

GRADUATE COUNCIL MINUTES

September 23, 1986

Present: Heggen, Iversen, Johnson, Pearce, Pope, Potter, Rowley, Shelley, Simonson, and Zaffarano

Absent: Oldehoeft

The meeting was called to order by Pearce. The minutes of the May 8 meeting were approved after a spelling error in Iversen's name was corrected. All members present introduced themselves and identified their area of representation. A Graduate Council roster was distributed.

1. Presentation of Graduate College Concerns by Zaffarano. Zaffarano was invited to the meeting to suggest possible areas of concern for the Council to discuss this year. He made the following comments:

(a) Graduate Council Representation. This issue was discussed by the Graduate Council two years ago. Joanna Courteau proposed that the Council be divided into six divisions (rather than the present three-group system) to insure that the humanities were represented. The 1984-85 Council recommended to Zaffarano the six division representation. The 1985-86 Council reaffirmed this recommendation. This topic has been discussed, but not voted upon due to lack of time, at the Graduate Faculty meetings. Zaffarano would like the Council to discuss it one more time to determine if it is reasonable and important. He would like a decision by the end of this semester.

(b) Increasing the number of graduate students. Zaffarano reported that President Eaton would like to increase the number of graduate students at ISU. Eaton proposes that the proportion of graduate students be increased from the present 14% to 25%. This would create a very balanced research and teaching program. In working toward this goal, the aim also will be to increase the quality and diversity of graduate students attending the institution. This will require new and reallocated funds. The Graduate Office deans are devising a 5-year plan of ways to do this, considering where to put more students, which departments have space, and how much it will cost. If the Council has any suggestions of how to do this, Zaffarano would appreciate knowing them.

(c) Responsibilities of the major professor. Zaffarano expressed his concern that several problems exist with graduate students and major professors. He described some cases which have arisen when graduate students do not get along with major professors. Zaffarano would like the Council to consider writing a document of the responsibilities of the major professor, particularly how to treat graduate students, to be added to the Graduate Faculty Handbook. Several years ago Zaffarano wrote an article for GRAD News & Notes about the ideal major professor. (A copy will be mailed to GC members.) Zaffarano feels that students should

select their own major professor after six months of school. Some departments were cited as having excellent procedures of selecting major professors (i.e., Chemistry, Psychology). Zaffarano suggested that part of this document include choice of major professor.

(d) Other topics. Another item mentioned, which has been discussed often, is the criteria for the graduate faculty membership. Should there be two categories or only one?

2. Miscellaneous items. Pearce distributed a memo from last year's chair, Earl Morris, concerning recommendations to the new President of ways to encourage growth in research and graduate education at ISU. Pearce briefly reviewed each of the nine recommendations. GC members felt that the issue of library hours could be addressed in more detail this year.

Pearce suggested that the Council review all items and prioritize them for the next meeting, which is October 14.

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


Gay Simonson, Secretary

GRADUATE COUNCIL MINUTES

October 14, 1986

Present: Iversen, Jacobson, Johnson, Oldehoeft, Pearce, Pope, Potter, Rowley, Shelley, and Simonson

Absent: Heggen

The meeting was called to order by Pearce. The minutes of the September 23 meeting were approved as distributed. Since Oldehoeft was not able to attend the first meeting, he was introduced, as well as the other members of the Council.

1. Prioritizing topics for the 1986-87 Graduate Council. At the last meeting Zaffarano asked the Council to consider three items during the year. They are: 1) Graduate Council representation, 2) increasing the number of graduate students at ISU, and 3) responsibilities of the major professor. Also last year's Council had several topics which could be considered this year. Jacobson mentioned an item regarding recruitment of graduate students among universities and the significance of graduate student stipends. Iowa State University's stipends are in about the middle to lower end of the range.

Graduate faculty representation. Simonson distributed a copy of the advantages and disadvantages of the six division grouping for Council representation from the Special Graduate Faculty Meeting in March. Pearce reviewed this information. Jacobson pointed out that one disadvantage has been recruiting nominees for each division. After some discussion, it was decided that Simonson would bring the number of graduate faculty members from each division to the next meeting.

Responsibilities of the major professor. The Council discussed different possibilities of how this subject could be approached. Zaffarano's article on the exemplary major professor was briefly discussed (mailed earlier to members). In the past Jacobson has expressed his views of characteristics of an ideal major professor and the graduate student. The Council agreed that a positive approach would be best. It was moved and seconded that this investigation be discussed by the Council this semester. Some discussion followed. This motion was unanimously approved by a voice vote.

Increasing the number of graduate students at ISU. This topic also raised questions of how it should be approached. One idea suggested was to institute a fellowship program. At the present time there are not many fellowships available at ISU. It was moved and seconded to add this topic to the agenda. It was then unanimously approved by voice vote.

Items from last year's Council. Pearce reviewed the items from last year. The Council agreed to discuss graduate faculty membership criteria, library hours, and travel funds. Two items which could be incorporated into increasing graduate students would be interdepartmental programs and computing. Time did not permit discussion of the last three items.

For the next meeting Pearce hopes to begin dividing into subcommittees to study these issues.

The meeting adjourned at 3:30 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

October 28, 1986

Present: Heggen, Iversen, Jacobson, Pearce, Pope, Potter, Shelley, and Simonson

Absent: Johnson, Oldehoeft, and Rowley

The meeting was called to order by Pearce. The minutes of the October 14 meeting were approved as distributed. Jacobson commented that stipend comparisons from the ten universities have been acquired. These figures will be available as soon as a study is completed.

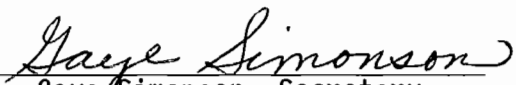
1. Continued discussion from Morris memo. At the last meeting the Council discussed items remaining from last year. Pearce summarized the last three items in Morris' memo with the following: 1) **The major professor role.** To be discussed with responsibilities of major professor. 2) **The balance between graduate education and research.** Last year the Council recommended a statement to Zaffarano. The fact that Eaton is interested in increasing the number of graduate students satisfied the Council. 3) **The status of international studies.** This seemed more of a statement than a recommendation. The Council will decide if they want to pursue this issue.

Most of the meeting centered on discussion of the responsibilities of the major professor. Heggen read some statements from the Graduate Faculty Handbook pertaining to this subject which he thought were good points. He will meet with Zaffarano to discuss this. Jacobson reported that 31% of the graduate student body are foreign students. Many of them do not understand what is and is not proper procedure. One GC member suggested offering a foreign student orientation by departments at the beginning of the year. Other suggestions made were: 1) to require a student to meet with the DEO upon completion of the degree to discuss any problems encountered with a major professor, and 2) to fill out an evaluation form concerning the major professor before graduation.

The Council divided into two subcommittees. Pearce asked Heggen to chair the first committee (responsibilities of major professor) and Iversen, Pope, and Potter agreed to serve with him. Shelley was asked to chair the other committee (increasing number of graduate students) with Oldehoeft, Rowley, and Johnson. Heggen asked his committee to bring any information they could find to the next meeting. The charge of Shelley's committee is primarily to come up with suggestions and methods of ways to increase the number of graduate students and any problems that might occur.

The recommendation to Zaffarano about the Council's representation, the library policy, and reports from each subcommittee will be discussed at the next meeting.

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


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

November 11, 1986

Present: Heggen, Iversen, Pearce, Pope, Rowley, Shelley, and Simonson

Absent: Johnson, Oldehoeft, and Potter

The meeting was called to order by Pearce. The minutes of the October 28 meeting were approved as distributed.

1. Report from subcommittees. Heggen, chair of the subcommittee on responsibilities of the major professor, distributed copies of statements on this subject from the Graduate Faculty Handbook. He had met with Zaffarano to clarify the Council's charge on this issue. Zaffarano indicated that he would like the statements in the Handbook re-evaluated for the next issue. He also suggested that the committee visit with Departmental Executive Officers (DEOs) personally to discuss their view of the major professor's role. Pope distributed responses to questions asked of the Graduate Student Senate (GSS). Such questions asked were "What do you see as the most important role that a major professor (or committee) should serve in relationship to the graduate student?", "Do you know of any problems in your department relative to the roles of grad student/major professor?", and "Ideas or suggestions relative to these problems." One comment stated was "Iowa State University does a terrible job of orienting graduate students upon entry." The Council thought this might be a topic of concern. Heggen said his subcommittee will meet sometime next week to begin studying these issues. It was suggested that a survey similar to the one distributed to GSS (see above) be given to each DEO.

Shelley, chair of the subcommittee on increasing the number of graduate students, distributed a memo he had sent to his committee which contained facts and topics to be considered in this issue. He also passed around information he received from Simonson regarding the Brown Trust assistantships and Boeing Company assistantships which have been referred to as "fellowships." He questioned whether ISU has any official fellowships. Recently, he received a booklet regarding financial sources for adult students, which he also passed around. He then reviewed the six points in the memo. Some items discussed were: 1) the broad issue of job opportunities and placement for graduate students, 2) recruitment of graduate students to be supported with available funds, 3) what would happen to the graduate faculty with large numbers of new graduate students (the ratio of graduate faculty to graduate students now is approximately 1 to 3), and 4) which departments have space available for additional students. The Council decided that the three major areas of concern are space, faculty, and money. Shelley will add a question to Heggen's survey asking which departments can handle more graduate students.

Time did not permit discussion of Council representation or library hours. These topics will be first on the agenda for the next meeting.

The meeting was adjourned at 3:20 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

December 9, 1986

Present: Heggen, Iversen, Jacobson, Johnson, Oldehoeft, Pearce, Pope, Potter, Shelley, and Simonson

Absent: Rowley

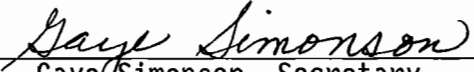
The meeting was called to order by Pearce. The minutes of the November 11 meeting were approved as distributed.

1. Graduate Council Representation. Pearce reviewed the proposal from two years ago to divide the Council into six divisions rather than the present three-group system. This recommendation has been approved by the Council the last two years. At the beginning of this year, Zaffarano asked the Council to reconsider this issue. Pearce reviewed the advantages and disadvantages of the six division proposal. Jacobson relayed the following information: the graduate deans are not in favor of this proposal because it is very difficult to get nominations and fairly even representation has not been a problem in the past. However, if the Council is willing to recruit nominations and recommends the six divisions, this proposal will not come back to the Council. Potter moved that the Council recommend the six division proposal. It was then seconded. Discussion centered around the relative merits of the present and proposed systems and problems which might be generated by adopting the new system. The motion was then defeated unanimously by voice vote.
2. Library Hours. Pearce distributed information he received in the mail from concerned students and faculty regarding library hours during the semester break. The information indicated the library was closed for 11 days and open for 14 days from 8-5 only. If anyone has any concerns about these hours, they should contact Dean Kuhn at the library. This issue will be discussed at a future Council meeting.
3. Reports from Subcommittees.

Responsibilities of major professor subcommittee. Heggen asked Jacobson to comment on this issue. Jacobson said that the statements in the handbook seem appropriate and not necessary to revise. He indicated no objection to the subcommittee visiting department chairs with questions of the major professor. The Council discussed the possibility of mailing the questionnaire rather than visiting each DEO which would take a considerable amount of time. Another topic the Council felt would be worth studying to eliminate procedural questions for students is the issue of graduate student orientations. The subcommittee will meet again before the next Council meeting.

Increasing the number of graduate students. Shelley had met with Karas to discuss this issue. Karas indicated the Graduate Office would like help in finding ways to attract larger numbers of higher caliber students. He mentioned specific fellowships which could be studied. Shelley distributed the following information (obtained from the Institutional Research Office): 1) 1985-86 enrollments of the eleven land grant universities, 2) the number of faculty from these universities, and 3) faculty-student ratios from these universities. From these reports Iowa State University rated the highest in faculty student ratios. Lynn Zwagerman from the Institutional Research Office will be contacting more universities to determine their graduate faculty to graduate student ratios. Shelley's committee will meet and report at the next meeting.

The meeting was adjourned at 3:30 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

January 29, 1987

Present: Heggen, Iversen, Jacobson, Johnson, Oldehoeft, Pearce, Pope, Potter, Rowley, Shelley and Simonson

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

Pearce announced the need to elect two members (one faculty and one student) to work with George Karas to review and update both the Graduate Faculty Handbook and Graduate Student Handbook. This subcommittee usually meets two or three times in March and April. Iversen and Potter volunteered to serve on this subcommittee.

1. **Report from Subcommittee on Major Professors.** This subcommittee met last week to plan questions for the survey discussed at previous meetings. Heggen read the preamble and each question for comments from the Council. Questions in the survey pertained to graduate student orientation, major professor/student relationship, and increasing number of graduate students. The Council then discussed who the survey should be sent to--DEOs, all the graduate faculty, and/or graduate program coordinators. Several questions were suggested such as should the Graduate College be involved in graduate student orientation or should a confidential exit interview be given. The committee will meet again to review these thoughts. They may have a copy of the survey to distribute at the next meeting.
2. **Report from Subcommittee on Graduate Student Numbers.** Shelley has been receiving more information from Lynn Zwagerman, Analyst, from the Institutional Research Office. He distributed information with graduate student/faculty ratios (omitting instructors) from the 11 universities in addition to 5 other universities. The Council briefly discussed this information noting that ISU ranks very high. This subcommittee will meet again before the next Council meeting.

Johnson mentioned that the Graduate Student Senate (GSS) formed an ad hoc committee to discuss enhancing graduate education. They developed a survey, which Johnson will distribute at a future Council meeting.

Pope said that the GSS also developed a questionnaire on library hours. He will have copies made for the Council.

The meeting was adjourned at 2 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

February 12, 1987

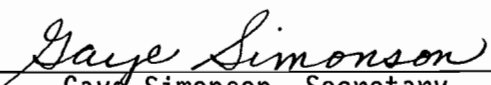
Present: Heggen, Iversen, Jacobson, Johnson, Oldehoeft, Pearce, Potter, Rowley, Shelley and Simonson.

Absent: Pope

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

1. Approval of Graduate Council and Graduate College Committee Nomination Request Forms. Copies of the Graduate Council and Graduate College nomination forms were attached with the minutes for the Council to review. After some discussion and one minor suggestion, the forms were approved as written. They will be sent to the graduate faculty sometime during the last week in February.
2. Subcommittee on Major Professors. Heggen sent a copy of the survey to the Council to review before the meeting. Two questions which still remained were: 1) who the survey should be sent to and 2) where it should be returned. After discussion it was decided to send the survey to the departmental officers in graduate education (DOGEs) and have it returned to the subcommittee chair, Heggen. Heggen briefly reviewed some suggestions he received from George Karas. In addition to minor wording changes, the Council suggested one question be added concerning the proportion of international graduate student enrollment. Pearce asked Heggen to make the suggested changes and send it to the DOGEs.
3. Subcommittee on Graduate Student Numbers. Shelley's subcommittee met last week and discussed different aspects of making ISU more attractive for prospective graduate students. Johnson said survey results were still being copied and he would send them to the Council when they were done. Everything the committee discussed related to getting more money. They suggested changes in tuition waivers, PACE Awards (100% of resident fees rather than 50%), and tax laws (which are being dealt with now). Jacobson discussed some of the tax implications, scholarship credits, waivers, fees, etc. A broad discussion then followed. Johnson suggested that when policies are made, ISU should emphasize to prospective graduate students that an effort is being made to minimize the tax impact. Jacobson suggested he and his committee talk with Karas about recruiting.

The meeting was adjourned at 2:05 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

February 26, 1987

Present: Heggen, Oldehoeft, Pearce, Pope, Potter, Rowley, Shelley and Simonson

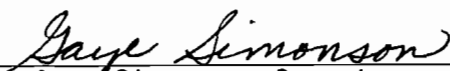
Absent: Iversen and Johnson

The meeting was called to order by Pearce. The minutes of the February 12 meeting were approved as distributed.

1. Subcommittee on major professors. Heggen reported that his subcommittee met on Tuesday and added a few more questions suggested by George Karas and the Council to the survey. Some discussion ensued regarding an acceptable return date. Because of Spring Break, it was decided to change the date to March 20 (the Friday after break). Several minor changes were made. Heggen raised the question of whether this survey should be sent to the Graduate Student Senate (GSS). The Council decided to do so and to color-code the survey to distinguish between students and faculty. Simonson will retype the survey with the suggested changes and send it to the DOGEs mailing list. Pope will take copies to the GSS meeting on Monday evening, March 2.
2. Subcommittee on graduate student numbers. Shelley, chair of this subcommittee, and Johnson met to discuss this issue. They focused mostly around the PACE Awards. Johnson had proposed the possibility of assigning one or two PACE Awards to each department to use at their discretion. The Council suggested delegating a minimum amount to departments and keeping the remainder in the Graduate Office. Another suggestion was assigning awards to departments according to graduate student enrollment. Several issues and problems arose concerning this proposal if it were to be implemented. Shelley will draft a report on this subject to discuss at the next meeting.
3. Discussion on proposed revisions in faculty governance. Pearce received a letter from the "Committee on Committees" inquiring about the Graduate Council. Pearce questioned whether the Council was a university committee or a college committee. Heggen indicated that he had attended a meeting where Terry Pickett said that the governance system would not affect the Graduate Council. Pearce will talk to Terry Pickett about this issue.

The March 12 meeting was canceled due to Spring Break. The next meeting will be March 26.

The meeting was adjourned at 2:00 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

March 26, 1987

Present: Heggen, Iversen, Jacobson, Johnson, Pearce, Pope, Potter, Rowley, Shelley and Simonson

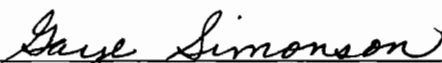
Absent: Oldehoeft

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

1. Report on Graduate Council nominations. Graduate Council ballots were mailed March 23 to all graduate faculty. Simonson distributed a sheet listing the nominees from each division. Ballots are due in the Graduate Office on April 6.
2. Changes in Graduate Faculty and Student Handbooks. George Karas sent a memo to DOGEs and the Handbook Committee requesting any suggestions for changes needed in the two handbooks or in the information presented on CYNET, or any inconsistencies among them. CYNET is a computerized database of information available to advisors, students, and prospective students and can be accessed on any Computation Center terminal. These suggestions were needed by Monday, March 23. Pearce asked the Council for any changes; none were suggested. Iversen and Potter are the GC members assigned to this committee.
3. Results in survey. A total of 81 questionnaires were sent to DOGEs and Heggen reported that about 50 responses were received. Heggen distributed the questionnaire with responses, along with graduate student enrollment figures and percent of international graduate students. Also distributed were the GSS results. Heggen did not have time to review the results. A discussion of the associate/full membership system of the graduate faculty then followed. The Council discussed many advantages and disadvantages of this system. Jacobson suggested that this topic might be considered by next year's Council. It was suggested that a summary of the survey be published in GRAD News & Notes. The subcommittee will meet again to compare DOGEs and GSS results and to write up a summary. Simonson will send Heggen a report of international graduate student enrollment by department.
4. Report from graduate student numbers subcommittee. Shelley reported that he had received information from the Institutional Research Office with data on graduate faculty/student ratios and full and associate graduate faculty membership arrangements at other universities. Shelley then distributed a memo regarding the Council's previous discussion of PACE awards being allocated to departments. His subcommittee suggested some

points to be considered. An advantage of a department-level PACE award is that a lengthy time delay before hearing back from the PACE Committee could mean that top-caliber students may be accepted at other institutions while a decision is pending at ISU. The idea of this proposal is that department-level PACE allocations be offered at the discretion of the department to deserving students automatically. Jacobson said the problem with departments being allotted one or two PACE awards is that a total of about 125 awards are granted per year with only about half of the departments making nominations. Approximately 43% to 53% of the awards are accepted. Johnson suggested checking with the departments that do not nominate students to see if a problem exists. Shelley will get current figures and a list of the nominations and awards by department from Mary Ann Dugger in the Graduate Office.

The meeting was adjourned at 2:05 p.m.



Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

April 9, 1987

Present: Heggen, Iversen, Jacobson, Johnson, Pearce, Pope, Potter, Rowley, Shelley and Simonson

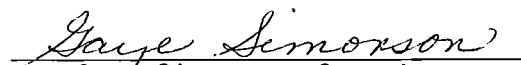
Absent: Oldehoeft

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

1. **Nominations for Graduate College committees.** Simonson distributed 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 suggested additional faculty members for these committee vacancies. Other names may be sent to Simonson before the end of April. This list of nominees will be sent to Dean Zaffarano.
2. **Report from graduate student numbers subcommittee.** Shelley distributed information he received from Mary Ann Dugger in the Graduate Office. It included pages from the Summer 1986 issue of GRAD News & Notes regarding PACE Awards by department (260 awards were presented last year with approximately 43% of them being accepted), nominees by department when no award was given, and PACE Awards to date. This information indicated that many departments do not nominate students for these awards. One GC member indicated that initially the idea of allocating PACE Awards to departments seemed to be a good idea; although after discussing it, to reward mediocrity in departments that do not have the competitive scholars and penalize those departments that do would seem to downgrade the graduate program at ISU. It would mean giving a PACE Award to someone who is a good student in his department, but maybe not an outstanding student at the university. The subcommittee decided to meet again to discuss this. Another suggestion was to ask the current members of the PACE Awards Committee how they would feel about any changes.
3. **Report of Graduate Council survey.** Heggen distributed a summary of the recent Graduate Council survey sent to DOGEs and the GSS. After a brief discussion, the Council suggested adding a sentence such as: The Graduate Council for 1987-88 will be considering some of these questions. Simonson will give this summary to Barbara Plakans to be included in the next issue of GRAD News and Notes.

Pearce will be contacting subcommittee chairs for information to be included in the annual report which will be discussed at the next meeting.

The meeting was adjourned at 2 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

April 23, 1987

Present: Heggen, Iversen, Jacobson, Pearce, Potter, Shelley and Simonson

Absent: Johnson, Oldehoeft, Pope and Rowley

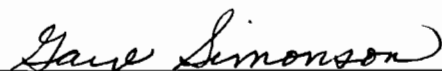
The meeting was called to order by Pearce. The minutes of the April 9 meeting were approved as distributed.

1. **Report from graduate student numbers subcommittee.** Shelley reported that his subcommittee met to continue discussion of this issue. He had sent a memo to Cliff LaMotte, chair of the PACE Awards Committee, to notify him of the recommended proposal of allocating PACE awards to departments. LaMotte informed Shelley of two recent developments of the PACE committee. They proposed some changes in the PACE award system which would help to increase both graduate student enrollment and quality of graduate students, i.e., doubling in the amount of each award and a 10% annual increase in the number of awards until their number per year is doubled. The committee also has added an April mid-month PACE meeting to supplement the usual end-of-the-month nominations on an experimental basis. LaMotte will notify Shelley of the committee's responses to the proposal as soon as he receives them.

The subcommittee also discussed the issue raised at the previous meeting about the caliber of students who would be attracted to the PACE awards allocated to departments. Two suggestions of the subcommittee were to propose an early deadline and to establish in advance guidelines for a GPA minimum (both set up by the Graduate College). Shelley indicated that he will wait to hear from LaMotte and suggested that this topic be continued next year, since there is only one more meeting this year. Jacobson said that any communication supporting the need for better recruitment that could be brought to the attention of President Eaton would be appreciated.

2. **Review of Annual Report.** Copies of a first draft of the Council's Annual Report were distributed before the meeting. Pearce reviewed each section and asked for any changes or corrections. Some minor changes were made. The Council decided to use the survey summary for the section on responsibilities of the major professor. The final draft (attached to these minutes) will be voted on at the last meeting.

The meeting was adjourned at 2 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

May 7, 1987

Present: Heggen, Hodges, Iversen, Jacobson, Johnson, Pearce,
Pellegreno, Pope, Potter, Rahman, Shelley and Simonson

Absent: Oldehoeft and Rowley

The meeting was called to order by Pearce. Since the three new faculty members for 1987-88 were present, everyone was introduced. The minutes of the April 23 meeting were approved as distributed.

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. Pearce briefly summarized the report. It was moved and seconded that the annual report be approved. It was accepted by voice vote, and will be forwarded to the Graduate Dean. It will also be summarized by Pearce at the Graduate Faculty Meeting on May 12 and published in the June issue of GRAD News & Notes.
2. Election of Chair for 1987-88. Rowley was nominated to serve as Council chair. He was then approved unanimously to serve as chair for 1987-88.

Pearce thanked everyone for serving on the committee during the year and was in turn thanked for his fine leadership.

The meeting was adjourned at 1:55 p.m.


Gaye Simonson, Secretary

1986-87 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 1986-87 term, the following people were members of the Graduate Council: Richard Heggen, Art and Design; James Iversen, Aerospace Engineering; Arthur Oldehoeft, Computer Science; R. Brent Pearce, Agronomy; Wayne Rowley, Entomology; Mack Shelley, Political Science/Statistics; D. Jeffery Johnson, Psychology; Richard Pope, Agronomy; and Lee Potter, Earth Sciences. Ex officio members were Norman Jacobson and Gaye Simonson.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of Iversen and Potter 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, 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 1986-87 term. Members whose terms expire May 20, 1987 are Heggen, Oldehoeft, and Pearce. Newly elected faculty members of the Council are Clinton Hodges, Horticulture; Dominick Pellegreno, Professional Studies in Education; and Mushtaq-Ur Rahman, Earth Sciences. Three new graduate student members will be elected at a future meeting of the Graduate Student Senate.

II. ACTIONS BY COUNCIL ON UNFINISHED BUSINESS OF THE 1985-86 GRADUATE COUNCIL

- a) Faculty representation on the Graduate Council. Dean Zaffarano asked the Graduate Council to consider if representation on the Graduate Council should be picked from six areas or stay at three areas. The last two Graduate Councils had recommended six areas. The Council voted to keep the representation at three areas.
- b) Integrity in Research (statement on Academic Fraud). The policy on academic fraud that was formulated by the 1985-86 Graduate Council was discussed at the Spring meeting of the graduate faculty. No other action has taken place concerning this policy. The 1986-87 Council did not act on any aspects of integrity in research.

III. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION IN 1986-87

- a) Responsibilities of the major professor. A survey of DOGEs and the Graduate Student Senate was conducted by the Graduate Council which asked questions concerning graduate education at Iowa State University. Areas with significant discrepancies in response indicate differences of opinion between graduate students and faculty.

The questionnaire covered three areas: graduate student orientation, enrollment, and professor/student relationships. For example, to the question does your department have a graduate student orientation program?, 65% of the faculty surveyed said yes, but only 43% of the student senators agreed. In general, concerning orientation programs and materials provided to the student, most DOGEs members considered available information sufficient, but student do not.

Students and faculty generally agree that increased numbers of graduate students can be handled with existing faculty and staff without jeopardizing the quality of programs. Equal percentages of students and faculty responding to the survey indicate a significant disadvantage for students who enter spring semester rather than fall.

While only 16% of responding DOGEs answered affirmatively to the question - are there perceived major professor/graduate student relationship problems in your department?, a significantly higher percentage of students (45%) answered yes to that question. Neither group perceived significant problems with teaching by international students. The questionnaire uncovered some dissatisfaction with the current two-level, i.e., associate and full, categories in graduate faculty membership. The 1987-88 Graduate Council may wish to address some of these issues brought up by the questionnaire.

- b) Graduate student numbers. Information was gathered on graduate faculty and student numbers in comparable universities as well as a questionnaire to ISU departments concerning their ability to support, house and handle additional graduate students. A restructuring of the system for assuring PACE awards was also studied. The information has been gathered and tentative recommendations have been made. The 1987-88 Council may wish to continue to address this issue.

IV. UNFINISHED BUSINESS

- a) Library Hours. The limited availability of the Park's Library to faculty and graduate students when the undergraduate students are absent is of major concern to the Graduate Council. No action was taken but it is suggested that the 1987-88 Graduate Council pursue the possibilities of increasing library accessibility.

V. THE 1987-88 GRADUATE COUNCIL

The following faculty members and graduate students will serve on the 1987-88 Graduate Council: Clinton Hodges, Horticulture; James Iversen, Aerospace Engineering; Dominick Pellegreno, Professional Studies in Education; Mushtaq-Ur Rahman, Earth Sciences; Wayne Rowley, Entomology; Mack Shelley, Political Science/Statistics; and three graduate students.

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1986-87 GRADUATE COUNCIL:

R. Brent Pearce (chr.), Richard Heggen, James Iversen, Arthur Oldehoeft, Wayne Rowley, Mack Shelley, D. Jeffery Johnson, Richard Pope, and Lee Potter.

GRADUATE COUNCIL

1986-87

GRADUATE FACULTY

| | | |
|------------------|---|--------|
| Richard Heggen | Art and Design 389 College of Design | 4-4914 |
| James Iverson | Aerospace Engineering 408 Town Engineering | 4-5157 |
| Arthur Oldehoeft | Computer Science 205 Computer Science | 4-2586 |
| R. Brent Pearce | Agronomy 141 Agronomy | 4-3274 |
| Wayne Rowley | Entomology 440 Science II | 4-1573 |
| Mack Shelley | Political Science/Statistics 543 Ross | 4-8346 |

GRADUATE STUDENTS

| | | |
|--------------------|-------------------------------------|--------|
| D. Jeffery Johnson | Psychology W149 Lagomarcino Hall | 4-8422 |
| Richard Pope | Agronomy 3206 Agronomy | 4-4264 |
| Lee Potter | Earth Sciences 253 Science I | 4-9672 |

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 |