

## GRADUATE COUNCIL MINUTES

September 17, 1985

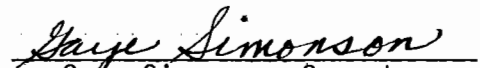
Present: Fairchild, Guzik, Heggen, Jacobson, Karas, Levine, Morris, Oldehoeft, Peters, Ralston, and Simonson

Absent: Pearce and Zimmerman

The meeting was called to order by Morris. All members present introduced themselves and identified their area of representation. A schedule for Fall Semester meetings and the Graduate Council roster were distributed.

1. **Academic Fraud.** Karas reported that last Spring Semester Dean Zaffarano asked the Council to propose policies and procedures for dealing with cases of academic fraud, primarily because of concern over an individual case in the university and, in addition, because the university did not have any set of guidelines, policies, or procedures. Last year's Council did not have time to make any recommendations. Karas reviewed the subject and discussed ideas for the Council to investigate, such as the definition of academic fraud, to whom should the policy apply, standards of appropriate behavior, procedures for conducting investigations, appropriate sanctions, and procedures for appeals. Karas suggested contacting professional organizations and universities for information on their procedures. A deadline date of December 3 for a final draft was established. Morris appointed Levine and Oldehoeft to chair two subcommittees; one to contact organizations, and one to contact societies. Morris asked GC members to state their preferences for serving on these committees. Preferences were: Fairchild, Peters, & Zimmerman with Levine; Guzik, Heggen, & Pearce with Oldehoeft. It was decided that Levine's committee would contact umbrella organizations and Oldehoeft's committee would contact professional societies. Morris said he would be happy to meet with either of the subcommittees. Copies of reference materials from last year's Council will be sent to new members. Both subcommittees will report at the next meeting.
2. **Regular Meeting Time.** Because of a scheduling conflict, it was agreed that the remaining meetings will be held from 8:30-10 a.m. in room 209 Beardshear on the first and third Tuesdays of each month.

The meeting was adjourned at 9:25 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

October 8, 1985

Present: Fairchild, Guzik, Heggen, Jacobson, Levine, Morris, Oldehoeft, Pearce, Simonson, and Zimmerman

Absent: Peters

The meeting was called to order by Morris.

1. **Reports from academic fraud subcommittees.** Oldehoeft, who chairs one of the subcommittees, distributed information he received from universities and societies on their policies in regard to academic fraud. He briefly reviewed this information. The subcommittee contacted nine universities and a variety of professional societies for any information they wished to offer. Oldehoeft noted that several universities are also working on this issue. Members were urged to read the materials distributed.

Each member of Levine's subcommittee reported on information received. Levine contacted Sigma Xi and received a booklet and an article entitled "Honor in Science". Since it was not possible to reach anyone at NSF or NIH by phone, Fairchild sent letters to them and is waiting for a response. Zimmerman contacted AAU and received a booklet and a policy statement. He indicated that the information contained descriptions of types of fraud and academic research as well as policy and procedure guidelines, but nothing concrete. (All this information will be copied and sent to GC members.)

Morris suggested the next step would be to review the information and prepare a preliminary statement. He proposed that he, Levine, and Oldehoeft meet next Tuesday to draft this statement. They will bring this statement to the next meeting scheduled for October 22 for the Council to consider. Morris said he would still like to hear from NSF and NIH.

Jacobson commented that Zaffarano usually attends the first Council meeting to suggest areas of concerns for the Council to consider during the year. Jacobson asked GC members if they thought it would be best for them to concentrate on academic fraud until next semester. The Council was in general agreement to focus discussion on fraud until a draft of a statement is prepared and submitted to the Dean.

Morris concluded that at the next meeting discussion would center on  
1) any additional information gathered by the two subcommittees, and  
2) the preliminary statement formulated by Levine, Oldehoeft and himself.

2. **Other topics.** Levine mentioned a topic originating from his department (Mathematics) concerning criteria for graduate faculty associate membership and full membership. A discussion followed.

The minutes of the May 8 and September 17 meetings were approved as distributed.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

October 22, 1985

Present: Guzik, Heggen, Levine, Morris, Oldehoeft, Pearce, Peters, Simonson,  
and Zimmerman

Absent: Fairchild


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

1. **Academic Fraud.** Morris reported that he met with Levine and Oldehoeft and formulated an outline to follow for drafting an academic fraud policy. This outline was distributed at the meeting. Having reviewed all the documents distributed at previous meetings, they concluded that Illinois had the best policy. Morris suggested that the Council take time to read this document. After it was read, Levine reviewed various sections. Discussion included items from the document such as developing a standing committee or an ad hoc committee, who should be on the committee, and possible sanctions. Levine made an informal motion to adopt a form similar to Illinois' document, but suitable for Iowa State University.

Morris recommended that the following members draft specific sections for an ISU policy: Levine-procedures; Oldehoeft-prevention and policy; Pearce-sanctions; and Morris-introduction. They will bring these drafts to the next meeting.

2. **Graduate Faculty Membership.** At the last meeting, Levine briefly discussed a problem in his department concerning criteria for graduate faculty associate and full membership. At this meeting he brought three letters from faculty who were proposed for membership in the graduate faculty; two were accepted, one was not. He gave copies to Morris and to Simonson (for Jacobson). Morris appointed Zimmerman to chair a subcommittee along with Heggen, Guzik, and Peters to discuss how the Graduate Council should proceed. Copies of the letters will be sent to subcommittee members.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

November 5, 1985

Present: Fairchild, Guzik, Heggen, Jacobson, Karas, Levine, Morris, Pearce, Peters, Simonson, and Zimmerman

Absent: Oldehoeft

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

1. **Draft reports on academic fraud.** The following drafts were distributed: 1) Introduction prepared by Morris, 2) Prevention of Dishonesty in Research prepared by Oldehoeft, and 3) Procedures to be followed in cases of alleged academic fraud by faculty members prepared by Levine. The Council took time to read these drafts. Discussion followed. Levine described some revisions and modifications he plans to make on his report. The three student members will review statements in the Graduate Student Handbook and prepare a paragraph related to graduate students involved in academic fraud to be included in the draft. Discussion then centered on whether the report should involve fraud in research only or a more broad definition. Morris appointed Heggen to prepare a definition of academic fraud which would include research, scholarly and creative activity. Morris decided to ask Oldehoeft if all drafts could be incorporated into his computer system. Discussion again involved developing an ad hoc or permanent committee. Zimmerman made a motion to establish an ad hoc committee to work with the Officer for Research Standards; it was seconded by Pearce. Some discussion followed. A vote was then taken, by a show of hands, indicating a 4-4 tie. Morris said since it was a tie, the motion fails.

Morris reiterated that at the next meeting, Levine will report on revisions on his draft, Heggen will write a definition of academic fraud, Morris will talk to Oldehoeft about incorporating the complete document into his word processing system, the three student members will work on a paragraph related to graduate students, and Pearce will prepare a written draft of sanctions.

2. **Report from the graduate faculty membership subcommittee.** Stemming from discussion at previous meetings regarding requirements for associate and full membership in the graduate faculty, Zimmerman reviewed statements from the Graduate Faculty Handbook relating to this topic. He read examples of wording such as "commonly" and "ordinarily" which he feels are unclear. The Council's concern is that exceptions are not being applied when they should. For the next meeting, Zimmerman will draft a statement of concern about membership criteria for the Council to vote on which will be sent to the Graduate Faculty Membership Committee.

The meeting was adjourned at 10 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

November 19, 1985

Present: Fairchild, Guzik, Heggen, Jacobson, Levine, Morris, Oldehoeft, Simonson, and Zimmerman

Absent: Pearce and Peters


The meeting was called to order by Morris. The minutes of the November 5 meeting were approved as distributed.

1. **Change in order of agenda.** Since Levine had not arrived yet, Morris suggested discussion of item 3 first.

**Report from graduate faculty membership subcommittee.** Zimmerman distributed copies of statements in the Graduate Faculty Handbook concerning graduate faculty membership criteria. Before he drafted a letter for the Council to vote on, he decided to discuss these criteria with GC members first. He suggested eliminating words such as ordinarily, commonly, and usually. He also changed a sentence from ...ordinarily shall have taught graduate students in some capacity to read: Teaching graduate courses shall be considered supportive. Zimmerman then read a letter he had drafted to the Graduate Faculty Membership Committee, indicating suggested corrections. Some discussion followed. For the next meeting, Zimmerman will distribute the letter and corrections for final approval of the Graduate Council.

2. **Report of academic fraud.** A modified version of procedures to be followed in cases of alleged academic fraud was distributed. Levine described the revisions he had made and reviewed definitions of fraud from a Maryland document he had received. Pearce had sent GC members a draft of sanctions he had prepared. Morris felt additional sanctions should be considered besides dismissal. Guzik outlined a handout she distributed which was modifications to procedures to include students. Heggen briefly discussed the definition of fraud which he had sent to GC members earlier. It was agreed that he would revise the definition to include information from Maryland's document. For the next meeting, Heggen will revise definitions, Morris will revise sanctions, and Simonson will type the final document (introduction, prevention, definition, procedures and sanctions) and send it to the Council to review before the next meeting.

The meeting was adjourned at 10 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

December 3, 1985

Present: Heggen, Levine, Morris, Oldehoeft, Simonson, and Zimmerman

Absent: Fairchild, Guzik, Pearce and Peters

No formal action could be taken at this meeting because a quorum of six elected members was not present. A copy of ISU's recommended policy on academic integrity was distributed for the Council to read. A corrected version of the "definition of academic misconduct" section was distributed by Heggen. Also, a copy of "sanctions to be imposed..." to replace page 6 of the document was distributed by Morris. The Council offered some changes and additions to the policy. Simonson will send a revised copy to the Council for their review prior to voting at the next meeting. A subcommittee comprised of Morris and Levine was established to proofread the revised copy before being sent to the entire Council.

Zimmerman distributed a letter addressed to the Graduate Faculty Membership Committee (GFMC) and a copy of pages 13 and 14 of the Graduate Faculty Handbook concerning criteria for Graduate Faculty Membership. It was decided that the letter should be addressed to Dean Zaffarano rather than the GFMC. A brief discussion involved changes in wording for clarification. Zimmerman will make these minor changes in the letter and bring it to the next meeting for final approval.

The meeting was adjourned at 9:35 a.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

January 23, 1986

Present: Fairchild, Guzik, Heggen, Jacobson, Levine, Morris, Oldehoeft, Pearce, Simonson, and Zimmerman

Absent: Peters

The meeting was called to order by Morris. The minutes of the November 19 and December 3 meetings were approved as distributed. The Council agreed that 11 a.m. on Thursdays was a suitable time to hold meetings this semester. Morris suggested a change in agenda order due to the need to reaffirm last year's recommendation regarding Council membership.

1. **Last year's recommendation regarding Council Membership.** Zaffarano requested this year's Council to reaffirm this recommendation, which states that one faculty representative be selected from six divisions. Jacobson briefly described last year's deliberations. The Council discussed the options. A question was raised about the length and election of student terms. The Statement of Purpose indicates that graduate student members of the Council serve for one year terms and may be re-elected one time. GC student members felt that being re-elected was an involved process. They will review the guidelines and prepare a recommendation to simplify student re-elections. Simonson will send a copy of the Statement of Purpose to each student member. After much discussion, Levine moved and Oldehoeft seconded a motion to approve the six division recommendation. It was unanimously approved on a voice vote.
2. **Approval of ISU academic misconduct policy.** The Council briefly reviewed this policy. Levine suggested obtaining legal advice before recommending it to the Dean. It was decided that the Council would vote on this policy and include a cover letter which would indicate that the report had not been reviewed or studied from a legal standpoint. One change was made in the number of days to report results of the decision to pursue charges. Zimmerman moved and Levine seconded a motion to approve this revised policy. The recommendation was approved by voice vote, with no one dissenting.
3. **Approval of final draft to Zaffarano regarding Graduate Faculty Membership criteria.** Zimmerman distributed a revised letter to Zaffarano regarding guidelines for membership on the graduate faculty. After a minor change in wording, it was moved and seconded to accept this letter. On a voice vote, the letter was approved unanimously. Discussion then centered on the changes made in the guidelines found in the Graduate Faculty Handbook, particularly the topic of faculty members supervising students. After much deliberation, Morris suggested a revision. A motion was made and seconded to approve the changes. It was then approved unanimously on a voice vote. Zimmerman will make the changes and send a revised recommendation to Zaffarano.

The meeting was adjourned at 12:10 p.m.

  
Gaye Simonson, Secretary



## GRADUATE COUNCIL MINUTES

February 11, 1986

Present: Fairchild, Guzik, Heggen, Karas, Morris, Oldehoeft, Pearce, Simonson, Zaffarano, and Zimmerman

Absent: Levine and Peters

Guest: Charles Mulford, Chair of Graduate Faculty Membership Committee

The meeting was called to order by Morris. The minutes of the January 23 meeting were approved as distributed. Since Charles Mulford, chair of the Graduate Faculty Membership Committee, was present, the order of the agenda was changed so that discussion of this topic could be dealt with first.

1. **Graduate Faculty Membership.** After receiving the Graduate Council's recommendation of suggestions to the Graduate Faculty Membership Committee (GFMC), Mulford attended this meeting to discuss the suggestions. He indicated that the committee liked the Council's suggestions in general. One sentence they differed on was: ...teaching graduate courses or directing the research of graduate students shall be considered supportive. The GFMC felt it should be considered "essential." Discussion by the Council followed. Zaffarano suggested that if the GFMC would like to make any changes, they should be sent to him before April 1. Zaffarano thanked the Council for thinking of these changes. Morris expressed gratitude to Mulford for taking the time to come to the meeting.
2. **Academic Fraud Policy.** A copy of this policy was sent to GC members along with the agenda. Morris pointed out a few corrections and changes he received from faculty members (this policy was also mailed to DOGEs). Zaffarano described several changes or corrections he had which are reflected in the attached revised copy. After the final copy is approved by the Council, it will be sent to Zaffarano before March 6 so that he can present it to a special meeting of the Graduate Faculty scheduled for Thursday, March 27, at 4:10 p.m. It will then be voted on at the regular meeting of the Graduate Faculty in May. Zaffarano suggested that this policy be transmitted to the General Faculty for their consideration. Zaffarano thanked the Council for their hard work on this proposal.
3. **Advice to Gordon Eaton.** Zaffarano mentioned that Eaton is very much interested in research at ISU and recruiting more graduate students. Zaffarano would like the Council to organize incentives for research and to think of procedures to recruit top quality graduate students. He felt that Eaton would be very receptive to any ideas the Council had on these two topics.

After Zaffarano and Karas left, the Council continued discussion of the academic misconduct policy. Morris will forward a revised copy to Simonson to send to the Council for review before the next meeting.

Guzik and Oldehoeft were appointed to serve on the Graduate Faculty Handbook and Graduate Student Handbook Committee. They will meet three or four times in March and April. Chris Dionigi was elected by the Graduate Student Senate to replace Kelley Peters on the Council for the remainder of the year.

The meeting was adjourned at 12:25 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

February 27, 1986

Present: Dionigi, Heggen, Jacobson, Levine, Morris, Oldehoeft, Pearce, Simonson, and Zimmerman

Absent: Fairchild and Guzik

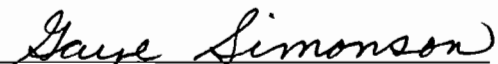
The meeting was called to order by Morris. The minutes of the February 11 meeting were approved as distributed.

1. Approval of Graduate Council and Graduate College Committee Nomination Request Forms. In relation to this, Karas has requested the Council to draft a one-page summary of the proposed Council representation with pros and cons to be discussed at the special meeting of the Graduate Faculty on March 27. Pearce volunteered to write this summary and will send it to Karas early next week.

Copies of the Graduate Council and Graduate College Committee nomination forms were attached with the minutes for the Council to review. The Council discussed the problem of which division to place faculty members with joint appointments. It was moved and seconded to change the sentence, "If you prefer to affiliate with another division, please notify Gaye Simonson in the Graduate Office immediately" to read: If you have a split appointment, please specify the division with which you are affiliating. It was unanimously approved on a voice vote. After this change was made, the forms were approved. They will be mailed to graduate faculty members sometime during the first week in March.

2. Approval of Academic Misconduct Report. Morris met with Dr. E. Robert Baumann, last year's chair of the Faculty Appeals Committee, who had some concerns about this policy. Baumann made a number of changes he felt were very important. Morris indicated that there may be another committee working on academic misconduct (possibly from Academic Affairs). Much discussion centered on whether this policy should be research oriented only. Oldehoeft moved (and was later seconded) that we limit the scope of this document to deal with policy on research integrity and make appropriate changes so that the people involved are only those that are essential to the review and disciplinary process. Discussion followed. Morris announced that Dan Griffen is planning to revise the definition section to conform to legal terms. Levine will make the suggested changes and send them to Simonson to distribute early next week. The policy will then be given to Zaffarano who plans to present it at the special Graduate Faculty meeting on March 27.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

March 27, 1986

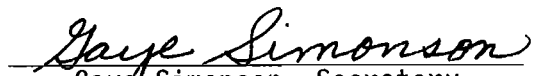
Present: Dionigi, Fairchild, Heggen, Jacobson, Levine, Morris, Oldehoeft, Pearce, and Simonson

Absent: Guzik and Zimmerman

The meeting was called to order by Morris. The minutes of the March 27 meeting were approved as distributed.

1. **Recommendation on Graduate Council student re-election procedures.**  
Fairchild and Guzik met to simplify the present re-election procedures for graduate students. Being re-elected for graduate students is an involved process, and they feel that serving only one year is not enough to really become part of the group. After their discussion, they decided no change was recommended for various reasons. The main reason is that often times soon-to-graduate graduate students take jobs and are unable to attend meetings. Fairchild reiterated that it was hard to become part of this group and encouraged faculty members to welcome student members. At that time, the Council introduced themselves to Chris Dionigi, the new student member replacing Kelley Peters.
2. **Change in agenda.** Morris suggested a short discussion of the modified academic misconduct document distributed at the meeting today. The modifications were made by Dean Zaffarano with suggestions from Jeff Waters, attorney at law, and Clayton Swenson, chair of the faculty appeals committee. Morris pointed out the sections in which additions had been made. The Council noted their dissatisfaction with the phrase "illegal use of narcotics" in the definition section. Since this was added by Zaffarano and was to be discussed at the special graduate faculty meeting this afternoon, the Council had no further comment. Morris expressed his feelings, and the Council concurred, that the Graduate Council had met their obligation of drafting this academic misconduct policy.
3. **Advice to Gordon Eaton.** The Council considered several issues which could be presented to Gordon Eaton. Among the issues raised were (1) reinstatement of the President's Reception, (2) awareness of each department's research activities, (4) the tax situation for graduate students on assistantships (tuition remission), (5) the decrease of number of assistantships, (6) library hours, (7) two levels of graduate faculty membership, and (8) confidential records of graduate students. It was suggested that a prioritized list be drawn up in a report to Eaton. The remaining meetings will entail putting this report together.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

April 10, 1986

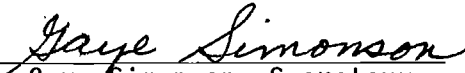
Present: Dionigi, Heggen, Morris, Oldehoeft, Pearce, Simonson, and Zimmerman

Absent: Fairchild, Guzik, and Levine

The meeting was called to order by Morris. The minutes of the March 27 meeting were approved after the series of numbers were corrected in item 3.

1. **Nominations for Graduate College Committees.** Attached to the agenda was a list of faculty members who had been nominated for three Graduate College committees (Graduate Faculty Membership, Graduate Student Program Review and PACE Awards). The Council reviewed the list and endorsed those they felt were well qualified. The list of nominees will be sent to Dean Zaffarano.
2. **Advice to Gordon Eaton.** The Council had a wide-ranging discussion of topics which could be presented to Gordon Eaton. It was decided that individuals with an area of concern would draft a short report to discuss at the next meeting. Some areas discussed included: 1) computing--concern on the relative emphasis on the big computer versus microcomputers (also compatability), 2) membership on the graduate faculty--should there be two categories, 3) allocation of internal research money, 4) interdepartmental programs--no real budget, 5) the university becoming more oriented towards education, and 6) travel money to faculty members.

The meeting was adjourned at 12:20 p.m.

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

April 24, 1986

Present: Guzik, Heggen, Jacobson, Morris, Oldehoeft, Pearce, Simonson, and Zimmerman


Absent: Dionigi, Fairchild, and Levine

The meeting was called to order by Zimmerman (in Morris' absence). The minutes of the April 10 meeting were approved as distributed.

1. **Annual Report.** Copies of a first draft of the Council's Annual Report were distributed before the meeting. Any changes or corrections should be directed to Simonson or Morris. A section on student representation on the Council will be added. The final draft (attached to these minutes) will be voted on at the last meeting. New Graduate Council members for 1986-87 are James Iverson, Aerospace Engineering; Wayne Rowley, Entomology; and Mack Shelley, Political Science. New graduate student members will be elected at the Graduate Student Senate meeting in May.
2. **Possible Topic for Next Year.** Jacobson received a communication regarding the use of GRE scores in PACE evaluations. The question raised was-- should GREs be required for PACE nominees. There is a difference of opinion, since all departments do not require GREs. Jacobson asked for any opinions from the Council. It was decided that it could be a possible topic for next year's Council.
3. **Interdepartmental Programs.** Morris asked Jacobson to review this program, since he may draft a report for Gordon Eaton on this subject. Jacobson briefly described the interdepartmentals and the three categories: 1) programs (student admitted into the program), 2) majors (student admitted into cooperating department, and department offers a major in particular area), and 3) minors (student admitted into cooperating department, and department offers a minor in particular area). ISU now has a total of 17 interdepartmentals. Morris added some comments about problems with their budgets. He will write a statement about this to include in the report to Eaton.

4. **Advice to Gordon Eaton.** Three short reports prepared by Oldehoeft, Pearce and Zimmerman were distributed. Pearce described his report pointing out that the university needs to promote graduate education by assuring that it is one of the major goals for any research conducted at ISU. The Council made a few revisions and the final version will be sent to Morris or Simonson. Two other reports (Integration of Computers and Communication at ISU and Proposed Statement on University Support of Professional Travel by Faculty) were briefly discussed also. All four reports (including Morris') will be put together for a final recommendation to Zaffarano before it is given to Eaton. It will be voted on at the next meeting.

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

  
Gaye Simonson, Secretary

## GRADUATE COUNCIL MINUTES

May 8, 1986

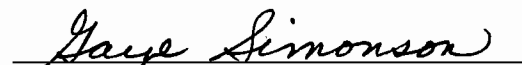
Present: Guzik, Heggen, Iverson, Jacobson, Morris, Oldehoeft, Pearce, Shelley, Simonson, and Zimmerman

Absent: Dionigi, Fairchild, and Levine

The meeting was called to order by Zimmerman (in Morris' absence). The minutes of the April 24 meeting were approved after Mack Shelley's joint department was clarified (Political Science/Statistics).

1. Approval of Annual Report. Copies of the Council's annual report were attached to the agenda for the Council to review before the meeting. Since the three graduate students members will not be elected until the June meeting of the Graduate Student Senate, it was decided to indicate this in the report. There was some discussion about staggering students' appointments. It was moved and seconded to send a letter to the Graduate Student Senate president to encourage continuity in graduate student representation by having staggered two-year terms or allowing automatic renomination after the first one-year term. Morris prepared a letter to the GSS president (attached to these minutes). It was then moved and seconded that the annual report be approved. The report was accepted by voice vote, and will be forwarded to the Graduate Dean. It will also be summarized by Morris at the Graduate Faculty Meeting on May 13 and published in the June issue of GRAD News & Notes.
2. Introduction of Members Present. Since two new members were present, everyone introduced him/herself and indicated if he/she were going off the Council or remaining on for another year.
3. Approval of Report to Gordon Eaton. Attached to the agenda was a memo to Zaffarano from Morris and the report of advice to Gordon Eaton. Morris noted the addition of the library hours and the status of the inter-departmental programs. A brief discussion followed. Zimmerman moved approval of the report with a few minor changes. It was then approved unanimously on a voice vote.
4. Election of Chair for 1986-87. Oldehoeft and Pearce were nominated to serve as Council chair. Oldehoeft declined the nomination. Pearce was then approved unanimously to serve as chair for 1986-87.

The meeting was adjourned at 11:40 a.m.

  
Gaye Simonson, Secretary



## 1985-86 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 nonvoting ex officio members from the Graduate College office, one of whom serves as recording secretary for the Council. For the 1985-86 term, the following people were members of the Graduate Council: Richard Heggen, Art and Design; Howard Levine, Mathematics; Earl Morris, Family Environment; Arthur Oldehoeft, Computer Science; R. Brent Pearce, Agronomy; Dean Zimmerman, Animal Science; Ellen Fairchild, Professional Studies in Education; Joyce Guzik, Physics; Kelley Peters, Forestry; and Chris Dionigi, Plant Pathology, Seed and Weed Sciences. Ex officio members were Norman Jacobson and Gaye Simonson.

### I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of Oldehoeft and Guzik was appointed 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 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, 1986 are Levine, Morris, and Zimmerman. Newly elected faculty members of the Council are James Iversen, Aerospace Engineering; Wayne Rowley, Entomology; and Mack Shelley, Political Science. Three new graduate student members will be elected at the June meeting of the Graduate Student Senate.

### II. ACTIONS BY COUNCIL ON UNFINISHED BUSINESS OF THE 1984-85 GRADUATE COUNCIL

- a) Discussion of grading system for graduate student research credits. This issue did not appear to be a high priority issue this year and no action was taken.

- b) Academic fraud policy. This was the main preoccupation of the Council during this academic year. Numerous meetings of the Council and its subcommittees were devoted to the development of a recommended policy for presentation to the Dean. That policy was presented by the Dean for its first reading at a spring meeting of the graduate faculty and will be voted on at the final meeting of the graduate faculty.

### III. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION IN 1985-86

- a) The clarity of criteria for membership in the graduate faculty. This topic was discussed and recommendations were sent to the Dean who forwarded them to the graduate faculty membership committee. A meeting of the Council was held with the chair of the membership committee present. Some of the Council's recommendations will be adopted.
- b) Faculty representation on the Graduate Council. The changes in representation on the Graduate Council from three to six areas was reconsidered and passed once again. The recommendation was presented for first reading at a meeting of the graduate faculty. It will be voted on at the final spring semester meeting of the graduate faculty.
- c) Recommendation to President Eaton for ways to improve research and graduate education at Iowa State University. This topic was discussed and several recommendations submitted to the Dean for presentation to President Eaton.
- d) Graduate Student Representation. Potential changes in selection procedures for graduate student members were discussed by a subcommittee consisting of the graduate student members of the Council. That subcommittee recommended that no change be considered at this time.

### IV. THE 1986-87 GRADUATE COUNCIL

The following faculty members and graduate students will serve on the 1986-87 Graduate Council: Richard Heggen, Art and Design; James Iverson, Aerospace Engineering; Arthur Oldehoeft, Computer Science; R. Brent Pearce, Agronomy (chr.); Wayne Rowley, Entomology; Mack Shelley, Political Science/Statistics; and three graduate students.

### THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1985-86 GRADUATE COUNCIL:

Earl Morris (chr.), Richard Heggen, Howard Levine, Arthur Oldehoeft, R. Brent Pearce, Dean Zimmerman, Ellen Fairchild, Joyce Guzik, and Chris Dionigi.

## GRADUATE COUNCIL

1985-86

### GRADUATE FACULTY

Richard Heggen	Art and Design 389 College of Design	4-4914
Howard Levine	Mathematics 434 Carver	4-8142
Earl Morris	Family Environment 169 LeBaron	4-8845
Arthur Oldehoeft	Computer Science 205 Computer Science	4-2586
R. Brent Pearce	Agronomy 141 Agronomy	4-3274
Dean Zimmerman	Animal Science 337 Kildee	4-2133

### GRADUATE STUDENTS

Ellen Fairchild	Professional Studies in Educ. Osborn Cottage	4-4371
Joyce Guzik	Physics 12-A Physics	4-1536
Kelley Peters	Forestry 251 Bessey	4-8056

### 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

## NOMINATIONS FOR GRADUATE COLLEGE COMMITTEES

### Graduate Faculty Membership Committee

Don Beitz (Animal Science/Biochem. & Biophys.)  
Don Boles (Political Science)  
Lehman Fletcher (Economics)  
Don Hadwiger (Political Science)  
Harry Horner (Botany)  
Charles Kim (Textiles & Clothing)  
Joseph Kupfer (Philosophy)  
Bill Robinson (Philosophy)  
Joe Sebranek (Animal Science)

### Graduate Student Program Review Committees

Janice Beran (Physical Education/Leisure Studies)  
\* Fred Lorenz (Sociology/Statistics)  
Rick Sharp (Physical Education/Leisure Studies)  
Pamela White (Food & Nutrition)

### PACE Awards Committee

Nick Christians (Horticulture)  
Ted Huiatt (Animal Science)  
Sharon Mathes (Physical Education/Leisure Studies)  
Thora Runyan (Food & Nutrition)  
Mack Shelley (Political Science/Statistics)  
Terry Smith (Industrial Education)  
Rhonda Dale Terry (Food & Nutrition)  
Jerry Young (Animal Science)

Date: January 30, 1986

To: Dean Daniel Zaffarano  
Graduate College  
R 201 Beardshear

From: Graduate Council

RE: Guidelines for Membership in the Graduate Faculty

The Graduate Council has noted what it believes are ambiguities in the statements relative to criteria for membership on the graduate faculty. We would appreciate your consideration of these minor revisions before the publication of the next edition of the Graduate Faculty Handbook.

A draft of the guidelines, as found on pages 13 and 14 of the Graduate Faculty Handbook, and suggested changes are enclosed. The suggested deletions are struck out and the suggested additions are italicized.

## MEMBERSHIP ON THE GRADUATE FACILITY

### Membership Classes and Requirements

The Graduate Faculty includes associate, full and temporary members. A member may serve on a Program of Study committee for the master's or Ph.D. degree and any associate or full member may serve as the chairperson of a committee guiding work for the master's degree. The chairperson of a Ph.D. committee must be a full member, although on recommendation of the department executive officer and with permission of the Graduate Dean, an associate or temporary member may serve as co-chairperson of a Ph.D. committee along with a full member. Also, a temporary member may serve as co-chairperson of a master's committee on recommendation of the department executive officer and with permission of the Graduate Dean.

*It is recognized that in some cases flexibility is necessary and exceptions to some of the guidelines will be allowed. These will be at the discretion of the Dean of the Graduate College.*

### Full Membership

Full membership is granted to a person holding academic rank at Iowa State University. Full members are expected to be currently involved with creative activities of the type which, at the minimum, could be considered acceptable for research or training of advanced graduate students. In areas where a dissertation is required, a nominee for full membership will be expected to have demonstrated continuing research accomplishments through publications which involve creative and/or scholarly work beyond that contained in the nominee's dissertation. In other areas, standards of high and continuing scholarly achievement and creativity may be more difficult to define should be demonstrated.

In all nominations, however, it is necessary for evidence to be presented which establishes that the individual's scholarly or creative work has been judged favorably by peers both inside and outside of Iowa State University. Evidence of these favorable judgments can take many forms, including published articles in nationally-recognized, refereed journals, the publication of monographs, invitations to address recognized professional societies on topics within the individual's specialty, invited lectures or concerts under prestigious circumstances, the display of work at juried exhibits and the publication of literary works which have attained national recognition through, for instance, published reviews. It is recognized that the opportunities for publication vary from area to area. Therefore, the contents of nominations must document a record of independent achievement, particularly in cases where the criteria used may not be apparent to the Graduate Faculty Membership Committee.

Beyond a record of sustained scholarly accomplishment, *teaching graduate courses or directing the research of graduate students shall be considered supportive.* a candidate for full membership on the Graduate Faculty ordinarily shall have participated in the direction of the research of graduate students and ordinarily shall have taught graduate students in some capacity.

#### Associate Membership

Associate Membership commonly is granted to a person holding academic rank at Iowa State University and who has demonstrated competence for pursuing creative work appropriate to the discipline. Ordinarily, Membership criteria include: (1) receipt of a Ph.D. (or highest graduate degree appropriate to the field) from an *accredited recognized* institution, (2) evidence that the nominee has the desire and opportunity to continue to develop as a scholar, (3) scholarly work (usually an accepted publication) acceptable to peers both inside and outside of Iowa State University and (4) the potential for contributing to graduate education.

#### Temporary Graduate Faculty Membership

Temporary Graduate Faculty membership is granted for a period of five years to a person not holding an academic rank at I.S.U. who otherwise meets the requirements for associate Graduate Faculty membership. Candidates for such temporary membership usually have expertise needed to supplement the permanent faculty's direction of graduate student research projects. This temporary position allows the individual to serve as a member or co-chairperson of a Program of Study committee for the master's or doctoral degree.

Individuals are recommended by the same procedures as full or associate members with application materials submitted to the Graduate Faculty Membership Committee for review and final acceptance by vote of the Graduate Faculty. Temporary membership may be renewed by the submission of a current application to the Graduate Faculty Membership Committee. Lapse of membership does not invalidate commitments already begun.

# RECOMMENDED POLICY ON INTEGRITY IN RESEARCH AND SCHOLARLY ACTIVITY

## IOWA STATE UNIVERSITY

### INTRODUCTION

In recent years there has been an increasing need for an adequate response within the university to serious breaches of conduct in research and scholarly activity. While serious misconduct is apparently quite rare, when it does occur, it is important to be able to respond in ways that maintain the integrity of the university system. The ideals of academic integrity have prompted numerous professional organizations including the Association of American Universities to develop standards for academic conduct. In addition many universities have developed procedures for dealing with violations of such standards.

In the report of the Committee on Academic Integrity of the AAU it is recommended that:

All institutions prepare policies which state clearly the expectations for high standards of ethical behavior of those involved in research, the procedures for dealing with suspected deviations from intellectual honesty, and available sanctions. These policies and procedures must be consistent with the institutions' policies on academic governance, freedom, responsibility, and due process, as well as with legal restraints.

Because of his concern for these matters, Daniel J. Zaffarano, Vice-President for Research and Dean of the Graduate College, asked the Graduate Council to consider integrity and honesty in research and to advise him concerning potential university policies related thereto. This document is the report of the Graduate Council concerning integrity in research and scholarship.

The Council has reviewed a large number of documents, codes, and guidelines written by professional associations and university boards and committees. Those documents have been useful in the preparation of this report.

At Iowa State University the Office of the Vice President for Research and Graduate Dean are combined. Since the policies in this document refer both to research and scholarly activities, it should be understood that references to Vice President for Research include the cognizance of the Graduate Dean.

### PREVENTION OF DISHONESTY IN RESEARCH AND SCHOLARLY ACTIVITY

In an attempt to avoid incidents of dishonesty in research and scholarly activity, it is the responsibility of the academic community to create and sustain an atmosphere which promotes the highest standards of integrity. Researchers, scholars, and administrators share this responsibility.



On the part of individual researchers, prevention requires concern for quality of published works, generosity in recognizing and citing the accomplishments of others, careful review of manuscripts, conferring of coauthorship only to those who have made a significant contribution, and the ability and willingness of all authors to publicly defend published results.

Departments and other individual administrative units have the responsibility of providing a program of instruction which deals with accepted standards of professional integrity and quality, including aspects peculiar to their own disciplines. Such a program should serve as a continuing reminder to the research staff and as normal training for students. In addition, the members of the faculty, particularly major professors, are responsible for communicating standards for academic conduct to graduate students. Departments should conduct an informed review of the previous work of staff and faculty members at the time of hiring and promotion.

It is the responsibility of the administration to prevent fraudulent practices by disseminating to all of its faculty members and research staff a clear statement of its policies and the consequences of misconduct.

#### **DEFINITION OF ACADEMIC MISCONDUCT IN RESEARCH AND SCHOLARLY ACTIVITIES**

It should be emphasized that reporting misconduct in scholarly work is a responsibility shared by everyone at the University. However, frivolous, mischievous or malicious misrepresentation in alleging misconduct should not be tolerated. It may be necessary to reprimand an individual for lax supervision, faulty techniques, or inattention to propriety even when willful misconduct is not established.

Academic misconduct in research and scholarly activities, as used in this policy, is any act of dishonesty, insubordination, illegal use of narcotics, failure to perform assigned duties in accordance with accepted standards of integrity, or any act which in fact, or in appearance, damages the academic reputation of the actor, department, students, or university. It includes, but is not limited to, the following:

1. Fraud. For example, the fabrication, falsification, or alteration of data.
2. Improper experimental manipulation. For example, manipulating experiments to obtain biased data.
3. Improper selective reporting. For example, the omission of conflicting data or experimental conditions.
4. Plagiarism. For example, taking credit for an exact copy or the rewritten or rearranged work of another.
5. Improper assignment of credit. For example, insufficiently citing the work of others, including associates and students, or inadequately identifying the repetition of data or material that appears in more than one publication.

6. Abuse of confidentiality. For example, improper use of information gained by privileged access, such as information obtained through service on peer review panels and editorial boards.
7. Deliberate violation of regulations. For example, failure to comply with regulations concerning the use of human subjects, the care of animals, or health and safety of individuals and the environment.
8. Misappropriation of funds or resources. For example, the misuse of funds for personal gain.
9. Mistreatment of graduate students in the course of their research or scholarly activities by a member of the graduate faculty.
10. Misrepresentation of one's credentials.

**SUGGESTED PROCEDURES TO BE FOLLOWED IN CASES OF  
ALLEGED ACADEMIC MISCONDUCT IN RESEARCH AND SCHOLARLY ACTIVITIES**

This document pertains to all faculty, staff, and students engaged in research and scholarly activities, and shall not prevent the university from taking additional or alternative disciplinary action, pursuant to university policy or rule.

The Vice President for Research shall appoint from among the tenured faculty an Officer for Research Standards and two additional members of the tenured faculty to serve with the Officer as the standing members of the Preliminary Investigating Committee (PIC). The PIC shall consist of the Officer, two standing members and two ad hoc members. The Officer shall serve at the pleasure of the Vice President for Research and the standing members shall be appointed for three year terms (initial terms to be 2 years and 3 years to permit staggering of the terms in the interest of continuity). The appointed standing members may be re-appointed for an additional term. Two ad hoc members of the committee shall be appointed by the Officer for the investigation of each specific case in accordance with number three in this section.

At every stage of the procedure, great care shall be taken to ensure the rights of the individual(s) charged with academic misconduct in research or scholarly activities and of those bringing the charges to protect the confidentiality of the proceedings. The charged individuals shall be informed of their right to counsel as soon as they are informed of the formal charges made against them. At every stage of these proceedings the burden of proof shall rest with the University and shall be by a preponderance of evidence. The procedures shall be carried out in a timely manner.

1. Any member of the University community who becomes aware of an apparent instance of academic misconduct in research or scholarly activities has the duty to try to resolve the issue directly with the parties involved. If direct consultation is inappropriate or unsuccessful, the individual shall report the incident to the

appropriate departmental executive officer (DEO) or to the Officer for Research Standards.

Persons making such charges shall be warned of the possible legal consequences of making frivolous, malicious or mischievous, or unfounded charges.

2. If the person whose conduct is in question is a student, the matter should proceed according to the Rights and Responsibilities (pp. 11-22) and Academic Dishonesty (pp. 42-43) sections of the ISU Information Handbook. Students doing research are expected to uphold the same standards of academic integrity as are the faculty and staff.
3. If the person whose conduct is in question is a faculty or staff member, the DEO shall bring the charges to the attention of the Officer, if they have not already been brought to the Officer's attention by the person making the charges. The ad hoc members shall be members of the primary department of the individual whose conduct is in question unless the Officer or a standing member is from the charged individual's department. Only two persons from that individual's department may serve on the PIC. If one or more standing members is from that department, ad hoc members shall be chosen from other departments such that no more than two members of the PIC are from that department.

At the time of the appointment of the ad hoc members, the person being charged with misconduct shall be informed in writing of the names of the ad hoc committee members and the nature of the allegations made against him or her. The person charged shall have the right to two peremptory challenges to the ad hoc appointments of the Officer for Research. The PIC, including its ad hoc members, shall conduct a preliminary investigation of the allegations to (1) determine whether the charges are well founded and (2) if the PIC finds the allegations are unfounded, to determine whether they may be frivolous, mischievous, or malicious.

The PIC shall report its findings in writing to the Vice President for Research within 10 working days.

The Vice President for Research may take disciplinary action against the person filing the accusation if an allegation is found to have been frivolous, malicious or mischievous.

4. Within 10 working days after receiving the report of the PIC, the Vice President for Research, in consultation with the PIC, shall decide whether the matter shall be pursued. If the matter is dropped, nothing shall be placed in the personnel file of the person who was charged with misconduct. All written records shall be sealed and deposited in the office of the Vice President for Research. Both the person making the charges and the person charged shall be notified of this decision, in writing. If the charges were found by the PIC to be not only unfounded, but also frivolous, and the Vice President for Research concurs, this too, shall be noted in writing to both parties. The University may take disciplinary action, in such a case.

5. If sufficient evidence is found of a serious breach of accepted standards of integrity to warrant further investigation, the person charged and his collaborators on the work in question, shall be informed of the charges, requested to cooperate with investigators, and reminded of their right to counsel.
6. The Vice President for Research shall appoint an Ad Hoc Investigating Committee consisting of (1) one person (as chair) from the tenured faculty of Iowa State University within the primary category of representation on the Graduate Council for the charged individual, (2) one person from the charged individual's primary department, and (3) one person from the charged individual's discipline from outside Iowa State University. No one from the PIC may serve on the Ad Hoc committee except that the Officer for Research Standards shall serve as consultant to the committee.

The Ad Hoc committee shall conduct a thorough investigation of the charges and report the results to the Vice President for Research in writing within 20 working days. The charged individual will receive a copy of the report. The person charged will be informed in writing of the composition of the committee, and will be invited to provide the committee with pertinent information.

7. Before the committee makes its report, the person whose conduct is being investigated, shall be provided with the opportunity to discuss the case with the committee, with or without counsel. A summary of such discussions will be made a part of the committee's report. The committee shall then report to the Vice President for Research. If the committee concludes that there has been no academic misconduct in research or scholarly activities, the matter shall be considered closed, all parties notified and records kept as in the paragraph numbered four in this section. If academic misconduct is established, the University shall take action appropriate to the seriousness of the misconduct. If the committee finds sufficient evidence that academic misconduct occurred, they shall recommend appropriate sanctions which may include, but are not necessarily limited to, a letter of reprimand being placed in the personnel file, loss of rights to conduct research and scholarly inquiry, removal from the graduate faculty, suspension, in cases for which the charges were not deemed serious enough to warrant dismissal under paragraph 9 of the procedures above. The question of the frivolousness of the charges shall not be considered here.
8. Based on the findings of the Ad Hoc Investigating Committee, the Vice President for Research may administer such sanctions as are within his power to administer, including (but not necessarily limited to) reprimand and removal from the graduate faculty.
9. If the committee finds substantial evidence of academic misconduct in research or scholarly activities, the Vice President for Research shall report the findings to the Vice President for Academic Affairs for such further action as is warranted under the procedures of the University, including a full report to the President of the University. Faculty members who believe they have been treated unfairly may follow grievance procedures described on page 34 of the 1984 Faculty Handbook.

10. If the President finds that the misconduct is serious enough to warrant dismissal, a Hearing Committee shall be appointed to hear the case as prescribed in the Faculty Handbook under Faculty Dismissal Procedures and the procedure therein followed to its terminus.
11. Up to this point, all stages of the investigation are to be regarded as confidential. The disclosure of information to parties not directly involved is regarded as a serious breach of conduct. At this time, the President shall inform additional parties as is deemed appropriate. The University shall do everything feasible to clarify the public record. This action may take the form of public announcements, published retractions, and disassociations with published papers or abstracts. In particular, funding agencies shall be fully informed unless this has been done earlier to comply with applicable laws and contractual agreements.
12. All pending abstracts and papers emanating from the fraudulent research shall be withdrawn and editors of journals in which reports, papers or abstracts of such work have appeared shall be notified in sufficient detail to establish correct public record. This notification shall be done by the President with information supplied by the faculty member in charge of the fraudulent research and the chair of the Ad Hoc Investigative Committee of item six of this section.
13. If academic misconduct in research or scholarly activities is not confirmed, the University shall consider whether a public announcement would be harmful or beneficial in restoring any reputations that may have been damaged. That decision should rest with the exonerated individual(s).

Documents from the following universities and organizations served as guides and sources of information for this document; University of Iowa, University of Illinois, University of Maryland and Association of American Universities.

Graduate Council

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March 26, 1986