

GRADUATE COUNCIL MINUTES

September 12, 1980

Present: Atkins, Crase, Keller, Ketcham, Korder, Martin, Plakans, Post, Sebranek, Secor, Jacobson and Zaffarano

1. Introduction of new Council members. Martin called the meeting to order and introduced the new Council members. Since he will be in Germany during October, Martin asked Crase if she would be willing to preside over the meetings during his absence. She agreed.
2. Approval of the minutes. The minutes of the May 21 meeting had been distributed along with the agenda for the meeting. These were approved as written.
3. Old business.
 - a. Traditional Graduate Council (GC) duties. Martin reviewed two duties that Councils in previous years have been responsible for: 1) revising the handbooks for graduate faculty and graduate students, and 2) nominating faculty members for the Graduate College standing committees (membership, program review and PACE awards).
 - b. Buchanan Hall situation. During the summer, some members of the GC became involved with the situation at Buchanan Hall. The Department of Residence moved a group of graduate students to married student housing. This was in order to convert part of Buchanan into an undergraduate dormitory because of the difficult housing situation which had arisen at ISU. Martin and Atkins met with Thomas Thielen, Vice President for Student Affairs, and verbally protested because many of the graduate students were concerned about the noise an influx of freshmen might create. Graduate students are also fearful that this precedent may be repeated other years. Martin would like GC to consider backing the summer's verbal protest with a written statement to the Department of Residence. Ketcham had arranged for the distribution to GC members of "Statement of Assurance regarding use of Buchanan Hall in 1980-81 and 1981-82," which was written by Charles F. Frederiksen, Director of Residence, and the response to Frederiksen by Roger J. Stierman, Vice President of the Buchanan Hall Residents' Liaison Association. Zaffarano mentioned that some of the graduate students who were moved to married student housing have been pleased with the additional space and convenience of that location. Martin appointed a three-member committee to draft a tentative statement which the rest of the GC can discuss at a later meeting. Atkins will chair this committee, and Sebranek and Ketcham agreed to serve on it.
4. Discussion of current Graduate College concerns. Martin welcomed Dean Zaffarano, who began his remarks by thanking GC members for their willingness to serve on this advisory group. He described two issues he would like the Council to consider:
 - a. Study of the Thesis Office and its modus operandi. Zaffarano described a troublesome situation which arises frequently because students do not allow enough time for the Thesis Office to read and approve the thesis or

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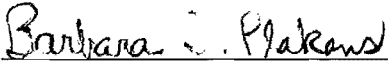
dissertation before the final examination is scheduled. Sometimes students have already left the university and have to take time off from their jobs to come back for the final examination. Sometimes problems arise because of the difficulty in assembling the three- or five-member Program of Study committee for the examination. One suggestion Zaffarano has received is that students be allowed to give the thesis/dissertation to the Thesis Office at the same time they give it to their Program of Study committee members. The final examination could be scheduled and taken without the thesis having been approved by the Thesis Office. If the Thesis Office had objections to the format or grammatical construction of the thesis, it would request the student to correct mistakes. Without the signature of the Thesis Editor on the Graduate Approval Slip (O.K. Slip), the student would not graduate. Because there are various pros and cons to this idea and to the current system, Zaffarano would like GC to study the issue and try to come up with a recommendation.

b. Student-major professor relationships. If a student has a documentable grievance against his/her major professor, Zaffarano would like to have a procedure to deal with this grievance. Zaffarano says sometimes major professors refuse to offer advice on the student's research, or are out of town most of the time, or are poor teachers. He is considering asking the Graduate Faculty Membership Committee to set up a procedure for removing someone who isn't fulfilling the responsibilities of a graduate faculty member, but first he would like GC to consider this as a possible policy change. It might be part of a bill of rights students could expect to have. If the student found it was impossible to improve the situation with the major professor by talking to the department executive officer, there would be a grievance procedure leading to a higher authority to allow the student due process.

Martin mentioned that the 1979-80 GC had revised the procedure for student grievances concerned with professional competence. The 1979-80 Annual Report also recommended that this year's Council make a general examination of all of the various adjudication procedures described in appendices of the Graduate Faculty Handbook and Graduate Student Handbook to see if they could be consolidated and clarified. Dean Karas hopes to explain this concern to GC at a future meeting.

5. Regular meeting time. During the meeting, sheets had been circulated for members to record their schedules for Fall Quarter. Based on this information, Martin suggested three possible meeting times: 4 p.m. Mondays, 2 p.m. Tuesdays, and 8 or 9 a.m. Fridays. Martin suggested the Council meet twice a month for 1½ hours. The time period of 8:30 to 10 a.m. on the second and fourth Fridays in October and the first and third Fridays in November was tentatively agreed upon. Martin hoped that the statement concerning Buchanan Hall could be ready for discussion at the October 10 meeting.

The meeting was adjourned at 5:10 p.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 10, 1980

Present: Crase, Jacobson, Karas, Keller, Ketcham, Korder, Plakans, Post, Sebranek and Secor

Excused: Atkins and Martin

The meeting was called to order by Crase and the minutes of the September 12 meeting were approved as distributed.

1. Buchanan Hall. Sebranek reported for this committee in Atkins' absence. The three members have communicated via campus mail, but have not met to prepare a draft of a letter for the Graduate Council's (GC) approval. Sebranek listed some points the committee considered important reasons for continuing to maintain a separate graduate dormitory: It is an attraction to prospective graduate students; close to campus; less expensive than renting an apartment; the fact that it is exclusively for graduate students makes it unique; it serves as a buffer for students new to ISU and especially for foreign students who face major adjustments; and it remains open during breaks when foreign students can't go home and when research assistants frequently are still working on research projects.

Sebranek asked GC if an informal survey of graduate students currently living in Buchanan might need to be taken to determine whether students believe Buchanan should remain exclusively for graduate students. The consensus seemed to oppose such a survey since, in the long run, current residents might have a rather limited perspective on the value to the University of a graduate dormitory.

On July 28, the Department of Residence agreed in writing not to permanently change "the traditional composition of students residing in Buchanan Hall," some members felt it may not be a problem. A letter to the Department affirming GC's agreement with its decision in July may be all that is required at this time. Sebranek will convey the Council's comments to Atkins and hopes it will be possible to have the letter drafted in time for discussion at the October 24 meeting.

2. Graduate student tax issue. Ketcham served last year on a GC committee examining graduate student tax problems. This committee presented a report to the Council at the end of the year, but time did not permit any discussion or action on this report. Some of the points made in this report were: 1) Research assistant (RA) salaries are lower than teaching assistant (TA) salaries partly because RAs are expected to be exempt from paying income tax. 2) The committee recommended that someone be appointed to offer informed assistance to departments and individual students who have tax questions. It could be a graduate assistant position. 3) RAs in a department which offers a nonthesis master's degree may not be able to claim that research is required for a degree and may have to pay taxes on his/her stipend. Ketcham would like to see this year's GC take some action on the committee's report. Since the Graduate Student Senate is also very concerned about this issue and already has an active tax committee, GC thought it should find out what the Senate is doing before proceeding. Curt Stofferahn who chairs the Senate's tax committee will be invited to the next Council meeting to brief the Council.

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3. Revision of grievance procedures. George Karas, Associate Graduate Dean, attended the Council meeting in order to explain the Graduate Office's concern about the current variety of grievance procedures which exist (in the Graduate Student Handbook, Graduate Faculty Handbook and ISU Information Handbook). Last year's GC revised the procedure for student grievances related to scholarly and professional competence, but Karas believes GC needs to make a general examination of all of the various adjudication procedures to see if they can be consolidated and clarified. Keller, Sebranek and Korder agreed to serve on a committee to take up the issue of grievance procedures and prepare a recommendation for the rest of the Council.
4. Other issues. Other issues discussed by last year's GC which were not acted upon included the current foreign language requirements for graduate students and the need for encouraging interdisciplinary research. The consensus seemed to be that the GC should formally recommend what last year's GC had informally concluded about the foreign language requirement: that the current policy of allowing individual departments and/or P.O.S. committees to set language requirements should be continued. The interdisciplinary research issue is difficult to discuss in the abstract and Keller suggested that GC drop it unless a specific case arises and is brought to the Council's attention. Crase suggested that the GC delay action on these issues and on appointing other committees until Martin returns in November.

The meeting was adjourned at 10 a.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 24, 1980

Present: Crase, Jacobson, Keller, Ketcham, Klocker, Korder, Post, Sebranek and Secor

Excused: Atkins, Martin and Plakans

The meeting was called to order by Crase and the minutes of the October 10 meeting were approved as distributed. Klocker, Program Assistant in the Graduate Office, attended the meeting to serve as secretary in Plakans' absence.

1. Buchanan Hall. Although Atkins, who chairs the graduate housing committee, was unable to attend the meeting, he sent copies of the first draft of the letter regarding Buchanan Hall for the Council's examination. He had not met with other members of the committee and did not believe the letter should be approved until the Council had discussed it and Martin had returned and could offer his suggestions. Copies were distributed to those present and Crase asked GC to think about possible revisions they might want to suggest when the letter is discussed at the next meeting, November 7.
2. Discussion of other issues needing the Council's attention. On behalf of the Graduate Office, Jacobson suggested two other areas where GC's assistance would be helpful:
 - a. Selection of members of Graduate College committees. Jacobson thinks nominations need to be considered earlier in the year, the composition of the committees needs to be scrutinized to create a mix of members from colleges, sexes, etc. Department executive officers need to be consulted during the process. Jacobson hopes the Council can develop a better method of making nominations and that several names can be provided (in order of preference) for each committee vacancy. He suggested GC give attention at an early date to procedures for getting the best response to requests for nominees.
 - b. Impact of energy conservation program. The Christmas cooldown and other measures for meeting the Governor's reversion ruling may have many unforeseen consequences for the University's research program. Jacobson requested the assistance of GC members in appraising the effects of the cooldown and in suggesting how adverse effects can be minimized.
3. Report on the graduate student tax issue. Curt Stofferahn, who chairs the Graduate Student Senate's tax committee, described the activities of his committee, which was formed this summer. The purpose of the committee is to review the background of the tax problem and talk with graduate research assistants who have been audited. It hopes to develop some ways for assisting students who have problems with the Internal Revenue Service. The

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committee is designing a brochure to aid students who are audited by the IRS. It is also preparing a questionnaire to find out which graduate students are being audited or are having trouble with IRS.

After a general discussion by GC of the University's policy on withholding taxes (from teaching assistants but not from research assistants) and on the advantages of income averaging, Crase suggested that Stofferahn report again to GC as the committee progresses. Stofferahn will send copies of the committee's minutes to Plakans to keep GC apprised of the latest developments.

4. Need for a University-wide English examination. Martin Ulmer, Associate Graduate Dean, had asked to present a concern before the Council. His experiences with the quality of theses and dissertations written at ISU have convinced him of the need to discover graduate students' writing problems earlier in their careers. Although Ulmer does not believe an English qualifying examination, taken before the student is admitted, is the answer, he would like an English examination to be given earlier in the graduate career to identify writing problems and assure the student receives help long before he/she undertakes the thesis or dissertation. He would like to see GC make a recommendation about strengthening English proficiency. Ulmer has received considerable publicity in the Des Moines Register and has been asked to speak to various faculty and student groups about his stand on this issue, which concerns many people.

Crase will talk to Dr. Martin about this and other issues when he returns later this month. GC action on appointing committees is being delayed until the permanent chair's return.

The meeting was adjourned at 10 a.m.


Barbara S. Plakans, Secretary*

* with help from Sonja Klocker

GRADUATE COUNCIL MINUTES

November 14, 1980

Present: Atkins, Crase, Jacobson, Martin, Plakans and Secor

Excused: Keller and Sebranek

Absent: Ketcham, Korder and Post

The meeting was called to order by Martin. Lacking a quorum, the minutes of the October 24 meeting and the letter concerning Buchanan Hall could not be approved.

1. Buchanan Hall. Discussion of the letter to Vice President Thielen was favorable. Crase suggested that the word "exclusively" in the last paragraph might be deleted to reflect that fact that older students and foreign students have also been housed in Buchanan in the past. A vote to approve the letter was postponed.
2. Committee assignments. Committees were appointed to revise the Graduate Faculty Handbook and Graduate Student Handbook and to review language problems. Crase, Atkins and Secor (or his replacement in Spring Quarter) will serve on the handbooks committee.

The language committee will have two separate issues to consider and prepare recommendations about: the matter of a university-wide foreign language requirement, which was discussed by last year's Council, but not voted upon; and Dr. Ulmer's suggestion about strengthening the English proficiency of entering graduate students. Martin and Secor agreed to serve on this committee. Martin will ask Post to chair it.

Because the Graduate Student Senate has a very active tax committee this year, it was agreed that GC would not pursue this issue at this time.

3. Winter Quarter meeting time. Martin will try to schedule the next GC meeting during the first week of December. The secretary will send schedule forms out with copies of the minutes. Members were urged to let Plakans know as soon as possible about their class meeting times and other regular commitments during Winter Quarter.

The meeting was adjourned at 9:40 a.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 10, 1980

Present: Atkins, Crase, Keller, Korder, Martin, Post, Sebranek, Secor and Plakans

Excused: Ketcham

Absent: Jacobson

The meeting was called to order by Martin. Since a quorum was present, the minutes of the meetings on October 24 and November 14 were approved as distributed.

1. Letter about Buchanan Hall. After some minor changes in wording were made in the letter prepared by Atkins, its approval was moved, seconded and unanimously passed. It will be signed and sent by Martin to the Vice President for Student Affairs, Thomas Thielen, with a carbon copy to the Director of Residence, Charles Frederiksen. A copy of the letter in final form will be appended to the minutes.
2. Committee reports.
 - a. Grievance committee. Keller said that James Prescott, who had served on several grievance committees in his department and as last year's Graduate Council chair, was willing to serve as an ex officio member of the committee. The committee is trying to find a convenient time to meet and expects to start on its assignment at the beginning of January.
 - b. Language committee. The icy conditions on December 8 prevented Richard Wright, Graduate English Examiner, from meeting with the committee. Post said that the committee is looking at the effectiveness of the process of screening domestic students for writing ability. A statement regarding the foreign language requirement will also be prepared by the committee and presented to the Council for a vote.
 - c. Handbook committee. Crase had contacted George Karas, Associate Graduate Dean responsible for the handbooks. He said the committee will not need to meet until early March after a letter is sent to DEOs, administrators, members of Graduate Council and others involved with graduate education asking them for possible revisions to the handbooks. Karas suggested that the members of the committee become very familiar with the contents of the Graduate Faculty Handbook and Graduate Student Handbook before the revision meetings begin.
3. Council meetings for Winter Quarter. After combining everyone's schedules Plakans said that the time slot from 8:30 to 10 a.m. on Tuesdays seemed to be the only mutually convenient time. Martin suggested the dates of Tuesday, January 13 and 27, and February 10 as meeting times for the rest of the quarter. There were not objections.

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4. New business. Martin asked for comments about how the cooling of buildings since the beginning of the quarter was affecting various parts of the campus. No one had any complaints to register.

The meeting was adjourned at 2:55 p.m.



Barbara S. Plakans, Secretary

11 December 1980

Dr. Thomas Thielen
Vice President for Student Affairs
118 Beardshear Hall
Iowa State University
Ames, Iowa

Dear Dr. Thielen:

The Graduate Council has discussed the changes in policy that were implemented this fall with regard to the student occupants of Buchanan Hall. Council members believe that the points considered in our discussion should be conveyed to you, and to Mr. Frederiksen, so they may be on record and considered relative to future housing assignments.

We realize that the University faced unusual and unanticipated problems in coping with the demand for rooms in the residence halls for the 1980-81 academic year, and that the assignment of freshmen students to the traditionally graduate student dormitory was considered a temporary measure. The statement of assurance on the use of Buchanan Hall that was provided by Mr. Frederiksen (28 July 1980) sets out clearly the policies that will be in effect for the 1980-81 and 1981-82 academic years. The Graduate Council members are pleased with the assurance that long-term policies for housing are to maintain Buchanan Hall primarily as a residence for graduate students.

Graduate study requires a commitment by the student to continued pursuit of knowledge in a chosen field, and to extend and broaden one's horizons from a personal standpoint as well. The atmosphere provided by a blend of American and foreign graduate students in Buchanan Hall is a highly valuable asset to graduate education at Iowa State University. The concentration and unique effort needed for successful graduate study is enhanced by a residence that is shared by others dedicated to similar objectives. Foreign students, particularly, face major adjustments as they embark on a graduate program. The graduate dormitory provides an atmosphere especially suited for social and cultural exchange, as well as one that is conducive to advanced educational pursuits.

The availability of a graduate student dormitory provides a definite advantage for the recruitment of graduate students, in competition with universities that do not have a similar facility. Beyond the points cited previously, financial benefits to the student are appreciable. Comparable quarters and food service at similar cost usually are not available off campus. Additionally, the close proximity of Buchanan Hall to the campus is an asset to students without automobiles, especially

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during periods of adverse weather, and to those with limited financial resources. During holiday-vacations and periods between academic quarters, Buchanan Hall has traditionally remained occupied so that students from far-away lands, or those who need to tend ongoing research projects, are not displaced from their quarters. These points lead to a degree of "esprit de corps" among graduate students, and they take pride in "their" dormitory. As a result, they tend to be less abusive of the physical facilities than may be the case in undergraduate dormitories.

The Graduate Council members feel strongly that Buchanan Hall should be returned to graduate student occupancy at the earliest possible time, in keeping with commitments of the residence department, and that future residence assignments be made in harmony with that policy.

Respectfully submitted by the Graduate Council,


Don S. Martin, Chair

cc: Mr. Charles Frederiksen
Director of Residence
1218 Friley Hall

GRADUATE COUNCIL MINUTES

January 6, 1981

Present: Atkins, Crase, Jacobson, Keller, Korder, Martin, Plakans, Post and Secor

Excused: Ketcham and Sebranek (Ketcham plans to resign from the Council. Once the Graduate Student Senate has received his written resignation, it will appoint another representative from the physical sciences.)

The meeting was called to order by Martin. The minutes of the December 10 meeting were approved as distributed.

1. Letter about Buchanan Hall. Martin read a letter of January 8 from Thomas Thielen, the Vice President for Student Affairs, replying to the Council's letter regarding the status of Buchanan Hall. He reiterated the promise made last July that Buchanan would return to its traditional composition of graduate students and older undergraduates at the beginning of Fall Semester 1981. He also said, "Any change in this policy beyond 1981-82, due to an unforeseen emergency or a long term shifting of the composition of the total student body, would take place only after early and continuing consultation with representatives of the Graduate Student Government of Buchanan, representatives of the Graduate Student Senate, as well as representatives of the Graduate College Office." Martin asked the secretary to keep the Thielen letter on file for future reference by GC.
2. Foreign language statement. The language committee had prepared a proposed statement on the adoption of a university-wide foreign language requirement for graduate students, a suggestion that last year's GC had discussed with members of the Foreign Language Department. The statement read:

Presently, there is no foreign language requirement for the Graduate College. Individual disciplines or departments have the option of requiring foreign language courses or an examination for their students. In addition, program of study committees can specify a foreign language requirement for their individual students. It is the judgment of the members of the Graduate Council that the majority of the Graduate Faculty is satisfied with the present situation and would not approve a change in the present practice. Therefore, the Graduate Council proposes no action be taken with respect to a foreign language requirement at this time.

Post moved and Secor seconded the approval of this statement as part of the record of actions by the Council. It passed by voice vote with no dissenting votes. Martin will include it as part of the Council's Annual

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Report to the Faculty at the end of the academic year.

3. English requirement for American students. The language committee has met with Richard Wright, Graduate English Examiner, who provided them with information on the process for screening entering graduate students. Post said the committee found Wright to be helpful and believed students with writing problems would find him accommodating. Since the meeting, Wright prepared a memo to the committee suggesting ways the screening program might be strengthened. Jerome Nelson has developed a machine-graded test used for certifying graduate students admitted to ISU's Department of Journalism and Mass Communications. Wright suggested that this might be used as the Graduate English Examination should all students--or at least growing numbers of students--be required to pass a test. Associate Graduate Dean George Karas, who was in attendance, expressed his concern that this machine-graded test should be validated before adoption of it was seriously considered. Post said he hoped the committee could meet with Wright, Karas and Nelson to find out more about their ideas before making a recommendation for the rest of the Council to discuss.
4. Grievance procedures. Keller has talked with James Prescott about what action last year's GC had already taken on revising the student grievance procedures at the back of the Graduate Student Handbook. He hoped the present Council could offer some suggestions about what it thought needed to be changed in the procedures on 1) grades and instruction, 2) scholarly and professional competence (the section revised last year), 3) early termination of appointment for cause, and 4) academic dishonesty. Keller believed some of these procedures would have to be revised by the offices of Academic Affairs or Student Affairs since the review process was handled by committees appointed by these offices, not the Graduate Dean. One suggestion from the GC was that in the procedure on grades and instruction the students appointed by GSB to serve on the Committee to Review Student Grievances should be graduate students if the plaintiff was a graduate student. Jacobson urged Keller to contact Karas before deciding what revisions to work on. The secretary will see if Karas can attend the next Council meeting on January 27.
5. Other business. Martin asked the Council to think about soliciting names for the other Graduate College standing committees, a concern mentioned earlier in the year by Jacobson. The secretary agreed to circulate a request form at the next DOGEs meeting and to advertise the need for nominations in the next issue of GRAD.

The meeting was adjourned at 9:55 a.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 27, 1981

Present: Atkins, Crase, Karas, Keller, Korder, Martin, Plakans, Sebranek and Secor

Excused: Jacobson and Post

Absent: Ketcham

The meeting was called to order by Martin. The minutes of the January 6 meeting were adopted as distributed.

1. Nominations for Graduate College standing committees. Martin would like to have GC complete preparation of the list of nominees for these committees earlier than last year's GC. He proposed that a request for nominations be sent to all Graduate Faculty members with the agenda for the Winter Quarter Graduate Faculty meeting and that they be asked to submit nominations by the middle of March. He would also like to ask department executive officers to submit nominations at the next DOGEs meeting at the beginning of February. He asked if Council members were in agreement with this approach, and there were no objections.
2. Grievance procedures. George Karas, Associate Graduate Dean, had been invited to the meeting to point out some of the changes that are needed in the various grievance procedures affecting graduate students. He mentioned that the procedure on grades and instruction might require both graduate students and Graduate Faculty members serve on the Committee to Review Student Grievances when the grievance involves a graduate student and a graduate-level course. Jim Prescott, who worked on the GC committee which revised the grievance procedure on professional competence last year, had mentioned to Karas that it might be useful to specify what records should be kept by committees reviewing grievances and how these committees should operate. Karas said the Council was free to suggest changes in procedures that involved university divisions besides the Graduate College, since most of these divisions meet and consider procedural changes each year before the Information Handbook is revised. Keller expressed reluctance to have his committee start a full-scale review of grievance procedures without a clear understanding of what sections need to be changed. He thought this would be a waste of everyone's time. After the discussion, however, he did indicate that his committee would meet and try to decide what action was needed.

The meeting was adjourned at 9:55 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 10, 1981

Present: Crase, Jacobson, Kaczvinsky, Keller, Korder, Martin, Plakans, Post, Sebranek and Secor

Absent: Atkins

The meeting was called to order by Martin. Joe Kaczvinsky, a new graduate student representative replacing Ketcham, was introduced. The minutes of the January 27 meeting were approved as distributed.

1. Committee reports. The graduate language requirement committee had no report. The student grievance committee had met and Keller distributed a draft of suggested recommendations for changes in the grievance procedures as they now appear in the Graduate Student Handbook and Graduate Faculty Handbook.

Recommendation 1 was that a paragraph be inserted at the beginning of the discussion on grievance procedures indicating when graduate students should follow procedures from the ISU Handbook and when separate procedures exist for graduate students. It was suggested that "appointment" be used instead of "employment" because of tax liability associated with "employment."

Also discussed was the section on early termination of appointment. When the handbooks were revised last year, Dean Zaffarano wanted the section on the Graduate Dean's role in reviewing disputed termination of graduate assistantships changed. He did not feel qualified to mediate cases between administrative assistants and the University's Residence Department. He asked that a sentence be changed to read: "The Graduate Dean will make a determination in the case of assistants employed by academic units. Assistants employed by nonacademic units are urged to use other appeal channels available to them." GC members expressed uncertainty about what this meant. Which were the "non-academic units"? The Ames Laboratory, Computation Center, Statistical Laboratory and Library, as well as the Residence Department, have graduate assistants. Some doubts were raised as to what "other appeal channels" were open to these assistants who are employed by nonacademic units. Jacobson suggested that Zaffarano be asked to come to a Council meeting or to clarify what he intended by this sentence via Keller's committee. With the Council's revisions, the first recommendation by the committee would read:

"Graduate students use appeal procedures that differ from those used by undergraduates in each of the following categories; 1) termination of C-base appointments; 2) grades in courses for graduate credit; and 3) questions of scholarly and professional competence. All other appeal matters, such as termination of appointment other than graduate assistantships and academic dishonesty, follow grievance procedures outlined in the ISU Information Handbook."

Recommendation 2 involved changing the grievances about grades and instruction, which are reprinted from the Information Handbook in the graduate handbooks. Keller had been unable to contact the Faculty Council to ask about

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changing the composition of the Committee to Review Student Grievances for graduate student cases. Keller's committee had suggested inserting the sentence: "If the student involved is taking the course for graduate credit, then the grievance committee should consist of faculty members from the Graduate Faculty and graduate students." Keller was uncertain whether a subcommittee of or the entire Committee to Review Student Grievances (with a quorum of at least five members) heard specific cases and how often grievances have been brought to this committee.

Eventually, it was suggested that the grievance procedure for grades and instruction be more drastically changed. In cases where a graduate student taking graduate-level courses was involved, the review level beyond the department should be the Graduate Dean rather than the college dean. Jacobson suggested that Karas be asked to come to the next GC meeting and explain how the current grades and instruction grievance procedure originated. Another idea was to use a committee appointed by the Graduate Council in place of the Committee to Review Student Grievances. This would insure that those hearing the case were Graduate Faculty members and graduate students.

2. New business: Discontinuation of resident fees for spouses of graduate assistants from out of state. Secor had asked that this issue be placed on the GC agenda. He said that the Graduate Student Senate, at its last meeting, had passed a resolution objecting to this change in policy. Although large numbers of graduate assistants do not take advantage of the resident fees for spouses, he said it made a big difference financially to those who did. He also raised the question of whether the change could be viewed as discriminating against foreign graduate students.

Jacobson, who had participated in the discussions that led to this policy change, offered his views. He said the change had been announced to the DOGEs (heads of graduate departments) in November 1979 and that a phrase stating that it would take effect in fall 1981 appeared in both the 1980-81 Graduate Faculty Handbook and Graduate Student Handbook. He said no one was trying to conceal the change from the graduate students. A grandfather clause has been worked out with graduate assistants now receiving the out-of-state fee waiver for their spouses. Only new C-base appointments made for fall 1981 and succeeding semesters would be affected by the policy. Jacobson believes during this time of scarcity it would be better to give more scholarship aid to students who apply for it than to favor any and all spouses of out-of-state graduate assistants. He said that the old policy could be viewed as discriminating in favor of non-residents, since Iowa residents have received no similar bonus for their spouses. Also in a time of increased awareness of equal opportunities for both men and women, it seemed unfair to favor spouses simply because they were married to assistantship holders.

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GRADUATE COUNCIL MINUTES

March 19, 1981

Present: Albrecht, Atkins, Jacobson, Kaczvinsky, Karas, Keller, Korder, Martin, Plakans, Post, Sebranek and Secor

Excused: Crase

The meeting was called to order by Martin. Secor introduced Ken Albrecht, a graduate student in the Agronomy Department, who will be replacing Secor on the Council later this April when Secor leaves to take a position at the University of Wisconsin.

Plakans noted one change in the minutes of the February 10 meeting. On page two, in the second paragraph concerning discontinuation of resident fees for spouses of graduate assistants from out of state, the following sentence should be changed: "Only new C-base appointments made for fall 1981 and succeeding semesters would be affected by the policy." It should read: "Graduate students admitted for fall 1981 and succeeding semesters will not be eligible for the fee reductions." With this change, the minutes were approved.

1. Committee reports.

a. Handbook. In Crase' absence, Plakans reported that the committee had held its first meeting on Tuesday, and hoped to complete the revision of both the student and faculty handbooks by the end of April.

b. English. Post reported that his committee had met with Richard Wright, the Graduate English Examiner, and discussed the possibility of giving a machine-gradeable English examination to all entering graduate students. Those who did not do well on it would also be asked to complete a written test. This might be one way to pinpoint students who have difficulty writing before they have gone very far with their graduate studies. Jerome Nelson of the Journalism Department has already developed a machine-gradeable test for prospective journalism majors, and Wright thought it might be possible to adapt this test for all graduate students. Nelson will be meeting with the committee to describe the journalism test. A major difficulty with screening all graduate students is the cost of hiring people to administer and grade the tests. An estimated 900 tests would need to be graded each academic year. The next problems would be deciding who needed remedial work in English and arranging some way to provide this help. Post thought it might be possible to experiment with giving the test to all new domestic graduate students for one academic year to see the results.

3. Unfinished business.

a. Buchanan Hall situation. Martin received a copy of a memorandum

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from Charles Frederiksen to Thomas Thielen in which he described how the graduate students in Buchanan Hall had set up a tutoring program for freshmen living in the dormitory. Twelve students had volunteered their time to help with biochemistry, biology, chemistry, economics, engineering mechanics, English, math and physics. A copy of the memo will be attached to the minutes of this meeting.

b. Grievance revision. Two separate procedures were discussed:

1) Early Termination of Graduate Appointments. Plakans had asked Dean Zaffarano about the appeal procedure for assistants in non-academic departments. He said he would be willing to hear appeals from assistants in these departments if they had first exhausted the informal procedures available at the department and administrative levels. He thought it would help to clarify with whom a teaching, research or administrative assistant should try first to resolve his/her grievance. Karas explained how the sentence about "other appeal channels" had come into being last year; the Residence Department does have its own appeal procedure. He thought a sentence or two in the section on the informal conference indicating the assistant's supervisor should be consulted first was all that was needed. Keller suggested that the last sentence in the informal conference section (p. 61, 1981 Graduate Faculty Handbook) be deleted and the following sentence replace it: "In all cases the immediate supervisor should also participate in the informal conference." He asked Plakans to check with Zaffarano and hoped the change could be voted upon at the next Graduate Council (GC) meeting.

2) Grievances about Grades and Instruction (p. 64, Graduate Faculty Handbook). Keller suggested rewriting this procedure so that above the department level the appeal would be made to the Graduate Dean, who would set up an ad hoc Graduate College Judiciary Committee, as outlined on p. 59-60 of the handbook. Doubt was expressed about whether the college deans would want to be eliminated from the appeal process. Keller will draft a revised procedure along the lines GC discussed and take it to Zaffarano. If he approves, then it might be added to the agenda of the deans' council to learn their reactions.

c. Resident fees for spouses of graduate assistants. Jacobson and Karas had left the meeting by this time in order to attend another meeting. Secor expressed doubt that the Graduate Office could be persuaded to change its decision to eliminate the lower fees for spouses of nonresident graduate assistants next fall. He asked for a straw vote of those present to determine support for preparing a statement of protest. A four-to-four tie resulted; after further discussion Keller indicated he would support the protest statement. Secor and Albrecht will try to draft something for the next GC meeting.

4. New business.

a. Procedure for Graduate Council election and nomination of Graduate

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College committee members. A sizeable number of nominations have been made by DOGEs and Graduate Faculty members for openings on the three Graduate College committees--membership, program review and PACE awards. GC will be reviewing these nominations at a future meeting and suggesting several names for each opening to the Graduate Dean. Nominations for Graduate Council membership have not been as numerous. Four nominations were made for the social science seat, two for physical sciences and only one for biological sciences. Jerry Dorfman, who was elected to GC in 1979 and resigned after a year to go on a leave of absence, was one of the nominees for the social science seat. The GC Statement of Purpose says, "Faculty members of the Graduate Council serve for two year terms and may not succeed themselves." After some discussion, it was moved and seconded not to include Dorfman on the ballot for the 1981-83 social science seat, but to encourage his nominators to submit his name again in another year when he would be eligible.

b. Improving quality of dissertations prepared on the computer. Time did not permit discussion of this issue brought to the Council by Korder. She distributed copies of a memo from Professor Roger Bachmann to Dean Zaffarano in which he urged greater use of the computer in producing theses and dissertations. Two elements are involved: 1) acceptance of computer-produced theses by the Thesis Office, and 2) availability of a printer which students could use to produce a high quality final copy of the thesis. LaDena Bishop, the Thesis Editor, might be asked to come to a future meeting of GC to discuss the first of the two elements.

The next meeting of GC will be Tuesday, March 31 at 2:10 p.m. The meeting was adjourned at 3:40 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MEETING

March 31, 1981

Present: Albrecht, Crase, Jacobson, Karas, Keller, Korder, Martin,
Plakans, Post and Secor

Excused: Atkins and Sebranek

Absent: Kaczvinsky

The meeting was called to order by Martin. A further correction was made to the statement about discontinuation of resident fees for out-of-state students in the second paragraph of the minutes for the March 19 meeting. It should read: "Students who first enrolled in the Graduate College after fall 1979, when the new policy was announced, are not eligible for the grandfather clause." With this change, the minutes for March 19 were approved.

1. English requirement. Associate Graduate Dean Martin Ulmer had come to the meeting to acquaint the Council with the writing mistakes the Thesis Office continues to find in theses and dissertations. Ulmer had discussed the situation with Frank Haggard, Chairman of the English Department, who had suggested the possibility of all entering graduate students taking the Graduate English Examination. Their papers would be sent to individual departments for evaluation and then returned to the English Department for its evaluation. By this method Ulmer thought it might be possible to ~~screen~~ ^{identify} students with writing problems earlier in their graduate careers.

Post, who chairs the GC's Language Committee, reported on another meeting with Dick Wright, Graduate English Examiner, who was proposing that all entering graduate students take a machine-graded exam on the mechanics of English, similar to one used by the Department of Journalism & Mass Communication. Graduate students who did not pass such a test would be asked to take the Graduate English Examination, which includes a short writing assignment. Post passed around a copy of the Journalism test. The committee is considering a recommendation to the Graduate Dean that the machine-graded test be administered on a trial basis for one year. This would permit the collection of data useful in making a decision on whether such a test should be required. Karas stressed that a deadline for passing the test, such as the first semester of graduate study, would need to be established.

2. Statement about resident fees for spouses of graduate assistants. Copies of a resolution written by Secor and Albrecht were distributed. After some discussion, it was decided to table the resolution until all of the GC members had a chance to examine it.
3. Dissertations prepared on the computer. At the previous meeting, Korder had distributed a memorandum to Dean Zaffarano from Roger Bachmann in which he urged greater use of the computer in producing theses and dissertations. Two elements are involved: 1) acceptance of computer-produced theses by the

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Thesis Office, and 2) availability of a printer which students could use to produce a high quality final copy of the thesis. Korder said the Graduate Student Senate had asked her to bring this memorandum to the Council for its consideration. Ulmer said the Thesis Office does accept theses and dissertations prepared on the computer. These are expected to meet the same standards as typewritten theses. Sometimes computer printed theses are done with a very poor quality ribbon, and these have been rejected because it would be impossible for the University Microfilms Incorporated to put them on microfilm. Others present questioned the need for a printer when the Computation Center offers this service. It was generally agreed that no action needed to be taken on this issue.

The next meeting of GC will be Thursday, April 16. The meeting was adjourned at 3:25 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 16, 1981

Present: Albrecht, Atkins, Crase, Kaczvinsky, Karas, Jacobson, Keller, Korder, Martin, Plakans, Post, Sebranek and Secor

The meeting was called to order by Martin. The minutes of the March 31 meeting were approved after the last sentence in the section on the English requirement was changed to read: "By this method Ulmer thought it might be possible to identify students with writing problems earlier in their graduate careers." ("Identify" replaced "screen.")

1. Committee reports.

a. Grievances. Keller had discussed the proposed change in the Early Termination of Appointment procedure with Dean Zaffarano, who suggested adding a phrase (underlined) to the sentence: "If reason arises to question the fitness of a graduate assistant during the term of appointment, an informal conference shall be held between the appropriate administrative officials (including the immediate supervisor) and the graduate assistant for the purpose of resolving the matter to the mutual satisfaction of all parties." Since this would not be a policy change and there were no objections, this phrase will be incorporated into the grievance procedure by the Handbook Committee.

Concerning the grievance procedure for grades and instructions, Keller said Zaffarano had strong reservations about changes discussed at earlier Council meetings, and he would like to discuss this at the next GC meeting. Zaffarano believes graduate and undergraduate students should be treated by the same procedure when classroom matters are concerned. Some Council members believe faculty and students serving on the committee hearing the graduate student's case should be Graduate Faculty members and graduate students. Keller distributed copies of the revisions already discussed by the GC. This matter will be on the agenda for the next meeting (April 30).

b. Language. Post distributed copies of the following motion:

"Moved that the Graduate College direct Professor Richard Wright, English, to devote a portion of his time this summer to preparation of a machine-gradable test of proficiency in basic writing skills. The test will be diagnostic in nature and patterned after a test model developed by Professor Jerome Nelson, Journalism. The examination will be used on a trial basis by Professor Wright in his work with graduate students who have not met the graduate English requirement. During the 1981-82 school year, the validity of the examination will be assessed and, if deemed appropriate, efforts will be made to have all incoming graduate students whose native language is English take this examination as partial fulfillment of the English requirement."

The motion was seconded by Crase and passed unanimously by voice vote. Post believes this is the first step toward collecting data

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GRADUATE COUNCIL MINUTES

April 30, 1981

Present: Albrecht, Atkins, Crase, Kaczvinsky, Karas, Jacobson, Keller, Martin, Plakans, Post and Zaffarano

Excused: Korder and Sebranek

The meeting was called to order by Martin. The minutes of the April 16 meeting were approved after the number of Graduate Council (GC) members voting against the amendment to the resolution on resident fees for graduate assistants' spouses was corrected. The vote should have been recorded as 6 for, 2 against.

1. Grievances. Dean Zaffarano presented his reasons for opposing a change in the current grievance procedure for grades and instruction: 1) He doesn't see why academic problems of graduate students (with the possible exception of plagiarism) should be handled differently from those of undergraduates. 2) He likes to think of the Graduate Office playing an advocacy role for graduate students and doesn't welcome more judgmental responsibilities, especially when they involve large expenditures of faculty and staff time. 3) The All-University Judiciary already has an established procedure and handles many cases each year, mostly at the undergraduate level. Zaffarano thinks judicial committees which have heard a number of cases and established a mode of operating normally can decide cases more fairly and expeditiously than an ad hoc committee that handles only one case and spends considerable time setting up a procedure for it.

Some GC members still would like to assure that some of the student members of the All-University Judiciary Committee hearing graduate students' cases would be graduate students themselves. At present, the committee appears to have only one graduate student. Keller will draft a letter recommending that several additional graduate students be appointed to the committee and explain the Graduate Council's concern. He will present this to the Council for its approval at the next meeting.

2. Ames Peace Network. Zaffarano described an interchange of letters and discussions he has had with the nerve gas task force of the Ames Peace Network concerning ethical implications of various research conducted at ISU. He has appointed a committee to draft a statement that might appear above the signatures on a proposal data sheet indicating that the signers could find nothing objectionable about the proposed research. After the committee prepares a recommendation, Zaffarano will bring it to the Council for its consideration. This will probably not be ready until the fall.
3. Resident fees for spouses of graduate assistants. From three sources Zaffarano has received resolutions and negative responses to the elimination of resident fees for spouses: the Graduate Student Senate, GC, and the Council on International Programs. All have requested that the Graduate Office reconsider this matter. Zaffarano will bring this up before a

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meeting of DOGES (chairmen of graduate departments) on May 7. He has some sympathy with the argument that this would eliminate a useful recruiting device of some departments.

4. Committee appointments. Using the list of nominations submitted to GC by DOGES and members of the Graduate Faculty, GC prepared a roster of possible replacements for the vacancies soon to occur on three Graduate College standing committees: Graduate Faculty Membership, Student Program Review, and PACE Awards. This list will be given to Dean Zaffarano.
5. Annual report. Martin will prepare and send a draft of the GC Annual Report for 1980-81 along with the minutes for this meeting. This report will be discussed and the final version approved at the last GC meeting, scheduled for May 14. New Council members will also be present at that time.

The meeting was adjourned at 3:50 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

May 14, 1981

Present: Atkins, Albrecht, Crase, Jacobson, Kaczvinsky, Kahler, C. Keller, R. Keller, Korder, Martin, Plakans, Post, Sebranek, VanMeter

The meeting was called to order by Martin. New and current members of the Graduate Council (GC) introduced themselves. The minutes of the April 30 meeting were approved as distributed. Plakans mentioned that the DOGES had voted not to eliminate residency rates for spouses of graduate assistants, as the Council had recommended in its resolution of April 16. It appears the resident rates won't change next fall.

1. Grievances. C. Keller had not drafted a letter urging the addition of graduate students to the All University Judiciary Committee, but will do so. He moved that the following recommendation, discussed at the February 10 GC meeting, be formally approved and acted upon:

"Moved that a paragraph be added to the Graduate Faculty Handbook and Graduate Student Handbook to clarify appeal procedures: 'Graduate students use appeal procedures that differ from those used by undergraduates in each of the following categories: 1) termination of C-base appointments; and 2) questions of scholarly and professional competence. All other appeal matters, such as termination of appointment other than graduate assistantships, academic dishonesty, and grades and instruction follow grievance procedures outlined in the ISU Information Handbook.'" "

Sebranek seconded Keller's motion, which passed unanimously by voice vote. This recommendation will be taken to the Graduate Cabinet, mentioned in the Annual Report and if there is no opposition from the Cabinet, added to the handbooks for 1981-82.

2. Annual Report. In addition to Keller's suggested change for the section on grievance procedures, some minor wording changes were made to the sections of the Annual Report concerning Buchanan Hall and the English requirement. New members asked about the proposed diagnostic English examination and what the remedial help might be for graduate students who did not pass it. The Annual Report was approved unanimously by a voice vote. Martin will present it to the Graduate Cabinet and Graduate Faculty. It will also be published in the June issue of GRAD News & Notes.

3. Election of Chair for 1981-82. C. Keller and Post were nominated for the next chair of the GC. Paper ballots were distributed to both old and new members, and Keller was elected.

Martin thanked the Council and the secretary for their support this year. The meeting was adjourned at 2:10 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL

1980-81 Annual Report

The Graduate Council provides a mechanism for interaction between graduate students, graduate faculty and administrative officers of the Graduate College on policies concerning 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 student members designated by the Graduate Student Senate, a non-voting ex-officio member of the Graduate College Office and Barbara Plakans as a non-voting member who serves as secretary.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks - A subcommittee of the 1980-81 Graduate Council (Cruse, Atkins, Albrecht, Secor and Plakans) worked with George Karas, Associate Graduate Dean, to incorporate policy changes into both the Graduate Faculty Handbook and Graduate Student Handbook. Suggestions for changes were solicited from administrators, DOGEs, Council members, and other faculty members. Extensive revisions in both handbooks were required to change procedures from the quarter to the semester system, which will take effect in August, 1981.
- b) Nominations to Graduate College Committees - Recommendations for faculty members to fill vacancies on the Graduate Faculty Membership Committee, Student Program Review Committees, and PACE Awards Committee were solicited from the DOGEs and graduate faculty members. The Council reviewed these nominations, selected several names for each opening, and forwarded the list to the Graduate Dean.

II. SPECIFIC ACTIONS BY THE GRADUATE COUNCIL

- a) Buchanan Hall - In July 1980, the Department of Residence announced that Buchanan Hall would be remodeled to house 144 undergraduate men in Fall 1980 and that alternative accommodations would be provided to displaced graduate students with contracts for Buchanan Hall. Although the Council does not meet in the summer, the members were polled informally by the Chairman and two members (Martin and Atkins) met with Vice President Thielen to protest these arrangements. On December 10, 1980, the Graduate Council presented a letter to Vice President Thielen recommending strongly that Buchanan Hall be returned to essentially a graduate student dormitory to provide an atmosphere for social and cultural exchange between graduate students as well as for advanced educational pursuits. A letter in response was received from Vice President Thielen in which he stated that he expected Buchanan Hall to return to its traditional composition at the beginning of the Fall Semester 1981. In addition, it was stated that any future change in this policy would take place only after early and continuing consultation with the Graduate Student Government of Buchanan, and representatives of the Graduate Student Senate and Graduate College Office.
- b) Foreign Language Requirement - The possibility of changing the foreign language requirement was reviewed by a subcommittee of the Graduate Council. The following statement prepared by the subcommittee was approved by the Council:

Presently, there is no foreign language requirement for the Graduate College. Individual disciplines or departments have the option of requiring foreign language courses or an examination for their students. In addition, program of study committees can specify a foreign language requirement for their individual students. It is the judgment of the members of the Graduate Council that the majority of the Graduate Faculty is satisfied with the present situation and would not approve a change in the present practice. Therefore, the Graduate Council proposes no action be taken with respect to a foreign language requirement at this time.

- c) Resident Fees for Spouses of Graduate Assistants - The University had previously announced that beginning September 1981, spouses of graduate assistants will be assessed fees based on their own resident or nonresident status rather than allowing them Iowa resident's fees, which has been the case. This change in policy was unanimously opposed by the Graduate Student Senate (February 2, 1981). The Graduate Council approved a resolution requesting that the Graduate College reevaluate this policy change in the light of graduate student and faculty opposition.
- d) Grievance Procedures - A subcommittee (Keller, Korder and Sebranek) reviewed the current grievance procedures for graduate students. It was noted that the University has a grievance procedure for matters of grading and instruction which is available to all students, both undergraduates and graduate students. Details of this procedure are provided in the ISU Information Handbook. The grievances about grades and instruction are reviewed by a quorum selected by the Vice President for Academic Affairs from a committee of ten faculty named by the Faculty Council and ten students named by the Government of the Student Body. The Graduate Council has sent to the Vice President for Academic Affairs a request that when a case is reviewed for a graduate student, the faculty members of the quorum should be members of the Graduate Faculty, and the student members should be graduate students. It is recommended that arrangements be instituted so three of the ten student members of the Appeals Committee, from whom student members of a quorum are selected, should be graduate students. (continued)

Graduate Council Annual Report (continued)

It was noted that procedures are specified in the Graduate Student Handbook to review grievances for termination of an assistantship appointment and for decisions concerning scholarly and professional competence. No changes in these procedures, other than a clarification in the termination procedure suggested by Dean Zaffarano, are recommended.

The Council also recommended that a paragraph be added to the Graduate Faculty Handbook and Graduate Student Handbook explaining which appeal procedures are different for graduate than for undergraduate students and which can be found in the ISU Information Handbook.

- e) Graduate English Requirement - A subcommittee (Post, Martin, Secor) has investigated the possibility of a diagnostic English test administered within the first semester of graduate study at Iowa State which would be given to all graduate students whose native language is English. The need for a review of the English requirement is emphasized by the number of theses and dissertations which are rejected each quarter because they are poorly written. Martin Ulmer, Associate Graduate Dean, has strongly advocated pinpointing early in their careers graduate students who have writing difficulty. Then remedial assistance could be provided well before thesis writing begins. At present, four departments--Chemistry, Earth Sciences, Physical Education, and Veterinary Pathology--require all their entering students to take the Graduate English Examination. For other departments, students who have completed an undergraduate English composition sequence with a B average or who have submitted a master's thesis at some other institution are not required to take the English examination. Students who do not receive a passing grade on the English exam receive tutorial assistance from the Graduate English Examiner, Richard Wright, until their deficiencies are corrected.

The subcommittee and Professor Wright received a report about a machine-graded examination on the mechanics of English grammar which is used to test undergraduate majors in the Department of Journalism and Mass Communication. The Graduate Council approved the following proposal of the subcommittee:

The Graduate College should direct Professor Richard Wright, English, to devote a portion of his time this summer to preparation of a machine-graded test of proficiency in basic writing skills. The test will be diagnostic in nature and patterned after a test model developed by Professor Jerome Nelson, Journalism. The examination will be used on a trial basis by Professor Wright in his work with graduate students who have not met the graduate English requirement. During the 1981-82 school year, the validity of the examination will be assessed and, if deemed appropriate, efforts will be made to have all incoming graduate students whose native language is English take this examination as partial fulfillment of the English requirement.

This proposal was forwarded to the Graduate Cabinet for consideration and possible presentation to the Graduate Faculty.

III. THE 1981-82 GRADUATE COUNCIL

The following faculty were elected to serve on the 1981-82 Graduate Council: Alan A. Kahler (Agricultural Education), Clair W. Keller (History), Roy F. Keller (Computer Science), Robert E. Post (Electrical Engineering), Joseph G. Sebranek (Animal Science) and William G. Van Meter (Veterinary Physiology and Pharmacology). The Graduate student members will be appointed in the fall by the Graduate Student Senate.

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1980-81 GRADUATE COUNCIL:

*Don S. Martin (Chr.), *Richard E. Atkins, *Sedahlia Jasper Crase, Clair W. Keller, Robert E. Post, Joseph G. Sebranek, Ken Albrecht, Joe Kacvinsky, and Sherri Korder

*Members whose terms expire May 31, 1981

GRAD news and notes

201 Beardshear Hall
Iowa State University
Ames, Iowa 50011