

GRADUATE COUNCIL MEETING

September 10, 1982

Present: Farrell-Beck, Kaczvinsky, Kahler, Kraft, Luecke, Memken, Michel, van Es, Van Meter, Jacobson, Plakans, Zaffarano

1. Organizational matters. Kahler called the meeting to order and introduced new and returning Council members. He explained that Dorfman, who had been elected as a social sciences & humanities representative to the Graduate Council (GC) last spring, had resigned his seat because he has taken a leave of absence this year. As runner-up in the election, Jane Farrell Beck has taken his place.

According to a poll taken by Plakans, Friday mornings before 10 a.m. seemed to be the only free slot for everyone during the week. Kahler would like to schedule meetings twice a month. If GC concerns can be handled with fewer meetings, the secretary will send out a notice indicating which meetings are cancelled. The next meeting will be September 24.

Kahler would like to appoint a number of committees to sift through background information, investigate and develop recommendations about the issues before the Council this year. Then the entire Council could use its biweekly meetings to discuss the recommendations and make decisions about them. Kahler hopes these committees can have any materials for the entire GC to consider sent out ahead of time with the agenda for the meeting at which they will be discussed. Plakans said if committees can get the material to her one week before the meeting, she will see that it is typed, duplicated and mailed out. Or if they prefer to do their own mailing, she can provide sheets of printed self-adhesive address labels for the GC.

2. Old business. Kahler reviewed several items of business which were discussed by last year's GC:
 - a. Correspondence courses for graduate credit. Bob Post, who collected information about such courses for last year's GC, has agreed to continue to work with this year's committee in an advisory capacity.
 - b. Thesis clearance procedures. Last year's GC had proposed looking into the deadlines and procedures of the Thesis Office, but other business prevented more than a brief, preliminary discussion. Kahler has been in touch with LaDena Bishop, the Thesis Editor, about the possibility of speaking to the Council.
 - c. Graduate English requirement. A recommendation was made by the GC last year that the machine-scored examination on grammar, punctuation and spelling, which Richard Wright, Graduate English Examiner, has developed, be given to all incoming graduate students to determine those who should also do a writing sample.

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Kahler was uncertain of the status of the recommendation since it was discussed at both the Spring and Fall Graduate Faculty meetings. Dean Zaffarano had indicated a mail ballot about it might be sent to the entire Graduate Faculty.

3. Dean Zaffarano's presentation. The Dean expressed his gratitude to the Council for its willingness to serve as an elected subset of the Graduate Faculty and Graduate Student Senate. He views it as his sounding board for policy and procedural changes. Recommendations by GC are taken to the Graduate Cabinet, which is made up of the Dean, Associate Deans and heads of the Graduate College standing committees. The Cabinet is responsible for working out the details of how (or whether) to implement the GC's recommendations.

Zaffarano discussed the Graduate English requirement (see 2c above), mentioning that he was disappointed that neither he nor the Council had anticipated some of the questions the Graduate Faculty members would ask about correlating scores and proficiency, validating the test, and the availability of another English proficiency test developed by the Educational Testing Service. He said this was an example of an issue which should have been thought through more carefully before a recommendation was made. After discussing a proposed mail ballot with the DOGEs (DEOs of graduate departments), the Dean now plans to send it out at the beginning of October. The proposal is that the new test be administered to all graduate students entering ISU for Spring 1983, Summer 1983, and Fall 1983. Data gathered from these administrations will be evaluated before any definite decision is made.

Zaffarano presented the following concerns for GC's consideration this year:

- a. Correspondence courses. Zaffarano said the Office of Short Courses and Extension Services is concerned about this and would like the Council to take some action soon. Zaffarano has talked to Dean Priesterbach, Graduate Dean of the University of Iowa, since U of I has one of the largest correspondence programs in the country. Priesterbach is very enthusiastic about U of I's success and the service it provides for people who are unable to attend on-campus classes. Zaffarano would like GC to suggest how far it thinks the Graduate College should go in giving credit for such courses. He would like GC to investigate the setup at U of I, its operating methods, how quality is monitored, the size, the number of departments involved, and faculty involvement. Then he'd like a recommendation by GC which he can take to the Graduate Faculty. Both George Ebert and Gerald Klonglan have requested time to present their points of view to the Council.

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GRADUATE COUNCIL MINUTES

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Present: Jane Farrell Beck, Norman Jacobson, Joe Kaczvinsky, Alan Kahler, Allen Kraft, Glenn Luecke, Jean Memken, Anthony Michel, Barbara Plakans, Harold van Es, and William Van Meter

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

1. Thesis approval procedures. Martin Ulmer, Associate Graduate Dean, and LaDena Bishop, Thesis Editor, were introduced. They described the operation of the Thesis Office, what each of the three staff members do, and why they have occasionally rejected theses or dissertations which did not meet their standards for a piece of work placed in the library and available for distribution on microfilm. Ulmer said the policy of rejecting work which had many errors began in 1978. The rejection rates for the last three years were 3.4% in 1979-80, 5.4% in 1980-81, and 3.9% in 1981-82. Between 500 and 600 theses/dissertations were written in each of those years. Ulmer said all those rejected were corrected by the candidate and later approved. They came from a number of departments, from more Ph.D. than master's candidates, and from both foreign and domestic students. The problem seems to be university-wide.

Questions were raised about the length of time the Thesis Office takes to check work at deposit deadline times. Luecke suggested that the Thesis Office consider adding extra hourly staff at those times. It was also suggested that DEOs should be required to read all theses/dissertations submitted by students from their departments. Michel suggested a review procedure be set up to review and remove from the Graduate Faculty those who are not conscientious in their duties as major professors. Ulmer hopes that a more careful screening procedure when students first begin their graduate studies might alleviate the writing problem. He also thinks raising standards for writing at the graduate and undergraduate levels will exert pressure on the high schools and elementary schools to teach basic grammar and sentence structure more carefully.

Questions were also raised about whether those whose work was rejected had had to take the Graduate English Examination and whether the five departments which require all their entering graduate students to take this examination had ever had any theses or dissertations rejected. Ulmer had not examined his records and could not answer either question offhand.

A Graduate Council (GC) subcommittee will be examining this concern in detail and making a recommendation about it later in the fall semester.

2. Meeting time. Dismay was expressed at an 8 a.m. meeting time. Michel suggested that if GC could try to handle business efficiently, 8:30 to 9:45 a.m. might be a long enough period. The next meeting will be at 8:30 a.m. on October 8. George Ebert (Extension & Short Courses) and Gerry Klomglan (Sociology & Anthropology) will be invited to present their views to GC on correspondence courses for graduate credit.

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3. Committee assignments. Kahler assigned each GC member to two subcommittees and hoped each subcommittee would decide on its meeting times and chairmen. Kahler also prepared a tentative schedule indicating when he would like each subcommittee recommendation to be presented to the entire GC for discussion. These dates may have to be changed if they turn out to be unrealistic, but Kahler would like to see half of the recommendations voted upon and transmitted to the Dean before the end of fall semester. That way they might be discussed by the Graduate Faculty at its meeting during exam week in December.

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



Barbara S. Plakans, Secretary

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- b. Grievance procedures in admissions cases. Zaffarano described several types of cases which have arisen when a department refused to accept a student for graduate study and the student appealed this decision to the Graduate College. Sometimes ISU undergraduates find departments are not willing to allow them to continue with graduate study or master's degree recipients are told they cannot continue for a doctorate. There are already three or four grievance procedures described in the Graduate Faculty Handbook, but none of them fits these sorts of situations very well. Zaffarano would like GC to consider developing a set of procedures he could use when such cases arise.
- c. Clarifying the co-chairperson position. William Wolansky of the Industrial Education Department has suggested that co-chairpersons only be appointed for co-major Program of Study (POS) committees. Instead of permitting an associate Graduate Faculty member to serve as a co-chairperson on a regular POS committee, Wolansky would like him/her to serve as an "associate" or "assistant" chairperson with a full member of the Graduate Faculty as chairperson.

Wolansky also suggested that an associate Graduate Faculty member only be allowed to serve in this capacity three instead of five times. He believes by then the associate member should have qualified for full membership. Zaffarano was in favor of the first change, but had reservations about restricting further the number of times an associate member could serve. He said the time it takes to have one's research published in reputable journals varies greatly from one field to another.

- d. The outside member of POS committees. Zaffarano believes the major reason for having a Graduate College Dean is to assure high standards are being maintained across all graduate departments. He would like to be able to appoint one of the members of each POS committee as a watchdog for standards. He asked the Graduate Council of 1977-78 to consider such a recommendation and they rejected his proposal on the grounds that the student, major professor and DEO were in a better position to judge which Graduate Faculty member from outside the department is best able to assist with the direction of a student's program.

Zaffarano would like this year's GC to reconsider this issue. This time Zaffarano is proposing that the major professor suggest three faculty members who would be acceptable as the outside member of a POS committee and allow the Graduate Office to make the selection. He would delegate this responsibility to one of the Graduate College Program Review Committees, which approve all Programs of Study. Zaffarano also thought this might be a way to distribute committee assignments more equitably, since the Graduate Office would try to appoint faculty members who were not already serving on many other POS committees.

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4. Other concerns. Tony Michel questioned why graduate-level work from non-accredited U.S. schools was not accepted for credit when work from a foreign university was. Zaffarano believed Associate Graduate Dean Karas would need to answer such a question, since he is primarily responsible for admission procedures. Kahler said the issue would be added to the Council's concerns for the year.

The meeting was adjourned at 10 a.m. Kahler suggested that the Council start its meetings at 8 a.m. in the future because several members have to meet 10 o'clock classes.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 8, 1982

Present: Farrell Beck, Jacobson, Kaczvinsky, Kahler, Kraft, Luecke, Memken, Michel, Plakans, van Es, and Van Meter

The meeting was called to order by Kahler. The minutes of the September 24 meeting were approved as distributed.

1. Correspondence courses. Professors Charles Mulford and Dwight Dean of the Sociology Department were welcomed to the meeting and asked to describe their experiences teaching 400-level sociology courses by correspondence. Both Mulford and Dean had taught Courses by Newspaper, a program organized by the University of California. This program consisted of a book of readings and two workbooks. Weekly articles in the local newspaper called attention to the subject, but were by no means the major reading assignments for the course. Dean's course examined the American family, and Mulford's was about the nation's health. Both professors had enjoyed teaching the courses and felt they were worth offering again. Mulford said the typical student was an adult who was using the course as a trial balloon to see whether he or she might be capable and desirous of returning to graduate school. Mulford did not advocate allowing anyone to do extensive graduate work this way, but he thought such courses could be very useful on a limited basis.

Both men commented on how motivated the older students were and described some of the projects they completed on their own, using the resources in their own communities. Many of them called the professors, and some stopped by their offices when visiting the Iowa State campus. Dean passed around a set of the books used for his course on the family, and Mulford provided the syllabus for his course on the health system, copies of which will be appended to the minutes for this meeting.

Dean had 50 students enrolled in his course. He said his major problem was the inconvenience of having to deliver and pick up memoranda and other information he wanted typed, duplicated and mailed to the students. These jobs were done quite adequately by the Office of Continuing Education in the Scheman Building, but Dean got tired of the trip and eventually resorted to having his departmental secretary do this work, although the department was not compensated for it. Dean said the major complaint of the students was that they wanted more contact with the professor. He suggested that perhaps television cassettes and other newer technological methods could be used in the future to improve such courses.

Mulford had 35 students enrolled in his newspaper course, two of whom were graduate students. (It is possible to get minor graduate credit for 400-level courses with the approval of the department, but these courses could not be used on a graduate program of study in sociology at Iowa State, according to Mulford.) He said it did require more of his time to set up and run this course than it would an on-campus 400-level course. He said the amount of work required of the students was comparable to what he would expect from them in an on-campus 400-level course.

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He also felt he had more personal contact and knew some of these off-campus students via telephone and letters better than he know some of the younger (sometimes less-motivated) students he had in 400-level courses taught on-campus. He would also like to see the University explore innovative ways of delivering off-campus courses. He has taught courses in which the professor journeys out to an area center to meet with students one night a week, and he believed the Course by Newspaper compared favorably with them.

These Courses by Newspaper were discontinued after the Graduate Curriculum and Catalog Committee examined them and recommended to the Dean that they not be offered for graduate credit. Dean and Mulford said the major reason given by the Committee for rejecting the program was that graduate education should involve a one-to-one relationship between the graduate student and his major professor or the faculty member with whom he was studying. It was suggested that a representative of the Committee be asked to meet with the GC and clarify the Committee's reasoning.

Michel described an off-campus course using lectures on television cassettes which he has taught for employees of Collins Radio in Cedar Rapids. Although graduate credit is given for this course, he did not believe it provided any more personal contact with the students than the correspondence courses described by Mulford and Dean.

The Council will be hearing from George Ebert and some of his colleagues in Extension Services about this issue at the next meeting.

2. Other business. Kahler appointed a committee to consider the suggestion made by Michel at the last meeting. This concerned the possibility of periodic review of graduate faculty members to determine whether they were conscientious in their duties as major professors. Van Meter, Michel and Kaczvinsky volunteered to serve on this committee.

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

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

October 22, 1982

Present: Farrell Beck, Jacobson, Kaczvinsky, Kahler, Kraft, Luecke, Memken, Plakans, van Es and Van Meter

Excused: Michel

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

1. Vacancy on the Council. Michel has notified Kahler that he is unable to continue as one of the Physical Sciences/Mathematics/Engineering Division representatives on the Graduate Council. The GC Statement of Purpose says that unexpired terms may be filled from the list of other nominees for the position. Plakans explained that Michel and Luecke had been the only names on the ballot last spring, but that another nomination had been received from the Earth Sciences Department after the deadline. Six of John Lemish's colleagues had nominated him, but the ballot had already been sent to the Printing Service by the time the nomination arrived in the Graduate Office. Kahler suggested that Lemish be asked to serve in Michel's place for the rest of the year. In the spring, nominations will be sought for both of the Physical Sciences/Mathematics/Engineering seats. If he wishes to stand for election at that time, Dr. Lemish would be free to do so. There was no objection to this plan. Kahler will contact Lemish and invite him to serve.
2. Discussion of correspondence courses for graduate credit with representatives of Extension Services and Continuing Education. The following people participated in the discussion with the Council: Robert Crom (Dean of Extension), George Ebert (Office of Continuing Education), Harold Crawford (Chr., University Committee on Courses and Conferences), and Kathleen Stinehart (Coordinator, Distance Learning Programs). The discussion ranged over a number of related topics. Stinehart provided some background on the types of distance learning Iowa State offers. She said the traditional kind of correspondence course, in which the university sent out books and instructions and the students returned assignments following their own timetable, had never been popular here. She described programs, such as television courses, videotaped courses and telebridge courses, as areas where Iowa State had some experience. She is pleased with the four courses ISU has tried using the telebridge method. This involves a statewide conference phone call to clusters of students at local learning centers throughout the state. They are able to hear the instructor's voice, ask him or her questions and carry on a discussion similar to a regular classroom meeting. The telebridge courses have had a high completion rate: about 70% of those registering stayed with the course. Stinehart had some statistics about the type of person who takes off-campus courses. She reiterated what Mulford and Dean had said at the previous meeting: that the students were older than average and usually highly motivated.

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Some statistics provided by the visitors were: that 2,074 students were enrolled in off-campus courses last year. Of the 162 off-campus courses offered, 104 were at the graduate level. Eighty percent of the off-campus engineering courses were graduate level. A delivery mode for some of them using videotapes viewed at a central location, supplemented by telephone calls with the instructor and by a visit to the class by the instructor at least once during the semester. Thirty-five percent of the faculty members who teach off-campus courses are doing so as part of their regular load. The rest have to be paid (usually \$675 per credit) from the tuition and fees generated by off-campus courses.

Some member of the Council questioned why the Graduate Curriculum Committee had rejected the Sociology Department courses when graduate credit was given for a large number of Engineering College courses. They also wanted to know how these courses were evaluated.

Crom said he was concerned with exploring all of the possible modes of delivering courses that are of interest and value to the people of Iowa, as long as the quality of an Iowa State University education can be held at its present level.

Crawford pointed out that departments already give 590 (Special Topics) graduate credit to students who may not be on campus. He believes decisions about what and how courses can be offered to an off-campus audience can best be made by individual departments. Some courses, such as those with laboratory sections or with considerable library research required, would not work, but others with lectures and independent study could be done very well.

The GC committee on correspondence courses thanked the visitors and announced that some of the individuals who operate the University of Iowa's correspondence course program had agreed to talk to the Council on November 19.

3. Co-chair/assistant chair of doctoral committees. Time did not permit a discussion of the pros and cons of this concern, which were listed on a page distributed to the Council members by Dr. Beck. She urged GC to read and discuss the proposal with colleagues and fellow students in preparation for a discussion and possible recommendation at the next GC meeting.
4. Replacing Michel on committee on periodic review of Graduate Faculty members. Farrell Beck agreed to take Michel's place on that committee.

The meeting was adjourned at ⁹~~10~~:45 a.m.


Barbara S. Plakans

GRADUATE COUNCIL MINUTES

November 5, 1982

Present: Farrell Beck, Kaczvinsky, Kahler, Karas, Kraft, Lemish, Luecke, Memken, Plakans and van Es

Excused: Van Meter

The meeting was called to order by Kahler, who welcomed Lemish to the Council as a representative from the Physical Sciences replacing Michel. After the time of adjournment was corrected (9:45 instead of 10:45 a.m.), the minutes of the October 22 meeting were approved.

1. Recommendation concerning co-chair/assistant chair of doctoral committees. Farrell-Beck reviewed the list of pros and cons concerning Dr. Wolansky's proposal. Copies of this list had been distributed at the previous meeting. Some voiced opinions that this seemed to be the problem of one or several isolated departments and that making a general revision in the present policy was not warranted. It may be that these departments need to push their junior faculty members harder to qualify for full Graduate Faculty membership so that a co-chair arrangement would not be necessary. Luecke moved and Farrell-Beck seconded a motion to reject the proposed recommendation. In the memorandum to Zaffarano explaining the reasons for the Council's action it was suggested that the importance of recognizing the contribution of the junior faculty member--especially if a publication is to result--be mentioned. The motion was passed by GC with no dissenting votes. Farrell-Beck will prepare a memorandum for Zaffarano and will circulate it at the next Council meeting for comment, before sending it to the Dean.
2. Graduate College appointment of POS Committee member. Luecke, who chairs the committee studying this recommendation had talked with Zaffarano and with some of the faculty members in his division. He found that faculty members generally did not like the idea of having the Graduate College become involved in every POS Committee formed and believed that if the College chose a faculty member who did not know much about the candidate's field and who could not contribute to the carrying out of research or the analysis of data, this procedure could actually contribute to the weakening, not the strengthening, of committees. Several of the alternative measures suggested by Luecke and his committee were: the possibility of the Graduate College adding an additional member to a POS committee that seemed to be weak (for example, lacking expertise in some phase of the thesis or dissertation topic); or allowing the student and his major professor and DEO to indicate whether they wanted the Graduate Office to select a POS committee member from inside or outside the major department. Karas said that in discussions with Zaffarano, the Dean had said he was willing to have the Graduate Office select one of the POS committee members from inside the major department from a list of three names provided by the DEO. He understood that the outside

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POS committee member may have been chosen because of his/her particular expertise and that it might not be possible to suggest three people who were equally qualified. Time did not permit a full-blown discussion of this issue.

On November 19 a group from the University of Iowa has agreed to discuss their correspondence course program with the Council. The chairs of the College and University curriculum committees have also been invited.

The meeting was adjourned at 9:48 a.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

November 19, 1982

Present: Kaczvinsky, Kahler, Karas, Kraft, Lemish, Luecke, Memken, Plakans van Es and Van Meter

Excused: Farrell-Beck and Jacobson

Visitors: George Lopus (U of I), Jim Cornette (University Curriculum Committee), Rabin Mukerjea and Don Woolley (Graduate College Curriculum Committee)

The meeting was called to order by Kahler. The minutes of the November 5 meeting were approved after one typographical mistake was corrected.

1. Recommendation on the Wolansky proposal. In Farrell-Beck's absence Kahler distributed copies of a proposed memorandum to Dr. Zaffarano drafted for the Council's approval. Several minor changes were made in the draft. Kahler and Farrell-Beck will sign and forward the memo to the Graduate Dean. (A copy of the memo in its final form is appended to these minutes.)
2. GSS Recommendation on P-NP Grading. The Graduate Dean has referred to the Council a recommendation he has received from the Graduate Student Senate concerning the possibility of using Pass-Not Pass grades for undergraduate-level courses required to make up background deficiencies. Kahler asked for volunteers to serve with him on a subcommittee to examine this concern. Memken and Lemish agreed to serve, and Kahler asked Memken to chair this subcommittee.
3. Graduate Credit for correspondence courses. Kahler introduced the visitors to the Council. George Lopus is the Director of Off-Campus Courses and Programs at the University of Iowa. He expressed the regrets of Dr. Dean Zenor, now the acting dean of the Division of Continuing Education, who had hoped to speak to the Council but has been ill. Lopus distributed the following materials to the Council: Catalog for U of I Guided Correspondence Study program, Telebridge Courses for Educators (Spring 1983 offerings), ISU/UI Telecourse Programs (Spring 1983 offerings), and Off-campus and media-guided courses and programs (Fall 1982 offerings).

Lopus directed most of his attention to the Guided Correspondence Study (GCS) program, which he claimed was not as large as that at a number of other schools (University of Minnesota, UCLA, University of Utah). U of I currently offers 120 courses in 39 departments and five colleges. There are 2,988 graduate and 901 undergraduate students enrolled at the present time. Lopus stressed that by "graduate student" he only meant someone who had already received a baccalaureate degree, but was not necessarily pursuing an advanced degree by correspondence.

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In order to receive graduate credit for correspondence courses at University of Iowa, the student must be admitted and enrolled in the Graduate College prior to taking the courses. With the approval of the major department, the student may earn up to nine semester hours of graduate credit, if the courses are numbered 100 or above. Credit earned through the correspondence program is marked "correspondence" on the student's transcript, although Lopos said the Division of Continuing Education is working to change this. They believe the courses offered are comparable to on-campus courses in terms of their content and rigorousness. Lopos acknowledged that some subjects could not be taught by correspondence, and it is up to the department offering the course to decide whether it believes the course can meet its academic standards. Faculty members who teach correspondence courses are approved by their department executive officer, the dean of the appropriate academic college and the Dean of Continuing Education. Lopos said the University of Iowa places its trust in the individual departments to keep standards high.

He described the composition of the Continuing Education staff, its budget, how faculty are paid and other details about course requirements for the students. In lieu of a library for research, students are sent reading materials, cassette tapes, and even rocks and topological maps, in the case of geology courses. Sometimes the instructor will prepare a suggested bibliography of books which the student might find at a public library or request through interlibrary loan.

Lopos also briefly described telecourses and telebridge courses. These are already being offered by ISU.

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


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

December 3, 1982

Present: Farrell-Beck, Kaczvinsky, Kraft, Luecke, Memken, Van Meter, Jacobson and Plakans

Excused: Kahler and van Es

Absent: Lemish

The meeting was called by Luecke, who presided in Kahler's absence. The minutes of the November 19 meeting were approved. Since this was the last scheduled meeting of the semester, the secretary distributed forms for each member to indicate his/her schedule for Spring Semester. Plakans asked that members send the form back to her as soon as they knew what regular commitments they had.

1. Recommendation concerning Graduate College appointment of POS Committee member. A memorandum from the subcommittee with its proposal had been distributed with the minutes for the meeting. Luecke reviewed it, elaborating on various parts of it. He mentioned that at some schools the student has no choice at all in selecting who gives the final exam or reviews the dissertation. Kraft mentioned some of the problems involved with joint appointments which sometimes keeps qualified faculty members from serving as the outside member of a POS committee. Jacobson described some of the problems which arise when an outside member is alone in rejecting a student's dissertation or in believing that the student has not passed the oral examination. The Graduate Dean does become involved in these cases, but normally the majority of POS committee members must agree if the student is to be held back. Van Meter suggested that rather than having the Graduate Office add another member to a committee that appeared to be weak, perhaps the whole committee needed to be reformulated. He described a system of checks all along the line from the time a committee is first formed, a dissertation or thesis topic chosen and the other steps up to the final exam. Farrell-Beck described an experience she knew about where the outside member of a committee was very irresponsible and it was difficult for the student to make any progress.

The general consensus was that department executive officers (DEOs) should be held responsible for seeing that POS committees appointed by their departments were well formed. Jacobson suggested that it might help if the Council wrote a recommendation that could be directed to the DOGEs (the group of DEOs from departments with graduate programs). Luecke and the rest of the subcommittee will be taking the GC suggestions into consideration and preparing a draft memo to Dean Zaffarano for the Council's approval at its next meeting.

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2. Recommendation concerning graduate credit for correspondence courses.
Kaczvinsky distributed a statement prepared by the subcommittee. The quality of the course rather than its mode of delivery was the criterion which should determine whether curriculum review committees approved courses for graduate credit. Some opinions were expressed about the costs and benefits of offering correspondence courses, but there seemed to be general agreement that individual faculty members and departments should decide whether they felt they could offer a course of graduate quality by this means. The subcommittee will draft a recommendation to the Dean for the Council's consideration and approval.
3. Recommendation concerning review of Graduate Faculty membership status.
Van Meter discussed a preliminary proposal on the policy for reviewing Graduate Faculty membership qualifications at five-year intervals. (A copy of the proposal is attached to these minutes.) Time did not permit much discussion of the contents of the proposal.

The meeting was adjourned at 9 a.m. with the next meeting to be announced after Spring Semester begins.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

January 24, 1983

Present: Farrell-Beck, Jacobson, Kaczvinsky, Kahler,
Kraft, Lemish, Luecke, Memken, Plakans and
van Es

Excused: Van Meter

The meeting was called to order by Kahler. The minutes of the December 3 meeting were approved. Because some members' schedules had changed, it was possible to find a block of time from 3:10 to 4:30 p.m. on Friday afternoons that was a more agreeable meeting time to all those present. Meetings will be scheduled for every other Friday, beginning February 4. (See list appended to these minutes.)

1. Handbook Committee.

The Graduate College would like two members of the Graduate Council (GC)--one faculty member and one graduate student--to work with George Karas and Barbara Plakans on the revision of the Graduate Student Handbook and Graduate Faculty Handbook. This has been an annual responsibility of the Council ever since the books were first written by the Council in 1972 and 1977. Kahler asked members to consider whether they would be willing to serve on this committee, which holds only three or four long meetings in March and April.

2. Committee Reports.

a) Recommendation concerning Graduate Faculty membership.

No action has been taken by this committee since the last Council meeting. In Van Meter's absence,

further discussion of this issue was postponed until the February 4 meeting.

b) Recommendation concerning graduate credit for correspondence courses.

Kaczvinsky distributed a draft proposal with a revision to the last part of it. GC was in general agreement about the content of the proposal but had various suggestions for making it more specific. Jacobson said the Graduate Office's major concerns about correspondence courses were the lack of 1) library resources, 2) student-professor relationships, and 3) student-student relationships. He thought these concerns should be addressed in the Council's recommendation. Kaczvinsky suggested that some of the concerns would be serious if an entire graduate program were designed to be offered by correspondence, but if it were established that only a few, suitable courses could be taken this way on a graduate program, then he thought it would be feasible. Kaczvinsky took notes on the suggestions offered by Council members. He hoped that the revised version of the recommendation he would prepare for the next meeting would be acceptable. Meanwhile, Jacobson said he would clarify whether the Graduate Dean was concerned only with courses offered by printed material through the mail or with other types of distance learning courses (e.g., television, conference telephone calls).

c) Recommendation on outside member of POS committees.

Luecke distributed a draft proposal suggesting that the Graduate Dean present to the DEOs his concern about the choice of outside POS committee members. Because he had to leave for a nine o'clock class, Luecke suggested that discussion of the recommendation be postponed until the next meeting.

3. Appointment of Luecke for a second year.

After Luecke left for class, Kahler expressed concern about the forthcoming Graduate Council elections and the problem of having only two carryover faculty members for next year's Council because of Michel's resignation. Because Luecke was runner-up for that seat, Kahler suggested that he be asked to fill out the remainder of Michel's term. The Statement of Purpose gives the Council authority to fill unexpired

terms from the runners-up for the seat that is vacated. It was agreed unanimously to ask Luecke to continue for another year.

The meeting was adjourned at 9:30 a.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 4, 1983

Present: Farrell-Beck, Jacobson, Kaczvinsky, Kahler, Kraft, Lemish, Luecke, Memken, Plakans and van Es
Absent: Van Meter

The meeting was called to order by Kahler. The minutes of the January 24 meeting were approved as distributed.

1. Overview of the issues remaining for the Council this year. Kahler reviewed some of the committee assignments still to be completed. These include: thesis review procedures, grievance appeal for denied admissions, periodic review of Graduate Faculty members, admission of students from nonaccredited institutions, and use of pass-not pass grades for background courses. The Council also needs to make nominations for Graduate College standing committees and prepare an annual report of its activities for the Spring Semester Graduate Faculty meeting in May. Kahler hopes it will be possible to complete all of this unfinished business, but suggested that it may be necessary for the Council to meet more often than biweekly.
2. Handbook Committee. John Lemish and Jean Memken agreed to serve on this committee to review the Graduate Student Handbook and Graduate Faculty Handbook this spring. All GC members have received a memo from Karas asking for their suggestions for changes and corrections to these books.
3. Committee recommendations.
 - a) Graduate credit for correspondence courses. Kaczvinsky distributed a revised version of the proposed recommendation on this issue, which had been discussed at the previous meeting. After some discussion, Luecke moved acceptance of the recommendation, and Lemish seconded the motion. It was approved by a voice vote with no dissenting votes cast.
 - b) Outside member of the POS committee. Luecke had already distributed a draft recommendation of this issue at the previous meeting. Discussion centered on how much of a problem "stacked" committees were and whether there were not already procedures for handling the occasional problems that arise. A slight revision was made in the last sentence of the recommendation to encourage departmental graduate committees, as well as DEOs, to try to insure that strong POS committees are appointed. Approval of the revised version was moved, seconded,

and passed unanimously on a voice vote. A copy of the revised recommendation that was sent to Dean Zaffarano is appended to these minutes.

4. Procedures for accepting students from nonaccredited institutions. Lemish reported that he had investigated this concern by reading the Graduate College Catalog and talking with Associate Dean Karas. Nearly all schools from which domestic students apply are accredited. It appears to him that there are so few exceptions that it would not be difficult for the Admissions Office to handle these on an individual basis. Lemish will be talking to William Yungclas of the Admissions Office before deciding whether it is necessary to call a meeting of the subcommittee to pursue this concern.

The meeting was adjourned at 4:40 p.m.


Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

February 18, 1983

Present: Farrell-Beck, Jacobson, Kahler, Karas, Kraft, Lemish,
Luecke, Memken, Plakans, van Es and Van Meter
Excused: Kaczvinsky

The meeting was called to order by Kahler. The minutes of the February 4 meeting were approved as distributed.

1. Procedure for election and Graduate College committee appointments. Some questions were raised about the request to be sent to Graduate Faculty members asking for nominations for the Graduate Council and the Graduate College standing committees. The Council will also be asked to suggest replacements for the Research Proposal Review Committee, which Dean Zaffarano created last fall. Plakans was asked to find out if the Dean wanted the Council 1) to suggest replacements for the community members on the committee, 2) how many years members are to serve, and 3) whether there is to be some distribution of members among colleges and fields (biological, physical, social sciences, etc.) None of this has been spelled out in the Graduate Faculty Handbook yet. A section on the nomination request sheet will be added for the Research Proposal Review Committee. Otherwise, the rest of the procedure appeared to be acceptable to the Council. The request forms will be sent out by campus mail before the end of February.
2. Change in Order of Agenda. Because several GC members needed to leave early, Kahler requested that the order of the agenda be changed so that the new business concerning amendments to the research guidelines could be considered first, while everyone was present. Memken's recommendation concerning pass-not pass grading would be considered second. These changes were agreeable to all.
3. Proposed Amendments to the University's research guidelines. With the agenda for the meeting, GC members had received a copy of a memorandum from John Elrod, Chair of the Philosophy Department, and a set of suggested amendments to the guidelines for research, which were framed by last year's Council and approved by the Graduate Faculty last spring. The five amendments accompanying Elrod's memo had been drafted by his department and concerned 1) makeup of the Research Proposal Review Committee, 2) public seminars on controversial research proposals, 3) prohibition of classified research, 4) a new section on restricted (commercially patentable) research, and 5) disclosure of conflicts of interest

by faculty members. Kahler posed two questions to the Council: Whether they wanted to add a discussion of this issue to the agenda for this spring, and if so, how they would want to proceed.

A number of the Council members who had spent most of last year's meetings drafting the initial set of guidelines were reluctant to begin rewriting them so soon. They felt the present guidelines should be followed awhile longer before any changes were made in them. Others did not believe the suggested amendments presented any compelling reasons why changes were needed. Several members thought members of the Philosophy Department should be invited to come and discuss the amendments before any further action was taken. Kahler reviewed the number of issues which have been on the Council's agenda since the fall and about which action needs to be taken in the six remaining Council meetings this semester. Luecke moved and Van Meter seconded a motion that the proposed amendments be tabled until the new Council meets in the fall. This motion passed unanimously by voice vote. Kahler will notify Elrod of the Council's action.

4. Use of Pass-Not Pass Grades for Background Courses. After conversations with members of the Graduate Student Senate Executive Council, Dean Zaffarano, and other subcommittee members, Memken proposed that the statement on P-NP courses in the Graduate Student Handbook be amended along the lines suggested by Zaffarano. She distributed copies of the memorandum she proposed sending to Zaffarano and the statement Zaffarano himself had drawn up. Karas raised some questions about this statement, since he deals with the day-to-day problems that arise about whether a P-NP course is being taken for background or to meet a deficiency. Normally he accepts P-NP courses if the student's Program of Study has already been drawn up and filed without these courses on it. He had with him four pages of computer printouts of students who had signed up fall semester for P-NP courses at 100 and 200 levels, indicating it was an area of some concern to the Graduate College. He also said that some members of the Graduate Faculty felt strongly about the use of P-NP undergraduate courses on graduate programs and that perhaps the Council's recommendation should be discussed and voted upon at a Graduate Faculty meeting before the handbook was changed. It was the consensus of GC that Memken and Karas should review the proposed statement before the next Council meeting and suggest what steps should be taken.
5. Review of Graduate Faculty Members. Van Meter prefaced his remarks about this issue by saying that the Council had not been asked to decide whether or not ISU should have a Graduate Faculty. Instead it was asked to suggest a way for assuring that members of the Graduate Faculty were fulfilling their responsibilities. Van Meter reviewed the proposal he had distributed to GC during fall semester. Concern was expressed about the need for greater specificity about how Graduate Faculty members' qualifi-

cations would be judged, how department executive officers would be dealt with, how abuses would be avoided, and the amount of time and effort this would involve for the Graduate Faculty Membership Committee. It was suggested that Alyce Fanslow, who chairs that committee, be invited to discuss the proposal with the Council at its next meeting before any further action was taken.

6. Admission of Students from Nonaccredited Institutions. Time did not permit a discussion of this issue. Lemish had prepared and distributed a summary and recommendation to the Council. Members were urged to read and consider this material before the next meeting, when it will be discussed.

The meeting was adjourned at 4:40 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

March 4, 1983

Present: Farrell-Beck, Kaczvinsky, Kahler, Kraft, Lemish, Luecke, Plakans, van Es, Van Meter and three members of the Graduate Faculty Membership Committee

Excused: Jacobson and Memken

The meeting was called to order by Kahler. The minutes of the February 18 meeting were approved as distributed.

1. Replacements for the Research Proposal Review Committee. Plakans reported that Dean Zaffarano would be happy to have the Council suggest replacements for the community members on this committee. New members will be asked to serve for three years, and although he did not plan to appoint a specific member to represent a particular college or discipline, Zaffarano hoped that the Council would make nominations from a wide range of areas. Van Meter suggested that the Mayor's office might be able to provide names of civic-minded community members interested in serving on this committee. Kahler read and distributed copies of the memorandum he had sent to John Elrod, chair of the Philosophy Department, concerning the proposed amendments to the research guidelines.
2. Change in order of agenda. In order to devote the major part of the meeting to the discussion with members of the Graduate Faculty Membership Committee, Kahler requested that the order of the agenda be changed so that Lemish's proposal concerning admission of students from nonaccredited institutions be dealt with first. Because Memken could not be present, the issue concerning the use of pass-not pass grades for background courses was postponed until the next meeting.
 - a) Admission of students from nonaccredited institutions. At the previous meeting Lemish had distributed copies of a recommendation concerning this issue. He reviewed parts of it with GC and suggested that there were ways of getting around these admissions requirements if the department and prospective students were prepared to work something out with the Graduate College and admissions offices. So few cases arise that Lemish did not believe it would be wise to make a general statement in the catalog and handbooks about it. Lemish moved and Van Meter seconded a motion that the issue of admission of students from nonaccredited schools not be considered further by the Council. After some additional discussion, the motion passed on a voice vote with no one dissenting.

Van Es called attention to the fact that Lemish's memo had mentioned that foreign students are generally admitted at full status, which van Es does not believe to be true. He described some of the problems foreign students have because the Graduate College and admission offices do not seem to know enough about degree requirements at foreign universities, particularly those in western Europe. He suggested that this might be an agenda item for next year's Graduate Council. It was moved by Van Meter and seconded by Kraft that the Council consider the admission status of foreign graduate students as a concern next year. The motion passed on a voice vote.

- b) Review of Graduate Faculty members. Van Meter introduced Alyce Fanslow, who chairs the Graduate Faculty Membership Committee, and she, in turn, introduced two other committee members, Warren Dolphin and Joel Moses. Fanslow responded to the draft statement on review of Graduate Faculty members' status, which had been sent to her (and was distributed to GC with the minutes of the previous meeting). She said the Committee did not believe Graduate Faculty members should be reviewed, and furthermore, they questioned the usefulness of having a separate Graduate Faculty at all. The committee already meets ten times a semester just to process the nominations for new membership. If the current approximately 1,100 Graduate Faculty members were reviewed every five years, this would mean over 225 reviews per years. If each review lasted ten minutes, it would required over 37 hours of committee time. She questioned the cost-benefit ratio for this and the difficulty of establishing criteria that show "continuing progress" on the part of the members being reviewed.

Joel Moses, a member of the Graduate Faculty membership committee, gave his reasons for believing that having a separate Graduate Faculty was counterproductive to encouraging the scholarly growth of the faculty. He said young faculty feel they must rush into publishing many papers to insure their membership in the Graduate Faculty. By the time someone has become a professor, he/she is more interested in producing work that is more analytical, and of more lasting value, but which takes longer to produce. By requiring Graduate Faculty members to be reviewed, the less mature approach to cranking out lots of papers without much depth to them would only be encouraged, and the ideal of quality would not be enhanced. Moses does not believe most Big Ten institutions--with which Dean Zaffarano sometimes compares Iowa State--have graduate faculties, and he believes Iowa State has grown beyond needing one, too. Plakans said a report had been done on the number and structure of graduate faculties and she would try to locate a copy of it. (A summary of the report is appended to these minutes.)

Dolphin, while acknowledging that some faculty members may not be doing as much as they should, questioned that fer-

retting out these cases would be worth the time and energy required of an entire committee, whose members would have to take time away from their own research and work with graduate students. Van Meter had not wanted to get into a discussion of the existence of the Graduate Faculty, only the review of members. He said the Council, through its deliberations this year, saw evidence that such a review might be useful, and in conversations with Dean Zaffarano, he had learned that the dean was also concerned. He suggested that the committee draw up a memorandum setting forth its opinions before GC takes any further action.

The meeting was adjourned at 4:40 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

March 18, 1983

Present: Farrell-Beck, Kaczvinsky, Kahler, Karas, Kraft, Lemish, Luecke, Memken, Plakans, van Es, Van Meter

Excused: Jacobson

The meeting was called to order by Kahler. The minutes of the March 4 meeting were approved as distributed.

1. Report on Graduate Council election and distribution of list of committee nominations. Plakans circulated sample copies of the ballots sent to members of the three divisions for this year's Graduate Council election. Fifteen names have been placed in nomination: six for the biological sciences division, two for the physical sciences division, and seven for the social sciences division. Ballots must be returned by March 31, and it is likely that run-offs will be needed in the biological and social sciences divisions.

A list was also distributed of all of the names which had been submitted as possible nominees for Graduate College standing committees. The Council will be using part of its April 1 meeting to consider these nominations and others, and prepare a list of several names for each anticipated opening on the committees. Kahler asked Plakans to inquire in the Graduate Office about how much and what committee openings were expected.

2. Committee recommendations

- a) Use of pass-not pass grades for background courses. Memken distributed a memorandum to GC members providing background information about the P/NP policy, reproducing a proposal made by Dean Zaffarano, and offering her recommendation. She suggested that the current policy seems to meet most students' needs and that perhaps a clearer statement in the Graduate Student Handbook about it was all that was needed. She thought the three kinds of exceptions which the Graduate College makes in the P/NP policy should be listed. After a short discussion, it was moved and seconded to accept Memken's recommendation. The recommendation was approved on a voice vote. Kahler asked Memken to write her recommendation in the form of a memorandum from the Council to Dean Zaffarano.

- b) Review of Graduate Faculty members. Van Meter said that the Graduate Faculty Membership Committee will be making a recommendation directly to Dean Zaffarano about its future role in screening nominees for the Graduate Faculty. He does not believe the Council needs to take any further action until Zaffarano has had a chance to react to the Committee's recommendation.

Plakans reported that she was trying to get a copy of the report on graduate faculties nationally, which was carried out Utah State University.

- c) Revision of graduate student grievance procedures. With the minutes of the last meeting, Kraft had appended a draft memo of a recommendation on revising the graduate student grievance procedure. Discussion of the change in Section A took up most of the rest of the meeting. An addition (underscored below) was suggested to the proposed sentence so that it would read: "Department standards and requirements for graduate student admission and degree programs should be clearly stated and conditions under which they apply should be understood by graduate students and applicants. Discussion centered on whether it was possible for departments to apply standards uniformly, and what their responsibilities were for telling prospective students how admission decisions were made. Karas introduced the idea of a former Council member, Gerry Dorfman, who had suggested adding an administrative review step to the grievance procedure. This might save faculty time while providing the applicant with an "ombudsman" from outside the department who could investigate the applicant's complaint. The rest of Kraft's proposal will be considered at the next meeting.

The meeting was adjourned at 4:45 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 1, 1983

Present: Farrell-Beck, Jacobson, Kaczvinsky, Kahler, Karas, Kraft, Lemish, Luecke, Memken, Plakans, and van Es

Excused: Van Meter

The meeting was called to order by Kahler. The minutes of the March 18 meeting were approved as distributed.

1. Report on Graduate Council election. Lemish was elected from the Physical Sciences Division. Plakans circulated sample copies of the run-off ballots sent to members of the other two divisions --biological sciences and social sciences. The three nominees who received the most votes were placed on the run-off ballot.
2. Graduate Faculty Membership Committee issue. Kahler distributed a memorandum from Fanslow to Van Meter concerning the Council's proposed recommendation on periodic review of Graduate Faculty members. Van Meter will be discussing it with Zaffarano, and no further action will be taken by the Council until Van Meter is present and can report on his discussion.
3. Nominations for Graduate College standing committees. Using names received from Graduate Faculty members and DOGEs and making their own suggestions, Council members prepared a list of nominees for four Graduate College committees. This list will be transmitted to the Dean. Several names were provided for each opening on the committees.

A recommendation was also made about the composition of the Research Proposal Review Committee. GC recommended that it be expanded by one so that each of the academic colleges ~~could~~ be represented by at least one committee member (Design and Education currently are not represented), and the College of Sciences & Humanities ~~could~~ be represented by two members--one from the physical or biological sciences and one from the social sciences or humanities. GC also recommended that the Graduate Dean contact the Mayor of Ames to get suggestions for the outside community member on the committee.

4. Additions to the GC agenda. A copy of a memorandum to Kahler from Kraft was distributed. Kraft would like the Council to con-

sider the current policy, which does not permit a joint faculty member to serve as the outside POS committee member if the student is in one of the departments in which the faculty member holds a joint appointment. Because of the number of issues still to be resolved this year, GC agreed this item should be added to the agenda for consideration by next year's Council.

5. Recommendation by the Thesis Review Procedure Committee. Kahler distributed a copy of the Thesis Deposit Concurrence Form and a set of draft recommendations which he and the committee had prepared. He proposed that the Council discuss these recommendations at its next meeting, April 15.

6. Revision of graduate student grievance procedures. GC continued its review of the changes in grievance procedures suggested by the committee. It was agreed that a section should be added providing an administrative review step along the lines suggested at the March 18 meeting by Karas. It was also suggested that rather than deleting B.2, as the committee had suggested, it be revised to indicate that department executive officers should not serve on grievance committees. Kraft will make these additional revisions and present a final recommendation to GC at its next meeting.

The meeting was adjourned at 4:45 p.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 1⁵_λ 1983

Present: Farrell-Beck, Jacobson, Kahler, Karas, Kraft, Lemish, Luecke, Plakans, and van Es

Excused: Memken

Absent: Kaczvinsky and Van Meter

The meeting was called to order by Kahler. The minutes of the April 1 meeting were approved after a correction was made in the second paragraph of section 3 on committee nominations. The second sentence should read: "GC recommended that it be expanded by one so that each of the academic colleges would be represented by at least one committee member...and the College of Sciences & Humanities would be represented by two members...."

1. Report on Graduate Council election. Plakans announced that Lois Tiffany and Joanna Courteau were the winners of the runoff elections for the biological sciences and social sciences seats on next year's Council.

They will be asked to attend the final meeting of the year, along with the new graduate student representatives and Dean Zaffarano.

2. Old Business. Kahler announced that the nominations made by the Graduate Council (GC) at its last meeting had been forwarded to the Graduate Dean. Plakans announced that the handbook committee had completed its work with Associate Dean Karas.

3. Committee recommendations.

- a) Revision of the graduate student grievance procedures. Kraft presented a revised version of the committee's recommendation for the Council's approval. A few additional changes were made in section B.1 because of concern that some departments would not be able to form grievance committees composed only of faculty members who had not been involved in the previous decision. Some changes in wording were made and are reflected in the final version of the recommendation (a copy of which is attached to these minutes). This version was approved unanimously. It will be sent to the Graduate Dean.

- b) Recommendation concerning pass/not pass grading. A copy of the memo sent by Memken to Dean Zaffarano concerning the Council's recommendation on this issue was distributed and discussed briefly. . When the handbook entry on P/NP grading is reprinted this year, van Es said he would like to be sure that it is made clear that other courses besides those listed in Memken's memo could be considered as personal enrichment. Karas said he would keep this in mind when the handbooks are corrected.
- c) Graduate Faculty membership review. Kahler read a memo from Alyce Fanslow, Chair of the Graduate Faculty Membership Committee, concerning the periodic review of Graduate Faculty members. This issue will be brought to the attention of next year's Council as a possible agenda item.
- d) Thesis review procedure. The rest of the meeting was devoted to a wide-ranging discussion of the recommendations of the committee chaired by Kahler concerning possible changes in the procedures used by the Thesis Office in reviewing theses and dissertations. Among the suggestions made: 1) that it would be a wiser use of resources to hire an editor to read theses for organization, syntax and grammar rather than to use the time of an associate dean; and 2) that better theses might be produced if the final examination was held and the program of study committee had an opportunity to offer its corrections to the candidate before the thesis was turned in at the Thesis Office. Some GC faculty members indicated that they were reluctant to make many corrections in a thesis when it was already typed in final form and would be an additional expense to the candidate to have it retyped or rerun on the computer. If there was not time for the Thesis Office to read and correct the thesis before that semester's graduation, the candidate would have to graduate the following semester, but would not have to pay a registration fee. Time did not permit the Council to arrive at any conclusions on this issue. Discussion will continue at the next meeting, April 29.

The meeting was adjourned at 4:45 p.m.



Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

April 29, 1983

Present: Farrell-Beck, Jacobson, Kaczvinsky, Kahler, Kraft,
Luecke, Memken, Plakans and van Es

Excused: Lemish

Absent: Van Meter

The meeting was called to order by Kahler. The minutes of the April 15 meeting were approved after the date at the top was corrected.

1. Thesis Review Procedure. The remaining concern before GC involves the improvement of efficiency and quality of theses and dissertations. Based on the draft recommendation presented by Kahler at the previous meeting, discussion centered on five points: 1) that a graduate dean knowledgeable in the area of the thesis be the one to review it (this was dropped from the final recommendation); 2) that an editor be hired to read theses from a grammatical perspective (this will be incorporated in the final recommendation); 3) that the final oral examination be scheduled and passed before the thesis/dissertation is submitted to the Thesis Office (incorporated in final recommendation); 4) that guidelines be added to the Thesis Manual when it is next revised explaining how to produce a thesis on the computer (incorporated in the final recommendation, also suggesting that students planning to use the computer should get advanced approval from the Thesis Editor, LaDena Bishop); and 5) that articles prepared by the alternate format not be submitted for publication prior to the final examination (this was dropped, GC believing this would work a hardship in some very competitive fields). Kahler agreed to prepare a revised version of the recommendation to send to GC members with these minutes.
2. Annual Report. The last GC meeting is scheduled for May 13. Both current and new Council members will be invited to be present. Kahler will draft the annual report and send it to members with these minutes. The report will be revised and approved at the May 13 meeting and a new chair for 1983-84 will be elected.

The meeting was adjourned at 4:37 p.m.

Barbara S. Plakans

Barbara S. Plakans, Secretary

GRADUATE COUNCIL MINUTES

May 13, 1983

Present: Courteau, Farrell-Beck, Jacobson, Kaczvinsky, Kahler, Karas, Kraft, Kramer, Laird, Lemish, Luecke, Memken, Plakans, Tiffany and van Es

Excused: Wickham

Absent: Van Meter

The meeting was called to order by Kahler. He introduced the new members who were present. The minutes of the April 29 meeting were approved after the first sentence in the section on the thesis review procedure was clarified. The sentence should read: "The remaining concern before GC involves improvement of efficiency in processing and in the quality of theses and dissertations produced."

1. Thesis Review Procedure. The Council reviewed the recommendation prepared by Kahler. A minor correction was offered for clarification in the three paragraph. The recommendation was approved unanimously by voice vote. (A copy of the final version of the recommendation is attached to these minutes.)
2. Annual Report. Copies of a first draft of the Council's Annual Report were distributed. Kahler expressed his regrets that it had not been possible to get this report to the Council members before the meeting. He reviewed its contents and offered reasons for what he had included and excluded. Changes in the annual report (other than grammatical and typographical corrections) involved 1) adding the names of subcommittee members to the section on the thesis review procedure concern, 2) deleting a sentence from the section on accepting students from non-accredited colleges (to prevent misunderstandings), and 3) adding sections on periodic review of graduate faculty members and on amendments to the guidelines for research. In revised form, the Annual Report was accepted by voice vote, and will be forwarded to the Graduate Dean. It will also be described by Kahler at the Graduate Faculty Meeting on May 19 and published in the June issue of GRAD News & Notes. (A copy of the final draft of the report is attached to these minutes.)
3. Election of Council Chair for 1983-84. Kahler requested a change in the order of the agenda in order to allow Kraft to vote in the election of the chair before he had to leave. Luecke, Kraft and Lemish were nominated to serve as Council chair. Kraft declined the nomination. On a written ballot with both the old and new

Council members voting, Luecke was elected to serve as chair for 1983-84.

4. Dean's reaction to Council's recommendations this year. Jacobson transmitted Dean Zaffarano's regrets that he had to be out of town and could not attend the final Council meeting. Zaffarano is pleased with the amount of work the Council has accomplished this year. Its recommendations are being considered very seriously and some action is already planned. The Graduate Dean will pursue the matter of correspondence courses for graduate credit with Robert Crom, the Dean of Extension Services. Action on the thesis review procedures issue will be more complicated because budgetary restrictions make the possibility of adding a new editor position difficult. Jacobson said he hoped he might be able to report some reaction to the other parts of this recommendation by the beginning of fall semester. The grievance appeal procedure issue will have to be taken to the graduate faculty for discussion and voting. The change the Council made in denying the department executive officer a seat on grievance appeal committees involves a policy change. Most of the Council's other recommendations called for no change in present policies and procedures. Associate Deans Jacobson and Karas have tried to provide the Graduate Office's response to these issues as they were discussed.
5. Words of appreciation. Kahler made a special point to recognize the service by the graduate student members of GC this year. He thanked other members of the Council and was, in turn, thanked by them for providing such fine leadership.

The meeting was adjourned at 4:10 p.m.

Barbara S. Plakans
Barbara S. Plakans, Secretary

THE GRADUATE COUNCIL

1982-83 Annual Report

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 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. For the 1982-83 term, the following people were members of the Graduate Council: Jane A. Farrell-Beck, Textiles & Clothing; Alan A. Kahler, Agricultural Education; Allen A. Kraft, Food Technology; John Lemish, Earth Sciences; Glenn R. Luecke, Mathematics; William G. Van Meter, Veterinary Physiology & Pharmacology; Joe Kaczvinsky, Chemistry; Jean Memken, Family Environment; and Harold van Es, Agronomy. Ex officio members were Norman Jacobson and Barbara Plakans.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a. Handbooks. A committee comprised of Lemish and Memken was appointed by the Chair to work with George Karas, Associate Dean, to review and update both the Graduate Faculty Handbook and Graduate Student Handbook. Suggestions for changes were solicited from administrators, DOGEs, Council members, and other faculty members. The subcommittee met weekly during the spring semester to review suggestions received and make appropriate changes in the handbooks. The handbooks will be distributed to faculty and students at the beginning of the 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, PACE Awards Committee, and Research Proposal Review 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. In addition, the Graduate Council solicited nominations and conducted an election of members to fill vacancies that will develop on the Graduate Council for the 1983-84 term. Members whose terms expire May 20, 1983 are Kahler, Van Meter and Lemish (who was appointed to the Council when Michel resigned during the fall semester). Newly elected members of the Council are Joanna Courteau, Foreign Languages; John Lemish, Earth Sciences; and Lois Tiffany, Botany.

II. ACTIONS BY COUNCIL ON UNFINISHED BUSINESS OF THE 1981-82 GRADUATE COUNCIL

- a. Correspondence courses for graduate credit. At the beginning of the 1981-82 academic year, Dean Zaffarano indicated his concern to the previous Council about the proliferation of television and newspaper courses now given graduate credit by a number of major universities, including Iowa, Nebraska, and Minnesota. He asked that the Council look into how these courses are handled by other universities. The previous Council did much of the basic work on this issue, but did not make recommendations to the Graduate Dean because the academic year ended before that Council could complete work on the issue.

At the beginning of this academic year, a subcommittee was appointed by the Chair composed of Kaczvinsky and Van Meter to continue studying the issue and to make recommendations to the Council for discussion. Recommendations of this subcommittee were discussed by the Council and sent to the Graduate Dean. In summary, the recommendations made by the Council stated that:

If the quality of a course can be demonstrated to be at the graduate level, then the mode of distribution of the course should not be an overriding concern. Any course that meets with the approval of the University in terms of the quality of its content should be considered for graduate credit. Therefore, no course should be denied admission to the curriculum solely because of the manner in which the material is made available to the students.

Therefore, the Graduate Council: 1) supports the development of correspondence courses for graduate credit where appropriate; 2) leaves the initiation of such courses up to the individual departments, with the assistance of the Extension Service; 3) is of the opinion that final decisions regarding graduate-level quality can be adequately made by the existing curriculum committees within the individual departments and at the University level; 4) recommends that reasonably strict limitations on the incorporation of correspondence courses into the graduate programs of study of the various departments be imposed, in order to maintain the high quality of graduate education at Iowa State University; and 5) recommends that a committee of faculty, administrators, and Extension Service personnel be formed to investigate the effective use of correspondence courses for graduate credit.

- b. Thesis review procedures. This item came before the previous Graduate Council late in the academic year and was deferred to this Council's agenda. The Council discussed the current procedures for clearing theses and dissertations with Drs. Ulmer, Jacobson, and Karas and Mrs. Bishop. A subcommittee composed of Kahler, Memken and Kraft made recommendations and after discussion by the entire Graduate Council, the following recommendations were forwarded to the Graduate Dean:

Annual Report-3

Because of the time involved, the number of theses and dissertations to be reviewed each semester, and the need to make certain that theses and dissertations reflect the high standard of the Graduate College, it is recommended that serious consideration be given to employing a full-time staff member with editorial qualifications to review theses and dissertations from a grammatical perspective and be responsible for working with graduate students in clearing up deficiencies in their writing.

It is recommended that the process for filing initial and final copies of theses and dissertations with the Graduate Office be reviewed and streamlined. Serious consideration should be given to revising the current procedure, which does not allow the final examination to be scheduled before the thesis or dissertation is submitted to the Graduate Office for initial review.

Finally, it is recommended that uniform guidelines for preparing theses and dissertations by computer be developed, published, and disseminated to all departments by the Graduate Office.

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

- a. Change in policy related to co-chairs of doctoral committees. At the beginning of the academic year, a proposal sent to Dr. Zaffarano by Dr. William Wolansky, Industrial Education, was given to the Graduate Council for study and recommendation. Wolansky proposed that: 1) co-chairmen of graduate committees for the Ph.D. degree be allowed only where a co-major program is pursued by the candidate and that both would be full members of a graduate committee; 2) the practice of an associate graduate faculty member becoming oriented to doctoral advising be listed not as a co-chairman, but as an assistant chairman, and 3) that the number of Ph.D. committees which an associate graduate faculty member can co-chair be changed from five to three.

After canvassing faculty opinion and discussing these recommendations in the Council, a subcommittee composed of Farrell-Beck, van Es and Luecke recommended that the Council not endorse a change in the existing policy with regard to co-chairing of Ph.D. committees. This recommendation was approved by the Council and forwarded to Dean Zaffarano.

- b. Appointment by Graduate Dean of outside M.S. and Ph.D. committee members. Dr. Zaffarano asked the Graduate Council to restudy the possibility of having the Graduate Dean appoint the outside member of master's and doctoral committees. This request was made because of a continuing problem the Graduate Office experiences. The problem centers around weak programs, levels of performance by graduate students, and candidates who are passed when they should not receive a degree.

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A subcommittee composed of van Es, Kahler and Luecke studied earlier discussions of this issue by a previous Council, polled faculty members and recommended that the Graduate Council not support this proposal. The Council agreed with this recommendation and recommended further that if POS committees are allowing students to receive graduate degrees who should not receive them, then this practice should be stopped.

It was further recommended by the Council that the best place to insure strong POS committees is at the departmental level. The Graduate Council recommended that the Graduate Dean present this problem to the DEOs and appropriate departmental graduate committees and encourage them to insure strong POS committees.

- c. Grievance appeal procedures for students denied admission to master's or doctoral programs. The request for the Graduate Council to study this issue arose from the refusal of two departments to permit individuals to pursue M.S. degrees. In these cases both individuals chose to appeal the departments' decisions. Although grievance procedures are provided for students who have already been admitted to the Graduate College, no procedures are available for students who are denied admission. Dr. Zaffarano asked the Council to study the situation and make recommendations that would strengthen the existing grievance procedures to cover these situations.

A subcommittee composed of Kaczvinsky, Van Meter and Kraft studied the existing grievance procedures and made the following recommendations for changes in the statement of grievance procedures (found in Appendix A of the 1982-83 Graduate Student Handbook and on pages 89 and 90 of the 1982-83 Graduate Faculty Handbook). The recommendations of this committee were discussed and approved by the Council and sent to the Dean.

Changes in the handbooks' statement:

A. (add to the end of the present statement): Department standards and requirements for graduate student admission and degree programs should be clearly described in writing by the department and understood by graduate students and applicants.

B. (underlined sentences to be added): If a student feels that his/her performance was not evaluated on the basis of professional competence, he/she should first discuss the complaint with the person or persons most directly involved in the matter--a faculty member, major professor, Program of Study committee or department executive officer. The student may also consult with a representative of the Graduate College for an administrative review external to the department. If these discussions are unsuccessful and further adjudication is desired, the student may submit the

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grievance, which must be in writing, to the appropriate departmental grievance committee, which will respond in writing within 12 class days. These procedures apply to applicants for graduate study as well as currently enrolled graduate students.

1. Each department offering graduate study will form a grievance committee composed of equal numbers of representatives from its Graduate Faculty members and graduate students. Whenever possible, members of the grievance committee should not have been previously involved in this particular grievance case.
 2. The department executive officer may not serve on the grievance committee.
- d. Procedures for accepting students from non-accredited colleges and universities. A member of the Council asked that this issue be studied by the Council. This committee member had a good student from a non-accredited school who was denied admission to Iowa State's Graduate College. The student, who was at the top of her class, went elsewhere, and his department lost a good student.

A subcommittee composed of Farrell-Beck, Memken and Lemish felt, after reviewing remedial procedures that students from non-accredited schools can follow when applying for admission to the Graduate College, that this issue should not be pursued further by the Council. The Council agreed and the issue was not considered further.

- e. Consideration of allowing graduate students to take 100- and 200-level courses on a pass/not pass basis. On November 1, 1982, the Graduate Student Senate passed a resolution requesting that graduate students be permitted to take 100- and 200-level courses on a pass/not pass basis. This resolution was sent to Dean Zaffarano. He referred the matter to the Council for study and recommendation.

Memken worked with Dr. Karas and recommended to the Council that rather than change the current policy regarding 100- and 200-level courses, the Graduate Student Handbook be revised so that graduate students would be more fully aware of their options with regard to these courses. The Council accepted her recommendation and forwarded it to Dean Zaffarano.

- f. Periodic review of Graduate Faculty members. An issue that arose from Graduate Council discussion of other issues concerned the possibility of reviews at five-year intervals to assure that graduate faculty members were fulfilling their responsibilities for research and for teaching and advising graduate students. A draft proposal prepared by Van Meter was discussed with members of the Graduate Faculty Membership Committee, who expressed strong reservations about it. No recommendations were approved on this concern, and it remains for next year's Council to decide whether it wishes to pursue this issue further.

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- g. Amendments to the guidelines for research. In a memorandum from John Elrod, on behalf of the Department of Philosophy, a set of five amendments to the University's guidelines for research were proposed. (These guidelines were drafted by the 1981-82 Graduate Council and approved by the graduate faculty last spring.) Because the guidelines had been in effect for less than a year, the Council believed the proposed amendments were premature. It also had a number of other agenda items for the spring semester and decided to postpone consideration of these amendments until the 1983-84 academic year.

IV. THE 1983-84 GRADUATE COUNCIL

The following faculty members and graduate students will serve on the 1983-84 Graduate Council: Glenn R. Luecke (chr.), Mathematics; Joanna Courteau, Foreign Languages; Jane A. Farrell-Beck, Textiles & Clothing; Allen A. Kraft, Food Technology; John Lemish, Earth Sciences; Lois H. Tiffany, Botany; Kevin Kramer, Statistics; David Laird, Agronomy; and Ann Wickham, Economics.

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1982-83 GRADUATE COUNCIL

Alan A. Kahler (chr.), Jane A. Farrell-Beck, Allen A. Kraft, John Lemish, Glenn R. Luecke, William G. Van Meter, Joe Kaczvinsky, Jean Memken, and Harold van Es.

GRADUATE COUNCIL SUB-COMMITTEES

As per our discussions during our September 10 meeting and by phone, I am suggesting the following committee assignments. If you have questions or concerns, come prepared to discuss them during our meeting on September 24, 1982.

✓ Correspondence Courses for Graduate Credit submitted 2/4

↳ Joe Kaczvinsky
William Van Meter
Anthony Michel

Thesis Review Procedures Still to be approved

Alan A. Kahler
Jean Memken
Al Kraft

✓ Co-Chairman Changes on Ph.D. Program submitted 11/19

Jane Farrell-Beck
Harold van Es
Glenn Luecke

Grievance or Appeal Process for Students Denied Admission to M.S. and Ph.D. Program. submitted 4/15

Al Kraft
Joe Kaczvinsky
William Van Meter

✓ Appointment by Graduate Office of Outside M.S. and Ph.D. Committee Member submitted 2/4

Glenn Luecke
Al Kahler
Harold van Es

✓ Procedures for Accepting Students from Non-accredited Colleges and Universities. voted not to submit

~~Lamish~~
~~Anthony Michel~~
Jean Memken
Jane Farrell-Beck

Review of GF - Van Meter - not submitted

P-NP - Memken

P-NP grading statement - submitted mid-April

'GRADUATE COUNCIL

1983-84

'GRADUATE FACULTY

Joanna Courteau	'Foreign Languages 304A Pearson	4-7405
Jane A. Farrell-Beck	Textiles & Clothing 158 LeBaron	4-4233
Allen A. Kraft	Food Technology G62 Food Tech Lab	4-2562
John Lemish	Earth Sciences 164 Science I	4-7529
Glenn R. Luecke	Mathematics 458 Carver	4-8153
Lois H. Tiffany	Botany 309 Bessey	4-3121

GRADUATE STUDENTS

Kevin Kramer	Statistics 117 Snedecor	4-2260
David Laird	Agronomy 37 Agronomy	4-2235
Ann Wickham	Economics 171 East Hall	4-5436

GRADUATE OFFICE REPRESENTATIVES (ex-officio)

Norman Jacobson Assoc. VP Research & Assoc. Grad. Dean	Graduate College 201 Beardshear	4-4531
Barbara Plakans	Graduate College 213 Beardshear	4-5787 or if no answer, 4-4531

GUIDELINES FOR APPROVAL OF RESEARCH

AT IOWA STATE UNIVERSITY

Drafted by an ad hoc faculty committee, 1 July 1981; revised and approved by the Graduate Council, 8 March 1982; approved by the Graduate Faculty, 13 May 1983

General Considerations

All research conducted at Iowa State University is expected to be consistent with the objectives of the University--i.e., the 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. In addition, it is expected that all research shall be soundly based and shall give promise of making a significant contribution to knowledge. The research shall be judged to be appropriate to the purposes and capabilities of Iowa State University.

All research shall be carried out within a department or other administrative unit of the University, or through the cooperation of several departments or administrative units by, or under, the direction of a member of the faculty or comparable professional employee.

Research Support

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. The availability of funds must not be the sole justification for undertaking research. The terms of any grant, contract or gift for research shall conform to the usual University policies and business procedures, and, in general, permit the University to exercise administrative control and accountability for the proposed research.

Responsibility for ensuring the compliance of any proposed research with the foregoing provisions and for evaluating the suitability of the work proposed resides with the principal investigator(s), the departmental executive officer, the collegiate dean and/or director of the college research institute, and the University administrative officers. Acceptance and discharge of this responsibility is indicated by signing the Proposal Data Form attached to each research proposal.

Copies of the monthly Contracts and Grants Register furnished to the Board of Regents Office of all contracts and memoranda of agreement executed, plus titles of all proposals submitted, are retained in the ISU Library for public perusal. The University Contracts and Grants Officer keeps on file for public inspection an abstract of research proposals funded by outside sponsors. 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.

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Classified Research

The use of University facilities for any research which requires restricted disclosure of results must have prior approval of the Vice President for Research. The University discourages classified research by ISU personnel. The University recognizes that, in some cases, such as those involving inconclusive results or the development of commercially applicable or patentable products or techniques, disclosure of results from certain research projects may be withheld for a limited period of time.

While it is the responsibility of the Vice President for Research to insure that the University's policy on classified research is enforced, it is also the responsibility of the principal investigator(s) of any research project to call to the attention of the administration any restrictions that limit the use and distribution of information resulting from the research.

Graduate Theses and Dissertations

Theses and dissertations should not incorporate research that cannot be made public at the time the final examination is held. Any exceptions to this regulation must have the prior approval of the Dean of the Graduate College.

Additional Statements on Research at ISU may be found in:

1. The Faculty Handbook (1981): pp. 44-45, Conflict of Interest, Review of Research Policies Using Human Subjects, Gifts, Grants and Contracts
2. Iowa State University Bulletin - General Catalog, 1981-83: pp. 23-24, Research and Service Agencies
3. Code of Iowa: p. 1336, 266.1 Grants Accepted
4. Iowa State University Office Procedure Guide (November 1979): Sections 11.014 to 11.017, Contracts and Grants - Negotiation and Acceptance