

PROPOSED OUTLINE FOR  
THE 1983-84 GRADUATE COUNCIL

13 October 1983

Meeting

1. October 27      (a) Dr. Hansen on research guidelines (4)  
                      (b) Order for reviewing a thesis (7)--Lemish, Wickham,  
                              Farrell-Beck, and Tiffany
2. November 10    (a) Dr. Swenson on research guidelines (4)  
                      (b) Giving priority housing to TAs (10)--Lemish, Laird and  
                              Wickham  
                      (c) Graduate assistant stipends should be fair and competitive  
                              (8)--Tiffany and Kramer
3. December 8     (a) Complete research guidelines (4)--Luecke, Courteau and  
                              Kramer  
                      (b) Complete order for reviewing a thesis (17)--Lemish,  
                              Wickham, Farrell-Beck and Tiffany  
                      (c) Complete the resolution about graduate assistants'  
                              stipends (8)--Tiffany and Kramer

SPRING SEMESTER 1984

1. date to be      (a) Begin guidelines for outside member of a POS commit-  
announced        tee (2)--Farrell-Beck and Courteau  
                      (b) Begin item (5)--Kraft and Wickham  
                      (c) Begin discussion on the creation of an institute of  
                              advanced studies at ISU (12)--Tiffany, Kraft and Kramer
2.                "                    (a) Begin faculty consulting statement (11)--Farrell-Beck,  
                              Luecke and Laird  
                              (b) Complete housing priorities for TAs (10)--Lemish, Laird  
                              and Wickham  
                              (c) Begin discussion of the use of ISU facilities for con-  
                              ferences, etc. (9)--Kraft and Courteau
3.                "                    (a) Begin the responsibilities of a major professor (3)--  
                              Lemish, Jacobson, Laird and Wickham  
                              (b) Complete consulting resolution (11)--Farrell-Beck, Luecke  
                              and Laird  
                              (c) Complete ISU conferences (9)--Kraft and Courteau
4.                "                    (a) Complete institute for advanced studies (12)--Tiffany,  
                              Kraft and Kramer  
                              (b) Complete outside member (5)--Kraft and Wickham  
                              (c) Report on Graduate English test--Karas

## GRADUATE COUNCIL MINUTES

September 9, 1983

Present: Courteau, Farrell-Beck, Jacobson, Karas, Kramer, Laird, Lemish, Luecke, Plakans, Tiffany, and Wickham

Absent: Kraft

The meeting was called to order by Luecke. Each of the members introduced herself/himself. The minutes of the last meeting, held on May 13, were approved as distributed. Some corrections were made in the addresses and phone numbers on the Graduate Council (GC) roster, which will be retyped and distributed with the minutes.

1. Regular meeting time. Because of scheduling conflicts, it was believed that early on the second and fourth Thursday mornings of each month would be the least problematic time for most members. The next meeting was set for September 22 in the Cyclone Cellar (next to the Frostie stand) in the Commons of the Memorial Union.
2. GC agenda items. Luecke asked GC members to state their preferences for serving on committees for each of the agenda items he had listed and distributed with the agenda for the meeting. Volunteers were: Courteau for 6 and 7; Farrell-Beck for 8, 10 and the handbook revision; Jacobson for 9; Kramer for 2; Laird for 7 and 9; Lemish for 8 and 9; and Wickham for 5, 8, and 9. Because Kraft had suggested item 5, Luecke suggested that he might want to serve on the committee preparing a recommendation to the Council. A list of committee assignments will be set up before the next meeting.
3. Presentation of Graduate College concerns by Zaffarano. Clad in a bright blue Hawaiian shirt to dispel some of the gloom of the 1939 Room, Dean Zaffarano welcomed the newly elected GC members and thanked all of the members for their willingness to serve. He suggested the following possible areas of concern to the Council:
  - (a) Revisions in the Guidelines for Research. Changes in the guidelines written by the 1981-82 GC and approved by the Graduate Faculty have been suggested by members of the Department of Philosophy. Zaffarano would appreciate it if the Council would hear the views of both the philosophers and the members of the Research Proposal Review Committee, which was established last year to examine proposals and to see that the guidelines are followed. Then he would like to have the Council's recommendation on whether it believes some action should be taken.
  - (b) Graduate student problems. Zaffarano says that a major source of unhappiness of students is incompatibility with their major professors, who, the students sometimes complain, are not providing needed guidance. Zaffarano would like to see the Council draft a set of

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guidelines indicating what is expected of a major professor. He also mentioned some of his ideas about filling the outside committee member slot on a POS committee so that some professors are not over-worked. It was suggested by Wickham that a computer printout listing the number of committees on which each Graduate Faculty member is serving be distributed to each department so that major professors could be made aware of those faculty members who were not overburdened with student committees and those who might be.


Zaffarano also showed the GC the page attached to theses and dissertations at the University of Florida, which each committee member is asked to sign, indicating he/she approves the thesis and believes the degree should be granted.

(c) Departments taking over a function of the POS committee. Zaffarano expressed concern about some departments which have taken over a student's POS committee's duty of preparing a written preliminary examination and then deciding to terminate a student after three or more years of graduate study. He believes a qualifying examination no later than the end of the student's first year might serve the same purpose without allowing the student to continue and be rejected later on.

(d) Positive statements could also be made by the Council. Zaffarano believes it would also be useful if the GC saw fit to publicly endorse through resolutions existing practices at ISU or those to be encouraged. He gave as examples:

- consulting by faculty members;
- involvement by faculty members in professional organizations and in activities that would bring them peer recognition nationally or internationally in their fields;
- more professional organizations holding their meetings in ISU's Scheman Center, which offers fine services;
- recognition of faculty members by their departments for the service they give to interdisciplinary graduate programs;
- the possibility of an institute for advanced studies for ISU faculty members needing a place to do research while on Faculty Improvement Leave.

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

  
Barbara S. Plakans, Recording Secretary

## GRADUATE COUNCIL MINUTES

September 22, 1983

Present: Courteau, Farrell-Beck, Jacobson, Karas, Kraft, Kramer, Laird, Lemish, Luecke, Plakans, Tiffany and Wickham

Guests: Elrod, Kupfer, Robinson and Smith from the Department of Philosophy, and Swenson as Chair of the Research Proposal Review Committee

The meeting was called to order by Luecke, who asked all present to introduce themselves. The minutes of the September 9 meeting were approved as distributed. Luecke asked if the committee assignments he had made were agreeable. No one objected. (Since that time some changes have been made and are appended to these minutes.) Committee chairs will be responsible for getting their groups together and planning a strategy for arriving at a recommendation on their assigned issues that can then be brought before the rest of the Council for discussion and action.

1. Proposed revisions in the guidelines for research. On behalf of the Philosophy Department, William Robinson reviewed each of the five amendments which were proposed in a memorandum last February to the Graduate Council (GC). He indicated where they were to be inserted in the present guidelines and why they were considered important by him and his colleagues.

During the discussion it was pointed out that a description of the Research Proposal Review Committee has been added to the 1983-84 revision of the Graduate Faculty Handbook (see attached). The representatives from Philosophy were concerned that this committee might be dissolved in the future. Other points discussed were whether the review procedure stifled controversial research, whether classified research could be banned without action on the part of the Board of Regents, the connotations of the term "restricted research," and whether academic freedom of a researcher might be violated if public seminars were organized.

Clayton Swenson briefly commented on the workings of the Research Proposal Review Committee. Over 700 proposals have been reviewed by the committee. Because it was not possible to reach a consensus among 11 committee members on negative reactions to a proposal, the advice given to the Vice President for Research has not been framed as recommendations. Swenson believes that by next June, after 18 months as chair of the committee, he will be in a better position to evaluate how well the guidelines and the committee's review process are working and will try to offer his personal assessment before stepping down as chair.

Further discussion focused on the problems with industrially-supported research when corporations want to delay disclosure of research results in scientific journals. Some GC members expressed interest in seeing the statement on Conflict of Interest in the latest edition of the Faculty Handbook (attached).

Luecke thanked the guests. Elrod expressed the hope that the Council would see fit to support the proposed amendments to the guidelines. He asked to be informed about future developments on this agenda item. Luecke indicated the next step would involve discussion by the committee, which he chairs and on which Courteau and Kramer serve. The committee will attempt to draft a recommendation for discussion by the entire Council.

The meeting was adjourned at 8:50 a.m.

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

## GRADUATE COUNCIL MINUTES

October 13, 1983

Present: Farrell-Beck, Jacobson, Kraft, Kramer, Laird, Lemish, Luecke, Plakans, and Tiffany

Excused: Courteau and Wickham

Guest: E. Robert Baumann (Civil Engineering)

The meeting was called to order by Luecke, who asked all present to introduce themselves. The minutes of the September 22 meeting were approved as distributed.

1. Proposed agenda. Luecke had prepared an outline listing when each of the 12 Graduate Council (GC) committees would be expected to bring a recommendation before the rest of the Council for discussion. Copies of the outline were distributed. Plakans will have committee drafts typed, duplicated, and sent out with minutes and agenda, if committees wish to have this service provided. She will need to have the draft at least eight days before the meeting at which it is to be discussed if the draft is to be sent out with the agenda. It is also possible to mail the draft separately or to have the draft duplicated and distributed at the meeting, if time does not permit the first procedure.
2. Discussion of amendments to research guidelines. Professor Robert Baumann of the Department of Civil Engineering, who has had 30 years of experience as an ISU faculty member, researcher, and consultant to industry, was invited to discuss his views on the current research guidelines, the proposed amendments from the Philosophy Department, and what he personally recommends that the ISU research guidelines be. Baumann began by recounting his experiences during World War II. His abhorrence of the Nazi practice of burning books led to his opposition to any infringement on academic freedom. He questioned why the present guidelines apply to research for outside funding, but not for inside funding. He questioned the need for these guidelines, believing the checks on proposals that already existed (i.e., signatures of DEO, research administrator, academic dean, Contracts & Grants Officer, and Vice President for Research) were protection enough. Baumann did not think having community members outside the University serve on a committee to review research proposals was appropriate either. Although he has not done classified research himself, he believes this option should be kept open if the need

arises. Referring to the fifth amendment in the proposed amendments from Philosophy, Baumann questioned what a conflict of interest was, giving examples of situations from his own experience when he could have misused his influence on behalf of students and colleagues if he were not trying to be honest. He thinks the experience of using one's research expertise to work with industry in solving practical problems serves the interests of both industry and the professor, who broadens his/her perspective on the research area. Baumann cited some cooperative projects which have benefited the College of Engineering and which began because of consulting by ISU faculty members. Judging the moral value of research before it had been undertaken, Baumann said, was like "burning books before they have even been written." He believes decisions about the uses to which research is eventually put should be carried out by the public through political processes--voting, legislative hearings, court decisions, etc.--but not by putting pressure on academic researchers whose search is strictly for knowledge which may have good or bad applications. Baumann concluded with the admonition to the Philosophy Department: "Shame on academic people who try to limit the search for truth."

3. Committee meeting times. Ten minutes were reserved at the end of the meeting to allow committee members to plan when they might be able to get together.

The meeting was adjourned at 8:50 a.m.

  
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Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

October 27, 1983

Present: Courteau, Farrell-Beck, Jacobson, Kraft, Kramer, Laird, Lemish, Luecke, Plakans, Tiffany, and Wickham

Guest: Robert S. Hanson (Director, Ames Laboratory)

The meeting was called to order by Luecke, who asked all present to introduce themselves. The minutes of the October 13 meeting were approved as distributed.

1. Research Proposal Review Committee meeting. Luecke reminded Council members that they have been invited to attend the next meeting of the Research Proposal Review Committee on November 1 at 4 p.m. in 209 Beardshear. The Committee will be discussing the proposed amendments to the Guidelines for Research Proposals with members of the Department of Philosophy.
2. Order for Reviewing a Thesis. Lemish, who chairs the committee considering this concern, distributed a report presenting the problem, some background, and making recommendations for improving the situation. Time did not permit a thorough discussion of the concern.
3. Amendments to research guidelines. Professor Robert S. Hanson, Director of the Ames Laboratory, discussed his views of the present guidelines for research. Because the Ames Laboratory is part of the U.S. Department of Energy, its research proposals are funneled through different channels than other university proposals, and it follows its own policies about the research undertaken. Hanson believes the largest hangup in the present guidelines is the statement that says all research should advance the public welfare. He pointed to a number of controversial areas--national defense, environment, high technology, and genetic engineering--where the welfare of the public is not always clear cut.

Hanson says he discourages classified research at the Ames Lab, because it interferes with free discussion between colleagues and graduate students, but not because he has any moral objections. Hanson would prefer that the guidelines remain as they are. He objects to all of the amendments proposed by members of the Philosophy Department, since he believes it is already hard to get re-



search started and anything that makes it harder (such as might be the case with amendments one and two) should be considered very carefully. He gave examples of great scientists who could not foresee the use to which their research would eventually be put. He believes judgments about the appropriateness of what to research is usually well policed by peer review, DEOS, and governmental agencies. Using the phrase "classified research is forbidden..." (as proposed in the philosophers' third amendment), Hanson said, eliminates judgment and he believes it is better to use less, rather than more, restrictive language in guidelines.

Proposed amendments 4 and 5, concerning restricted research and conflict of interest, are matters of importance to the University right now as more industrial sponsorship of research is sought. Hanson believes the present policy concerning consulting and disclosure by faculty of their industrial involvement, which appears in the Faculty Handbook is adequate.

Luecke thanked Hanson for taking time to come and discuss the guidelines with the Council. Hanson said he believes it is useful for faculty members from both the sciences and humanities to discuss such concerns and learn more about each others' perspectives on research.

The meeting was adjourned at 8:50 a.m.

*Barbara S. Plakans*

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Barbara S. Plakans, Secretary

## GRADUATE COUNCIL MINUTES

November 10, 1983

Present: Blome, Courteau, Farrell-Beck, Jacobson, Kraft, Kramer, Laird, Lemish, Luecke, Plakans, and Tiffany

Absent: Wickham; Guest: Clayton Swenson (Chr., Research Proposal Review Committee)

The meeting was called to order by Luecke. Jacobson introduced Gaye Blome, who will be replacing Plakans as recording secretary for the Council. The minutes of the October 27 meeting were approved after the date on them was corrected.

1. Research Guidelines issue. Luecke reported that the local chapter of the American Association of University Professors (AAUP) has been asked by members of the faculty to discuss the possible infringement on academic freedom created by the current and proposed guidelines for research. This group may be taking up the guideline issue next semester.

Luecke then presented Professor Clayton Swenson, who chairs the Research Proposal Review Committee, and asked him to discuss his views of the present guidelines for research and the possible amendments. Swenson believes the present guidelines are broad enough to be acceptable to most ISU researchers. He thinks it is appropriate to discourage classified research, but not to prohibit it. His opposition to such research is because it is not publishable and not usually appropriate for graduate students' dissertation topics.

Swenson objects to the second of the proposed amendments concerning public hearings for any proposal the Research Proposal Review Committee might consider controversial. He believes the prospect of such a hearing could discourage many researchers from undertaking any research that might qualify as controversial. Swenson believes that there are already ways to handle research which the committee has reservations about. By discussing these reservations with the Vice President for Research, principal investigator, department chair, etc., the proposal may be altered without the fanfare and adverse publicity of a public hearing.

Swenson mentioned research guidelines which have been developed at Harvard University and agreed to supply GC members with a copy (to be appended to the minutes of the meeting). Since the last GC meeting, four members of the Philosophy Department have met

with the Research Proposal Review Committee. According to Swenson, the exchange of views was helpful to the committee, and he believes the philosophers may be submitting a revised version of their amendments for the Graduate Council's consideration. (These will be sent to GC members as soon as they are received.)

Because there were a number of observers at the meeting, about ten minutes was devoted to questions from the floor with Swenson providing answers. In summary, he believes the Review Committee is serving a useful function by learning about current research and being in a position to help if a future controversy should arise.

2. Graduate Assistantship Stipends. Tiffany and Kramer, who constitute the committee to consider this issue, have met, but have not prepared a recommendation yet. They discovered the Graduate Student Senate has a Stipend Determination Committee that is looking into the situation of minimum and maximum stipends, and stipend levels. The GC committee does not want to duplicate the efforts of the GSS committee. Luecke said that he thought Dean Zaffarano was more interested in having the Council recommend larger assistantship stipends in order to be competitive with other midwestern universities.
3. Order for Reviewing a Thesis. Time did not permit a discussion of this issue. Lemish is preparing a different statement of the problem as a result of a conversation with Jacobson. He will be distributing this statement for discussion at the Council's December meeting.

The meeting was adjourned at 8:50 a.m.

Barbara S. Plakans  
Barbara S. Plakans, Secretary

## Recommendations to the Graduate Council on Research Guidelines

### Proposed Amendment #1

The proposed amendment #1 calls for the Research Proposal Review Committee to be "institutionalized". This committee serves at the pleasure of the Vice President for Research. The Graduate Council sees no need of any action on this proposed amendment.

### Proposed Amendment #2

The proposed amendment #2 calls for a forced public forum to be held on all research proposals which are considered to be not "in the public interest" by one-third of the Research Proposal Review Committee. The Graduate Council does not consider this proposed amendment to be in the best interests of Iowa State University, but the Graduate Council does make the following recommendation to the Vice President for Research: If the Vice President for Research in consultation with the Research Proposal Review Committee is unable to reach a decision regarding whether a specific research proposal is consistent with the university's objectives, the Vice President for Research may seek the opinion of a public forum that he may call for this purpose.

### Proposed Amendments #3 & #4

Proposed amendment #3 calls for the forbidding of classified research at ISU. It is the opinion of the Graduate Council that the forbidding of classified research at ISU is not in the best interests of ISU nor in the best interests of our nation. However, the Graduate Council does recognize the possible difficulty of carrying out classified research at ISU and hence recommends that the current research guidelines that discourage classified research be continued. Proposed amendment #4 would be needed only if proposed amendment #3 were being recommended.

### Proposed Amendment #5

Proposed amendment #5 calls for the university to be aware of possible conflicts of interest that may arise when researchers accept funds to carry out their research. Iowa State University already has a statement about conflicts of interest, but the Graduate Council considers this to be an important enough issue to recommend an item regarding conflicts of interest be placed on the ISU Proposal Data Form.

### The Current Research Guidelines

In reviewing the current research guidelines the Graduate Council suggests only minor changes in them. The heading "Classified Research" should be replaced with "Classified and Restricted Research" since the material following discusses both classified and restricted research. The Graduate Council also considers the first paragraph to be too negative and somewhat redundant and recommends the following wording for the first paragraph:

Iowa State University encourages its faculty to actively engage in research for the advancement of knowledge and for the better understanding of our world and universe. All research should be consistent with the objectives of the university; that is, the education of undergraduate, graduate, and postdoctoral students; the advancement of knowledge through research and

scholarship; and the preservation and dissemination of knowledge. The pursuit of these endeavors should result in the advancement of the public welfare. All research shall be soundly based and shall give promise of making a significant contribution to knowledge.

The Graduate Council considers it important that the research guidelines contain a statement about who is ultimately responsible for determining whether or not a research proposal satisfies the guidelines. The Graduate Council recommends that the following sentence be added at the end of our current guidelines: Ultimately, it is the Vice President for Research who has the responsibility and authority for deciding whether a research proposal is consistent with the above guidelines.

## GRADUATE COUNCIL MINUTES

December 8, 1983

Present: Blome, Courteau, Farrell-Beck, Jacobson, Kraft, Kramer, Laird, Lemish, Luecke, Plakans, and Tiffany

Absent: Wickham (Van Es served as substitute)

The meeting was called to order by Luecke. The minutes of the November 10 meeting were approved after the first sentence in the first section was changed. The sentence should read: Luecke reported that the local chapter of the American Association of University Professors (AAUP) has been asked by members of the faculty to discuss the possible infringement on academic freedom created by the current and proposed guidelines for research. ("and proposed" has been added)

1. Research Guidelines Recommendation. Luecke asked for a vote from the GC members for the five proposed amendments from the Philosophy Department and the minor changes in the current guidelines. Following are the results.

Proposed Amendment #1 - The last sentence was changed to read: The Graduate Council does not recommend adoption of this amendment. After the change, the amendment passed unanimously.

Proposed Amendment #2 - Some disagreement arose over this amendment. Courteau feels the Vice President for Research should have the option of going public if he feels it is necessary. After discussion, the last sentence was changed to: The Graduate Council does not recommend adoption of this amendment. A vote was then taken on the amendment, and approved by a show of hands, 5-1. 1 abstained.

Proposed Amendment #3 & #4 - This amendment passed unanimously, as written, by a show of hands.

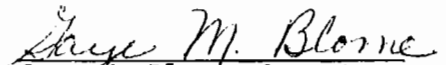
Proposed Amendment #5 - After discussion, this amendment passed unanimously, as written, by a show of hands.

There was discussion about changing the heading "Classified Research" to "Classified and Restricted Research" in the current guidelines. Some feel the words "classified" and "restricted" should be more explicit. Jacobson indicated he had received material about this from Ames Lab. He will send a copy to Luecke and there will be further discussion at the next meeting.

After reviewing the current research guidelines (excluding the heading "Classified Research" which will be discussed later), the Graduate Council voted unanimously in favor of the proposed amendments.

2. Order for Reviewing a Thesis. Before the meeting, Lemish had distributed a revised report on "order for reviewing a thesis" which he and the committee had prepared. He feels double-track timing is more efficient. It allows more flexibility for both the committee and the Graduate Thesis Office. The GC then voted unanimously in favor of implementing the double-track timing if it can be worked out with the Thesis Editor, LaDena Bishop.
3. Resolution on Graduate Assistants' Stipends. Time did not permit discussion of this topic.

The meeting was adjourned at 8:50 a.m.

  
Gaye M. Blome, Secretary

## Outside Member of the POS Committee

Some talking points compiled by Joanna Courteau and Jane Farrell-Beck

There is nothing at present, to our knowledge, that separates the duties of the outside member on a POS committee from those of the other committee members. Might some of those responsibilities be chosen from the following?

1. Provide either specialized knowledge helpful to the planning, execution, or writing of the research...
- OR
1. Provide a more general, "lay" perspective on how well the research is designed and the clarity with which it is reported in the thesis or dissertation...
2. Possibly give advice on matters of course selection, when the outside member comes from a department in which the candidate chooses "supporting" coursework...
3. See Fair Play: Under this heading might come the following points:
  - a. be sure that the quality of the research and its reporting is up to high standard
  - b. be sure that the expectations made of the student are not unrealistically high
  - c. insure against the thesis' or dissertation's being run through on a rush job, due to the student's pressure on the committee members...

Choice of member might best be left to the student, generally in consultation with and acting on the suggestions of the major professor. Some students seem to "shop around" discreetly among faculty members in order to decide whom to ask to serve as the outside member.

### Problems:

Is there any way to remove an ineffective member from a committee?

Is there a standard procedure to handle a last-minute, unannounced No-Show member to an oral exam?

1/25/1984



## GRADUATE COUNCIL MINUTES

January 26, 1984

Present: Biggs, Blome, Courteau, Farrell-Beck, Jacobson, Laird, Lemish  
Luecke, Tiffany and Vandehaar

Excused: Kraft

The meeting was called to order by Luecke. Two new graduate student members, Biggs and Vandehaar, attended who will replace Wickham and Kramer this semester. A copy of the committee roster and schedule was distributed. The minutes of the December 8 meeting were approved as stated.

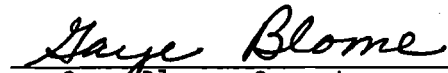
1. Approval of letter to Zaffarano regarding proposed amendments to the research guidelines. A copy of the letter to Zaffarano concerning the Council's recommendation on this issue was attached with the minutes for the Council to review. Luecke pointed out a few minor changes in the letter. It was then approved by the Council and will be sent to the Graduate Dean.
2. Letter to Zaffarano from Luecke and Lemish regarding order of review of a thesis. The Council reviewed the recommendation prepared by Lemish and Luecke. Farrell-Beck was mistakenly left off the list of subcommittee members. A few other minor corrections in grammar were indicated. The recommendation was then approved by the Council. The letter will be retyped with the corrections and sent to Zaffarano.
3. Creation of an institution of advanced studies at ISU. Tiffany, who chairs the committee studying this recommendation, had not met with her committee yet, but did speak with Zaffarano. He asked that the Council come up with some ideas for accommodating a place for faculty members on leave or visiting scholars to do their writing and research in peace and quiet. A wide-range discussion followed with several suggestions. Among the suggestions made: 1) that a secretary be available with one telephone to allow as little interruption as possible; and 2) word processing and computer outlets be made available. Tiffany will meet with her committee and draft a motion for the next meeting.
4. Guidelines for outside member of a POS committee. Farrell-Beck, who chairs the committee considering this concern, distributed information she and Courteau had compiled. She reviewed its

contents and asked for comments from the Council. They deliberated the points and no conclusions were made. Farrell-Beck will be discussing this issue further with Zaffarano to find out what additional information he needs.

5. Change in Agenda. Kraft was unable to attend this meeting. The following item, chaired by Kraft, will be discussed at the next meeting. It is not allowable for a faculty member jointly paid by two departments to serve as an outside member on a POS committee if the student's major is in either of the departments represented in the joint appointment.
  
6. Other business. Luecke reminded members of the vacant position on the Graduate Handbook committee. Biggs volunteered to serve with Farrell-Beck. Vandelaar volunteered to serve on the housing priorities for TA's committee replacing Wickham.

Tiffany will formulate a resolution on graduate student stipends for the next meeting.

The meeting was adjourned at 12:30 p.m.

  
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Gaye Blome, Secretary

## GRADUATE COUNCIL MINUTES

February 9, 1984

Present: Biggs, Blome, Courteau, Farrell-Beck, Jacobson, Laird, Lemish, Luecke, Tiffany, and Vandehaar

The meeting was called to order by Luecke. The minutes of the January 26 meeting were approved as distributed.

1. Continued discussion of guidelines for the outside member of the POS committee. Farrell-Beck met with Zaffarano to determine what initiated his request that the Graduate Council deal with this issue. Zaffarano made four points. 1) Apparently the overall problem is the difficulty of keeping a university-wide standard for graduate degrees. By having an outside member on each committee, the university has a better chance of preventing departure from a common standard of excellence by any department. 2) There was pressure, apparently at the time of the Timmins report, to have independently administered graduate programs by at least two colleges. 3) Zaffarano does not feel that potential dissent from the verdict of the committee is baneful. When it occurs, it can involve more people into the decision about the thesis; more heads, in his view, being better than fewer heads in reaching a prudent decision. 4) Finally, Zaffarano is not sure of the value of having the committee members all sign the thesis title page. There is possibly as much chance they will sign without finally reading or checking as there is now that major professors sign a thesis with many pages of errors.

During discussion the question arose of what is the role of the outside member? Should he/she be helpful in conduct of work? be a monitor or quality-control person? Aren't all members involved with quality control? It was decided that Farrell-Beck and Courteau would draft two sentences. One would be a general comment about all members and the other about outside members. Discussion will continue at the next meeting.

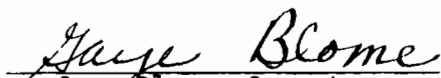
2. Change in order of agenda. Because the last item on the agenda relates to the outside member of the POS committee, Luecke requested that the order of the agenda be changed.

Is this rule good to keep: It is not allowable for a faculty member jointly paid by two departments to serve as an outside member on a POS committee if the student's major is in either of the departments represented in the joint appointment. Kraft distributed a copy of a page from the Graduate Faculty Handbook regarding faculty members with joint appointments. Kraft discussed the point that regardless

of the salary percentage from a department, the faculty member is still considered an inside member to a student whose major is in either of the departments represented in the joint appointment. Then the question arose of what is the purpose of the outside member? (which relates to the guidelines for the outside member). After further discussion Laird moved and Farrell-Beck seconded a motion to retain this statement. The motion passed on a voice vote with one member dissenting.

3. Discussion of the creation of an institute of advanced study. Tiffany prepared a preliminary report (attached to agenda) to Zaffarano for discussion. She summarized the kind of facilities that would be most advantageous to an institute. Jacobson transmitted two requests from Zaffarano. Although a location has not been determined yet, Zaffarano would like the Council to come up with: 1) the number of people it would serve, and 2) the size of the rooms. During discussion the Council suggested ten people and approximately 2,000+ square feet. Several items were added to the preliminary report. Tiffany will draft a recommendation for the next meeting.
4. Resolution concerning graduate student stipends. Luecke read the resolution which was on the agenda. The Council felt it would be better to have fewer high quality graduate students than many poor graduate students. The Council also felt this resolution would encourage departments to pay competitive graduate student stipends. Courteau moved and Kraft seconded a motion to send this recommendation to the Graduate Dean. The motion passed on a voice vote with no one dissenting.
5. Discussion of graduate student housing. Time did not permit discussion of this topic.

The meeting was adjourned at 12:30 p.m.

  
Gaye Blome, Secretary

## GRADUATE COUNCIL MINUTES

February 23, 1984

Present: Biggs, Blome, Courteau, Farrell-Beck, Jacobson, Kraft, Laird, Lemish, Luecke, Tiffany, and Vandehaar

Guest: George Ebert (Leader, Office of Continuing Education)

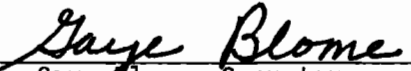
The meeting was called to order by Luecke. The minutes of the February 9 meeting were approved as distributed.

1. ISU encourages the use of this campus for meetings and conferences of professional societies. George Ebert, Leader, Office of Continuing Education, was invited to speak to the Council about the available services for hosting meetings and conferences of professional societies and associations. Before the meeting Ebert distributed a folder containing information about the facilities and services that are offered. He gave a brief history of Continuing Education, a division of University Extension. The main role is to help and assist the faculty in the development, planning and managing of continuing education activities. Ebert explained some of the special items relative to professional societies such as poster sessions, exhibits, transportation, etc. He expressed the importance of scheduling these meetings at least 2-3 years in advance, preferably 3 or more. Luecke thanked Ebert for taking the time to come and speak to us.
2. Approval of the Graduate Council Faculty Nomination Request form. A copy of the faculty nomination form was attached with the minutes for the Council to review. Courteau mentioned her dissatisfaction with the representation of departments; biological, physical, and social sciences. She may try to come up with an idea she feels is more reasonable for next year. Otherwise, the form appeared to be acceptable to the Council. The forms will be out by campus mail before the end of February.
3. Draft concerning ISU creation of an institute for advanced studies. The Council reviewed the recommendation prepared by Tiffany. Several additions and corrections were made to the draft. It was suggested that a GC member call another institute to see what kind of model they use. Tiffany will revise the recommendation for the next meeting.
4. Graduate student housing. Lemish, who chairs the committee considering this concern, distributed four sheets of information. Luecke also distributed a memo from a colleague regarding preferred status in housing. Lemish's committee met with Carl Moen, director of university student

apartments, and Wanda Daley. They agreed there is a problem with housing but could see no improvement in the near future. The main problem is timing. New students entering fall semester have a difficult time finding housing. During spring semester there are openings, but many students have already signed a lease. It was also discussed whether the Council should come up with some type of priority listing. The committee will meet again and formulate a recommendation.

5. Responsibilities of a major professor. Time did not permit a discussion of this issue. Lemish had prepared and distributed an outline to the Council. Members were urged to read and consider this material before the next meeting, when it will be discussed.
6. Guidelines for outside member of the POS committee. Time did not permit discussion of this topic.

The meeting was adjourned at 12:35 p.m.

  
Gaye Blome, Secretary

## GRADUATE COUNCIL MINUTES

March 8, 1984

Present: Biggs, Blome, Courteau, Farrell-Beck, Karas, Kraft, Laird,  
Lemish, Luecke, Tiffany, and Vandehaar

Guests: Helen Abbott (Asst./Vice Pres. of Residence)  
Roger Coulson (Housing Task Force representative for Child Development)  
Charles Frederiksen (Director of Residence)  
Carl Moen (Director of University Student Apartments)

The meeting was called to order by Luecke, who asked all present to introduce themselves. Luecke then introduced Charles Frederiksen, Director of Residence, and Carl Moen, Director of University Student Apartments. The minutes of the February 23 meeting were approved after Kraft was added to the list of members present.

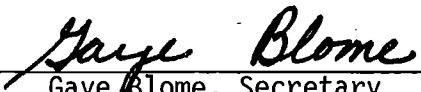
1. Discussion of the institute for advanced studies at ISU. Tiffany reported that she had spoken with Zaffarano concerning this issue. He is interested in the various institutes that exist around the world and more background information about them. Tiffany did not have time to draft a recommendation, but will do so for the next meeting. She indicated she would be happy to receive any comments or suggestions from GC members.
2. Draft letter concerning the use of ISU for meetings and conferences of professional societies. Zaffarano had suggested to the Council to write a letter to the graduate faculty about the available services and facilities offered by Continuing Education. The Council reviewed a draft letter prepared by Kraft, which was attached to the agenda. Several suggestions were presented such as citing examples of the kinds of conferences that have been held here in the past, promoting ISU as a high quality research institute, and specifying the high quality of the meetings. Kraft will revise this letter for the next meeting.
3. Graduate student housing. Helen Abbott, Assistant/Vice President of Residence and Roger Coulson, Housing Task Force Committee representative for Child Development were introduced. Lemish expressed his appreciation to the Department of Residence for the help they have provided his committee. A tentative report prepared by Lemish was distributed to the Council for discussion. Frederiksen and Moen participated in the discussion with the Council. The discussion covered the points in the report and a number of other related topics. Frederiksen said a proposal for the next 10 years is being prepared to send to the Board

of Regents this month for review. He reported a proposed addition to Buchanan and the replacement of a section of Pammel Court. Two brochures concerning university student apartments (one for single students and one for families) were distributed by Moen.

After discussion Luecke thanked the guests for providing us with this information. Lemish will draft some recommendations for the next meeting, March 22.

Time did not permit discussion of the remaining topics. The Council was invited to lunch by George Ebert, Leader, Office of Continuing Education. After lunch a brief tour of the facilities was given by Ebert.

The meeting was adjourned at 12:15 p.m.

  
Gaye Blome, Secretary



## GRADUATE COUNCIL MINUTES

March 22, 1984

Present: Biggs, Blome, Courteau, Farrell-Beck, Jacobson, Karas, Kraft, Laird, Lemish, Luecke, and Tiffany

Absent: Vandehaar

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

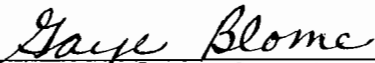
1. Report on the study of the Graduate English Exam. Karas summarized a preliminary report about a proposal to develop screening procedures to evaluate the English speaking ability of teaching assistants whose native language is not English. The purpose of the testing program to be recommended is to evaluate the speaking and listening proficiency of non-native speakers of English who have been appointed as TAs. The English Examiner feels the use of the screening test is a valid technique of testing. A recommendation will be taken to the graduate faculty and voted on at a later date.
2. Consideration of recommendations concerning graduate student housing. Lemish, who chairs the committee considering this concern, distributed a list of recommendations for the Council to discuss. Each point was reviewed and voted on. The first recommendation, in which the Council goes on record of supporting the Department of Residence's long-range plan for student housing which includes an addition to Buchanan Hall and replacement of part of Pammel Court with new apartments for USAC use, was unanimously approved by a voice vote. Karas commented that Zaffarano would like some priorities in the graduate college in addition to those now given to individual departments that he can distribute to departments for top-notch students. Also, he would like to place priorities in the housing units for short-term visiting scholars. The following recommendation was then added:

The Graduate Council recommends setting aside priorities for the Graduate Dean to be used at his discretion for outstanding married and single graduate students and providing furnished living quarters for short-term visiting scholars.

This recommendation was unanimously favored by a voice vote. The second recommendation regarding more single rooms in Buchanan was approved with no one dissenting. The third recommendation concerning updating housing applications by reapplying each September using their original application date was also approved by all members and will be made aware to the DOGEs at their next meeting.
3. Institute for advanced studies at ISU. Tiffany distributed a general statement regarding advanced studies at ISU. In talking with Zaffarano, he suggested forming a statement to be presented at a graduate faculty

meeting in April. This sentence was reviewed and a few changes were made. After the changes, the statement was approved unanimously. This statement, plus more detailed information explaining the institute, will be discussed at the graduate faculty meeting.

4. Consulting jobs from outside employers. Farrell-Beck distributed a proposed resolution regarding faculty consulting. This issue will also be discussed at the special graduate faculty meeting in April. The resolution contained two parts. The first portion might be placed in the Faculty Handbook. The second part seems less necessary to place in the Handbook. A Graduate Council member mentioned the similarity of this proposal and CIRAS. Would they be expanding CIRAS or be something totally separate? The Council voted and unanimously approved each part. It will then be sent to the Graduate Dean.
5. Draft letter concerning the use of ISU for professional meetings and conferences. Kraft handed out a revised version of the letter addressed to the graduate faculty, which had been discussed at the previous meeting. He had talked with George Ebert, Leader, Office of Continuing Education, for additional ideas or comments. The letter was approved by the Council after one sentence was moved to a different position. It will be retyped with the change and sent to Zaffarano for his approval prior to sending it to the graduate faculty.
6. Other business. Jacobson distributed a memo from a graduate student concerning a point of confusion related to vacation for graduate assistants. Attached to the memo was a copy of the Graduate Student Guide statement in that area and a copy of the C-base vacation statement in the Office Procedure Guide. The specific concern in the memo related to the loss of vacation by a graduate research assistant when he became a graduate teaching assistant. Jacobson pointed out that research assistants and administrative assistants take leave same as A-base faculty and teaching assistants take leave same as B-base faculty. Biggs and Laird were asked to study this matter and submit a recommendation at the next meeting.

  
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Gaye Blome, Secretary

## GRADUATE COUNCIL MINUTES

April 12, 1984

Present: Biggs, Blome, Courteau, Jacobson, Kraft, Laird, Lemish, Luecke, Tiffany, and VandeHaar

Absent: Farrell-Beck

The meeting was called to order by Luecke. The minutes of the March 22 meeting were approved after it was agreed that Blome would talk to Karas about revising the first paragraph on the report on the study of the Graduate English Exam. The revised paragraph is at the end of these minutes.

1. Discussion of recommendations sent to Zaffarano. Luecke reviewed the recommendations. The first letter regarding professional conferences held at ISU is a draft letter with a few minor changes. Luecke received a call from Owen Osborne, College of Engineering, indicating he should be contacted for professional conferences from faculty in the College of Engineering.

The second letter regarding student housing priorities has been sent to Zaffarano. Luecke talked to Frederiksen about the number of priorities for the Graduate Dean.

The third letter is in regard to housing for visiting scholars. Luecke found out, after calling Frederiksen, that the College of Agriculture already has something similar to this. He said Frederiksen is willing to allow one more apartment to be used by visiting scholars.

The fourth letter is regarding faculty consulting. It was proposed that this recommendation be taken to the Graduate Faculty to be voted on. Luecke will talk to Edwin Lewis about adding this recommendation to the Faculty Handbook.

2. Institute of Advanced Studies at ISU. Before the meeting Tiffany had distributed a recommendation on this subject. Luecke reported that for the last three years there have been 8-10 faculty members who have spent at least part of their faculty improvement leave in Ames. The Council recommends that an ad hoc committee be established to consider its formation and structure. The Physics Department has been studying this issue also. This recommendation was moved, seconded, and unanimously approved on a voice vote. It will be sent to the Graduate Dean.
3. Guidelines for the outside member of the POS committee. The Council discussed the suggested statements for the Graduate Faculty Handbook prepared by Farrell-Beck. They felt these statements were similar to some already in the handbook. They debated whether to change the wording, replace a numbered item with this statement, or add to a different page. Courteau will talk to Farrell-Beck (who was absent) and they will make

a recommendation at the next meeting.

4. Responsibilities of a major professor. Lemish reviewed an outline which he had prepared and distributed at a previous meeting. After some discussion, it was decided that Lemish would write up what changes and additions he feels necessary to add to the Graduate Faculty Handbook.
5. Vacation and sick leave policy for RAs and TAs. Biggs and Laird distributed a memorandum to GC members providing information about options for the dispensation of accumulated vacation time at the termination or change of a research appointment (resulting from a letter Jacobson distributed at the last meeting). Biggs reviewed the three options. They recommend that the student would be required to take vacation during the term which the student was funded on a given account. At the time of termination or transfer to another account, the student would be required to use all accumulated vacation time. They will write a recommendation to Zaffarano to go in the Office Procedure Guide (with a copy to Jacobson).
6. Announcement of new Graduate Council members. Blome reported that Dean Zimmerman (biological sciences), Howard Levine (physical sciences), and Earl Morris (social sciences) were elected for 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.

Luecke mentioned he received a memo from Richard Van Iten regarding summer salaries for B-base faculty having students enrolled for research credit. He would like the Council to be prepared to discuss this at the next meeting.

The meeting was adjourned at 12:35 p.m.

*Gaye Blome*  
Gaye Blome, Secretary

Report on the study of the Graduate English Exam. Karas reported that in October 1982 the graduate faculty voted to use, on a trial basis, a machine-gradable test of English usage, grammar, and spelling as a screening test to determine who should take the writing proficiency examination. An ad hoc committee consisting of Mary Huba, George Karas, Wilbur Layton, William Miller and Richard Wright was set up to validate the test. It has been administered to 525 students since fall '82, and the results show it to be valid. The committee will recommend to the Graduate Faculty this spring that it be adopted as a normal part of the Graduate English requirement. This will be discussed at a Graduate Faculty meeting on April 26 and voted upon at the end of the semester Graduate Faculty meeting on May . . .

## GRADUATE COUNCIL MINUTES

April 26, 1984

Present: Biggs, Courteau, Farrell-Beck, Jacobson, Kraft, Laird, Lemish, Luecke, Plakans (for Blome), Tiffany, and VandeHaar

The meeting was called to order by Luecke. The minutes of the April 12 meeting were approved as distributed. The order of the agenda was changed because Courteau had notified the secretary that she would be late.

1. Guidelines for the responsibilities of a major professor. Lemish distributed a revised version of the guidelines. During the discussion some additional changes were made, which are reflected in the version attached to these minutes. The amended version was accepted by the Council on a voice vote with no one dissenting.
2. Outside member of the POS Committee. Courteau explained that the first of the two changes belonged on page 66 of the Graduate Faculty Handbook. It involved adding a new entry after number 4: "Outside member(s) of POS Committee: The outside member(s) of the POS committee provides relevant specialized knowledge or a different perspective helpful to the planning, execution and reporting of research."

The second change involved number 8 on page 69 of the Graduate Faculty Handbook. The final wording was to be left up to the GC chair and secretary. With minor modifications these changes were approved on a voice vote with no one dissenting.

3. Vacation and sick-leave policy for RAs and TAs. Laird distributed a memo prepared by him and Biggs recommending a clarifying statement on vacation policy for inclusion in the Office Procedure Guide and the Graduate Student Handbook. Some modifications were made during the Council's discussion and are reflected in the version attached to these minutes. The amended version was accepted by the Council on a voice vote with no one dissenting.
4. Graduate College committee nominations. In addition to the list of names distributed with the agenda for the meeting, Council members suggested the following faculty members for committee vacancies:

### Graduate Faculty Membership Committee

Physical Sciences: Hugo Franzen (Chemistry)  
Herbert Fromm (B & B)  
Clayton Swenson (Physics)  
Harry Smith (Mathematics)

Biological Sciences: Richard Gladon (Horticulture)  
 John Mayfield (Zoology)  
 James Redmond (Zoology)  
 John Mutchmor (Zoology)  
 Larry Mitchell (Zoology)  
 Lois Tiffany (Botany)

Social Sciences: Ross Klein (Sociology)  
 Dwight Dean (Sociology)  
 Ross Talbot (Political Science)

Research Proposal Review Committee

Paul Hollenbach (Philosophy)  
 William Robinson (Philosophy)  
 Tony Smith (Philosophy)  
 Bion Pierson (Aerospace Engineering)  
 Gary Lieberman (Mathematics)  
 Tony Michel (Electrical Engineering)

Program Review Committees

Physical Sciences: Dennis Johnson (Chemistry)  
 Art Gautesen (Mathematics)

Social Sciences: Dwight Dean (Sociology)  
 Paula Morrow (Business Administration)

PACE Awards Committee

Steve Richardson (Earth Sciences)  
 Bob Post (Electrical Engineering)  
 Aubrey Galyon (English)  
 Steve Vardeman (Statistics)  
 H. T. David (Statistics)  
 Tom Weber (Physics)  
 Dean Zimmerman (Animal Science)

These names, plus the list nominated by DEOs and faculty, will be forwarded to the Graduate Dean for consideration.

5. Summer salary for B-base faculty with graduate students taking research credit. Luecke had appended to the agenda for the meeting two possible recommendations the Council might consider. Courteau elaborated on her proposal. A heated discussion followed, but time did not permit a recommendation to be made.

The meeting was adjourned at 12:35 p.m.

*Barbara S. Plakans*

Barbara S. Plakans (for Gaye Blome,  
 Secretary)

Recommendation regarding the responsibilities of the major professor (for pp. 67-68 of the Graduate Faculty Handbook):

Responsibilities of the Major Professor (Chairperson)

1. Procedural matters:

- a. Sign preregistration and registration forms each semester and initial or sign other forms requiring the major professor's signature (Request for Examination, etc.).
- b. Preside at meetings of the Program of Study committee (e.g., when the Program of Study is discussed, at oral examinations and at other times when the student's performance is evaluated).
- c. Recommend to the Graduate Dean in writing that:
  - 1) Restricted admission be changed to full admission on the basis of academic performance after the student has completed at least 10 credits of graduate-level courses with a G.P.A. of 3.0 or more (see p. 21).
  - 2) Provisional admission be changed to full admission after background deficiencies have been made up.
  - 3) The student be removed from probation on the basis of satisfactory academic performance.
  - 4) Minor changes in the Program of Study are necessary (e.g., the course numbers have been changed, courses have not been offered, and courses could not be scheduled due to conflicts, etc.).
  - 5) The estimated time for completion of work should be extended for reason stated.
- d. Present doctoral candidates at graduation ceremony.
- e. Write letters of recommendation.

2. Research and thesis-dissertation responsibilities:

- a. Guide the graduate student doing research by conferring regularly to review and evaluate progress. This includes providing constructive criticism, encouragement, and suggestions for changes in direction, if research is not progressing satisfactorily. This may include study in another department or with a different professor.
- b. Guide the student in development of communication skills through assistance in preparation of manuscripts for presentation or publication.

- c. Criticize constructively the written draft(s) of a thesis or dissertation before it is circulated to other members of the Program of Study committee.
    - d. Work with the student in editing the written draft(s) of the thesis or dissertation and sign the Thesis Concurrence Form before draft and form are turned in at the Thesis Office.
  3. Major professor relationship with the student:
    - a. Provide needed guidance without hampering creativity.
    - b. The major professor should be accessible within a reasonable schedule for discussion with the student on all types of problems, both professional and personal.
    - c. The major professor should not accept a student unless he or she has the time and available facilities to support the student to completion of the degree.
  4. Resolution of problems concerning the major professor-student relationship: When the major professor and student cannot work together and make progress in research, then it may be advisable to dissolve their relationship. The DEO is responsible for the dissolution of the POS committee and the formation of a new committee, provided the student is in good standing.



## GRADUATE COUNCIL MINUTES

May 10, 1984

Present: Blome, Courteau, Farrell-Beck, Jacobson, Kraft, Laird, Lemish, Levine, Luecke, Morris, Tiffany, VandeHaar, and Zimmerman

Absent: Biggs

The meeting was called to order by Luecke. He asked new and current members of the Graduate Council to introduce themselves and express their research interests. The minutes of the April 26 meeting were approved as distributed. Luecke pointed out in section 2 the final wording was to be left up to the GC chair and secretary. He said they decided on no change.

1. Approval of the Annual Report. Copies of a first draft of the Council's Annual Report were attached to the agenda. An addition to the report was distributed at the meeting. Luecke added a few sentences and offered reasons for what he had included. 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 Luecke at the Graduate Faculty Meeting on May 17 and published in the June issue of GRAD News & Notes.
2. Discussion of paying B-base faculty on an appointment for helping graduate students signed up for research credits during the summer. The Graduate Council was asked to consider this concern. Time did not permit forming a recommendation. Luecke received a letter from Bob Wessel requesting the Council to continue discussing this issue next year. Wessel volunteered to talk to the Council. Luecke will leave this information with next year's chair.
3. Election of Council Chair for 1984-85. Lemish and Tiffany were nominated to serve as Council chair. On a written ballot with both the old and new members voting, Tiffany was elected to serve as chair for 1984-85.

On behalf of the Council, Kraft and Laird thanked Luecke for his fine leadership during the year.

The meeting was adjourned at 11:16 a.m.

  
Gaye Blome, Secretary

## 1983-84 Annual Report of the Graduate Council

The Graduate Council provides a mechanism for interaction between graduate students, graduate faculty, and the Graduate College administration on policies concerning graduate education at Iowa State University. The Council considers both new policy matters and the 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 1983-84 term, the following people were members of the Graduate Council: Joanna Courteau, Foreign Languages; Jane A. Farrell-Beck, Textiles & Clothing; Allen A. Kraft, Food Technology; John Lemish, Earth Sciences; Glenn R. Luecke, Mathematics; Lois H. Tiffany, Botany; Douglas Biggs, History; Kevin Kramer, Statistics; David Laird, Agronomy; Michael VandeHaar, Animal Science; and Ann Wickham, Economics. Ex officio members were Norman Jacobson, Barbara Plakans, and Gaye Blome.

### I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of Farrell-Beck and Biggs 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 1984-85 term. Members whose terms expire May 20, 1984 are Farrell-Beck, Kraft, and Luecke. Newly elected members of the Council are Howard Levine, Mathematics; Earl Morris, Family Environment; and Dean Zimmerman, Animal Science.

### II. ACTIONS BY COUNCIL ON UNFINISHED BUSINESS OF THE 1982-83 GRADUATE COUNCIL

ISU Research Guidelines. The Graduate Council has thoroughly discussed five amendments proposed by members of the Department of Philosophy to the ISU research guidelines. Discussion of the proposed amendments and the recommendations of the Graduate Council concerning these guidelines were presented at the Graduate Faculty meeting on December 15, 1983 (see the January 1984 issue of GRAD News and Notes). The recommendations

were approved by the Graduate Faculty at the May Graduate Faculty meeting.

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

- a) The order for reviewing a thesis. The Graduate Council was asked to consider how the review process for a thesis could be made more efficient. The Council recommends that a "double track" timing schedule be followed whereby the thesis or dissertation is presented at the same time to the Thesis Office for first deposit review and to the POS committee members so they can hold the final exam. The student can then make suggested corrections from both the Thesis Office and from members of the POS committee simultaneously. This new procedure should save time and not compromise the quality of the finished thesis or dissertation. This recommendation is now being implemented.
- b) Graduate student stipends. The Graduate Council recommends that each department pay all graduate students on appointment a stipend that is competitive with stipends offered by departments in other universities that are of comparable quality. This will mean that stipends are likely to vary even more from department to department within ISU. The Graduate Council considers the attracting of excellent graduate students to our university a vital part in maintaining quality research at ISU.
- c) Professional conferences held at ISU. The Graduate Council recommends that the Graduate Faculty be encouraged to promote the use of the facilities of Iowa State University for meetings of professional societies, conferences, and similar events. One objective is to promote ISU as an excellent research institution. Additionally, such meetings serve to enrich ISU faculty and students professionally by giving them an inexpensive opportunity to participate. This recommendation was published in the April issue of GRAD and was distributed at the May Graduate Faculty Meeting.
- d) Graduate student housing priorities. In order to help outstanding prospective graduate students find university housing, the Graduate Council recommends that each year the Department of Residence set aside ten priorities for married student housing and ten priorities for single student housing to be used at the discretion of the Graduate Dean. This recommendation is currently being considered by the Department of Residence.
- e) Housing for visiting scholars. In order to encourage visiting scholars to come to ISU, the Graduate Council is recommending the setting aside of a small number of furnished university apartments to be used by visiting scholars. Currently the College of Agriculture has such an apartment in Hawthorn Court. It is the recommendation of the Graduate Council that another college (Sciences & Humanities is a likely choice) set up a furnished apartment for visiting scholars and that the model set by the College of Agriculture be followed.

- f) Faculty consulting. The Graduate Council endorses consulting by faculty members in areas related to their academic fields of expertise. This consulting would be beneficial because it could create a healthy balance in the university between theoretical knowledge and its application, keep faculty current in their fields of specialization, support the health and growth of existing industries, encourage the development of new industries, enhance the reputation of Iowa State University, and assist in the placement of ISU graduates. For these reasons the Graduate Council recommends a sentence be added to the Faculty Handbook to this effect. This change should appear in the September 1984 edition of the Faculty Handbook.
- g) Creation of an ISU Institute of Advanced Studies. The Graduate Council considers that the creation of such an institute at ISU would have the potential for enhancing our research effort, for attracting prestigious scholars and for making ISU better known as a university with a high quality research program. Careful planning needs to be done to decide what type of institute would be most beneficial, how funding should be obtained, what facilities would be needed, and how the institute should operate. To this end, the Graduate Council recommends that the Vice President for Research form an ad hoc committee to consider the formation and structure of such an institute.
- h) Clarification of vacation time accumulation for graduate research and administrative assistants. The Graduate Council recommends that RAs and AAs use all vacation time during the tenure of a given appointment. (Teaching assistants do not accrue vacation time.) All unused vacation time is forfeited at the termination of an appointment. This recommendation will be placed in the Office Procedure Guide and Graduate Student Handbook.
- i) Responsibilities of the major professor. The Graduate Council recommends that the responsibilities of the major professor be specified in greater detail in the Graduate Faculty Handbook. In cases where the major professor and student do not work well together, the Graduate Council recommends that the DEO be responsible for dissolving the POS committee and forming a new one (provided the student is in good standing academically). All other recommended additions to the responsibilities deal with the major professor treating the student in a fair and reasonable manner.
- j) Outside member(s) on the POS committee. The Graduate Council was asked to clarify the role of the outside member of the POS committee. The Graduate Council considers the outside member(s) (as well as the other members of the POS committee) to be responsible for assuring the quality of the research and the thesis or dissertation. The outside member(s) should also provide relevant specialized knowledge or a different perspective helpful to the planning, execution and reporting of the research. The content of the second sentence of this paragraph is already contained in the Graduate Faculty Handbook and the third sentence will be added to next year's handbook.

#### **IV. UNFINISHED BUSINESS**

Summer salary for B-base faculty. The Graduate Council was asked to consider whether B-base faculty who are not on appointment during the summer should receive a salary for helping graduate students signed up for research credits. No recommendations were approved on this concern and it remains for next year's Council to decide whether it wishes to pursue this issue.

#### **V. THE 1984-85 GRADUATE COUNCIL**

The following faculty members and graduate students will serve on the 1984-85 Graduate Council: Joanna Courteau, Foreign Languages; John Lemish, Earth Sciences; Howard Levine, Mathematics; Earl Morris, Family Environment; Lois Tiffany, Botany; Dean Zimmerman, Animal Science; and three graduate students appointed by the Graduate Student Senate.

#### **THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1983-84 GRADUATE COUNCIL:**

Glenn R. Luecke (chr.), Joanna Courteau, Jane A. Farrell-Beck, Allen A. Kraft, John Lemish, Lois Tiffany, Douglas Biggs, David Laird, and Michael VandeHaar.

GRADUATE COUNCIL  
Spring Semester 1984

## 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 Comp. Ctr./Room 4	4-8153
Lois H. Tiffany	Botany 309 Bessey	4-3121

## GRADUATE STUDENTS

Douglas Biggs	History 633 Ross	4-8420
David Laird	Agronomy 37 Agronomy	4-2235
Michael Vandehaar	Animal Science 311 Kildee	4-2875

## GRADUATE OFFICE REPRESENTATIVES (ex-officio)

Norman Jacobson Assoc. VP Research & Assoc. Grad. Dean	Graduate College 201 Beardshear	4-4531
Gaye Blome	Graduate College 201 Beardshear	4-4531

## SCHEDULE

(Thursdays, 11-12:30 p.m., Room 218 Carver)

January 26  
February 9  
February 23  
March 8

March 22  
April 12  
April 26  
May 10

Nutritional Sciences Council Advisory Committee

D. C. Beitz, Chair	Animal Science	May 20, 1986
A. Baetz	N.A.D.C.	May 20, 1985
G. Brant	Animal Science	May 20, 1985
S. C. Chen	Food and Nutrition	May 20, 1986
R. E. Serfass	Food and Nutrition	May 20, 1984
V. C. Speer	Animal Science	May 20, 1985
A. H. Trenkle	Animal Science	May 20, 1984

Research Proposal Review Committee

C. A. Swenson, Chair	Physics	August 20, 1984
D. C. Dyer	Veterinary Physiology & Pharmacology	August 20, 1985
W. J. Frahm	Ames Community	August 20, 1984
E. G. Hammond	Food Technology	August 20, 1985
T. H. Okiishi	Mechanical Engineering	August 20, 1986
E. A. Powers	Family Environment	August 20, 1984
R. B. Talbot	Political Science	August 20, 1985
P. M. Thurston	Ames Community	August 20, 1986
R. D. Warren	Prof. Stud. in Ed./RISE	August 20, 1986
J. W. Young	Animal Science	August 20, 1986
D. L. Griffen, Jr.	Office of VP Research, ex officio	
B. L. Shank	Graduate Student	August 20, 1984