies of the final version of the tax form letter for DEOs.

Plakans distributed forms for the members' Spring Quarter schedules and asked that these be returned as soon as possible.

Ulrichson said Prescott was expected back at the beginning of Spring Quarter. He thanked GC for its cooperation during his tenure as acting chairman.

The meeting was adjourned at 10:55 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

March 17, 1980

Present: Atkins, Karas (for Jacobson), Martin, Mohunlall, Plakans, Prescott, Pohl and Ulrichson

Excused: Dorfman, Ketcham and Secor

The meeting was called to order by Prescott, who thanked Ulrichson for chairing the Council during his absence in Winter Quarter. The minutes of the February 13 meeting were approved as distributed.

### 1. Committee reports.

a. Handbook subcommittee. Martin reported that a memorandum has been sent by Dr. Karas to a number of people, including the Graduate Council (GC), asking if they have any suggested changes for the new editions of the Graduate Faculty and Graduate Student Handbooks. After these changes are received on April 8, the subcommittee will begin meeting regularly with Karas to revise both books. Ulrichson raised a question about discrepancies between the policies that appear in the handbooks and in the Graduate College Catalog. He wondered why the committee did not review the Catalog, too. Karas said that the Catalog was revised every two years by Dr. Ulmer and the Graduate College Catalog and Curriculum Committee. Karas and Ulmer try to monitor all Graduate College publications to avoid inconsistencies, but sometimes the wording in the Catalog may be slightly different from that in the Handbooks. Ulrichson suggested that use of the same wording might save some confusion.

b. Graduate course credit subcommittee. Atkins said that since a recommendation had been made by GC on the subcommittee's major concern (i.e., maximum credit load for graduate assistants), no other business was pending. This recommendation was taken to the Graduate Cabinet and Graduate Faculty and will be included in future Handbooks.

c. Interdisciplinary research subcommittee. Prescott has discussed this concern with outside faculty members and wondered if GC would be interested in hearing Dr. Carsten's opinions about the need for a university committee to foster interdisciplinary research. Karas mentioned that a council already exists that he thinks should be doing just this (the Interdisciplinary Programs Council chaired by George Christensen, V.P. for Academic Affairs). After several Council members expressed willingness to hear from Carstens, Prescott said he would make arrangements for his appearance at a future GC meeting.

d. IRS problems of graduate assistants. Ulrichson said the subcommittee has met and gone over some material Ketcham has on the income tax problems of some graduate assistants. A recommendation for the Council's consideration has not yet been formulated.

e. Grievance procedures. Dorfman had called Plakans to say he would be late for this meeting. Prescott hopes this subcommittee will have a recommendation before the end of Spring Quarter, since this is a concern on which Dean Zaffarano is awaiting action by the Council.

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2. Foreign language requirement. Dr. Zaffarano forwarded to the Council a memo from Joanna Courteau of the Foreign Languages Department. Courteau is urging that a university-wide graduate foreign language requirement be reinstated (one foreign language for a master's degree, two for a Ph.D.) The current policy is that each department establishes its own specific language requirement, which is stated in the Graduate College Catalog. Zaffarano would like GC to consider Courteau's proposal. Prescott will invite her to present her case at the next Council meeting.

3. GC Annual Report. Before the end of Spring Quarter, Prescott will need to write a report on the activities of the Council for 1979-80. By the beginning of May, he would appreciate having a paragraph from each of the subcommittee chairmen summarizing the issues that their subcommittees considered this year and the outcome of their discussions.

4. Non-thesis master's nomenclature. Last year the Graduate Council made a recommendation that a different name (Master of whatever the discipline) be used for nonthesis master's degrees to distinguish them from research oriented degrees. This recommendation was discussed at the Winter Quarter Graduate Faculty meeting and received considerable criticism from those present. At the Graduate Cabinet meeting preceding the faculty meeting Dr. Zaffarano had indicated his approval of the Council's idea, had hoped departments would consider adopting it, but did not think it should be forced upon all departments. Those who had heard the discussion at the Graduate Faculty meeting did not believe any further action by the Council was needed.

5. GC Meeting Time during Spring Quarter. Plakans has received everyone's schedule but said there was no time period during the week when all of the Council was free to meet. It was decided to meet every other week alternating between Monday and Friday afternoons at 3:15 p.m. so that only one person would have to be absent each time. The next meeting will be Monday, March 31, since Friday April 4 was during the Easter recess.

The meeting was adjourned at 4 p.m.

  
Barbara S. Plakans

## GRADUATE COUNCIL MINUTES

March 31, 1980

Present: Atkins, Dorfman, Ketcham, Mohunlall, Plakans, Prescott, Pohl and Ulrichson

Absent: Jacobson, Martin and Secor

The meeting was called to order by Prescott. The minutes of the March 17 meeting were approved as distributed.

### 1. Committee reports.

a. Grievance procedures. Dorfman, who chairs the judiciary subcommittee, distributed an information sheet of background and recommendations regarding the student appeal procedure (described on pages 38-40 of the Graduate Student Handbook). The procedure for grievances about grades and instruction does not involve the Graduate College and is an all-university procedure followed by both undergraduate and graduate students. The judiciary subcommittee has been concerned with the procedure related to scholarly and professional competence and some flaws in it which came to light last year because of a particular grievance case. A student who was no longer on campus insisted on having all levels--department, college, Graduate College, Vice President for Academic Affairs and President--consider his grievance, although he presented no new evidence after the initial department inquiry. A considerable amount of time of faculty members, students and administrators was expended considering the case while the student bringing the complain did little other than continually request the next level in the appeal hierarchy to reconsider the departmental decision not to admit him to its doctoral program.

The subcommittee considered how the procedure might be reduced to two stages: a) a departmental inquiry to consider the student's complaint and b) a higher-level appeal board to scrutinize the department's procedures and/or consider new evidence in the case. The subcommittee also thought a revised procedure should require the participation of the complaining student in the process. Prescott raised the question of involving in both stages of the procedure someone qualified to judge the student's "professional competence."

Based upon the discussion by the Council, Dorfman will prepare a motion to be voted upon at the next GC meeting. Some of the suggestions which were offered during the discussion included: combining representatives of the student's academic college (including a member of the student's department and someone the student may wish to select who is sympathetic to the student's complaint) and representatives appointed by the Graduate Dean or Graduate Council into a single appeal committee; having this committee report its decision directly to the Vice President for Academic Affairs; having only three members on this appeal committee; requiring the student to prepare a written appeal and to be available to appear before the appeal committee if called upon to do so.

b. IRS problems of graduate students. Ketcham has not been able to meet with this subcommittee, but planned to do so after the GC meeting. The Council reviewed the nonthesis degree issue briefly, but does not expect

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any further action on it.

2. Old Business.

a. Appearances by Courteau and Carstens before GC. Prescott tried to arrange for both Drs. Courteau and Carstens to come to the Council meeting but neither was free. He will try again for the next meeting on Friday, April 11 at 3:15 p.m. in 303S Beardshear.

b. Subcommittee reports. Prescott reminded subcommittee chairmen that he would like to have a paragraph from each of them summarizing their activities before he begins writing the Annual Report.

c. Foreign teaching assistants. Ketcham announced that the Graduate Student Senate has appointed a committee to investigate the problem of foreign teaching assistants who have difficulty communicating in English. A bill has been introduced in the Iowa State Legislature concerning this issue. Thus far the GSS committee has not been able to establish whether the recommendations in the Turnage Committee report have been implemented.

3. New Business: Graduate Council elections and committee nominations.

Plakans distributed copies of the forms used last year to collect nominations for the Graduate Council and Graduate College committees. She asked for suggestions for improving them. Ulrichson pointed out some confusion in the paragraph concerning the three stages in the election process, and several sentences were changed. The forms will be sent out by April 4 and must be returned to the Graduate Office by April 18. Council members will also need to be thinking about their own suggestions for committee appointments.

The meeting was adjourned at 4:30 p.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 11, 1980

Present: Dorfman, Martin, Plakans, Prescott, Pohl, Secor and Ulrichson  
Excused: Atkins, Jacobson and Ketcham      Absent: Mohunlall

The meeting was called to order by Prescott. Approval of the minutes of the March 31 meeting was postponed until a quorum (six voting members) was present.

1. Foreign language requirement. Dr. Joanna Courteau of the Foreign Languages Department was invited to the meeting to present her views on the current graduate foreign language requirements, which are established by individual departments or Program of Study committees. Courteau would like the Graduate College to consider reinstating the university-wide foreign language requirement. Associate Graduate Dean Martin Ulmer, Professor Orrin Frink (Chairman of the Foreign Languages Department) and Dr. James Dow (Foreign Languages) spoke in support of Courteau's proposal. Ulmer said it was both provincial and arrogant to think, as some Americans seem to, that everything worth reading is in English. He placed the blame on the faculty for not stressing the need for other languages. Frink distributed copies of the report by President Carter's Commission on Foreign Language and International Studies and emphasized the Commission's finding that land-grant institutions, which are now being called upon to help solve the critical agricultural problems of the developing countries, need to place more emphasis on fluency in foreign languages. Frink said that a study by the S&H College's Curriculum Committee indicated Iowa State was one of only three schools in the Big Ten and Big Eight conferences which don't have a foreign language requirement.

During the discussion that followed, Council members stressed the need for more practical reading courses, which the Foreign Languages Department no longer offers. GC thought the push for studying foreign languages should be at the high school or undergraduate levels where students are completing their general education requirements. Prescott offered to draft several possible statements on foreign language requirements for the Council to consider at its next meeting.

2. Student grievance procedures. Dorfman, who chairs the judiciary subcommittee, distributed a proposed change in the current procedure relating to student grievances about scholarly and professional competence. The revised procedure would combine the academic college and Graduate College appeal steps into a single hearing by a four-member committee. Members would include a voting member from the Graduate College, another from the academic college of the plaintiff and a third appointed by the Graduate Student Senate. From the plaintiff's own department there would also be one non-voting member who had not served earlier on the departmental grievance committee. This combined college-level committee would consider either the substance of the student's grievance or the manner in which the departmental committee had handled it. If the plaintiff were dissatisfied with the decision of this college-level committee, an appeal about its procedures could be taken to the Vice President for Academic Affairs and University President. This change will be voted upon at the next Council meeting on Monday, April 21.

The meeting was adjourned at 4:30 p.m., the minutes having been approved between agenda items one and two, when a quorum was present.

*Barbara S. Plakans*

Barbara S. Plakans, Secretary



## GRADUATE COUNCIL MINUTES

April 21, 1980

Present: Atkins, Dorfman, Ketcham, Martin, Plakans, Pohl, Prescott and Ulrichson; Graduate College representatives: Ulmer and Karas

Excused: Secor

Absent: Mohunlall

The meeting was called to order by Prescott. The minutes of the April 11 meeting were approved after two corrections were made.

1. Nominations for Graduate College standing committees. The secretary distributed a list of nominees submitted by faculty members and a list of the current committee members, noting those whose terms are expiring this year. The Council discussed various names in relation to providing balanced representation of departments on committees. A list containing suggestions for each opening was compiled and approved by a voice vote. This list will be forwarded to the Graduate Dean.
2. Recommendation on student grievance procedure. The revised procedure introduced by the Judiciary Subcommittee at the last Council meeting was again discussed and further wording changes were made. Dean Karas questioned why the subcommittee hadn't considered revising the entire set of grievance procedures to consolidate them. Dorfman, who chairs the subcommittee, said that was too large an undertaking in the time available to the subcommittee and might be a future project for next year's Council. Prescott thought next year's Council might also consider laying out in more detail protocols for grievance procedures and guidance on how hearings should be conducted to avoid legal difficulties. During the discussion of the wording of the revised procedure, Pohl moved that the paragraph B.4 be deleted. He thought it might be taken as a violation of the open meeting law. There was no second to his motion. Ulrichson pointed out that C.4 didn't fit into the section on how the college grievance committee should be constituted, and it was agreed to move it to section D. The procedure in its revised form is appended to these minutes. Dorfman moved acceptance of the procedure as amended and Ulrichson seconded the motion. It was approved by a voice vote with no one opposing.
3. Foreign language requirement. Prescott distributed a memorandum he had written listing several alternative resolutions the Graduate Council might consider in response to Dr. Courteau's proposal at the last Council meeting. He asked the Council to consider which combination of sentences, if any, it might want to recommend. Ulrichson said he would have misgivings about recommending anything more than the first sentence, which only stated that foreign language proficiency was a good thing and which wouldn't change anything. He thought more evidence needed to be gathered before any action was taken and that there probably wasn't enough time this year for the Council to consider the issue adequately.

Time did not permit further discussion of the foreign language issue, but Prescott asked the Council to consider it and he will include it again on the agenda for the May 9 meeting. The meeting was adjourned at 5:10 p.m.

  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

May 9, 1980

Present: Dorfman, Ketcham, Martin, Plakans, Pohl, Prescott and Secor  
Excused: Atkins and Ulrichson  
Absent: Mohunlall  
Observers: Bower, Carstens and a reporter from the ISU Daily

The meeting was called to order by Prescott. Approval of the minutes of the April 21 meeting was postponed until a quorum would be present.

1. Report on the Graduate Council election. Plakans reported that run-off elections (among the top three candidates on the first ballot) were in progress for the Biological and Agricultural Sciences seat and the Social Sciences, Education and Humanities seat. Robert Post (Electrical Engineering) was the only candidate on the ballot for the Physical and Mathematical Sciences and Engineering seat and was elected unanimously. Results should be tabulated on the run-offs by May 16, in time to notify the winners of the final GC meeting of the year when both old and new members are present.
2. Date for the final meeting. Prescott said that he would be unable to attend a meeting on Monday, May 19 (following the policy of alternating Mondays and Fridays), the first day of exam week. Others indicated they, too, had scheduled examinations. Wednesday, May 21 at 2:15 p.m. was selected instead. Prescott will prepare and send a draft copy of the Annual Report to everyone with the minutes so they will have an opportunity to consider beforehand any changes they might wish to suggest.
3. Filling an unexpired Council term. Prescott announced that Dorfman will be taking a leave of absence next year to do research at Stanford University. The GC Statement of Purpose indicates that "Unexpired terms are filled by the Graduate Council from the list of nominees for the position." Plakans suggested that the runner-up for the Social Sciences seat this spring could be asked to fill out Dorfman's term. Prescott said another possibility would be to ask the Department of Political Science to choose a replacement. The consensus seemed to favor asking the runner-up once the votes are tallied. (When he arrived, Dorfman indicated that this procedure was agreeable with him.)
4. Interdisciplinary research at ISU. Robert Carstens (Professor of Civil Engineering) told of his experiences trying to bring together a number of faculty members from four or five departments in several colleges to form a transportation research center. He said that instead of encouragement from the administration, roadblocks were thrown up, such as a reluctance by DEOs to allow faculty released time to work on something beyond the department's ongoing activities. Carstens also claimed that there was little or no impetus from the administration to move the project along and that actually faculty members were penalized (e.g., promotion and approval for Graduate Faculty delayed) because they were involved in research outside the boundaries of the department. Jan Bower of PREPS (the Office of Sponsored Research) said the Vice President for Research has been making an effort in recent years to bring people together to put in proposals for various interdisciplinary grants. The two problems that have occurred most frequently, she said, are that 1) no one wants to write the proposal and 2) no one wants to serve as the director.

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Carstens said, from his experiences, he could see why this was the case. Prescott said he sensed that the administration preferred to concentrate power at the departmental level and not encourage the development of autonomous research institutes. He thanked Carstens for coming and suggested that next year's Council look again at the matter of encouraging interdisciplinary research.

5. Approval of the minutes. Since a quorum was now present, the minutes of the April 24 meeting were approved with two corrections made in the grievance procedures: Prescott moved "only" in Section D to make the statement "...the graduate student(s) still unsatisfied with the disposition of the grievance only on matters of procedure may appeal in writing to the Vice President for Academic Affairs..." instead of "...only may appeal in writing..." which was ambiguous. Dorfman suggested that the earlier description of the non-voting members (in section 1.d) be put back in the final version. It states: "The Committee may, in addition, request the participation of one non-voting member selected by the relevant department from among those faculty members who had not participated in the original departmental grievance procedures. The role of this non-voting member will be to provide consultation on matters of professional competence."

Prescott mentioned that the GC recommendation on the changes in the grievance procedure will be discussed at a special Graduate Faculty meeting on Thursday, May 15, and it will be voted on at the regular Spring Quarter Graduate Faculty meeting on Thursday, May 22.

6. Foreign language requirement. Comments by the faculty members present indicated that although they thought knowledge of a foreign language was a useful skill, they would be reluctant to insist that all departments require a foreign language for advanced degree candidates. The Graduate Faculty Handbook indicates that an individual program of study committee has the option of requiring a student to master a foreign language if it believes it is appropriate. Secor reported that the Graduate Student Senate had voted unanimously to urge the Council to keep the present departmental foreign language option. Pohl said that he hoped the discussion at the April 11 GC meeting with representatives of the Foreign Languages Department might help to change their current stress on conversational language courses. He would like to have more reading courses offered, which are of greater assistance to students who want to be able to read scientific journals in foreign languages. Prescott and Dorfman suggested it might be worthwhile for the next GC to set up a committee to study the foreign language situation at the graduate level and to make sure no abuses are occurring. No formal motion was made on this suggestion.

The meeting was adjourned at 4:25 p.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

May 21, 1980

Present: Crase, Dorfman, Ketcham, Martin, Mohunlall, Plakans, Post, Prescott, Sebranek, Secor and Jacobson

Excused: Atkins, Keller and Ulrichson

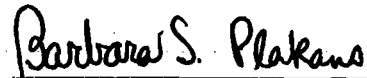
Absent: Korder and Pohl

1. Announcements. The meeting was called to order by Prescott. He had attended a meeting of the Graduate Cabinet in the morning and reported that the Council's recommended changes in the student grievance procedures were approved and will be presented for a vote at the Graduate Faculty meeting on May 22. He said the IRS tax question regarding research assistants was also discussed and further action is being considered in the case of the RA's in the Economics Department.
2. New 1980-81 Graduate Council. Prescott introduced the new GC members who were present--Sedahlia Crase, Robert Post and Joseph Sebranek. Clair Keller and Sherri Korder were not present but have also been elected. Prescott explained that Crase had agreed to fill the unexpired term of Gerry Dorfman, who will be on leave from the University next year.
3. 1979-80 Annual Report of the Graduate Council. Proceeding section by section, the Council suggested some changes in the draft copy of the Annual Report which Prescott had prepared and distributed with the agenda for the meeting. A sentence in the section on foreign graduate students was clarified. The Council's consensus about the foreign language requirement was questioned and rewritten as follows: "The Council saw no reason to change the existing policy, which allows individual departments and/or Program of Study committees to set foreign language requirements, but it did recommend further study of this concern by next year's Council." A change in the sentence about committee nominations had been suggested by Ulrichson before the meeting. With these revisions, the approval of the annual report was moved, seconded and passed unanimously by voice vote. Prescott will summarize the report at the Graduate Faculty meeting on May 22 and a copy of the report will be attached to the June issue of GRAD News & Notes.
4. Approval of the minutes of the May 9 meeting. A quorum of six members now being present, the minutes of the last week were approved as distributed.
5. Report of the subcommittee on graduate student tax problems. Ketcham, who chairs this committee, had distributed a report with the agenda to the meeting. He announced some wording changes which had been suggested by Ulrichson, a member of the subcommittee who was unable to attend the GC meeting because of a scheduled oral examination. Ketcham briefly discussed the three suggestions of the subcommittee. He was questioned about section 3a which recommended that departments use different designations for the thesis and nonthesis master's option so that RA's in departments offering both options might have a better case for exemption from taxes (i.e. on the basis that research was a requirement for all candidates for that degree). The thesis/nonthesis degree designation was actually an earlier issue discussed by the 1978-79 GC and had arisen for other reasons than as a solution to the tax problem. Ketcham said the Graduate Student Senate has appointed a committee which will be investigating the tax situation during the summer. He expects to be able to report further developments to the GC in the fall. He is not seeking a formal recommendation by GC at this time.

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6. Selection of 1980-81 Chair. Three nominations were made for the next chair of GC: Mohunlall nominated Ketcham, Dorfman nominated Martin and Martin nominated Atkins. Ketcham requested that his name be withdrawn. Paper ballots were distributed to the old and new members present, and Martin was elected. Before the vote was taken Martin had warned the Council that he will be in Europe for a period in Fall Quarter. Prescott suggested that Atkins or another member serve as temporary chair during that period, which Ulrichson had done this past year while Prescott was away.

Prescott thanked the Council for its hard work this year and expressed his appreciate for Ulrichson's help in chairing GC during winter quarter. On behalf of the Council, Dorfman thanked Prescott for his leadership. The meeting was adjourned at 3:45 p.m.

  
Barbara S. Plakans, Secretary

# GRADUATE COUNCIL

## 1979-80 ANNUAL REPORT

The Graduate Council provides a mechanism for interaction among graduate students, graduate faculty and administrative personnel of the Graduate College on questions of policy regarding graduate education at Iowa State University. The Council considers both new policy matters and the continuing revision of existing Graduate College policies.

The Graduate Council consists of six elected members from the graduate faculty, three elected graduate student members, an ex officio member who represents the Graduate Office, and Barbara Plakans of the Graduate Office, who serves as secretary.

### I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks - A subcommittee of the 1979-80 Graduate Council (Martin, Coy, Prescott and Plakans) met with George Karas, Associate Graduate Dean, to incorporate policy changes in both the Graduate Faculty Handbook and Graduate Student Handbook. These changes include suggestions from administrators and faculty members and will be incorporated in the 1980-81 versions of these handbooks which will be available in September, 1980.
- b) Nominations to Graduate College Committees - Recommendations for membership on the Graduate Faculty Membership Committee, Student Program Review Committees and Premium for Academic Excellence (PACE) Awards Committee were solicited from both the graduate faculty and the Graduate Council. The Council selected nominees and forwarded the names to the Graduate Dean.

### II. UNFINISHED BUSINESS FROM THE 1978-79 GRADUATE COUNCIL

- a) Research Assistants and the Internal Revenue Service - Richard Pohl, a member of the 1978-79 Graduate Council subcommittee on the tax exempt status of income earned by research assistants (RAs), continued to work on this issue during Fall Quarter. There appears to be a substantial variation in the treatment of RA's income among academic institutions. Within I.S.U., variations exist among departments in the content of letters sent by the department executive officer to the IRS with the RA's income tax returns.

Pohl prepared an outline which was the basis for a form letter prepared by the Graduate Dean and recommended for university-wide use. The letter was reviewed by the Graduate Council, DOGEs and the Graduate Cabinet before being presented at the Winter Quarter Graduate Faculty meeting. Copies of it may be obtained at the Graduate College and individual departmental offices.

A new subcommittee (Ketcham, Ulrichson and Mohunlall) was formed during Winter Quarter to further investigate the RA's tax exempt status. This subcommittee studied specific cases at I.S.U. and recommended to the Graduate Council that an individual be designated to provide tax consulting services to RAs. Time did not allow for a consideration by the full Graduate Council of this subcommittee's recommendations.

- b) Foreign Graduate Students - Last year's subcommittee considered issues affecting the educational experience of foreign students at I.S.U., but time did not permit a full consideration by the Graduate Council. That subcommittee opposed differential tuition based on country of birth, quotas on foreign students imposed at the University level and modifications to departmental teaching programs imposed by the Graduate College.

Graduate Council considered last year's recommendations and felt more emphasis might be given to the problem of selecting foreign teaching assistants who can speak understandable English. A committee appointed by the Vice President for Academic Affairs and chaired by Thomas Turnage had made recommendations seeking to improve the English-speaking abilities of foreign teaching assistants. Graduate Council voted to express to the Vice President for Academic Affairs its support for the Turnage committee's recommendations. The chairperson sent a letter to George C. Christensen conveying the Graduate Council's action. A Graduate Student Senate subcommittee has also been appointed this spring and is looking into this issue.

### III. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION

- a) Governance Document - In its report issued in October 1978, the Graduate College Self-Study Committee, chaired by John Timmons, recommended to the Graduate Dean that a basic governance document should be developed for the Graduate College to update and replace the 1920 Constitution. In Fall 1979, Dean Zaffarano asked the Graduate Council to consider whether a governance document was needed for the Graduate College. After examining the 1920 Constitution and other materials in the University Library archives, the Graduate Faculty Handbook and its forerunner, the Graduate College Notes, a subcommittee (Martin, Coy and Plakans) concluded that adequate rules already exist for the operation of the College and that these rules are continually updated and approved by the graduate faculty. The Graduate Council approved a motion to convey the subcommittee's recommendation to the Graduate Dean. The acting chairperson during Winter Quarter sent a letter to the Graduate Dean concerning the Council's action.
- b) Student Grievances - Based on an experience the 1978-79 Graduate Council had with the formation of an ad hoc committee to adjudicate a graduate student's grievances, Dean Zaffarano asked this year's Council to

consider ways that student grievance procedures might be improved. A subcommittee (Dorfman, Prescott and Mohunlall) was formed to consider restructuring these procedures. The subcommittee believed that by reducing the number of appeal levels and confining higher appeals to matters of procedure only, a substantial reduction in administrative expense and faculty time could be obtained. It was recommended that the college and Graduate College appeal committees be combined with subsequent appeals restricted to procedural matters. The subcommittee also suggested adding a non-voting faculty member from the student's department so that expertise in the field would be available in cases where professional competence is questioned. The subcommittee's recommendations were approved by the Graduate Council and discussed at a special meeting of the graduate faculty on May 15, 1980. They are to be voted upon at the Spring Quarter Graduate Faculty meeting on May 22. Dean Karas indicated during the Graduate Council's discussions of the grievance procedure that a future Council needs to make a general examination of all of the various adjudication procedures described in an appendix in the Graduate Faculty Handbook and Graduate Student Handbook to see if they could be consolidated and clarified.

- c) Graduate Foreign Language Requirement - Dean Zaffarano referred to the Council a memorandum he received from Joanna Courteau of the Foreign Languages Department expressing her concern about the inability of many graduate students to have command of a foreign language. The Graduate Council invited Dr. Courteau to attend a meeting and discuss I.S.U.'s graduate student language requirements. She described her concerns regarding the ability of graduate students to communicate in foreign languages, brought Drs. Orrin Frink, Martin Ulmer and James Dow with her to the meeting and asked them for their opinions, and suggested that a subcommittee of the Graduate Council be formed next year to review language requirements at the master's and Ph.D. levels. Foreign language requirements were discussed at two subsequent meetings of the Graduate Council. The Council saw no reason to change the existing policy, which allows individual departments and/or Program of Study committees to set foreign language requirements, but it did recommend further study of this concern by next year's Council.
- d) Interdisciplinary Research - As part of its examination of the Timmons committee report, the 1978-79 Graduate Council had discussed the usefulness of a committee to promote more interdepartmental efforts at I.S.U., which are sometimes difficult to initiate without broad-based support. James Prescott re-introduced this issue to this year's Council. A subcommittee (Prescott, Atkins and Ketcham) was formed to investigate means of facilitating interdisciplinary research at I.S.U. This subcommittee met in Fall Quarter, and the chairperson interviewed Dr. Robert Carstens of the Department of Civil Engineering. Carstens described his efforts to encourage interdisciplinary research in transportation planning at I.S.U. along with administrative arrangements at other universities for interdisciplinary teams. Carstens made numerous recommendations on how we might improve the administrative structure which would ensure the successful funding and completion of interdisciplinary projects at I.S.U. He subsequently appeared at a meeting of the Graduate Council, but time did not allow for the consideration of specific recommendations. The chairperson recommends that this issue be an agenda item for next year's Graduate Council.
- e) Credit-hour limits - Norman Jacobson, Associate Graduate Dean, asked the Graduate Council to consider how the maximum credit hour limits might be adapted to the new semester system. A subcommittee (Atkins, Pohl, Ulrichson and Coy) was formed for this purpose. Under the semester system three-hour credit courses will predominate with fewer four, two and one credit courses. Therefore, it seemed advisable to establish limits which are multiples of three credits, and the following schedule and statement was approved by the Graduate Council:

<u>Appointment base</u>	<u>Maximum credit load</u>
no appointment	15 credits
1/4 time or less	15 credits
over 1/4 time through 1/2 time	12 credits
over 1/2 time through 3/4 time	9 credits
over 3/4 time to full time	6 credits

"The credit-hour maxima may be exceeded only with the approval of the major professor and the concurrence of the department executive officer and Graduate Dean."

This adjustment in the credit load was later approved by the Graduate Cabinet and announced at the Winter Quarter Graduate Faculty meeting.

#### IV. THE 1980-81 GRADUATE COUNCIL

The following faculty and graduate students will serve on the 1980-81 Graduate Council: Richard E. Atkins (Agronomy), Sedahlia Jasper Crase (Child Development), Clair W. Keller (History), Don S. Martin (Chemistry), Robert E. Post (Electrical Engineering), Joseph G. Sebranek (Animal Science), Ron Ketcham (Industrial Engineering), Sherri Korder (Sociology) and Jake Secor (Agronomy).

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1979-80 GRADUATE COUNCIL:

\*James R. Prescott (Chr.), Richard E. Atkins, Gerald A. Dorfman, Don S. Martin, \*Richard W. Pohl, \*Dean Ulrichson, Ron Ketcham, \*Roopchand Mohunlall and Jake Secor.

\*Members whose terms expire May 31, 1980

GRADUATE COUNCIL

1979-80

GRADUATE FACULTY

Richard E. Atkins	Agronomy 1C Agronomy	4-2072
Gerald A. Dorfman	Political Science 547 Ross	4-6928
Don S. Martin	Chemistry 230 Spedding	4-6184
Richard W. Pohl	Botany 353 Bessey	4-3413
James R. Prescott (Chr.)	Economics 260C East	4-7395
Dean Ulrichson	Chemical Engineering 314 Sweeney	4-6944

GRADUATE STUDENTS

Kathy Coy	Zoology Science II	4-4516
Ron Ketcham	Economics 223 Memorial Union	4-8725
Roopchand Mohunlall	Community & Regional Planning 527 Ross	4-4584

GRADUATE OFFICE REPRESENTATIVES

Norman L. Jacobson (ex officio member)	Graduate Office 201 Beardshear	4-4531
Barbara Plakans (secretary)	PREPS Office 204 Beardshear	4-7723