

## GRADUATE COUNCIL MINUTES

September 25, 1984

Present: Courteau, Jacobson, Laird, Lemish, Levine, Morris,  
Prior-Miller, Simonson, Tiffany, and Zimmerman

Absent: VandeHaar

The meeting was called to order by Tiffany. The members of the Council introduced themselves and identified their area of study.

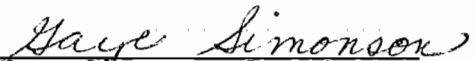
1. Regular meeting time. Because of scheduling conflicts, it was agreed that the second and fourth Tuesdays at 7:30 a.m. was acceptable for everyone. The schedule for the remainder of the semester is attached to these minutes.
2. Presentation of Graduate College concerns by Zaffarano. Dean Zaffarano explained that the Graduate Council is 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. He suggested the following possible areas of concern to the Council:
  - (a) Research seminar series for the public. The Research Proposal Review Committee was established by Zaffarano in 1982 to review proposals and to see that the guidelines were followed. The number of proposals that had to be reviewed rose from 700 to about 1,000, and after the second year the committee voted to discontinue. As a spinoff of this committee, Zaffarano feels a need for a public seminar series, communication with the public, about research at ISU. He would like suggestions from the Council as to how a series could be organized and made attractive to the university and the community.
  - (b) Graduate student stipends. Zaffarano said there is intense competition for the recruitment of graduate students among universities. Iowa State University's stipends for graduate students are in about the middle of the range compared to other universities. Zaffarano does not feel that ISU's stipends are competitive. He would like the Council's help in ascertaining whether or not the benefits given to attract graduate students are adequate at Iowa State.

(c) Greater interaction with industry. Zaffarano said that several companies will be visiting ISU in the near future. Iowa State is attempting to show industry the kinds of research being done on campus. Zaffarano would like to emphasize that ISU has faculty and staff in the humanities that could be as valuable to industry as faculty and staff in the more technically oriented areas. Zaffarano mentioned that an All Regents Committee on industry university interaction has now been formed in Des Moines.

(d) High technology. ISU has requested special needs money for high technology. Zaffarano would like to suggest that ISU establish two new institutes on this campus which would be interdisciplinary institutes; one in microelectronics and one in biotechnology.

(e) Uniform appointment base. Zaffarano said that he is very much interested in reviving the uniform appointment base for faculty. The Graduate Faculty voted it down a few years ago and Zaffarano feels that the people who voted were not truly representative of the Graduate Faculty. He would like to revive the issue. It is not ready for any action on GC's part yet, but a committee will be appointed and the issue brought to the attention of the Council.

The meeting was adjourned at 8:55 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

October 9, 1984

Present: Jacobson, Laird, Lemish, Levine, Morris, Prior-Miller,  
Simonson, Tiffany, VandeHaar, and Zimmerman

Absent: Courteau

The meeting was called to order by Tiffany. The minutes of the May 10 and September 25 meetings were approved as distributed.

1. **Formation of committees to research and report on Council concerns.**

Tiffany indicated the two major concerns from Zaffarano for this year's Council to investigate are 1) research seminar series for the public, and 2) graduate student stipends. Another annual duty of the Council is the Handbook committee which functions mainly in the second semester. Morris also suggested a subcommittee looking into the guidelines of the Human Subjects Committee. He feels ISU is more strict and not in line with other universities. Tiffany asked GC members to state their preferences for serving on these committees. Preferences were: Morris and Courteau for Human Subjects; Zimmerman, Levine, VandeHaar, and Prior-Miller for graduate student stipends; and Lemish and Laird for the public seminar series. The Handbook subcommittee will be appointed at a later meeting.

2. **Discussion of graduate student stipends, fee remissions and related matters.**

Jacobson attended a meeting of the Association of Graduate Schools in Boston September 30 through October 2. One topic of discussion which could directly affect the university was student stipends and fee remissions. A recently signed legislative Act contains new rules affecting tuition remission at colleges and universities and does not contain an extension of the section which had provided an exemption from taxation for amounts paid by an employer for educational assistance to an employee. One area that could be affected is the taxability of tuition remission programs for graduate students. If this section is not revived, some action by ISU will need to take place.

In a recent survey of major midwestern research universities, Jacobson found that Iowa State's stipend range for teaching and research assistants is either in the middle or on the low side. He said comparisons should be at the departmental level, however, rather than the university as a whole. Jacobson would like to solicit more detailed information from departments to incorporate into this study, which is still in progress. A GC subcommittee was formed to investigate this matter further.

The meeting was adjourned at 8:30 a.m.

*Gaye Simonson*  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

October 23, 1984

Present: Courteau, Jacobson, Laird, Lemish, Levine, Morris,  
Prior-Miller, Simonson, Tiffany, VandeHaar, and Zimmerman

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

1. Progress Report from the graduate student stipend committee.

Zimmerman reported that he had met with some of his committee members to discuss this issue. Levine mailed a sample of the data from Notices of the American Math Society (a summary of all institutions in the U.S.) to committee members. Engineering Education has a similar summary which the committee studied. The problem Zimmerman notes from these surveys is that the stipend ranges are very wide and the years used are not always consistent throughout universities. Based on the available information, Zimmerman found that Iowa State's stipend range is in the middle or on the low side, making ISU not too competitive. He feels a better approach for more specific information might be to choose a few key departments in the university and determine what other schools compete with those departments. The next step would be to go directly to those schools and obtain the information.

Prior-Miller investigated the kinds of data bases that were available on campus and across the nation. Besides the AAU study, she received a listing of other studies available, but did not find anything very comprehensive. She learned that some universities feel a need to raise their graduate student stipends and that some use other funds to supplement their stipends. She has contacted the Chronicle of Higher Education and is waiting for news from them. She passed around an article from the Chronicle with an extensive data base on graduate programs but with no information on graduate student stipends.

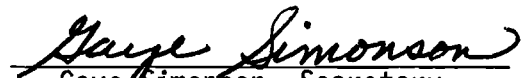
Zimmerman indicated that his committee will meet and develop some survey questions to ask universities and will discuss them with the Council at its next meeting.

Jacobson announced that the bill in Congress which includes a one-year extension of tuition remission was passed by the House and Senate and was signed by the President. No further action would seem appropriate until the expected federal tax revisions (which are likely in 1985) begin to take shape.

2. Progress Report from the research seminar series committee. Lemish distributed a progress report prepared by him and Laird which presented the purpose, problem, and approaches to the problem. He reviewed its contents and asked for comments and advice from the Council. One GC opinion was to establish a simple university public lecture series once a month without doing any extensive preparatory work. A wide-ranging discussion continued concerning the type of audience, type of lecturer, availability to service clubs, etc. Jacobson suggested the committee talk with Zaffarano since he is promoting research brochures and trying to find someone for off-campus promotion of research. It was also suggested the committee talk to the Lectures Committee to determine the kind of audience turnout other lectures have had. Lemish and Laird will take these suggestions into consideration and will report to the Council at its next meeting.

Tiffany volunteered to serve on the Graduate Student Handbook and Graduate Faculty Handbook Committee and asked members to consider whether they would be willing to serve on this committee.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

November 13, 1984

Present: Courteau, Jacobson, Laird, Lemish, Levine, Morris,  
Prior-Miller, Simonson, Tiffany, and Zimmerman


Excused: VandeHaar

The meeting was called to order by Tiffany. The minutes of the October 23 meeting were approved after the fourth paragraph in section 1 was changed to read: Jacobson announced that the bill in Congress which includes a one-year extension of tuition remission was passed by the House and Senate and was signed by the President. No further action would seem appropriate until the expected federal tax revisions (which are likely in 1985) begin to take shape.

A copy of a memo from Washington D.C. regarding tuition remission for graduate assistants was distributed.

1. **Progress Report from research seminar series committee.** Lemish distributed a report prepared by him and Laird resulting from their discussion with Dean Zaffarano. The report gave a clearer idea of what Zaffarano thought the GC's role should be, which is to act mainly as a steering committee. The Council reviewed the report and discussion followed. Laird suggested that the seminars be videotaped and made available to WOI for broader distribution. Lemish asked the Council for ideas of topics and lecturers. The committee noted several ideas that were offered. The committee will meet again and develop a list of potential speakers and topics with the first seminar possibly starting in March. They will report to the Council at its next meeting.
2. **Compensation for thesis work when not on appointment.** Courteau distributed a memo she had prepared concerning summer compensation. She briefly explained the idea. Jacobson suggested she contact Dean Van Iten who has formed an algorithm on this subject and has presented it to the academic deans for approval. Time did not permit a thorough discussion of the concern.

The meeting was adjourned at 8:55 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

November 27, 1984

Present: Courteau, Jacobson, Lemish, Levine, Morris, Prior-Miller, Simonson, Tiffany, VandeHaar, and Zimmerman

Excused: Laird

The meeting was called to order by Tiffany. The minutes of the November 13 meeting were approved after a sentence in the first paragraph was updated to "was signed by the President" rather than "probably would be signed by the President".

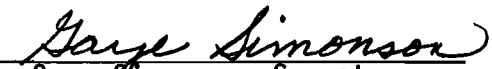
1. **Compensation for thesis work when not on appointment.** Courteau reported that she had met with Van Iten as suggested at the previous meeting. She discussed her views of Van Iten's and her proposals with the Council, indicating both suggestions are to compensate people doing summer work. Jacobson said that one of these suggestions would provide DEOs the option of using part of the summer budget to give credit to people who are directing research. Discussion ensued regarding the two proposals and A and B base faculty. Courteau will formulate a recommendation for the Council to consider.
2. **Faculty representation on the Graduate Council.** Courteau distributed a memo and two department division sheets (last year's and her proposed division) regarding faculty representation on the Graduate Council. (Mathematics & Statistics were mistakenly omitted from the physical sciences and engineering division). Courteau proposed that departments be grouped into four divisions rather than three as it is now. She feels the fourth group should be a humanities division. The Graduate Office is in the process of determining the number of graduate faculty in each department to know how many would be represented by each of the proposed divisions.

Courteau's second point in her memo concerned the professional studies department. Should all the areas be listed as one department (elementary education, secondary education, higher education, and counseling education)? She feels they should be considered as separate entries. Courteau will write recommendations regarding these two concerns for the Council to discuss.



3. **Graduate student stipend committee.** Zimmerman gave a brief report of the progress of this committee. He met with his department head to discuss preparing a questionnaire to send to Animal Science departments in other schools. He will report at the next meeting.
  
4. **Research Seminar Series Committee.** Time did not permit discussion of this topic. Lemish will report at the Council's December meeting. Jacobson passed around 3 of the 4 research brochures developed in the Graduate Office. He briefly explained their purpose and indicated that they are available through the Graduate Office.

The meeting was adjourned at 8:55 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

December 11, 1984

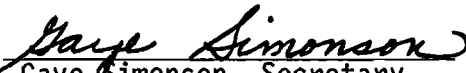
Present: Jacobson, Laird, Lemish, Levine, Morris, Prior-Miller,  
Simonson, Tiffany, VandeHaar, and Zimmerman

Absent: Courteau

The meeting was called to order by Tiffany. The minutes of the November 27 meeting were approved as distributed. (It was noted that two more areas were omitted from the division sheet that Courteau distributed at the previous meeting--Journalism & Mass Communication and Religious Studies). 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. The form should be returned to Simonson as soon as regular commitments are known.

1. Report from Graduate Student Stipend Committee. Zimmerman reported on the information he has accumulated on this subject. He distributed a copy of a sample survey which he had prepared and explained its contents. Discussion followed with several suggestions and comments. Zimmerman will take these suggestions into consideration and will make some revisions on the survey.
2. Report from Research Seminar Series Committee. Lemish distributed some information he had prepared. He has contacted three people who have agreed to present a public lecture (Walter Fehr, Biotechnology; Ken Lakin, Microelectronics; and Robert Hansen, Special Materials). A date has not been established at this time nor a stipend. The Council recommended some other possible lecturers and topics. Lemish asked GC members for ideas in suggesting a theme for the series.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

January 23, 1985

Present: Courteau, Karas, Laird, Lemish, Levine, Simonson, Tiffany, and VandeHaar

Excused: Prior-Miller and Zimmerman                      Absent: Morris

Guest: Dave Swanson, Director of CIRAS and Chair, Governor's High Technology Council

The meeting was called to order by Tiffany. The minutes of the December 11 meeting were approved as distributed. Tiffany said one committee assignment (Guidelines of the Human Subjects Committee) still remains to be completed this semester. She will contact Dean Zaffarano if any new business should come before the Council.

Courteau requested that ten minutes be devoted to both agenda items in order to allow Levine to be present for discussion before he had to leave.

1. **Report from Research Seminar Series Committee.** Lemish invited Dave Swanson, Director of CIRAS (Center for Industrial Research and Service), to discuss High Technology potential and investigate ways for support of the series. Lemish distributed an updated report of the research seminar series which he and Laird had prepared. Lemish talked to George Ebert, Program Manager of Continuing Education, to determine possible dates, a location, and any ideas or suggestions he had. Ebert feels the most critical factors are an interesting topic and an identifiable name. The Council continued discussion of a title for the series.
2. **Council Representation.** Courteau distributed information regarding the Council's representation which she had prepared. She explained her breakdown of four divisions, adding her uncertainty of where to place the Mathematical Sciences. She talked to Zaffarano and he was favorable of her ideas. GC members had several suggestions and concerns about the divisions. Courteau will bring several proposals to the next meeting for the Council to review and select one for recommendation to Zaffarano. This proposal may not be implemented until next year's election.

3. **Continued discussion of research seminars.** Lemish introduced each Council member to Dave Swanson. Lemish briefed Swanson on what has previously been discussed on this subject. Discussion focused on the type of audience the series would attract, interesting topics to present, how to advertise most effectively, and a title for the series. One suggestion for a title was RAP (Research And the Public) sessions. Some confusion arose over Zaffarano's original idea for the series. Lemish will meet with Zaffarano to clarify this and give the Council an up-to-date report at the next meeting.

The meeting was adjourned at 4:05 p.m.

*Gaye Simonson*  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

February 6, 1985


Present: Courteau, Jacobson, Laird, Lemish, Levine, Morris, Prior-Miller, Simonson, Tiffany, and VandeHaar

Excused: Zimmerman

The meeting was called to order by Tiffany. The minutes of the January 23 meeting were approved as distributed. Laird volunteered to serve with Tiffany on the Graduate Handbook committee.

1. **Report from Research Seminar Series Committee.** Laird prepared a progress report for distribution to the Council. The subcommittee met with Dean Zaffarano, as suggested at the previous meeting, to clarify his ideas for the series. They expressed concern about drawing a large enough audience to these seminars without association with other groups. The Committee suggested, and Zaffarano agreed, scheduling a seminar to coincide with Veishea. The subcommittee then met with Tom Brinks, Veishea Co-Chairman of the Central Committee. Brinks offered to include the research seminar on the official Veishea schedule and provide their standard publicity. Discussion centered on suggestions of a speaker, title, location, time, format, and publicity. Lemish and Laird will prepare a recommendation to Zaffarano for the Council to consider at the next meeting.
2. **Council Representation.** Courteau distributed two options for Council representation for discussion and action by the Council. She had presented this information to Zaffarano and reported that he favored the first option (four divisions of representation) for its simplicity. The Council discussed the pros and cons of each option. After much deliberation, the Council agreed that Courteau would write a recommendation to Zaffarano with three options (four divisions, six divisions, and an at-large election). This recommendation would be discussed at the next meeting.
3. **Discussion of Graduate Student Grading System.** Time did not permit discussion of this topic.

The meeting was adjourned at 3:40 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

February 20, 1985

Present: Courteau, Karas, Laird, Lemish, Levine, Morris, Prior-Miller, Simonson, Tiffany, VandeHaar, and Zimmerman

The meeting was called to order by Tiffany. The minutes of the February 6 meeting were approved after the fourth sentence under the first section was changed to read: The Committee suggested, and Zaffarano agreed, scheduling a seminar to coincide with Veishea.

1. **Discussion of Graduate Student Grading System.** VandeHaar referred to the Council a recommendation from the Graduate Student Senate concerning research grades on grade point averages (GPA). The problem is that some professors give letter grades for 699 while others give satisfactory/fail. When this is computed into the GPA, the students receiving the grades will have inflated averages. The Graduate Student Senate recommended listing two GPAs on the transcript--one including research credits and one without. They have requested that the Graduate Council look into this matter. After much deliberation, Zimmerman moved and Lemish seconded a motion that VandeHaar discuss this issue more with the Graduate College to find out what the ramifications are and bring a specific recommendation to the Council. The motion was approved on a voice vote.
2. **Approval of Graduate Council and Graduate College Committee Nomination Request Forms.** Copies of the nomination forms were attached with the minutes for the Council to review. The forms were accepted by the Council on a voice vote with no one dissenting. They will be mailed to Graduate Faculty members before the end of February.
3. **Approval of Research Seminar Report.** Lemish distributed a recommendation he had prepared. He reported that Zaffarano and Jacobson had discussed this issue and decided that too many matters remain to be resolved in order to organize the series this year. Lemish recommended to defer this issue to next year's Council for further study and development. It was moved and seconded to accept Lemish's recommendation. The recommendation was approved on a voice vote.
4. **Approval of Council Representation.** Attached to the minutes was a memo of recommendation to Zaffarano with three options for the Council's representation. Courteau briefly reviewed the recommendation. After much discussion, the Council agreed to send only one option to Zaffarano. Option #1 (four divisions of representation) was moved and seconded. A vote was then taken, by a show of hands, indicating a 3-3 tie with 1 abstention. The Chair voted, to break the tie, against this option.

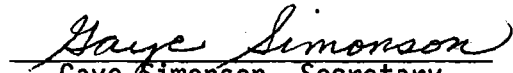
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Option #2 (six divisions of representation) was moved and seconded. This option passed, by a show of hands, 5-0. 3 abstained.

5. Report from Human Subjects Subcommittee. Time did not permit discussion of this concern.

Tiffany reported that Zaffarano would like the Council to develop a statement to be included in the Faculty Handbook concerning cases of academic fraud. Zaffarano would like to present this statement to the graduate faculty at the Spring meeting so it could be acted upon in the Fall. Tiffany appointed Lemish as chair, Morris, Laird, and Levine to the subcommittee.

The meeting was adjourned at 3:40 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

March 6, 1985

Present: Courteau, Karas, Laird, Lemish, Levine, Morris, Simonson, Tiffany, VandeHaar, and Zimmerman

Excused: Prior-Miller


The meeting was called to order by Tiffany. The minutes of the February 20 meeting were approved as distributed. Tiffany reported that she did not have time to write a final recommendation to Zaffarano concerning the Council's representation, but will do so for the next meeting.

1. **Change in order of agenda.** Because Morris and Karas were not present at this time to discuss agenda item 3, Tiffany requested that the order of the agenda be changed.

**Graduate Student Stipend Report.** Zimmerman distributed a modified version of a previous handout (graduate student stipend survey). This survey, along with a letter of explanation, was sent to eleven representatives from the Agricultural North Central Region Committee for a response. Four have been received so far. During discussion some comments were offered. One suggestion was to send the survey to departments (in other institutions) in the six proposed divisions for the Council's representation. Zimmerman hopes to have more data for a report at the next meeting.

2. **Human Subjects Review Report.** Morris suggested this topic mainly for the purpose of discussion. He invited Dr. Karas, chair of the university committee on the Use of Human Subjects in Research, to talk on the subject. Karas distributed some materials to the Council. He gave some background information of human subjects review and the basic procedures of the committee. The committee reviews any research involving human subjects, including proposals to gather data from subjects for theses, dissertations, and other student projects. Iowa State University is guided by the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. Some discussion followed. Karas would welcome any suggestions for making people more aware of this committee.

The meeting was adjourned at 3:35 p.m.

  
Gaye Simonson, Secretary



## GRADUATE COUNCIL MINUTES

March 20, 1985


Present: Courteau, Laird, Lemish, Levine, Simonson, Tiffany, and Zimmerman

Absent: Morris, Prior-Miller, and VandeHaar

The meeting was called to order by Tiffany. The minutes of the March 6 meeting were approved as distributed.

1. **Approval of Council Representation Recommendation.** Attached to the agenda was a recommendation for Council representation prepared by Tiffany for the Council to review. Simonson distributed a revised appendix B with two minor changes. Tiffany summarized the recommendation. It was moved and seconded to accept the recommendation. It was approved on a voice vote and will be forwarded to the Graduate Dean.
2. **Report from Graduate Student Stipend Committee.** Zimmerman distributed a copy of the results from the survey he sent to eleven colleagues. He has heard from seven and hopes to hear from a few more. He reviewed the survey, noting that the stipends vary from university to university, but the actual "take home" pay (stipends minus costs) does not vary considerably. Zimmerman said he would add the question, "Do you waive all fees?" to the survey before sending it out again. Zimmerman hopes to have the questionnaire in final form by spring and send it to departments in other institutions next fall. Levine may have information on the Mathematics Department at the next meeting.
3. **Discussion on Academic Fraud.** Lemish had not met with his committee yet, but did receive some information from the Graduate Office. He distributed a copy of a booklet entitled The Maintenance of High Ethical Standards in the Conduct of Research prepared by the Association of American Medical Colleges. Lemish urged Council members to read this material before the next meeting. The Council discussed different types of academic fraud. Lemish will meet with his committee and prepare a report for the next meeting.

The meeting was adjourned at 3:15 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

April 3, 1985

Present: Courteau, Jacobson, Laird, Lemish, Levine, Morris, Prior-Miller, Simonson, Tiffany, VandeHaar, and Zimmerman

The meeting was called to order by Lemish (in Tiffany's absence). The minutes of the March 20 meeting were approved as distributed.

1. **Change in order of agenda.** Since Levine had to leave early, he requested the order of the agenda be changed so he could be present to discuss the graduate student stipend report.

**Graduate Student Stipend Report.** Levine prepared a chart of graduate student stipend data from Notices of American Mathematical Society which he distributed at the meeting. He reviewed the different categories and reported that ISU's net pay is in about the middle of the range.

Zimmerman distributed a memo prepared by the subcommittee consisting of Levine, Prior-Miller, VandeHaar, and Zimmerman. He briefly summarized the report concluding that in fall of 1985 the survey will be distributed to 10 to 12 schools that compete with ISU departments (selected from each division) for graduate students. Zimmerman thanked the members of his subcommittee for their help on this project.

2. **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

Biological Sciences: Marit Nilsen-Hamilton (B & B)

Social Sciences: Richard Kirkendall (History)

Two other faculty members were nominated but were not full members of the Graduate Faculty (Paul Hollenbach, Philosophy and Michael Martone, English).

Graduate Student Program Review Committees

Biological Sciences: Susan Lamont (Animal Science)

Physical Sciences: Anna Mielnicka-Pate (Engr. Sci. Mech.)

Social Sciences: Janet Anderson (English)

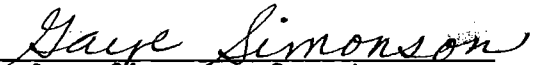
PACE Awards Committee

Craig Allen (Family Environment)  
David Morris (Genetics)  
Walter Morris (Foreign Languages)  
William Robinson (Philosophy)  
George Seifert (Mathematics)

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

3. Discussion on Academic Fraud. Lemish did not have time to meet with his committee, but has been receiving much information. He distributed this information to his subcommittee members and asked that they read it before their meeting. He briefly read some highlights from a handout. Lemish will prepare a report for discussion at the next meeting.

The meeting was adjourned at 3:25 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

April 17, 1985

Present: Jacobson, Laird, Lemish, Prior-Miller, Simonson, Tiffany, and VandeHaar

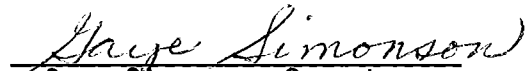
Absent: Courteau, Levine, Morris, and Zimmerman

No formal action could be taken at this meeting because a quorum of six elected members was not present. Lemish distributed a preliminary report on fraud in research prepared by him, Laird, and Morris. He reviewed the report and an informal discussion followed. Discussion centered on problems of defining fraud, developing procedures to follow when fraud occurs, and preventing fraud and dishonesty from occurring. Lemish read some statements from the Faculty Handbook related to academic fraud. He will invite Robert Baumann, chair of the Faculty Appeals Committee, to the last meeting to discuss faculty appeals procedures (particularly when related to fraud).

Tiffany announced that she had a conflict on May 1 (the last Graduate Council meeting) and requested it be changed to May 8 at the same time. Simonson will send a memo to Council members informing them of the change. Tiffany announced the newly-elected Council members: R. Brent Pearce (biological sciences), Arthur Oldehoeft (physical sciences), and Richard Heggen (social sciences). They will be asked to attend the final meeting of the year.

Tiffany reported that she will prepare the annual report for review at the next meeting.

The meeting was adjourned at 3:25 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

May 8, 1985

Present: Courteau, Guzik, Jacobson, Karas, Laird, Lemish, Levine, Oldehoeft, Pearce, Prior-Miller, Simonson, Tiffany, and VandeHaar

Absent: Morris and Zimmerman

The meeting was called to order by Tiffany. She welcomed the new members of the Graduate Council who were present. The minutes of the April 3 and 17 meetings were approved as distributed.

1. **Approval of the Annual Report.** Copies of a first draft of the Council's Annual Report were mailed to GC members to review before the meeting. The section on academic fraud will be completed after discussion at this meeting. Several additions and corrections were made. Changes in the annual report (other than minor wording changes) involved 1) adding the names of the new graduate student members, 2) changing a sentence in the section on research seminar series to: "The Graduate Council considers a program presenting university research to the public to be an important endeavor and recommends that the incoming Graduate Council for 1985-86 consider establishment of an annual Founders Day lecture as a first item of business next fall.", 3) noting that a survey was developed and tested in two ISU departments under the section about graduate student stipends, 4) adding an appendix of other proposals considered for faculty representation on the Graduate Council, and 5) adding a section about discussion of the grading system for graduate student research credits. The final revised report will be distributed to GC members for final approval. In revised form, the Annual Report was accepted by voice vote, and will be forwarded to the Graduate Dean. It will also be summarized by Tiffany at the Graduate Faculty Meeting on May 14 and published in the June issue of GRAD News & Notes.
2. **Election of Council Chair for 1985-86.** Morris and Zimmerman were nominated to serve as Council chair. On a written ballot distributed to both the old and new members, Morris was elected to serve as chair for 1985-86.
3. **Discussion on Academic Fraud.** Lemish distributed a report of the subcommittee on fraud in research which he had prepared. He reviewed the issue for the new members present. (Dr. Baumann, chair of the Faculty Appeals Committee, was invited to the meeting to discuss faculty appeals procedures, but was unable to attend.) After much discussion the Graduate Council recommended that: 1) The Graduate Council develop a statement of

## 1984-85 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 1984-85 term, the following people were members of the Graduate Council: Joanna Courteau, Foreign Languages; John Lemish, Earth Sciences; Howard Levine, Mathematics; Earl Morris, Family Environment; Lois H. Tiffany, Botany; Dean Zimmerman, Animal Science; David Laird, Agronomy; Marcia Prior-Miller, Sociology & Anthropology; and Michael VandeHaar, Animal Science. Ex officio members were Norman Jacobson and Gaye Simonson.

### I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of Tiffany and Laird 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 at regular intervals 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, and PACE Awards Committee were solicited from graduate faculty members. The Council reviewed these nominations, selected several names for each opening, and forwarded the list to the Graduate Dean. 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 1985-86 term. Members whose terms expire May 20, 1985 are Courteau, Lemish, and Tiffany. Newly elected faculty members of the Council are Richard Heggen, Art and Design; Arthur Oldehoeft, Computer Science; and R. Brent Pearce, Agronomy. New graduate student members are Ellen Fairchild, Professional Studies; Joyce Guzik, Physics; and Kelley Peters, Forestry.

### II. ACTIONS BY COUNCIL ON UNFINISHED BUSINESS OF THE 1983-84 GRADUATE COUNCIL

Summer salary for B-base faculty working with graduate students registered for research credits. The Graduate Council discussed problems involved with B-base faculty who are not on summer appointment and are working with graduate students registered for research credits.

Courteau suggested a basis for summer compensation. A solution to the problem is being considered by the academic deans.

### III. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION IN 1984-85

a) Research seminar series for the public. The Graduate Council considered various formats for a public seminar series presenting research work at Iowa State University to the public. Specific topics and lecture times were considered. The Graduate Council considers a program presenting university research to the public to be an important endeavor and recommends that the incoming Graduate Council for 1985-86 consider establishment of an annual Founders Day lecture as a first item of business next fall.

b) Graduate student stipends. The Graduate Council discussed competition for the recruitment of graduate students among universities and the significance of graduate student stipends in this competition. Current information for specific departments and their counterparts at other institutions was considered to be necessary before valid comparisons of ISU stipends and benefits with those of other universities could be made. A graduate student stipend survey was developed and was tested in two ISU departments, and in eleven "competitive" departments in the north central region.

On the basis of this experience, the survey questionnaire has been modified and will be distributed in fall, 1985, to six ISU departments and to departments in 10 to 12 universities that are considered by those six ISU departments to be their competition for graduate students.

Comments on the sample questionnaires indicated other factors, in addition to stipends, that influence a graduate student's decision in selection of a university.

c) Faculty representation on the Graduate Council. Several proposals for different groupings of departments other than the present three-group system were discussed. A recommendation was made to Dean Zaffarano that departments be organized into six groups with one faculty representative selected from each group. Graduate student representation would remain three members, the current number.

The number of members of the Graduate Council would be unchanged. Other proposals considered are summarized in Appendix A.

d) Human Subjects in Research. Discussion of the Use of Human Subjects in Research Committee was an information review for the Graduate Council.

e) Academic Fraud. A policy dealing with fraud in research and with procedures for handling complaints and problems can be established utilizing existing university channels with some additional action by the Graduate Council. Because research activities are an integral aspect of the Graduate College, the Graduate Council recommends that:

- 1) The Graduate Council develop a statement of procedures dealing with academic fraud.
- 2) The Vice President for Research establish a standing committee to act as an investigative body to determine the facts in a case of a charge of academic fraud in research and to promptly report to the Vice President for Research.
- 3) The Graduate Council develop a statement focused on fraud in research and procedures for dealing with it to be placed in the appropriate University publications.

Reference materials for our discussions are presented in Appendix B.

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

- a) Discussion of grading system for graduate student research credits. The Graduate Council discussed the Graduate Student Senate's recommendation to change the present system of grading graduate research credits. Other possible options were discussed, but no action was taken. It is recommended that the next Council discuss this further. Appropriate materials are attached in Appendix C.

#### **V. THE 1985-86 GRADUATE COUNCIL**

The following faculty members and graduate students will serve on the 1985-86 Graduate Council: Richard Heggen, Art and Design; Howard Levine, Mathematics; Earl Morris, (chair) Family Environment; Arthur Oldehoeft, Computer Science; R. Brent Pearce, Agronomy; Dean Zimmerman, Animal Science; Ellen Fairchild, Professional Studies; Joyce Guzik, Physics; and Kelley Peters, Forestry.

#### **THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1984-85 GRADUATE COUNCIL:**

Lois H. Tiffany (chr.), Joanna Courteau, John Lemish, Howard Levine, Earl Morris, Dean Zimmerman, David Laird, Marcia Prior-Miller, and Michael VandeHaar.



## GRADUATE COUNCIL

1984-85

### GRADUATE FACULTY

Joanna Courteau	Foreign Languages 304A Pearson	4-7405
John Lemish	Earth Sciences 164 Science I	4-7529
Howard Levine	Mathematics 434 Carver	4-8142
Earl Morris	Family Environment 169 LeBaron	4-8845
Lois H. Tiffany	Botany 309 Bessey	4-3121
Dean Zimmerman	Animal Science 337 Kildee	4-2133

### GRADUATE STUDENTS

David Laird	Agronomy 37 Agronomy	4-2235
Marcia Prior-Miller	Sociology & Anthropology 107 East Hall	4-8318
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 Simonson	Graduate College 201 Beardshear	4-4531

*Interoffice Communication*

IOWA STATE UNIVERSITY  
of Science and Technology

**DATE:** March 21, 1985

**TO:** Dean D. J. Zaffarano  
Graduate College

**FROM:** Graduate Council

The Graduate Council has considered the three options for change in graduate faculty representation on the Council prepared by J. Courteau.

The three options were:

1. Two faculty representatives and one student representative selected from each of four groups identified in Appendix A.
2. One faculty representative selected from each of six groups identified in Appendix B. No change in student representation from what it is now.
3. Six faculty and three students to be selected at large.

After discussion at several meetings, the Council voted at the February 20 meeting to recommend that option number 2 be adopted as the basis for Council representation.

LT/gs

Appendix A

**Departments in BIOLOGICAL AND AGRICULTURAL SCIENCES DIVISION**

Agronomy	Horticulture
Animal Ecology	Microbiology
Animal Science	Plant Path., Seed & Weed Sciences
Biochemistry & Biophysics	Veterinary Anatomy
Botany	Veterinary Clinical Sciences
Entomology	Vet. Microbiology & Preventive Medicine
Food & Nutrition	Veterinary Pathology
Food Technology	Vet. Physiology & Pharmacology
Forestry	Zoology
Genetics	

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**Departments in PHYSICAL SCIENCES AND ENGINEERING DIVISION**

Aerospace Engineering	Engineering Science & Mechanics
Agricultural Engineering	Industrial Engineering
Chemical Engineering	Materials Science & Engineering
Chemistry	Mathematics
Civil Engineering	Mechanical Engineering
Computer Science	Nuclear Engineering
Earth Sciences	Physics
Elec. Engr. & Comp. Engr.	Statistics

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**Departments in SOCIAL SCIENCES AND EDUCATION DIVISION**

Accounting	Journalism & Mass Communication
Agricultural Education	Management
Child Development	Marketing
Economics	Physical Education & Leisure Studies
Family Environment	Political Science
Finance	Professional Studies
Home Economics Education	Psychology
Hotel, Restaurant, & Inst. Mgmt.	Sociology & Anthropology
Industrial Education & Tech.	Textiles & Clothing
	Transportation Logistics

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**Departments in HUMANITIES DIVISION**

Architecture	History
Art & Design	Landscape Architecture
Community & Regional Planning	Music
English	Philosophy
Foreign Languages & Literatures	Speech Communication

## Appendix B

### SELECTED REFERENCES

1. Association of American Medical Colleges, 1982. The Maintenance of High Ethical Standards in the Conduct of Research, AAMC Ad Hoc Committee in the Conduct of Research.
2. Dictionary Definition of Fraud. Merriam unabridged, p. 681.
3. Faculty Handbook, ISU, September 1984.
4. Graduate Faculty Handbook, ISU, 1984-85.
5. Graduate Student Handbook, ISU, 1984-85.
6. Harvard University - Faculty of Medicine. "Principles and Procedures for Dealing with Allegations of Faculty Misconduct", Jan. 13, 1983.
7. Stanford University memo from Hastorf, A. H., to Deans of Schools and Panofsky regarding Academic Fraud, Feb. 3, 1983.
8. Watkins, J. C. and V. S. Hooper. Selected Readings for IRBs in The Public Eye: The Basics and Beyond, sponsored by PRIM&R, March 25-26, 1985, Copley Plaza Hotel. "Public Health Service Policies for Handling Misconduct in Science", p. 261.
9. Wigodsky, H.S., 1984. "Fraud and Misrepresentation in Research--Whose Responsibility?", IRB, Vol. 6, No. 2.

## Appendix C

### DISCUSSION OF GRADING SYSTEM FOR GRADUATE STUDENT RESEARCH CREDITS

#### Options discussed

1. Make no changes
2. Give all research credits a letter grade
3. Give all research credits a Satisfactory or Fail grade
4. Make all research credits an R credit
5. Give last 6 credits of Masters or Ph.D. a letter grade
6. Put maximum of 6 credits for Masters and 12 credits for Ph.D. into GPA, the rest can be graded in any manner
7. Put two GPA's onto transcripts: one including research credits and one excluding them
8. Put two GPA's on transcripts; one for research credits and one for all other credits

#### SENATE RESOLUTION 83-03

February 13, 1984

TITLE: SUPPORT FOR UNIFORM GRADING OF GRADUATE RESEARCH CREDIT

WHEREAS, Some graduate students receive a Satisfactory/Fail mark for Graduate Research Credit(s) while others receive letter grades, and

WHEREAS, these grading procedures vary among and within graduate departments, and

WHEREAS, inequity results from this procedure due to the different effects these systems have on graduate students' quality point averages, Be It Therefore,

RESOLVED, that the Graduate Student Senate recommend to the Graduate Council and to the Graduate Office that two GPA's be reported on transcripts: one including research credits and one excluding them.