

GRADUATE COUNCIL MINUTES

September 11, 1981

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Keller, Korder, Plakans, Post, Sabri, Van Meter, and Zaffarano

Excused: Sebranek

Keller called the meeting to order and introduced Council members and Graduate College deans. As the new physical and mathematical sciences and engineering faculty representative, Zeinab Sabri (Nuclear Engineering) has replaced Roy Keller, who has resigned from the University. The secretary apologized for the confusion created over the meeting time and said on future meeting days she would leave a message with the receptionist in the Graduate Office in case anyone was in doubt about the meeting location and time. The minutes of the last meeting (May 14) were approved as distributed.

Old business

1. Graduate student grievance procedures. Keller read an exchange of memoranda between Don Martin, who chaired last year's Graduate Council (GC), and Edwin Lewis, Assistant Vice President for Academic Affairs. Last year's GC had recommended that some graduate faculty members and at least three graduate students be appointed to the Committee to Review Student Grievances and that they be asked to form the committee when a graduate student had a grievance about grades or instruction. Lewis replied that such grievance hearings are rare (one in five years) and suggested that if and when one involving a graduate student did arise, the President of the Graduate Student Senate be contacted and asked to supply the names of several graduate students who could serve on a hearing panel. No objections were expressed to this procedure. Kahler inquired about the presence of graduate faculty members on the committee, a matter Lewis' memorandum did not mention. Keller suggested he would emphasize this again in responding to Lewis. Post moved the acceptance of Lewis' proposal. It was seconded and passed by voice vote with no one dissenting. (A copy of Keller's reply is attached to the minutes.)

2. Graduate English Examination. Post, who chaired last year's subcommittee on the possibility of requiring all entering graduate students to pass the Graduate English Examination, reported on the summer's activities. Richard Wright, the Graduate English Examiner, was supported by a GC resolution and by the Graduate Office to investigate a machine-graded test on the mechanics of English grammar and structure. At the beginning of Summer and Fall terms, Wright administered this machine-graded test to those graduate students who were required to take the current Graduate English Examination (which consists of a writing sample) and who agreed to stay after the regular test and serve as test subjects. They understood that their grade on the machine-graded test would not determine whether or not they passed the Graduate English requirement. Wright has yet to analyze the results statistically, but he

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believes there will be a high correlation between those students who do well on the writing sample and the machine test, as well as those who do poorly on both. Wright hopes to bring his results to GC for its consideration later in the Fall Semester. Van Meter expressed interest in seeing a copy of the machine-graded test. The reason for interest in it is because of the difficulty of testing all entering graduate students using the current writing sample method, since so much faculty time is involved in evaluating each sample.

New business

Keller introduced Dean Zaffarano, who had come to discuss two concerns he would like GC to consider this year:

1. Off-campus graduate courses. Zaffarano is concerned about the proliferation of television and newspaper courses now given graduate credit by a number of major universities, including Iowa, Nebraska and UNI. Thus far Iowa State has refused to give graduate credit for these courses, although there has been pressure to do so and it has accepted transfer credit from other universities offering credit for television courses. Zaffarano would like GC to look into how these courses are handled by other universities. He is concerned about faculty time involved, the costs, and the lack of research resources (library, computation center) available to off campus graduate students. He wonders if there are disciplines in which such courses could be offered without diluting the experience of a graduate education, which traditionally has consisted of the student working closely with faculty and other graduate students. Sabri, Kahler, and Keller mentioned their experiences with various sorts of televised courses. Zaffarano would like an opinion from GC on conditions--if any--under which correspondence courses at the graduate level may be initiated.

2. Research guidelines. In the past, Zaffarano said, guidelines have been sketchy as to what kind of research can be done at ISU. There has been no written document stating the University's research objectives other than a brief one in the Office Procedure Guide. With the expectation of more industrially supported research and Defense Department contract work, more questions are being raised about what research money the University should accept. Should individual investigators be free to undertake any kind of research they choose? What role should the University's administrators play in allowing university facilities and resources to be used for some kinds of extramural research?


Zaffarano had asked a committee of research administrators and faculty to draft a set of guidelines this summer. He distributed copies of these guidelines and of the proposal data sheet ("gold sheet"), which carries a proposed statement indicating those signing the research proposal believe it meets these guidelines. Zaffarano would like GC to study the guidelines and give him its opinion. He said the nerve gas task force of the Ames Peace Network has requested an opportunity to speak to GC on procedures it would like to see established to make the public aware of possible research agreements before they are accepted. Zaffarano would appreciate GC hearing what this task force has to say. Keller suggested inviting the task force to the next Council meeting, and there was no objection.

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During Fall Semester, GC agreed to meet on the second and fourth Friday mornings of each month from 8:30 to 9:50. Keller said if no business was pending, scheduled meetings could be cancelled. The next meeting will be Friday, September 25.

The meeting was adjourned at 10:15 a.m.


Barbara S. Plakans

GRADUATE COUNCIL MINUTES

September 25, 1981

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Karas, Keller, Korder, Plakans, Post, Sebranek, Van Meter

Excused: Sabri

The meeting was called to order by Keller. The minutes of the September 11 meeting were approved as distributed. Keller asked for comments on the memorandum he had written to Lewis concerning graduate student grievances on grades and instruction. No one had any criticisms.

Presentation by the Ames Peace Network.

Keller introduced Tom Cordaro of the Ames Peace Network, who was accompanied by two graduate student members of the organization. Cordaro distributed another version of the proposed guidelines for approval of research initiated at Iowa State University with some additions which he said the Network would like to see incorporated. He had three additional sections: 1) stating that every effort would be made to allow public input and access to the administrative decision-making process when research efforts are judged for consistency with the University's objectives; 2) having each Proposal Data Form (gold sheet) available at the University Library for public perusal after the proposal has been approved and if possible, prior to approval by the funding agency; and 3) instituting a procedure through the Office of the Vice President for Research for public hearings on proposed research when 25 Iowa voters petition for such a hearing. Cordaro stressed that the hearing was intended to be an educational tool rather than an inhibitor to research, since no procedure exists for stopping research once university administrators have signed the proposal.

Cordaro also distributed an article, "Secret Contract Research and the University," (BioScience, August 1967), concerning classified research at the University of Pennsylvania.

Considerable discussion by the Council, Graduate College representatives, and Network members followed the presentation by Cordaro. It largely concerned the public hearing procedure, suggested by Cordaro, and what its ramifications might be. Some GC members believed research conducted at the University is already open to public and professional scrutiny in various ways and that another procedure would be inhibitive and could infringe on the researcher's rights. Keller said that the Council would continue its discussion of the guidelines at its next meeting, October 9.

The meeting was adjourned at 9:45 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 9, 1981

Present: Albrecht, Jacobson, Kahler, Keller, Korder, Plakans, Post, Sabri, Sebranek and Van Meter

Excused: Kaczvinsky

The meeting was called to order by Keller. The minutes of the September 25 meeting were approved as distributed. Tom Cordaro of the Ames Peace Network was present, along with two graduate students who are members of the Network. Cordaro asked permission to make a statement to the GC about the need for public hearings about controversial research and the chair gave permission.

Guidelines for approval of research initiated at Iowa State University. Keller established that the Graduate Council's role in the Graduate College is advisory. It may recommend what it agrees would be the best action for the Graduate College to take. The recommendation goes to the Graduate Cabinet, composed of the Dean, Associate Deans, and heads of Graduate College committees, which decides whether the issue should be brought before the Graduate Faculty for a vote.

Discussion on what to recommend in the matter of research guidelines centered on whether public hearings were appropriate. Van Meter distributed copies of a version of the guidelines he had drafted after discussions with his colleagues in the College of Veterinary Medicine. These guidelines contained most of the substance of the ad hoc committee's version, but in a more concise form. Discussion of the Van Meter guidelines followed. One issue concerned the section on public information and its availability in the library. Jacobson agreed to ask the Contracts & Grants Office whether lists of titles of proposals submitted for outside funding could be deposited in the University Library on a weekly basis. Jacobson will also discuss with the Dean and Associate Deans their assessment of Van Meter's version of the guidelines.

Because several GC members cannot be present October 23, Keller suggested that the next meeting of the Council be held November 6. This would also give members time to discuss the various versions of the guidelines with their colleagues and come prepared to vote on a recommendation.

Correspondence courses for graduate credit. Keller appointed Sabri, Post and Albrecht to a subcommittee to consider the advisability of allowing graduate credit for courses directed at an off-campus audience via television or newspapers. He hopes they could meet and draft a recommendation for the rest of the Council to discuss.

The meeting was adjourned at 9:45 a.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

November 13, 1981

Present: Albrecht, Jacobson, Keller, Korder, Plakans, Post, Sebranek

Excused: Kahler

Absent: Kaczvinsky, Sabri and VanMeter

No formal action could be taken at this time because a quorum of six voting members was not present. Sebranek presented some memoranda he received after soliciting reactions to the three possible versions of the research guidelines (from members of the two departments with which he is affiliated--animal science and food technology). These memoranda were circulated among those present and copies of them, as well as a reply to the Hammond memo from Cordaro of the Ames Peace Network, will be distributed with the minutes.

Keller encouraged other Council members to follow Sebranek's example and talk with their colleagues about the guidelines before the next meeting, which will be Friday, November 20. The secretary will telephone everyone to try to assure a quorum. Keller suggested as the procedure that approval of one of the versions of the guidelines be moved. The motion could then be discussed, amended and voted upon.

The meeting was adjourned at 9:10 a.m. (A few minutes later, VanMeter arrived.)


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

November 20, 1981

Present: (voting members) Albrecht, Kaczvinsky, Kahler, Keller, Korder, Post, Sabri and Van Meter; (non-voting members) Jacobson and Plakans. Also in attendance were Deans Karas and Ulmer, a reporter from the ISU Daily, and three representatives of the Ames Peace Network

Excused: Sebranek

Guidelines for research. The meeting was called to order by Keller. To focus the discussion, Kahler moved approval of the guidelines for approval of research (first version), which was presented to the Council on September 25. Korder raised a question about the last paragraph on the first page of the guidelines concerning the availability of information on all contracts and grants submitted. At an earlier meeting, it had been suggested that lists of titles of proposals submitted should be deposited in the University Library on a weekly basis rather than after the end of each month, as is the current practice. Jacobson said he had checked with the Contracts & Grants Office about this, but it did not seem feasible, with the present staff, to prepare this information every week. He said abstracts of proposals and the proposal data sheet for each proposal submitted for outside funding were on file in the Contracts & Grants Office and could be inspected. Cordaro of the Ames Peace Network said he and others had had difficulty obtaining copies of information they had requested. Several GC members spoke on the importance of confidentiality for proposals which have not yet been funded, since the principal investigator's ideas could be used by a competitor. Kahler moved that the guidelines be amended and that the phrase "excluding the proposal itself" be added to the sentence: "Additional information about any research, training or fellowship contract, grant or gift, excluding the proposal itself, may be requested from the Vice President for Research." (Underlining is only to indicate the addition, not for emphasis.) This amendment passed by a voice vote with no one dissenting.

Keller suggested that the Council review the guidelines, sentence by sentence, from the beginning. Van Meter moved and Sabri seconded deletion of part of the last sentence in the first paragraph ("...and will not reflect adversely upon the institution.") as only repeating what was stated earlier in the paragraph. This amendment passed by a voice vote with no dissent.

Van Meter moved and Korder seconded striking another sentence in the first paragraph, which read: "Therefore, the availability of funds must not be the sole justification for undertaking research." This amendment passed 5-2 on a show of hands.

Kahler moved and Post seconded an amendment to replace the deleted sentence with the statement: "Funds sought for research at ISU should support the above objectives." During the discussion, it was suggested this statement might be better in the following section on funding. Kahler and Post withdrew their amendment.

Van Meter moved and Kahler seconded adding "and capabilities" to the last sentence in the first paragraph so that it would read: "The research shall be judged to be appropriate to the purposes and capabilities of Iowa State University." This amendment passed by a voice vote with no dissent.

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Kahler moved and Van Meter seconded adding at the end of the first sentence in the third paragraph the phrase "in accordance with the above objectives." The amendment passed on a voice vote with no dissent.

Van Meter moved and Kahler seconded adding at the beginning of that same sentence, "Funds for...". This amendment passed on a voice vote with no dissent. Thus the sentence read: Funds for research grants, contracts or gifts will be accepted only when the research contemplated is believed to be of benefit to the University, the State of Iowa, and/or the public in general in accordance with the above objectives.

Van Meter mentioned that one of the changes in the guidelines (October, 1981 version) he had proposed was to state that "Intramural support for research will meet the same requirements as those imposed on funds received from extramural sources." He suggested that the section under discussion be broadened to cover both extra- and intramural research.

Van Meter moved and Korder seconded the removal of part of the section title ("Research Funded From Extramural Sources") so it would read "Research Funds." During discussion the motion was changed so the title would read "Research Support." It passed by a voice vote with no dissent.

Jacobson mentioned that sometimes pieces of equipment and other property is given to the University in support of research. Albrecht moved and Korder seconded the removal of "Funds for" from the first sentence in that paragraph and the insertion of the sentence deleted earlier: "The availability of funds must not be the sole justification for undertaking research." These changes passed on a voice vote with one dissenting vote. It was also decided to remove the section title "Research Support" since part of the section discussed matters not related to support, such as access to information about the research proposals.

Since it was now 9:55 a.m. and several members had had to leave for classes, Korder moved tabling the discussion of the rest of the guidelines until the next meeting, December 4. It was suggested that a copy of the guidelines (showing the revisions thus far) be appended to the minutes of the meeting.

The meeting was adjourned at 9:56 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 15, 1981

Present: (voting members) Albrecht, Kaczvinsky, Kahler, Keller, Korder, Post, Sebranek and Van Meter; (non-voting members) Jacobson and Plakans. Also in attendance were Dean Karas and three representatives of the Ames Peace Network

Excused: Sabri

The meeting was called to order by Keller. The minutes of the December 11 meeting were approved.

Research guidelines. Keller distributed a revised second page for the research guidelines, which had been prepared in the Graduate Office as an attempt to clarify some of the concerns about classified research expressed at the previous Graduate Council (GC) meeting.

It was moved and seconded, for the purpose of discussing it, that the revised page be substituted in the guidelines. This motion passed on a voice vote with no one dissenting. Kahler moved and Kaczvinsky seconded substituting Dean Zaffarano's definition of restricted research (typed on one of the sheets distributed to the GC) in the second sentence, which begins: "'Restricted research' is defined as...." In friendly amendments, "also, where applicable" was added before "industry proprietary research"; that phrase was changed to "industry-sponsored proprietary research"; and the entire passage was moved to the beginning of the paragraph. This motion passed by voice vote.

The section "Graduate Theses and Dissertations" was then discussed. Some disagreement arose over the sentence concerning having the final examination open to the public. It was moved and seconded to delete that sentence, as well as the beginning of the second sentence ("Therefore, graduate students..."). This motion passed by voice vote. The section containing revised references to other University guidelines was also approved.

Returning to the main motion for the acceptance of the entire set of guidelines in its revised form, several representatives of the Ames Peace Network expressed the wish that the guidelines would provide a formal means for the public to learn about proposed research. The Council seemed to feel ways already existed for obtaining such information and that establishing an additional procedure and requiring that all proposals undergo such scrutiny would seriously interfere with research activity. The last line on the first page of the guidelines indicates that additional information about proposals may always be requested from the Vice President for Research. The guidelines, as revised, then were approved by voice vote with no one dissenting (a copy is attached to these minutes).

GC Vacancy. Keller announced that Professor Sabri is going on a leave of absence next semester and has resigned from the Council. The Statement of Purpose says that unexpired terms should be filled from the other nominees for the Council seat, but in this case, there are no other nominees. Keller suggested asking the Program Review Committee for the physical and mathematical sciences and engineering to make some nominations for the opening. Someone suggested that a

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person selected by this method be asked to serve for the rest of the 1981-82 academic year and that someone be elected in the spring for a one-year term when the other Council members are elected. Keller asked Post to contact Dennis Johnson, who chairs the Program Review Committee for physical sciences, about suggesting some possible faculty members from that division. The Statement of Purpose of the Council may need to be amended to cover situations such as this.

Keller asked Kaczvinsky to replace Sabri on the subcommittee on correspondence courses for graduate credit. The secretary asked members to submit their schedules for Spring Semester as soon as possible so that a meeting time can be established.

The meeting was adjourned at 10:20 a.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MEETING

January 29, 1982

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Keller, Korder, Plakans, Post, Sebranek and Van Meter

The meeting was called to order by Keller. The minutes of the December 15 meeting were approved after one typographical correction was made in the second paragraph of the section on the research guidelines: "Restricted research," not "Research research," should have appeared in the fifth line.

Research guidelines. Plakans reported that the guidelines, as they were approved at the last GC meeting, will be appearing in the February issue of GRAD News & Notes, along with the notice of a discussion meeting about them. This meeting is scheduled for 2 p.m. on Thursday, February 18 in Carver 1. In order to be voted upon at the end of the Spring Semester, the guidelines must first be discussed by the Graduate Faculty, and thus this special meeting was called. Also, on February 23, Dr. Zaffarano has agreed to hold the first of three seminars on the philosophy of research at ISU. This seminar will be held in the Oak Room at the Memorial Union at 7:30 p.m. This series is being established at the request of the Department of Philosophy.

Because of concern that this series of seminars might turn out to be public hearings about individual researcher's work, Kahler made the following motion:

The Graduate Council recommends that at each of the public meetings held to discuss the philosophy of research at Iowa State University, the sole focus of the meetings be on the philosophy of research and that at no time will individual research efforts be discussed during the meeting. Further, it is strongly recommended that an agenda be developed for each meeting and rigidly followed by the chairman to keep the focus of the meeting on the philosophy of research.

The motion was seconded by Van Meter, and after discussion, it was approved by a voice vote with no one dissenting. Before leaving the subject of research, Van Meter expressed concern about the fact that research equipment purchased on grants is not insured by the University. Jacobson offered to check with the Business Office about this.

Council vacancy. Keller had a list of four faculty members who had been suggested by the Physical Sciences & Engineering Review Committee as possible replacements for Sabri on the Council for the rest of this term. After Council members commented on the nominees, the list was ranked. Keller will invite the first choice, and if he is unwilling to serve, will proceed down the list.

Graduate English Examination. Richard Wright, the Graduate English Examiner, has been collecting data on using a machine-gradeable test for incoming graduate students who are required to take the Graduate English Examination. He expects to have information about the Spring Semester test results sometime in February. Post will continue to monitor development on this. Kahler agreed to be briefed about it, too, so that someone on next year's GC will know about it when GC may be called upon to make a recommendation about it in 1982-83.

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Graduate credit for correspondence courses. Post, Kaczvinsky and Albrecht are the members of the subcommittee studying this issue. Post has examined the Peterson Guide to correspondence courses and found about a dozen schools offer graduate credit for these courses, including University of Iowa and University of Northern Iowa. GC suggested that the subcommittee investigate the program at the University of Iowa and try to decide whether it had applicability for ISU.

Keller did not believe the Council needed to meet again until the last week in February. The secretary will try to come up with another meeting time that suits everyone.

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

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 11, 1981

Present: (voting members) Albrecht, Kahler, Keller, Korder, Post, Sebranek and Van Meter; (non-voting members) Jacobson and Plakans. Also in attendance were Dean Karas and a representative of the Ames Peace Network

Excused: Kaczvinsky

Absent: Sabri

Minutes of the previous meeting. The following corrections were suggested for the second page of the minutes of the November 20 Council meeting and for the revised first page of the guidelines: The sentence, "It was also decided to remove the section title 'Research Support,' since part of the section discussed matters not related to support....," was changed to "Removing the section title 'Research Support' was discussed, since part of the section was not related to support...." The second heading in the guidelines, which had been crossed out, was left as "Research Support." Council members thought it would be better to decide on all of the headings after the entire document was discussed and revised, rather than to change them piecemeal.

Discussion of guidelines for research. The section entitled "Classified Research," was the focus for most of the discussion. Korder moved and Albrecht seconded the amending of the first sentence in that section to read: "It is the policy that University facilities shall not be used for the purpose of classified research, unless prior approval of the administration has been obtained."

Post and Kahler then moved to amend this amendment by removing the subordinate clause, "...unless prior approval of the administration has been obtained." After considerable discussion, a vote was taken on this amendment and resulted in a tie, 3-3. The chair cast his vote against it and it was defeated.

A vote was then taken on the original amendment, and it also resulted in a 3-3 tie. The chair cast his vote in favor of the amendment and it passed.

Van Meter and Sebranek then moved that the first sentence be revised to read: "Universities facilities shall not be used for the purpose of classified research unless prior approval of the administration has been obtained." Also that this additional sentence follow it: "Disclosure of information from classified research should not be restricted without prior approval of the administration." During discussion, questions were raised about what was considered classified research by the federal government and by the University. Some Council members felt more information was needed before proceeding with this section of the guidelines. (See rough draft attached to these minutes.)

Van Meter moved and Korder seconded a motion to table the most recent amendment until the next GC meeting. Keller asked the Council to meet Tuesday, December 15, with the hope of finishing the revision of these guidelines before the end of the semester.

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

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MEETING

February 22, 1982

Present: Jacobson, Kaczvinsky, Keller, Korder, Luecke, Plakans, Post,
and Van Meter

Excused: Albrecht, Kahler and Sebranek

The meeting was called to order by Keller. Glenn Luecke was introduced as the new representative from the physical and mathematical sciences, replacing Sabri. The minutes of the January 22 meeting were approved.

Guidelines for Research. The Council reviewed some of the comments made at the special Graduate Faculty meeting on February 18. Some faculty members had expressed to Keller their concern that if a mail ballot is used, there would be no way to suggest amendments to the guidelines. GC spent the rest of its time revising the section on restricted research, which seemed to be the most controversial section with the faculty.

It was moved, seconded and passed that the section be entitled "Classified research," as had been the case in the earlier version. Van Meter moved that the first three sentences in that section be revised, and after a number of wording suggestions were offered, the sentences were reduced to two and were closer to the wording in the earlier version of the guidelines. (see revised sentences attached). These revisions were moved, seconded, and passed.

Time did not allow for further revisions on the guidelines, which shall again be taken up at the next Council meeting, scheduled for March 8. Keller encouraged GC members to participate in the seminar on the philosophy of research to be held February 23.

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

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MEETING

March 8, 1982

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Keller, Korder, Luecke, Plakans, Post, Sebranek and Van Meter

The meeting was called to order by Keller. The minutes of the February 22 meeting were approved as distributed.

1. Handbook committee. Keller appointed the following Council members to work with Dean Karas on revising the Graduate Faculty Handbook and Graduate Student Handbook this spring: Kahler, Korder and Sebranek.
2. Graduate Council elections and committee nominations. Plakans reported that the standard forms requesting nominations for the Graduate Council election and for possible appointments to three of the Graduate College committees have been ordered from the Printing Service. She distributed a calendar showing the deadlines for each of the steps in the GC election procedure. Some questions were raised about the procedure for nominating Graduate Faculty members for committees. The Graduate College would like to have the Council's list of nominations as early as possible since appointing committee members is a time-consuming job that also involves checking with DEOs.
3. Graduate English Examination. Council members had received a copy of the report by Richard Wright concerning validation of a machine-scored test for use in screening graduate students in writing proficiency. GC is interested in knowing Wright's specific recommendations concerning this test and would like to ask him some questions about it. It was suggested that he and George Karas be invited to the next GC meeting for that purpose.
4. Revisions in the Guidelines for Research. The Council continued reviewing suggestions for further refinements in these guidelines. The changes in the section on classified research which had been made at the previous meeting seemed to address the concerns expressed by Professors Kraft and Angelici in memoranda they had written after the discussion meeting on February 18. Keller presented changes which had been suggested to him by Joe Kupfer (Philosophy) and Wayne Osborne (History). Keller advocated, along with Osborne, adding to the first sentence in the section on classified research so that it would read: "The use of University facilities for any research which requires restricted disclosure of results must have prior approval of the Vice President for Research in consultation with an advisory committee made up of representatives drawn from the major disciplines within the University." (recommended addition is underlined) Keller believed in the case of proposals to the Department of Defense for classified research this would assure that the decision was considered by more than just the principal investigator, DEO and Vice President for Research. After considerable discussion, general support for Keller's position was not forthcoming and a motion by Luecke and Kahler recommended the acceptance of the classified research section with only the omission

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of the word "strongly" in the second section. This passed by voice vote with no opposition (other than the chair). In the second paragraph of this section, "restricted" was changed to "classified" by general agreement.

Kahler expressed doubt about using "guidelines" for the title since the document does not spell out all of the steps necessary for having a research proposal approved at ISU. He suggested "University position statement" or "policy statement" as possible alternatives. After some discussion, the secretary checked the definition of "guidelines" in the dictionary, which read "an indication or outline of future policy or conduct." Since this sounded vague enough to include the document under discussion, no motion was made to change the title.

Keller had received from Kupfer a suggestion for changing the wording of the opening sentence in the guidelines to read: "All research conducted at Iowa State University is expected to give promise of furthering of as many of the University's objectives as possible--i.e., education of undergraduate, graduate and postdoctoral students; the advancement of knowledge through research and scholarship; the preservation and dissemination of knowledge; and the advancement of the public welfare." Several Council members said they did not think this was an improvement over the present statement, and no motion to change the sentence was introduced.

Van Meter moved and Sebranek seconded a motion to send the revised guidelines back to the Dean for action by the Graduate Faculty. The motion passed on a voice vote.

Time did not permit a committee report on correspondence courses. This will be taken up at the next meeting, scheduled for Monday, March 29.

The meeting was adjourned at 10 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MEETING

March 29, 1982

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Keller, Korder, Luecke, Plakans, Post, Sebranek and Van Meter (also Richard Wright, Graduate English Examiner)

The meeting was called to order by Keller. The minutes of the March 8 meeting were approved as distributed.

1. Update on Graduate Council (GC) election. Plakans reported that eight nominations have been received from the biological sciences division and four from the social sciences division, but none has been received from the physical sciences division. The present representatives from this division were asked to try to locate some names of faculty members to place on the ballot, which will be sent out this week. The first round of voting will be finished by April 19, and the runoff ballot will be sent out immediately in hopes of having the new representatives at the last GC meeting in May. Meanwhile, the Graduate Student Senate will be appointing three GC student representatives at its next meeting, April 5.
2. Graduate English Examination. Richard Wright, Graduate English Examiner, reported on his results after trying out a machine-scored test of English proficiency on students taking the Graduate English Examination the past two semesters. Because of the great variation in the qualifications of graduate students entering Iowa State, Wright believes asking all students to take the test and having those who do not pass this test do a one-hour writing sample might be a more effective and efficient way to determine which students need help with writing skills. A blanket requirement seems to him a fairer way of determining who should take the test rather than exempting ISU bachelor degree-holders or writers of master's theses from other English-speaking institutions. He emphasized, however, this was up to the Graduate Dean to decide. Wright has been assured by Dean Karas that giving the test at the beginning of each semester presents no logistical problems, and Wright believes the present English Department staff will be adequate to handle the grading, since the screening test is machine-scored and the writing sample has now been shortened to one hour instead of two. He expects about two-thirds of all the students will have to take the writing sample. Those who do not pass review their mistakes with Wright, or in cases where many major problems exist, they are urged to take an undergraduate English course in expository writing before retaking the Graduate English Examination (i.e., writing sample).

Post moved and Kahler seconded a motion to recommend that the Graduate College accept Wright's recommendations and that as soon as it can be implemented (preferably in Fall Semester 1982), all incoming graduate students be required to take the diagnostic screening test to determine who should also do a writing sample. The motion passed with no dissent. Wright's recommendations are attached to these minutes.

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During the preceding discussion, it was suggested that as an agenda item for next year's GC the problems of having theses/dissertations checked by the Thesis Office and final examination scheduled on time be examined. The semester change has created serious bottlenecks by increasing the workload for the Thesis Office at three (instead of four) times a year and the resulting pushed-up deadlines have been the source of student and faculty complains. Jacobson thought a review of the situation by GC might be helpful.

3. Committee report on correspondence courses. Albrecht reported on the types and number of graduate courses offered for graduate credit by the University of Iowa and the University of Northern Iowa. Up to nine credit hours can be earned at U of I in this way. Other universities require students to obtain permission from the department, college or some other office before this kind of credit can be counted.

During the discussion, some ideas for innovative approaches to offering correspondence credit were suggested. One idea was to have the students do the reading for the course on their own and then have them come to campus for several days or a week of intensive classroom work. Another idea concerned the extensive use of computer terminals and electronic interacting with off-campus students. Albrecht suggested a survey might be taken of departments to see what interests them and what novel ideas they might have. Then perhaps a few experiments could be tried --with the permission of the Graduate College Curriculum Committee-- before any decision is made to change the policy on graduate correspondence courses.

Another suggestion was to visit the U of I and UNI to talk with those in charge of these programs and ask some questions, such as how to get around the problem of heavy workloads for faculty teaching such courses, lack of library resources for off-campus students, and lack of interaction with other graduate students.

Because the GC will probably meet only two more times this semester, Keller suggested that this issue be held over and explored in more depth by next year's Council.

The next meeting was scheduled for 10 a.m. on Monday, April 19, before the meeting was adjourned at 9:55 a.m.


Barbara S. Plakans, Secretary

Graduate Council Minutes-3
March 29, 1982

RECOMMENDATIONS CONCERNING THE GRADUATE ENGLISH EXAMINATION

The following recommendations have been made by Richard Wright, Graduate English Examiner, and endorsed by the Graduate Council:

1. If the Graduate College wishes to use the test to identify students who will be required to do the writing sample, my suggestion would be that we use a cut-off score of 45 on the grammar/punctuation/usage part of the test. Students scoring 45 or below would be required to do the writing sample. This number could be adjusted on the basis of experience with the test.
2. In the study, the grammar/punctuation test and the spelling test were treated separately. I did not expect and did not obtain a high correlation between the averaged theme ratings and the score on the spelling test. If the tests are used as tentatively discussed, I would suggest that the decision on whether a student should do a writing sample be based on the grammar/punctuation score and also the spelling score. If a student were to score (say) a 48 on the grammar/punctuation test, but (say) 60% or below on the spelling test, he or she would be required to do a writing sample to earn proficiency status.
3. The logistical problem of getting the test administered would be difficult to solve and would have to be discussed. It would be possible for students to access the test through computer terminals.
4. The highest possible score on the grammar/punctuation/usage test was 64. The mean score for the 85 students was 36. I share the sentiments of anyone who is disturbed by that number.
5. The experience of last summer and fall, when the students wrote one-hour as opposed to two-hour essays, indicated that the one-hour writing sample was adequate. The students were given only one topic to write on, and this procedure caused no difficulty. With the informal endorsement of the graduate faculty in English and the approval of Professor Karas, I have changed to the one-hour/single topic test format.

Further, the Graduate Council recommends that these recommendations be accepted and implemented as soon as possible, preferably by Fall Semester 1982, so that all incoming graduate students will be required to take the diagnostic screening test to determine whom should also do a writing sample.

GRADUATE COUNCIL MEETING

April 19, 1982

Present: Albrecht, Jacobson, Kaczvinsky, Kahler, Keller, Korder, Luecke, Plakans, Post, Sebranek and Van Meter

The meeting was called to order by Keller. The minutes of the March 29 meeting were approved as distributed.

1. Nominations for Graduate College standing committees. Using names received from Graduate Faculty members and making some suggestions of their own, the Council prepared a list of nominees for three Graduate College committees. This list will be transmitted to the Dean. Several names were provided for each opening on the committees.
2. Correspondence courses for graduate credit. Albrecht has been in contact with Gerry Klonglan, the chair of Soc/Anthro Department. His department would like to try some innovative graduate course offerings for off-campus students, and Klonglan would like to present his ideas to the Council. It was moved by Van Meter and seconded by Luecke that Klonglan be asked to come to one of the first GC meetings in Fall Semester. Klonglan had suggested that before he addresses the Council he would like the members to examine the correspondence between himself and the Graduate Curriculum Committee concerning a newspaper course his department had wanted to offer.
3. English Proficiency Examination. Van Meter said he would like to see an example of the test Wright is using--or at least some sample questions from it. Keller said he would ask Wright about providing this for GC.
4. Annual Report and final GC meeting of the year. The Council will hold its last meeting on Monday, May 3 at 10 a.m. New Council members should be elected by then and will be asked to attend. Keller will prepare and circulate a draft of the Annual Report to all members. This will be revised and approved at the meeting and presented at the Graduate Faculty meeting on May 13. Included in the report will be the Council's annual duties and the concerns it has considered about research guidelines, the English examination, and graduate credit for correspondence courses. Also at this meeting next year's chair will be elected.

The meeting was adjourned at 11 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

May 3, 1982

Present: Albrecht, Jacobson, Kahler, Keller, Kraft, Korder, Luecke, Memken, Plakans, Post, Sebranek, van Es and Van Meter

Excused: Dorfman and Michel

Absent: Kaczvinsky

The meeting was called to order by Keller. The minutes of the April 19 meeting were approved as distributed.

1. Introduction of new Graduate Council. New and current members of the Graduate Council introduced themselves. Several of the new members could not be present because of previous commitments.
2. Discussion and approval of the Annual Report. A few clarifications were made in the draft of the Annual Report distributed to the members with the minutes for the last meeting. It was then approved unanimously by voice vote. Keller will present it to the Graduate Cabinet and Graduate Faculty. It will also be published in the June issue of GRAD News & Notes.
3. Selection of a new chair for 1982-83. Kahler was nominated and elected on a voice vote. On behalf of the Council he thanks Keller for his leadership during this year. Several issues which will be confronting the Council in the fall were reviewed: the issue of graduate credit for correspondence courses, and the problems surrounding thesis/dissertation checking in the Thesis Office and scheduling of final examinations. Kahler hopes it will be possible to get some of the background done and start right away with them in September.

The meeting was adjourned at 10:20 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

1981-82 Annual Report of the Graduate Council

The Graduate Council provides a mechanism for interaction between graduate students, graduate faculty, and the Graduate College administration 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 Council consists of six elected members from the graduate faculty, three student members designated by the Graduate Student Senate, and two non-voting ex officio members from the Graduate College office, one of whom serves as recording secretary for the Council.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks - A subcommittee of the 1981-82 Graduate Council (Kahler, Korder, Plakans and Sebranek) 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 (Department Officers in Graduate Education), Council members, and other faculty members. The subcommittee met weekly during Spring Semester to include this information in the handbooks that will be distributed at the beginning of Fall Semester.
- 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 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 ON UNFINISHED BUSINESS OF THE 1980-81 GRADUATE COUNCIL

- a) Graduate student grievance procedures - Assuring that graduate students would be represented on the Appeals Committee which reviews student grievance cases about grades and instruction was an issue left unresolved by the 1980-81 Graduate Council. At the first meeting of the Council in September, a recommendation addressing this concern was offered by Edwin Lewis, Assistant Vice President for Academic Affairs. Lewis indicated that such graduate student grievance cases are rare and suggested that if and when one involving a graduate student did arise, the President of the Graduate Student Senate be contacted and asked to supply the names of several graduate students who could serve on a hearing panel. The Council unanimously accepted this recommendation.
- b) Graduate English Requirement - During 1980-81 a subcommittee chaired by Robert Post had investigated the possibility of a diagnostic English test administered to all entering graduate students whose native language is English. Dean Ulmer had advocated pinpointing early in their careers graduate students who have writing difficulties so remedial assistance could be provided well before they begin writing theses. The 1980-81 Council recommended to the Graduate Dean that Richard Wright, the Graduate English Examiner, develop a machine-graded test of proficiency in basic writing skills and use this test on a trial basis during the 1981-82 school year. Such a test might make it possible to test all entering graduate students.

In March 1981, Wright reported the results of having administered the test at the beginning of the summer, fall and spring semesters to graduate students who were required to meet the English requirement by taking an examination. Because of the great variation in the qualifications of graduate students entering Iowa State, Wright suggested that all entering graduate students take the machine-scored diagnostic test. Students who do not pass this test would then be asked to do a one-hour writing sample. The Council endorsed Wright's recommendation and urged the Graduate Dean to consider implementing the new testing procedure as soon as possible. It is hoped next year's Council will continue to follow developments.

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

- a) Guidelines for approval of research - An ad hoc committee had been asked by Dean Zaffarano to draft a set of proposed guidelines for research. The results of its discussions during the summer of 1981 were presented to the Graduate Council at the beginning of Fall Semester by Dean Zaffarano. He asked the Council to invite the Ames Peace Network to present its suggestions for changes and then to review and refine the guidelines as the Council saw fit. The Council spent most of the Fall Semester discussing and revising. The set of guidelines in the revised form recommended by the Council was printed in GRAD News & Notes and was discussed at a special Graduate Faculty meeting on February 18. Based on suggestions made at that meeting, the Council reviewed the guidelines again and made additional revisions, which were approved and presented to the Graduate Dean on March 8. The Dean asked the Graduate Faculty for its approval on a mail ballot during the Spring Semester. The guidelines were approved 430 to 52.
- b) Graduate courses by correspondence - At the beginning of the academic year Dean Zaffarano had indicated to the Council his concern about the proliferation of television and newspaper courses now given graduate credit by a number of major universities, including Iowa, Nebraska, and UNI. Thus far Iowa State has refused to give graduate credit for such courses, although there has been some pressure to do so. Zaffarano asked the Council to look into how these courses are handled by other universities. How much faculty time is involved? How do off-campus graduate students manage without research resources, such as a library and computing facilities? Do such courses dilute the experience of a graduate education, which traditionally has consisted of a student working closely with faculty and other graduate students?

Annual Report (continued)

A Graduate Council subcommittee (Albrecht, Post and Kaczvinsky) made some initial inquiries into the types and numbers of graduate courses offered by other midwestern universities. The Council discussed some ideas for innovative approaches to offering courses and suggested that it might be useful 1) to survey ISU graduate departments to see what suggestions they might have, and 2) to visit the directors of the off-campus programs at Iowa and UNI and ask some questions. But because the guidelines for research had taken so much of the Council's time, it was suggested that this issue be held over and explored in more depth by the 1982-83 Graduate Council.

IV. THE 1982-83 GRADUATE COUNCIL

The following faculty were elected to serve on the 1982-83 Graduate Council: Gerald A. Dorfman (Political Science), Alan A. Kahler (Agricultural Education), Allen A. Kraft (Food Technology), Glenn R. Luecke (Mathematics), Anthony N. Michel (Electrical Engineering), and William G. Van Meter (Vet. Phys. & Pharm.). The graduate student members are: Joe Kaczvinsky (Chemistry), Jean Memken (Family Environment), and Harold van Es (Agronomy).

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1981-82 GRADUATE COUNCIL:

*Clair W. Keller (Chr.), Alan A. Kahler, Glenn R. Luecke, *Robert E. Post, *Joseph Sebranek, William G. Van Meter, *Kenneth Albrecht, Joe Kaczvinsky, and *Sherri Korder

*Members whose terms expire May 31, 1982

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GRAD news and notes

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GRADUATE COUNCIL

1981-82

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Clair W. Keller (chr.)	History 631 Ross	4-3594
Robert E. Post	Electrical Engineering 316 Coover	4-5174
Glenn R. Luecke	Mathematics 458 Carver	4-8153
Joseph G. Sebranek	Animal Science 215 Meat Laboratory	4-1091
William G. Van Meter	Veterinary Physiology & Pharmacology 2058 Veterinary Medicine	4-6038

GRADUATE STUDENTS

Kenneth Albrecht	Agronomy 31 Agronomy	4-5076
Joe Kaczvinsky	Chemistry Gilman	4-2216 or 4-6342
Sherri Korder	Sociology 107 East	4-8013 or 232-7094

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