

GRADUATE COUNCIL MINUTES

September 16, 1987

Present: Heidebrink, Hodges, Iversen, Jacobson, J. Johnson, K. Johnson, Pellegreno, Rahman, Rowley, Shelley, Simonson

Guests: R. Brent Pearce and Daniel Zaffarano

The meeting was called to order by Rowley. All members present introduced themselves. The minutes of the May 7 meeting were approved as distributed.

1. Presentation of Graduate College Concerns by Zaffarano. Rowley introduced Dan Zaffarano, Dean of the Graduate College. 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) Minority Graduate Student Enrollment. The Board of Regents has mandated that universities should make every effort to achieve a higher percentage of minority student enrollment on campus (8.5%). As of July 1, 1987, George Jackson has been on the Graduate Office payroll responsible for both the undergraduate and graduate minority recruiting. Jackson has brought in 30 students this fall, but has not had time to negotiate with departments about who will pay the stipend after the first year. The Graduate Office has been supporting these students for the first year. Zaffarano is concerned that departmental participation has been dropping off the last few years. He asked the Council to discuss ways to get departments to participate in recruiting and supporting minority graduate students. He indicated that this was more of a concern than a project.

(b) Membership in the Graduate Faculty. The Graduate Faculty is a subset of the General Faculty and defined as faculty who are active in research and prove it by publishing. In the Carnegie Foundation's Classification, ISU is defined as a class II research institute. The reason is because federal contracts & grants are under the limit for class I (33.5 million a year). President Eaton would like ISU to become more of a research university. Zaffarano feels that ISU is maturing to the point where almost every faculty member hired already has the credentials to become an associate member of the graduate faculty. Zaffarano would like to cut back on paperwork and make it easier to become an associate member and tougher to become a full member of the graduate faculty. He suggested that at the associate level, department heads/chairs write a memo to the Graduate Dean who would then approve or disapprove the faculty member. The requirements for associate membership, as defined by the present committee, is that the faculty member has one paper published with reprints available. Zaffarano would also like to have a requirement that to become an associate member, faculty have some experience in graduate education, i.e., serving on a committee before being eligible to have a master's student. Zaffarano's charge to the Council is to think about whether ISU is mature enough as a research university to streamline associate membership in the graduate faculty. He would like the Council to invite Alex

Firestone, chair of the Graduate Faculty Membership Committee, and/or Charles Mulford, last year's chair, to a meeting to discuss this.

(c) Academic Fraud Policy. Zaffarano briefly described a possible topic for the Council to review in the future. The National Institutes of Health have announced that in order to be eligible for contracts & grants in the future, institutions may need a policy about fraudulent data. The requirements have not yet been published in the federal register, but when they are, universities will have 30 to 60 days to make comments. ISU does not have a statement like this. The 1985-86 Graduate Council developed a recommended policy on integrity in research and scholarly activity. It was never finalized. Zaffarano hopes that NIH will come out with regulations which ask for a policy to cover faculty members (P.I.'s). He said he may eventually come to the Council and ask for such a policy.

2. Comments from Pearce. Pearce, last year's Council chair, was invited to the meeting to discuss unfinished business from last year. He reiterated Zaffarano's comments that the 1985-86 Council formulated a statement on fraud which was presented to the Graduate Faculty. No other action has taken place concerning this policy. All the information about fraud is in the secretary's notebook.

Pearce reported that two subcommittees were formed last year to review the following:

(a) Increasing the number of graduate students. A questionnaire was sent to faculty which covered three areas: graduate student orientation, enrollment, and professor/student relationships. Pearce indicated that this year's enrollment figures appear to be what President Eaton was aiming for.

(b) Responsibilities of the major professor. A possible topic, which developed from the questionnaire (see above), was the likelihood of an orientation program for new graduate students. Although departments felt students had sufficient orientation programs, students did not.

A final topic suggested by Pearce was concerning library hours. He felt the limited availability of the Park's Library to faculty and graduate students was of major concern. This year's Council may wish to pursue the possibility of increasing library accessibility.

3. Fall Meeting Schedule. It was agreed that 3:30 p.m. on Fridays was the only time everyone could meet. The next meeting will be Friday, October 2 at 3:30 p.m. in room 312 Beardshear.

The meeting was adjourned at 4:50 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

October 2, 1987

Present: Gaarde (substitute), Heidebrink, Hodges, Iversen, Johnson, Pellegrino, Rahman, Rowley

Absent: Shelley

Visitor: Priscilla Licht (graduate student)

The meeting was called to order by Rowley. The minutes of the September 16 meeting were approved as distributed.

Rowley announced that John Johnson, Graduate Council representative from Veterinary Medicine, had resigned from the Council for personal reasons effective immediately. Rowley introduced Priscilla Licht, graduate student in Forestry, who was visiting the Council. The Graduate Student Senate will elect a new student member at their next meeting.

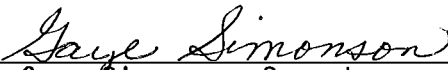
1. General discussion of concerns expressed by Zaffarano at the September 16 meeting. At the last meeting Zaffarano asked the Council to discuss various ways to get departments to participate in recruiting and supporting minority students. Zaffarano had indicated that he did not think there was an answer, but wanted the Council to think about it. After a brief discussion from the Council, it was decided to invite George Jackson, director of Minority Student Affairs, to a meeting to discuss the details of the problem.

Another charge mentioned by Zaffarano was to examine membership in the Graduate Faculty. He would like to see a change in policy, particularly at the associate level. He had suggested inviting Alex Firestone, Charles Mulford, and Richard Dague to a meeting to discuss their viewpoints. The Council decided to invite them to separate meetings, preferably with Richard Dague at the next meeting.

Rowley distributed copies of the Graduate Council's Statement of Purpose. He noted that the Council was not bound by Zaffarano's charges, but free to discuss any issue. According to the Statement of Purpose all recommendations produced by the Council are submitted to the Graduate Faculty for approval. The Council then began a wide-ranging discussion of the graduate faculty membership and the Graduate Faculty Membership Committee. Subjects discussed included new faculty members automatically appointed to associate membership, certain departments' problems with faculty research, qualifications to become full professors, and inconsistencies in policies to become full and associate members of the graduate faculty, i.e., changes in number of publications required year to year. The Council expressed an interest in the "charge" to the Membership Committee. Rowley indicated that he would try to find this information.

A topic suggested by Brent Pearce at the last meeting was concerning the limited availability of the library to faculty and graduate students. The Graduate Council student members expressed an interest in changing the hours, especially between semesters when classes are not in session--an ideal time to do research. The main problem seems to be funding. The Council decided to inquire about library hours at peer institutions to see if there is a discrepancy.

The meeting was adjourned at 4:35 p.m.



Gaye Simonson, Secretary
(assisted by Bonnie Gaarde)

GRADUATE COUNCIL MINUTES

October 16, 1987

Present: Heidebrink, Hodges, Iversen, Johnson, Licht, Pellegreno, Rowley, Shelley, and Simonson

Absent: Rahman

Guest: Richard Dague

The meeting was called to order by Rowley. The minutes of the October 2 meeting were approved as distributed.

Rowley welcomed Priscilla Licht, Forestry, who will replace John Johnson as a graduate student representative on the Council.


1. Introduction of Richard Dague. Rowley introduced Dr. Richard Dague, chair of the Civil & Construction Engineering Department. Rowley explained that this year's Council will address requirements for membership on the graduate faculty. Zaffarano had suggested inviting faculty members to Council meetings to hear different views on the topic. Dague, recently from the University of Iowa, was invited for that purpose.

Dague pointed out that there are major differences between the University of Iowa and Iowa State University. The University of Iowa's graduate faculty consists of all members of the college faculties of the university in ranks of assistant, associate and full professor. Dague feels that any faculty member hired on academic staff at Iowa State University should automatically be a full member of the graduate faculty and be able to direct Ph.D. students immediately. One objection raised was that some faculty members may not necessarily be competent major professors. Licht indicated that some students might not want a new faculty member directing their research. Johnson asked Dague if he thought a periodic review of graduate faculty was important. Dague replied in the affirmative. Rowley felt that DEOs, who were in a better position to deal with their own department members, should be responsible for faculty being appointed to the graduate faculty, although he was not advocating that the DEO should be the final arbitrator. There was also some discussion concerning how graduate faculty membership relates to promotion and tenure.

Rowley thanked Dague for coming to the meeting. Dague, in return, said he appreciated the invitation.

Rowley will invite Alex Firestone, chair of the Graduate Faculty Membership Committee, to the next meeting which will be November 6.

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


Gaye Simonson, Secretary

GRADUATE COUNCIL MEETING

Friday 6 November 1987, 3:30 pm., 312 Beardshear

Presentation of Alexander Firestone, Chairman,
Graduate Faculty Membership Committee

ISSUES:

- [1] Efficiency: 1986-87: ca. 10 meetings/semester x 16 Faculty =
Too many wasted hours and dollars.
Most applications appear routine.
Template? Clerical staff?
Automatic?
Abolish Associate Membership?

GFMC APPLICATIONS

	(Approved + Denied)/Total			
FALL 1986:	FULL:(39+3)/42	ASSOC:(39+5)/44	TEMP:(0+0)/0	SUM=86
SPRING 1987:	FULL:(7+3)/10	ASSOC:(14+1)/15	TEMP:(2+0)/2	SUM=27
FALL 1987:	FULL:(27+5)/32	ASSOC:(28+6)/34	TEMP:(1+0)/1	SUM=67

↑2 of 5 ok'd as ASSOC. → 30 yes ASSOC.

- [2] Efficiency dependent on people.
Bookkeeping absolutely critical.
Subcommittee members consider all applications at once.
67 Applications processed in one two-hour meeting.
Unanimous subcommittee carries essential for efficiency.
- [3] Committee consensus:
- (a) Graduate Faculty essential. Unfortunate, but true that not all faculty members are qualified to direct graduate student research.
NOT a prestige thing. Others have other skills and jobs.
 - (b) Associate membership important.
 - (c) ALL decisions should be made by faculty, NOT clerical staff.
 - (d) NO automatic templates. Faculty committee should retain right to discuss and decide special cases.
 - (e) Current system ok, PROVIDED procedures are streamlined, so too much faculty time isn't spent on trivia.
- [4] Other issues:
- (a) Worksheet ok. One copy only needed. Xerox for files.
 - (b) ALL documentation: One copy only.
 - (c) List of publications. No need for actual publications in most cases. At most a few preprints or reprints.
Some people sent up to 20 pounds of materials: Books, Journals, Preprints, Reprints, etc. The DEO's don't listen.

DATE: 22 September 1987

TO: Members of the Graduate Faculty Membership Committee

Janet Anderson-Hsieh	English
Thomas I. Chacko	Management
Robert A. Findlay	Architecture
Harry T. Horner	Botany
Dennis C. Johnson	Chemistry
Joseph H. Kupfer	Philosophy
Harvey E. Lapan	Economics
Gary L. Maydew	Accounting
John E. Mayfield	Zoology
Geraldine M. Montag	Industrial Engineering
Kenneth J. Prusa	Food and Nutrition
Max F. Rothschild	Animal Science
Joseph G. Sebrauek	Animal Science
Michael R. Simonson	Prof. Studies in Educ.
Anne K. Steiner	Mathematics

FROM: Alexander Firestone, Chairman



Physics

Thank you for responding to the 'times not available' inquiry. As anticipated, there is NO time period on the grid to which no committee member objects. However, there are two times in which only a single committee member has a conflict. These are:

- Tuesdays at 4:10 pm, conflict for Simonson, and partial conflict for Kupfer,
- Thursdays at 5:10 pm, conflict for Prusa.

Thus, committee meetings will be on Thursdays at 5:10 pm. My sincere apologies to Professor Prusa, but I hope we can work something out. In particular, I note that most of the committee's work is done by members on their own time, and I hope to keep meetings as few as possible. Proxy votes for absent members are always helpful. Meetings will be held in Room A401 Physics, which is convenient for my secretary, who will be handling the applications.

In order to save your time, I propose we have no organizational meeting at all, but adopt the procedures of last year. This means the committee will be divided into four subcommittees: [1] Arts and Humanities, [2] Biological Sciences, [3] Physical Sciences, and [4] Social Sciences.

- Members of each subcommittee will individually evaluate the applications in their areas, and then write their votes in the appropriate place on the application. This can be done at your convenience, and should require NO subcommittee meetings. I will inform you when applications become available for consideration, and where they are.
- Unanimous decisions by a subcommittee will be noted in the full committee, but no vote will be taken as the subcommittee's decision will be regarded as that of the full committee.
- Split subcommittee decisions will be discussed in the full committee, and will require a 2/3 vote for approval.
- Any committee member can object to subcommittee actions, and ask for consideration of a case by the full committee.
- A vote of 2/3 of the full committee can overturn any rule or procedure.

- Since the committee consists of 16 members, 2/3 of the committee shall be defined as 10 members.
- The chairman of the committee ordinarily does not vote, but may do so only if needed to gather ten votes.
- The chairman does count in determining a quorum.
- A quorum consists of ten committee members.
- Written proxies are always welcome from absent committee members.

If anyone objects to any of this, please let me know and I will call an organizational meeting to discuss it.

I have sent to all DEO's a cover memo and a copy of the application worksheet (copies attached). The worksheet is identical to that used last year, and the cover memo is adapted from that used last year. I have moved the deadline up to 16 October. (Last year it was 31 October, and we had debris through November.)

In order to help standardize our criteria, I point out that last year the committee regarded as the minimum requirement for associate membership in the graduate faculty the actual publication of at least one paper in a refereed journal. In some areas an equivalent criterion seemed more appropriate, but in every case we required substantive evidence of actual scholarly achievement, not merely its promise. For full membership in the graduate faculty the establishment of a national or international reputation as a scholar was the essential criterion. What this meant in terms of numbers of papers, invited talks, etc. varied from area to area.

Subcommittee assignments are as follows:

Janet Anderson-Hsieh, English	Arts and Humanities
Thomas I. Chacko, Management	Social Sciences
Robert A. Findlay, Architecture	Arts and Humanities
Harry T. Horner, Botany	Biological Sciences
Dennis C. Johnson, Chemistry	Physical Sciences
Joseph H. Kupfer, Philosophy	Arts and Humanities
Harvey E. Lapan, Economics	Social Sciences
Gary L. Maydew, Accounting	Social Sciences
John E. Mayfield, Zoology	Biological Sciences
Geraldine M. Montag, Industrial Engineering	Physical Sciences
Kenneth J. Prusa, Food and Nutrition	Biological Sciences
Max F. Rothschild, Animal Science	Biological Sciences
Joseph G. Sebranek, Animal Science	Biological Sciences
Michael R. Simonson, Prof. Studies in Educ.	Arts and Humanities
Anne K. Steiner, Mathematics	Physical Sciences

Please note that there are only three members of the Social Sciences and Physical Sciences subcommittees, and five in the Biological Sciences. If anyone wants to switch area to get more balance, feel free.

GRADUATE COUNCIL MINUTES

November 20, 1987

Present: Hodges, Iversen, Jacobson, Johnson, Licht, Rahman, Shelley, and Simonson

Absent: Heidebrink, Pellegrino and Rowley

The meeting was called to order by Hodges. The minutes of the November 6 meeting were approved as distributed. Hodges announced that Charles Mulford, last year's chair of the Graduate Faculty Membership Committee, will be attending the December 4 meeting.

1. Discussion of the appointment procedure for membership on the graduate faculty and discussion of problems and issues that relate to graduate faculty membership and promotion & tenure. The Council has heard from two people with different views of current ISU graduate faculty membership criteria and organization; one against and one in favor of the system. At the next meeting another faculty member will discuss his views. Today the Council reviewed and discussed what has been heard so far.

Iversen thought some good points were raised by both persons appearing before the committee. In that respect he felt a compromise could be reached--People who have Ph.D.'s or have accomplished some kind of equivalent scholarly activity should be automatically appointed to the associate level. Hodges indicated that this year's GFMC might be overly concerned with expediency. He also felt there was a lack of continuity in terms of procedures for appointing faculty from year to year.

Another point raised, which has been discussed at previous Council meetings, is that there should be a periodic review of the graduate faculty. The Council briefly discussed the difficulties and consequences of any attempt to remove members from the graduate faculty. One GC member wondered how ISU compares to universities that do not have the system. Hodges agreed with Iversen's suggestion that any tenure-track position should be an automatic associate level and added that the full membership level be tougher to achieve. Hodges concluded that the Council has certainly developed an understanding of the problems, but has no solution at this time.

The meeting was adjourned at 4:30 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

November 6, 1987

Present: Heidebrink, Hodges, Iversen, Jacobson, Johnson, Licht, Pellegreno, Rowley, Shelley, and Simonson

Absent: Rahman

Guest: Alexander Firestone

The meeting was called to order by Rowley. The minutes of the October 16 meeting were approved after a word in section 1, paragraph 2, line 9 was changed from new to inexperienced.


1. Introduction of Alexander Firestone. Rowley introduced Dr. Alexander Firestone (Physics), chair of the Graduate Faculty Membership Committee (GFMC). Firestone was invited to the meeting to discuss the pros and cons of having a graduate faculty membership at Iowa State University and the procedures of the GFMC. At the last meeting Richard Dague, chair of Civil & Construction Engineering, explained why he felt membership on the graduate faculty should be automatic. Zaffarano's charge to the Council is to evaluate membership on the graduate faculty.
2. Discussion of graduate faculty membership. Firestone indicated that he thought Zaffarano's charge originated last year when members of the GFMC complained to him that the committee was a waste of faculty time, the work seemed routine and structured, and the work did not require much intellectual input. This year Firestone has greatly streamlined procedures. He prepared a handout describing these procedures and problems the committee has discussed. Before he handed it out, he explained that it contained sensitive and confidential information (current applications for graduate faculty membership that had not yet been recommended to Zaffarano). Firestone pointed out that appointment to the graduate faculty is done by the Graduate Dean and not by the committee; the committee is advisory only. The procedural change from last year is that unanimous decisions for full or associate membership by a subcommittee of the GFMC would be noted in the full committee meeting, but would not be voted upon since the subcommittee's decision would be regarded as that of the full committee. Any member who objected to subcommittee actions could ask for consideration of a case by the full committee. Firestone also indicated that the consensus of the GFMC was that the graduate faculty is essential and that the associate level is important. Firestone personally feels that faculty should not be allowed to direct graduate students' research or to teach graduate courses unless some committee has reviewed their credentials. Much discussion followed from the Council including why the criteria for membership fluctuate from year to year.

Rowley thanked Firestone for his informative presentation.

3. Other business. The Council agreed that Rowley should invite Charles Mulford, last year's GFMC chair, to a Council meeting to hear his views of graduate faculty membership.

Pellegrino thought it would be helpful for him if someone would provide a philosophical or historical review of the role of graduate education. Rowley will try to find someone knowledgeable on this subject.

The meeting was adjourned at 4:55 p.m.



Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

February 3, 1988

Present: Heidebrink, Hodges, Iversen, Jacobson, Johnson, Licht, Pellegreno, Rahman, Rowley, and Simonson

Absent: Shelley

Guest: George Kizer

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

1. Introduction of George Kizer. Rowley introduced George Kizer, Professional Studies in Education, who has served on the Graduate Faculty Membership Committee (GFMC) both as chair and as a member. Kizer expressed an interest in membership on the graduate faculty and contacted Rowley asking to be placed on the agenda to discuss with the Council his concerns.
2. Discussion of Graduate Faculty. Kizer believes the most common complaint of activity involved in the GFMC is the "moving target syndrome." Each year the GFMC presents a "moving target" in that criteria for membership varies from year to year making it difficult for an individual faculty member or department to deal with such a situation. Kizer presented two purposes for his visit to this meeting. The first was to provide evidence of the "moving target" and the second was to make recommendations for ways to improve the system. Kizer then described four specific cases that he has observed as a member or chair of a departmental Special Review Committee in which the GFMC showed little adherence to criteria described for membership in the Graduate Faculty Handbook.

The following are two recommendations that Kizer feels are important. They are: 1. To make sure that the GFMC is divested of faculty who feel they have the right to establish whatever criteria they want, and 2. To instruct the chair and the members of their charge, which is to interpret and adhere to the criteria that has been established by the graduate faculty for membership. Criteria has been virtually the same year to year. Kizer feels it is very important for members to be knowledgeable of the requirements and to interpret the information they receive from nomination materials in light of such criteria. Kizer also pointed out that the GFMC needs to realize that some departments have different ways of recognizing expertise in their particular field.

Rowley thanked Kizer for his presentation.

3. **Other Business.** At the last meeting several questions were raised regarding graduate faculty at other institutions. Rowley reported that he had talked to Karas and will have information at the next meeting. Also, at the next meeting, Pellegrino will discuss the history of graduate education. Rowley hopes to appoint a subcommittee to prepare a recommendation on graduate faculty membership.

The meeting was adjourned at 4:15 p.m.



Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

December 4, 1987

Present: Heidebrink, Iversen, Jacobson, Johnson, Licht, Pellegrino, Rahman, Rowley, Shelley and Simonson

Absent: Hodges

The meeting was called to order by Rowley. The minutes of the November 20 meeting were approved as distributed.

1. **Introduction of Charles Mulford.** Rowley introduced Charles Mulford (Sociology and Anthropology), last year's chair of the GFMC, and each member of the Graduate Council. The Council has heard from two people with differing views on current graduate faculty membership criteria. Mulford was invited to discuss his views as to how the system worked when he was chair.
2. **Discussion of graduate faculty membership.** Mulford was a member of the Graduate Faculty Membership Committee for one year and was chair for two years. He reported that over half of the applications processed through the committee were for associate membership and nearly all of those were approved. He proposed to his committee (but was unsuccessful) to streamline the associate membership level, i.e., when a new faculty member is hired, the DEO would have a screening committee review the application and the DEO would write a memo to the Graduate Dean for approval to the associate level. Pellegrino asked if full membership (vs. associate membership) was of benefit insofar as students are concerned. Mulford replied that the two-tier system encourages associate members to continue their own research and publishing and may provide for better counsel and advice. Rahman asked how important full membership of graduate faculty is in respect to promotion. Mulford does not like the two related. He feels some professors are fully qualified for membership, but not qualified to be promoted, and some faculty should be promoted who will never work with Ph.D. students. Some people have indicated their desire for a system of reviewing full members to determine if they are still active. Mulford feels this type of system would be too hard to monitor and would be very touchy.

Other questions raised were how many of the eleven comparative universities have the two-tier system? Which institutions have a graduate faculty distinct from the general faculty? Simonson will check with Karas and Zaffarano to see if there is a survey available with this information. Rowley thanked Mulford for coming to the meeting and Mulford thanked Rowley for the invitation.

The Council briefly discussed the hiring process--who interviews and who screens faculty candidates.

3. **Other business.** Rowley informed the Council that George Kizer had requested to meet with the group to discuss his views on graduate faculty membership. Kizer was chair of the GFMC several years ago. Rowley will invite him to the first meeting in January. Simonson will send schedules to members soon and will try to schedule the first meeting of next semester sometime during the third week in January. Pellegreno will prepare a report about the role of graduate education for discussion at the next meeting.

By the end of February, Rowley would like to have a subcommittee formulate a recommendation of requirements for graduate faculty membership to submit to Dean Zaffarano for his review.

The meeting was adjourned at 4:29 p.m.



Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

February 17, 1988

Present: Heidebrink, Hodges, Iversen, Jacobson, Licht, Pellegreno, Rahman, Rowley, and Simonson

Absent: Johnson and Shelley

The meeting was called to order by Rowley. The minutes of the February 3 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 request forms were attached to the agenda for the Council to review before the meeting. After some discussion, the forms were approved. They will be sent to the graduate faculty sometime during the last week in February.
2. Discussion of George Kizer's memo. George Kizer, a guest speaker at the last meeting, sent a memo dated February 8 to each Graduate Council member with an explanation and an apology for taking up the Council's time at the February 3 meeting. He had asked to talk to the Council because he had some concerns about graduate faculty membership. After meeting with the Council and later conversations, he felt he had addressed a different issue from what the Council had anticipated; however, the Council felt his comments were interesting and worthwhile.
3. Review of history of graduate education. Pellegreno distributed a copy of information he had researched regarding graduate education. The topic was initiated when the Ph.D. degree was constantly referred to as a research degree. Pellegreno did not agree and provided an historical background that supported his position. He reviewed graduate education ~~since the American Colleges previous to 1876~~. It included data from the January 13, 1988 issue of the Chronicle of Higher Education--Earned Degrees Conferred in 1985-86.
4. Discussion of graduate faculty membership. Rowley reviewed recent discussions of graduate faculty membership. The charge from Zaffarano was for the Council to determine whether ISU was mature enough as an institution to streamline the associate membership level in the graduate faculty. It was moved and seconded that a recommendation be sent to Zaffarano regarding a change in the rules of graduate faculty membership. After much discussion, the motion was approved unanimously by voice vote. A subcommittee will be appointed at the next meeting to establish such rules.

5. Other business. Rowley distributed a survey from the University of Florida that he had just received from George Karas. The survey included information relative to faculty members pursuing graduate degrees and appointment to the graduate faculty. The Council briefly examined the report. Rowley will summarize the information for the next meeting and hoped the Council would also have time to review it.

Rowley 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 the Graduate Student Handbook. This committee usually meets two or three times beginning in April. Pellegreno and Heidebrink volunteered to serve on this committee.

Another issue Zaffarano had suggested the Council consider was recruitment of minority graduate students. Rowley distributed copies of an article from the National Association of College Teachers of Agriculture Journal on "Recruitment of Minority Students: An Integrated Approach." He hoped GC members would review it for discussion at a future meeting. The Council agreed that George Jackson, Director of Minority Student Affairs, be invited to the March 23 meeting to discuss this topic.

Due to several conflicts, the March 2 meeting will be rescheduled to March 9 at 3:10 p.m. in 312 Beardshear.

The meeting was adjourned at 4:35 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

March 9, 1988

Present: Heidebrink, Hodges, Jacobson, Johnson, Licht, Pellegrino,
Rahman, Shelley and Simonson

Absent: Iversen and Rowley

The meeting was called to order by Hodges. The minutes of the February 17 meeting were approved after a sentence in paragraph 3 was changed for clarification.

1. Discussion of graduate faculty membership. Hodges suggested that the Council formulate an outline of information relative to graduate faculty membership to address in a report to be submitted to Zaffarano. A subcommittee will be organized at a future meeting to draft this report.

During discussion several issues were raised such as the inconsistencies in interpretation of criteria for membership from year to year, the need to recognize different aspects of expertise in particular fields, the periodic review of membership, and the image of graduate faculty membership. Some possibilities offered were to keep the existing system intact, to have one level of graduate faculty, or to keep the two-level system with the associate level being automatic as part of the hiring process. Further discussion focused on the relationship between graduate faculty membership and promotion and tenure. Finally, Pellegrino made a motion that individuals hired on a tenure-track position with a doctoral degree become automatic associate graduate faculty members upon the recommendation of the department chair. It was then seconded. After some discussion, the motion was changed slightly to an individual hired on a tenure-track position, with a terminal degree in his/her field, automatically be appointed to the associate level of the graduate faculty. It was then approved unanimously by voice vote. Discussion will continue at the next meeting.

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


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

March 23, 1988

Present: Heidebeink, Jacobson, Johnson, Karas, Licht, Rowley, Shelley and Simonson

Absent: Hodges, Iversen, Pellegreno, and Rahman

Guest: George Jackson, Director of Minority Student Affairs

No formal action could be taken at this meeting because a quorum of six elected members was not present.


Rowley introduced Dr. George Jackson, Director of Minority Student Affairs, who was invited to the meeting to discuss ways in which the graduate faculty can participate in or enhance graduate student minority recruitment.

Jackson defined minorities as being blacks, Hispanics, Asian Americans and American Indians. At the present time there are between 147-149 minority students enrolled in graduate school. Out of 185 applications for summer and fall 1988, 56 have been admitted. Jackson indicated that recruitment is progressing well, but a problem exists of finding ways to fund students once they decide to come to ISU. The only way to increase minority enrollment is if departments can help in funding these students. Jackson said he does not want the minority program to be seen as the only pathway for minority students to enter graduate school at ISU. He views it as the initial contact with departments assuming more of the responsibility later. Rowley asked Jackson if he has explored the possibility of assistance from the ISU Achievement Foundation or professional societies. Jackson plans on meeting with the new Achievement Foundation Director when hired to possibly develop a specific program directed at generating funds for minority students. He also indicated that General Mills will help fund at least three graduate students next year. Jackson suggested three ways in which faculty members can help in the recruiting process. They are: 1) to help develop the right mind-set, 2) to develop the right "climate" for students once they are here, and 3) to have direct involvement in raising funds. Karas emphasized number one and added that it needs to be seen as a university commitment.

In mid-April the Minority Student Affairs Office is hosting a Minority Graduate Student Visitation Day. It should bring about 51 prospective graduate students to campus to meet with various departments. Jackson also reported that this year he has added three people to go on the road to recruit students, two to recruit undergraduates and one (Sandra Ross) to recruit graduate students. Rowley said the Graduate Council would be happy to help Jackson in any way possible.

Since a quorum was not present, the last two items on the agenda will be discussed at the next meeting.

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


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

April 6, 1988

Present: Heidebrink, Hodges, Iversen, Jacobson, Johnson, Pellegreno, Rahman, Rowley and Simonson

Absent: Licht and Shelley

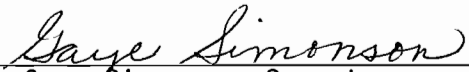
The meeting was called to order by Rowley. The minutes of the March 9 and March 23 meetings were approved as distributed.

1. Discussion of Graduate College committee nominations. A list of faculty members who had been nominated for three Graduate College committees (Graduate Faculty Membership, Graduate Student Program Review and PACE Awards) was attached to the agenda for the Council to review before the meeting. The Council suggested several additional faculty members for these committee vacancies. This list of nominees will be sent to Dean Zaffarano.
2. Discussion of credit hour requirements for a Ph.D. Pellegreno had asked that this issue be placed on the GC agenda. He said that in the counseling profession, the masters degree requirements have gone to 48 hours at the University of Northern Iowa and to 54 hours at the University of Iowa. Some accrediting agencies are pushing for counselors to have 60 hours for a masters degree. At ISU the masters degree requires 36 hours and the Ph.D. degree requires 72 hours. Pellegreno feels that ISU's degrees look cheap in terms of hours when compared to other institutions. He would like to see a change and some feedback of whether its possible to determine the hours required for a Ph.D. at other institutions. One GC member said he believed 72 hours was sufficient and that it was up to the POS committee to decide if a student needed more training. Others commented that many students actually had more than the required hours. Pellegreno would like to consider making this a written policy at ISU since in practice many students are already taking more than 72 hours. Rowley thought Karas might have some information on statistics on this subject and will check with him. Rowley also mentioned he had seen an article somewhat related to this in NATURE that addressed the topic of Ph.D. dissertations. He will make a copy for Pellegreno. It was suggested that maybe next year's Council could continue discussion of this topic. It was later decided that discussion would continue at the next meeting.
3. Discussion of changes in support for graduate students. Rowley distributed a table of figures pertaining to graduate assistantships which he had gathered from several sources. This topic was prompted by Jacobson indicating that the amount of money available to support C-base positions had eroded substantially in the last five years. Rowley tried to generate some figures to support this statement. He found it very difficult to pin

down exact figures. The amount of money budgeted for C-base personnel and the number of graduate students are the only figures which are absolute. The number of TAs and RAs varies drastically from semester to semester. Average stipends for both are determined by taking an average month, which is not a constant throughout the year. Another factor is that the C-base allocation also includes the athletic department and the residence halls. Jacobson said there is probably nothing the Council can do about this problem. Rowley asked the Council to look over the figures and if anyone desires further discussion, it can be re-addressed at the next meeting.

4. **Other business.** Pellegreno asked the Council if there is any assistance available for international students who have difficulties with the English language in writing theses and dissertations. One option would be for the student to hire someone for editing, but Jacobson emphasized that it is one of the major professor's responsibilities.

The meeting was adjourned at 4:20 p.m.



Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

April 20, 1988

Present: Hodges, Jacobson, Licht, Pellegrino, Rahman, Rowley, Shelley, and Simonson

Absent: Heidebrink, Iversen, and Johnson

The meeting was called to order by Rowley. The minutes of the April 6 meeting were approved as distributed. As promised at the previous meeting, Rowley distributed copies of an article from Nature entitled, "The Thesis that won't go away," which pertained to discussion relative to credit hour requirements.

1. Subcommittee report on graduate faculty membership "statement". Hodges, chair of this subcommittee, reported that they had met earlier in the week. He later drafted a report for the Council, but the subcommittee did not have time to edit it before the meeting. Hodges then summarized the report for the Council. The recommendations are divided into two groups. The primary recommendation is relative to associate membership in that it is granted when the person has academic rank, a tenure-track or tenured position, and a terminal degree in his/her discipline. The secondary category examines many problems in the system that need to be addressed in the near future such as the inconsistencies in interpretation of criteria for membership used in the Graduate Faculty Membership Committee, the present three division system used for evaluation of faculty members, and the relationship of membership in the graduate faculty and promotion and tenure. During discussion several problems arose which included adjunct and temporary professors and collaborators in Counseling and USDA. After discussion of several options, it was suggested that the phrase "a tenure-track or tenured position" be removed. Hodges will make the recommended changes and give the report to Simonson to send with the agenda for the Council to review before the next meeting.
2. Discussion of credit hour requirements for a Ph.D. This topic was presented at the last meeting by Pellegrino. Since many students actually take more than the required hours, Pellegrino decided that it was not necessary to pursue the issue.

The meeting was adjourned at 4 p.m.


Gaye Simonson, Secretary

GRADUATE COUNCIL MINUTES

May 4, 1988

Present: Heidebrink, Hira, Jacobson, Johnson, Jones, Pellegreno, Rahman, Rowley, Shelley, Simonson, and Tabatabai


Absent: Hodges, Iversen, and Licht

The meeting was called to order by Rowley. New and current members of the Council introduced themselves and indicated their affiliated departments. The minutes of the April 20 meeting were approved as distributed.

1. Approval of Subcommittee Report on Graduate Faculty Membership. Rowley described the Council's activities during the past year. He also described the subcommittee report (attached to the agenda) on graduate faculty membership which included recommendations which will be sent to Dean Zaffarano. Copies were distributed to the new members at the meeting. Some discussion followed. Copies of written comments on the report from Licht, who was unable to attend the meeting, were distributed for discussion. Any additional suggestions should be given to Rowley or Simonson by Thursday. Rowley will meet with Hodges, chair of the subcommittee, to make the suggested changes and a final report will be given to Dean Zaffarano.
2. Approval of Annual Report. Copies of the annual report were attached to the agenda for the Council to review before the meeting. Simonson distributed copies to the new members for their information. Rowley briefly summarized the report. A change was suggested in regard to automatic full membership to administrative appointees. A minor change was also suggested in the section on minority recruiting. Pellegreno moved and Rahman seconded that the annual report be accepted with the suggested changes. The motion was accepted by voice vote and will be forwarded to the Graduate Dean. It will also be summarized by Rowley at the Graduate Faculty Meeting on May 17 and published in the June issue of GRAD News & Notes.
3. Election of Chair for 1988-89. Rowley asked for nominations to fill the chair position for 1988-89. Pellegreno nominated Clint Hodges for the position and moved that nominations cease. The motion was seconded. A brief discussion followed. The motion was then approved unanimously by voice vote. Hodges will become the new chair for Graduate Council during 1988-89.

Rowley said he appreciated the time and effort each GC member contributed to the Council this year. He also thanked Simonson for her help and Jacobson for his expert advice during the year. On behalf of the Council, Pellegreno thanked Rowley for his excellent leadership throughout the year.

The meeting was adjourned at 4 p.m.


Gaye Simonson, Secretary

1987-88 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 1987-88 term, the following people were members of the 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; Gregg Heidebrink, Economics; Keith Johnson, Industrial Engineering; and Priscilla Licht, Forestry. Ex officio members were Norman Jacobson and Gaye Simonson.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of Pellegreno and Heidebrink 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 1988-89 term. Members whose terms expire May 20, 1988 are Iversen, Rowley, and Shelley. Newly elected faculty members of the Council are Tahira Hira, Family Environment; Edwin Jones, Electrical Engineering and Computer Engineering; and M. Ali Tabatabai, Agronomy. Three new graduate student members will be elected at a future meeting of the Graduate Student Senate.

II. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION IN 1987-88

- a) Minority Graduate Student Enrollment. Ways to achieve the Board of Regents mandated 8.5% minority student enrollment at Iowa State University were discussed by the Graduate Council. The Graduate Council endorses the concept and encourages the Board of Regents' 8.5% minority student enrollment at ISU. George Jackson, Director of Minority Student Affairs, discussed ways the Graduate Faculty and the university community as a whole can help in minority student recruitment. A major obstacle to minority recruitment is funding. Jackson indicated that minority enrollment in graduate school at ISU can not increase unless and until departments help fund these students.

Three ways graduate faculty members can help in the recruiting and retention process is to: 1) promote the proper "mind-set", 2) promote the right "climate" for minority students once they are here, and 3) become directly involved in generating funds for minority graduate students.

- b. Membership in the Graduate Faculty. The Graduate Council spent considerable time discussing ways to streamline requirements for membership on the graduate faculty and the process involved in nominating and approving associate and full members to the Graduate Faculty. Several individuals with previous experience and varying views on Graduate Faculty membership were invited to discuss the present system and possible ways to streamline or perhaps even abandon the existing Graduate Faculty as a distinct entity separate from the General Faculty.

A report of the Graduate Council's conclusions and recommendations was forwarded to the Dean of the Graduate College. This report is summarized in Appendix A. Essentially, the Council recommends that associate membership be streamlined so that **any person appointed to an academic position will automatically be an associate member of the Graduate Faculty providing that he or she possesses a terminal degree in his or her discipline.**

Problems related to Full membership in the Graduate Faculty are considered "serious" and the following suggestions for correcting these problems were made: 1) establish more specific criteria for Full membership which will establish and enforce a standardized mechanism for nominating and evaluating individuals for Full membership, 2) divide the four existing divisions (arts and humanities, biological sciences, physical sciences and social sciences) into more specialized divisions that can be evaluated better as specific disciplines, and 3) propose that the Faculty Senate evaluate membership in the Graduate Faculty in the context of the University Promotion and Tenure Document.

- c. Credit hour requirements for a Ph.D. The requirement of 36 credit hours for a masters degree and 72 hours for a Ph.D. was discussed in the context that credit hour requirements vary from institution to institution. A suggestion was made to increase the credit hour requirements for a Ph.D. Since most students take more hours than are required, no action was taken on this issue.
- d. Graduate Student Support. The Graduate Council addressed the issue of declining support for C-base graduate assistantships. Figures generated from several sources were difficult to interpret because the number of TAs and RAs varies drastically from semester to semester. Also, C-base allocations include athletic department and resident hall personnel. There seems to be very little the Graduate Council or Graduate Faculty can do about the erosion of graduate assistantship support.

III. UNFINISHED BUSINESS

- a) Membership in the Graduate Faculty. A report on Graduate Faculty Membership was drafted for the Dean (see Appendix A), but it was suggested that the 1988-89 Graduate Council continue discussion of this topic.

IV. THE 1988-89 GRADUATE COUNCIL

The following faculty members and graduate students will serve on the 1988-89 Graduate Council: Tahira Hira, Family Environment; Clinton Hodges, Horticulture; Edwin Jones, Electrical Engineering and Computer Engineering; Dominick Pellegreno, Professional Studies in Education; Mushtaq-Ur Rahman, Earth Sciences; M. Ali Tabatabai, Agronomy; and three graduate students.

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1987-88 GRADUATE COUNCIL:

Wayne Rowley (chr.), Clinton Hodges, James Iversen, Dominick Pellegreno, Mushtaq-Ur Rahman, Mack Shelley, Gregg Heidebrink, Keith Johnson, and Priscilla Licht.

GRADUATE COUNCIL

1987-88

GRADUATE FACULTY

Clinton Hodges	Horticulture 008 Horticulture	4-0039
James Iversen	Aerospace Engineering 408 Town Engineering	4-5157
Dominick Pellegrino	Professional Studies N225A Lagomarcino	4-7368
Mushtaq-Ur Rahman	Earth Sciences 151 Science I	4-6145
Wayne Rowley	Entomology 440 Science II	4-1573
Mack Shelley	Political Science/Statistics 543 Ross	4-6965 4-8346

GRADUATE STUDENTS

Gregg Heidebrink	Economics 373 Heady Hall	4-7447
Keith Johnson	Industrial Engineering 308 Engineering Annex	4-9627
Priscilla Licht	Forestry 251 Bessey	4-1221

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	4-1170

APPENDIX A

Graduate Council Report on Graduate Faculty Membership

Submitted to:

Dean, Daniel J. Zaffarano

May 10, 1988

Dr. Zaffarano asked the Graduate Council to review the status of membership in the Graduate Faculty at ISU with an eye to streamlining the procedures involved for membership. Several faculty members with previous experience on the Graduate Faculty Membership committee or with differing views on membership by the Graduate Faculty met with the Graduate Council. Views on the existing system ranged from retaining the present system without change to disbanding the separate Graduate Faculty system. Examples of various institutions with very formal to highly informal Graduate Faculty systems also were discussed relative to the quality of graduate education.

A. ASSOCIATE GRADUATE FACULTY MEMBERSHIP

1. The Graduate Council recommends that requirements for Associate Graduate Faculty membership as presented in the Graduate Faculty Handbook be amended to read as follows:

"Associate membership is granted at the time of employment when (1) the person is employed with academic rank and has a terminal degree (or highest graduate degree appropriate to the field) in his/her discipline, or when (2) the person is promoted to a position with academic rank and has a terminal degree (or highest graduate degree appropriate to the field) in his/her discipline, or when (3) the person is a university collaborator with academic rank and has a terminal degree (or highest graduate degree appropriate to the field) in his/her discipline."

Rationale for the recommended change in appointment to Associate membership in the Graduate Faculty is made for the following reasons:

- a. New faculty will be eligible to teach graduate level courses in their area of expertise. Many new faculty possess an expertise not available among existing faculty.
- b. New faculty will be immediately eligible to advise M.S. students. Since the Graduate College recommends that a full member of the Graduate Faculty serve on each M.S. degree program of study committee, problems arising from inexperience should be minimal and greatly overshadowed by the potential for a new faculty member to initiate and publish research and to acquire research funds.
- c. The academic credentials of new tenure-track faculty members should be such so that there is no logical reason for preventing

the individual from immediately functioning in graduate courses and M.S. degree program supervision.

- d. Considerable routine faculty committee work and paper work for DEO's would be eliminated by granting new faculty members who have academic rank and a terminal degree in their discipline immediate associate membership in the Graduate Faculty.
2. The Graduate Council recommends that requirements for Temporary Graduate Faculty membership be changed as follows to coincide with the recommended changes for Associate membership:

"Temporary Graduate Faculty membership is granted for a period of five years to a person with 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 recommended for full membership status are recommended by the same procedures as regular faculty full 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."

B. FULL GRADUATE FACULTY MEMBERSHIP

1. Discussion of the present Graduate Faculty membership system by the Graduate Council revealed problems in the system that need to be addressed in the near future. The following items represent some of the more immediate issues that need attention.
 - a. It is apparent that confidence in the ability of the Graduate Faculty Membership Committee (GFMC) to recommend faculty to the Graduate College is eroding. The standards and criteria used by different GFMC chairpersons have varied considerably. This problem is especially critical for Full membership when publication requirements vary year-to-year. There is a clear need to establish a more standardized approach to evaluation for Full membership and for reporting.
 - b. The present four division (biological sciences, physical sciences, social sciences, and arts and humanities) system used for evaluation of faculty members should be evaluated relative to the number and diverse nature of disciplines within the university. It is highly probable that more accurate evaluation of faculty for Full membership could be accomplished by dividing the four existing divisions into several more specialized divisions that could better evaluate specific disciplines.
 - c. Membership in the Graduate Faculty is used by numerous departments in the university for the purpose of promotion and/or tenure. There is, however, no consistent policy on this issue. The

significance of Graduate Faculty membership for promotion and/or tenure should be brought to the attention of the Faculty Senate and evaluated relative to the University Promotion and Tenure Document. Under the present system, it is feasible that a faculty member denied promotion and/or tenure on the basis of Graduate Faculty membership could successfully contest the decision because the present Promotion and Tenure Document fails to address the significance of Graduate Faculty membership.

Graduate Council Members:

Wayne Rowley (chair)
Gregg Heidebrink
Clinton Hodges
James Iversen
Keith Johnson
Priscilla Licht
Dominick Pellegrino
Mushtaq-Ur Rahman
Mack Shelley