

GRADUATE COUNCIL MINUTES

September 20, 1988

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones, Karas, Pellegrino, Rahman, Samuels, Tabatabai

The meeting was called to order by Hodges. New and current members of the Council introduced themselves and indicated their affiliated departments. The minutes of the May 4 meeting were approved as distributed.

Goals for this year's Council. Hodges introduced George Karas, Associate Dean of the Graduate College. Karas was invited to the meeting to suggest goals for the Council this year. He made the following comments.

- (a) Membership in the Graduate Faculty. Last year the Council studied streamlining requirements for associate membership on the graduate faculty and the process involved in nominating and approving associate and full members to the Graduate Faculty. This year Karas would like the Council to update that study and recommend to the Graduate College how it might best be presented to the faculty for discussion and vote. The Membership Committee was concerned about how one gets appointed or elected to the Graduate Faculty if the departmental chair does not submit the name; we do now have a procedure for nominating such a person for election. The Graduate College would like the Council to develop a timetable with a goal of holding a vote shortly before the end of the semester.
- (b) Handbooks. A subcommittee of the Council is responsible for working with George Karas to review and update the Graduate Faculty Handbook and the Graduate Student Handbook during the spring semester.
- (c) Nominations to Graduate College Committees. The Council is asked to obtain recommendations for faculty members to fill vacancies on the Graduate Faculty Membership Committee, Student Program Review Committees, and PACE Awards Committee. The Council reviews these nominations, selects several names for each opening, and forwards the list to the Graduate Dean. In addition, the Graduate Council solicits nominations and conducts an election of members to fill vacancies that will develop on the Graduate Council for the next year.
- (d) Academic Fraud. In recent years there has been an increasing need for universities to develop policies and procedures to deal with serious breaches of ethical conduct in research and other scholarly activity. Government agencies and Congress are requesting that all institutions prepare such statements which state clearly the expectations for high standards of ethical behavior in the conduct of government-sponsored research and the procedures for dealing with suspected deviations from these standards. Karas would like the Council to develop an ISU draft policy to address the matter of academic misconduct in research and scholarly activities and to develop procedures for handling allegations of fraud and misconduct.

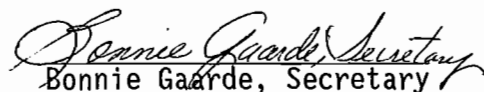
- (e) Mid-America State Universities Association. The Mid-America State Universities Association (MASUA) is a voluntary association of state universities, which was organized in 1958 and is incorporated under the laws of the State of Kansas. The association sponsors programs designed to stimulate interaction among the faculty and students of the member institutions; the Honor Lecturer Program, the Distinguished Foreign Scholar Program, the Traveling Scholar Program, Workshop/Seminar Program and the Program to Support Preparation of Collaborative Proposals for Research Funds. Karas would like the Council to review Iowa State University's participation in MASUA and consider if there might be some additional arrangements that could be suggested to the administration in support of programs with other institutions.

Comments from Dobson. John Dobson (Assistant Dean in the Graduate College) sees his role as Liaison between the Graduate Council and the Graduate College. He is handling the review of Programs of Study and the Graduate Committees. He is also looking over the procedures and forms (Programs of Study and Committee Appointments), where students and faculty interact; suggesting revisions. Dobson is interested in getting ideas from the Council about ways we can perhaps make things more efficient.

Outline of objectives for Council. Hodges would like the Council to review the Graduate Faculty Membership Annual Report and would like the Council to go forward with the rationale for the recommended change in appointment to Associate membership in the Graduate Faculty. We would like to put this statement out with a rationale on why this should be implemented and how it is going to apply to the various types of appointments, if this Council agrees that we should go ahead with it. A couple of questions the Council might address are what is the involvement of the faculty as a whole and what is the direction of this university. Hodges would like to have the membership issue resolved by the end of the semester, in some form, probably resulting in a vote by the faculty.

Academic Fraud. Hodges would like to set up a subcommittee to address the issue of integrity in research and scholarly activities. The 1986 Graduate Council prepared a recommended policy which was distributed to the faculty; Hodges will get copies for the committee. There are national organizations working on this issue along with graduate colleges. The Council may want to contact these sources for documents and information in preparing a statement on fraud.

The meeting was adjourned at 4:31 p.m.


Bonnie Gärde, Secretary

GRADUATE COUNCIL MINUTES

October 4, 1988

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones, Pellegreno, Samuels, Tabatabai

Absent: Rahman

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

Subcommittee report on graduate faculty membership. The Council agreed that section B-a) of the Graduate Council Report on Graduate Faculty Membership should be reworded to read "The standards and criteria used by different Graduate Faculty Membership Committees have varied considerably." (It had read "Graduate Faculty Membership Committee chairpersons.")

Graduate Faculty Membership. Tabatabai made a motion that while retaining the criteria listed on page 14 of the Graduate Faculty Handbook, streamline the processing of associate membership by allowing Departmental Executive Officers to submit nominations of proposed associate members of the Graduate Faculty directly to the Graduate Dean for approval. It was seconded by Goist. Dobson will present this as an agenda item to the Departmental Officers in Graduate Education (DOGEs) meeting October 13 and report back to the Council at the next meeting.

Hodges distributed a survey from the University of Florida. The survey included information relative to faculty members pursuing graduate degrees and appointment to the graduate faculty. He asked the Council to review this document. Provost Glick will address the Council on November 1 @ 4:00 p.m., giving his views on the issue of graduate faculty.

Academic Fraud. Hodges appointed a subcommittee consisting of Hira (chairperson), Goist, Jones and Rahman to study the issue of integrity in research and scholarly activities. Hodges distributed copies of the following articles: "Professional Ethics Report" from the American Association for the Advancement of Science, "Scientific Misconduct" from the Federal Register, and "Research Firm Employees are Convicted of Fraud" from the Human Research Report.

Associate Provost for Research and Advanced Studies. Hodges read a letter from Provost Glick requesting a list of graduate faculty members to serve on the search committee. Tabatabai suggested George Kizer as a possible candidate and Jones submitted a list of individuals. Hodges will submit these recommendations to Glick.

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


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

October 18, 1988

Present: Bellefeuille, Dobson, Gaarde, Goist, Hodges, Jones,
Pellegreno, Rahman, Samuels, Tabatabai

Absent: Hira

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

Hodges announced that Provost Glick plans to attend the November 1 Council meeting to present his views on Graduate Faculty membership procedures. The Council will begin the November 1 meeting at 3:30 p.m.; Dr. Glick will be on the agenda @ 4:00 p.m.

Associate Membership on the Graduate Faculty. Dobson reviewed his report to the DOGEs. He told DOGEs that this year the Graduate Council will continue its review of the graduate faculty membership procedures. Last year the Council suggested that automatic membership be granted to all tenure-track, terminal-degree faculty at the time of their hiring. This year the Council discussed having the associate membership procedure short-circuited for faculty who qualify at the time of hiring. In such instances the department executive officer would simply notify the Graduate Dean, who could make the associate graduate faculty appointment immediate. Dobson got the strong impression that if the Council did not do something to change the current procedures, Dr. Glick would abolish the graduate faculty system altogether.

It was agreed that the Council's next step might be the preparation of one or two proposals in clear written form with a cover letter, to be submitted to the Dean of the Graduate College. He, in turn, could recommend these to the Graduate Faculty for study and review, perhaps ultimately placing them on a ballot for a vote.

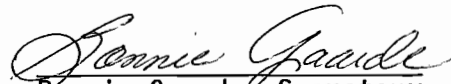
There was considerable discussion by the Council of the existing Associate Membership statement and the membership criteria as interpreted by Department Heads. The feeling was that any change could be viewed as an administrative change--not altering the fundamental criteria but just the procedures.

Tabatabai made a motion to withdraw his proposal as stated in the October 4 minutes..."that while retaining the criteria listed on page 14 of the Graduate Faculty Handbook, streamline the processing of associate membership by allowing Departmental Executive Officers to submit nominations of proposed associate members of the Graduate Faculty directly to the Graduate Dean for approval". Samuels seconded this motion. Approved unanimously.

Various options were then discussed such as a) leaving the statement on page 14 as it is and inserting Associate Membership is "automatically" granted; b) adding a final sentence, "If these criteria are met this person is granted associate membership at the time of appointment"; c) leaving (1) receipt of a Ph.D. (or highest graduate degree appropriate to the field) from an accredited institution, and (3) scholarly work (usually an accepted publication) acceptable to peers both inside and outside of Iowa State University and omitting (2) and (4).

Hodges asked the Council members to draft several proposals for the next meeting in preparation of a qualifying statement.

The meeting was adjourned @ 4:34 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

November 1, 1988

Present: Bellefeuille, Dobson, Gaarde, Hodges, Jones, Pellegreno, Rahman

Absent: Goist, Samuels, Tabatabai

Guest: Provost Milton Glick

The meeting was called to order by Hodges. The minutes of the October 18 meeting were approved as distributed.

Hodges handed out a memo from Associate Provost Norman Jacobson requesting the Council to address the issue of the current policy which prohibits staff members with the rank of professor or associate professor from becoming candidates for an Iowa State University degree.

The Council felt that if a faculty member had already begun a program of study as an assistant professor, in a discipline not associated with the discipline in which the person held academic rank, there was no reason to terminate that program of study if the faculty member were promoted to associate professor or professor. The Council voted unanimously to permit exceptions to the Iowa State University policy on the basis of a review of individual cases. Hodges will respond with a memo to Norman Jacobson.

1. Associate Membership in the Graduate Faculty. The Council continued discussing the existing statement in the Graduate Faculty Handbook pertaining to Associate Membership. The Council debated the merits of whether or not it could be modified to say what we want to say relative to automatic membership or if we needed a new statement. Any change we make in terms of procedure would, in any case, require that the words "associate membership" be deleted from the rest of the statement pertaining to procedures leading to full membership.
2. Provost Milton Glick presented his views on the Graduate Faculty membership issue. Glick believes that if we were truly a mature university in the graduate area, with consistency across the board, we ought to eliminate the graduate faculty concept altogether. Our goal ought to be to establish a university where all faculty are qualified to direct graduate programs, possibly even in those disciplines which do not currently have graduate programs, because we hope to create an environment in which faculty direct students. We only ought to hire people in the future who qualify, and only tenure people qualify as graduate faculty, so that in ten years we will see all faculty as qualified.

If new faculty are brought in and are not allowed to be on the graduate faculty we are putting them at a disadvantage in their efforts to achieve tenure and promotion. Assuming new faculty are appointed with academic rank and a terminal degree, they ought automatically to be graduate faculty. Alternatively, they might be granted membership for three to five years with the understanding that, at the end of that period, they

would be seriously evaluated and that membership would not continue if they do not meet the standards for full membership. Dr. Glick also suggested that, over the next three to five years, a study might be undertaken on the issue of reviewing the existing graduate faculty members. Its purpose would not be to cancel membership but simply to develop a review process as a learning experience, and to assess whether we should consider canceling membership status in the future.

The faculty is so diverse at this point that to say we are going to do away with the graduate faculty would not be serving students well. We do have some faculty who really are not appropriate as graduate student advisers.


There has to be a time frame to review and judge productivity of all faculty members. If there is no review then it is even less tolerable that we discriminate against young faculty members.

The reason for Graduate Faculty membership is to insure the quality of graduate education. Membership should, therefore, not be a distinction but a quality control, a measure of protection for the students. The university has a responsibility to protect graduate students from being advised by people who are not qualified. If there is need for a graduate faculty it is only because we have a responsibility to the students to warrant that our faculty are appropriate advisers.

Hodges thanked Provost Glick for coming to the meeting. Dr. Glick, in return, said that he appreciated being invited and asked that we let him know how he could be helpful in this effort.

The Council agreed that we should present a proposal to the graduate faculty, that any person appointed to an academic position would automatically be an associate member of the Graduate Faculty, providing that he or she possesses a terminal degree in his or her discipline.

The meeting was adjourned @ 5:15 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

November 15, 1988

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones, Pellegreno, Rahman, Samuels, Tabatabai

The meeting was called to order by Hodges. The minutes of the November 1 meeting were approved as distributed.

Proposed Faculty Senate liaisonship with Graduate Council. Hodges distributed copies of a memo from Olivia Madison, Vice President and Chair, Council on Faculty Governance of the Faculty Senate, regarding establishing a liaisonship between the Senate and the Council and a reciprocal arrangement whereby a member of the Council could sit in on meetings (as a nonvoting member) of the Faculty Senate Executive Board.

The by-laws of the Graduate Council were distributed. Hodges suggested adding statements to the existing statements on membership and elections as follows:

I. Membership

Nonvoting members of the Graduate Council include a Graduate Office ^{administrative} representative (ex-officio), a Faculty Senate liaison appointed annually by the Faculty Senate Executive Board, and a member of the Graduate ^{College} Office staff to serve as secretary.

III. Supervision of Elections (and Appointments)

The Graduate Dean appoints a Graduate Office ^{College - administrative} representative and requests the appointment of a Faculty Senate liaison by the Faculty Senate Executive Board each year.

Jones made a three-part motion 1) that the Council adopt these additions to the by-laws and they be presented to the Graduate Faculty, 2) that we begin to invite a member of the Faculty Senate to attend the Council meetings and 3) that a member of the Council attend the Faculty Senate meetings. Pellegreno seconded this motion. It was approved unanimously by voice vote.

Associate Membership in the Graduate College. Hodges outlined four items that he would like the Council to accomplish:

1. Graduate Faculty Membership statement
2. Issue of retroactive appointments
3. Procedures relative to full membership
4. Responsibilities of co-chairpersons on student's committee

Hodges and Dobson presented revised graduate faculty membership statements for consideration by the Council. The Council discussed both ideas and Hira made a motion that we accept the following revised statement and Pellegreno seconded this motion.

Associate membership is granted to a person holding academic rank at Iowa State University who has demonstrated competence for pursuing creative work by completing a Ph.D. (or highest graduate degree appropriate to the field) from an accredited or internationally recognized institution. Associate membership begins when a person is either employed with academic rank, promoted to a position with academic rank, or becomes a university collaborator with academic rank.

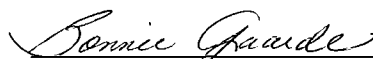
The Graduate Dean will confer associate membership upon notification by the Department Executive Officer of a nominee's full-time employment with academic rank and evidence of a completed Ph.D.

Hodges distributed an example of application rules pertaining to Associate Graduate Faculty Membership. The revised criteria for Associate Membership in the Graduate Faculty are intended to be applied as follows:

1. All new faculty employed full-time with academic rank and with a Ph.D. (or highest graduate degree appropriate to the field) are automatically granted Associate Membership irrespective of their appointment to teaching, research, extension or administrative duties.
2. Full time instructors or faculty with academic rank in need of Graduate Faculty Membership may apply for temporary membership in accordance with the Graduate Faculty Handbook
3. All part time instructors or faculty with academic rank in need of Graduate Faculty Membership may apply for temporary membership in accordance with the Graduate Faculty Handbook
4. Faculty currently employed full time with academic rank and a Ph.D. who are not associate members of the Graduate Faculty may request membership via their DEOs. The DEO will appoint a committee of Full Graduate Faculty members within the department to review the faculty members credentials and need for membership. Upon recommendation of the committee, the DEO will notify the Graduate Dean of the department's decision to grant Associate Membership to the faculty member.

These are ramifications of the associate membership statement and Hodges suggested that the Council review and edit these statements before the next meeting.

The meeting was adjourned @ 4:17 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

November 29, 1988

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones,
Pellegreno, Rahman, Samuels,

Absent: Tabatabai

The meeting was called to order by Hodges. The minutes of the November 15 meeting were approved after sections I and III were changed to read as follows:

I. Membership

Nonvoting members of the Graduate Council include a Graduate College administrative representative (ex-officio), a Faculty Senate liaison appointed annually by the Faculty Senate Executive Board, and a member of the Graduate College Office staff to serve as secretary.

III. Supervision of Elections (and Appointments)

The Graduate Dean appoints a Graduate College administrative representative and requests the appointment of a Faculty Senate liaison by the Faculty Senate Executive Board each year.

Hodges presented a proposal to revise procedures for granting Associate Membership on the Graduate Faculty. The Council discussed this proposal and suggested clarification on several statements. The Council proposed that all newly hired full-time faculty members with the academic rank of Assistant Professor or above and who have earned a doctorate (or highest degree appropriate to their disciplines) be routinely admitted to associate membership without going through departmental or Graduate Faculty Membership Committee review.

Specific Recommendations

- A. The Council recommends that the criteria for Associate Membership on the Graduate Faculty as specified on page 14 of the Graduate Faculty Handbook be amended to read as follows:


Associate membership is granted to a person holding the academic rank of Assistant Professor or above at Iowa State University and who has demonstrated competence for pursuing creative work by completing a Ph.D. (or highest graduate degree appropriate to the discipline) from an accredited or internationally recognized institution. Associate membership begins when a person is either employed at the rank of Assistant Professor, promoted to the rank of Assistant Professor, or becomes a university collaborator with the rank of Assistant Professor. The Department Executive Officer is responsible for recommending any faculty member who fulfills the above criteria to the Graduate Dean for inclusion as an associate member in the Graduate Faculty.

- B. The revised criteria for Associate Membership on the Graduate Faculty are intended to be applied as follows:
1. It is intended that associate membership be granted to new faculty members meeting the criteria without review by departmental or Graduate College committees.
 2. All new faculty, including adjunct appointments, employed full-time with the academic rank of Assistant Professor or above and with a Ph.D. (or highest graduate degree appropriate to the field) are automatically granted associate membership.
 3. Full-time or part-time instructors or visiting, temporary, or affiliate faculty with need of Graduate Faculty Membership may apply for temporary membership in accordance with the existing Graduate Faculty Handbook procedures.
 4. A university collaborator is defined as any person with a Ph.D. (or highest graduate degree appropriate to the discipline) and employed full-time by an agency affiliated with the university and who is granted the complimentary faculty rank of Assistant Professor or above by the university. Examples of collaborators may include employees of the Ames Laboratory, the United States Department of Agriculture, the National Animal Disease Laboratory, and similar agencies.
 5. Faculty currently employed full-time at the rank of Assistant Professor or above and with a Ph.D. (or highest graduate degree appropriate to the discipline) who are not associate members of the Graduate Faculty may request membership via their DEO. Upon request by the faculty member, the DEO will appoint a committee (in accordance with Graduate Faculty Handbook) to review the faculty member's credentials for membership. Upon the recommendation of the committee, the DEO will recommend the faculty member to the Graduate Dean for associate membership.
- C. The Council recommends that the title "Nominations for Graduate Faculty Membership" on page 14, of the Graduate Faculty Handbook be revised to "Nominations for Full Graduate Faculty Membership" and that the subsections under this title be edited to delete reference to associate membership.

Jones made a motion and Rahman seconded it that this report by the Council be submitted to Norman Jacobson with a request that the proposed changes be presented for discussion at the December Graduate Faculty meeting.

The December 6 Council meeting will not be held. The next meeting is scheduled for December 20.

The meeting was adjourned @ 4:08 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

December 20, 1988

Present: Bellefeuille, Dobson, Gaarde, Hodges, Jones, Pellegrino

Absent: Goist, Hira, Rahman, Samuels, Tabatabai

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

Revisions of the Associate Membership Proposal. The proposal to revise procedures for granting associate membership on the Graduate Faculty presented at the Graduate Faculty meeting December 14 resulted in the following statement:

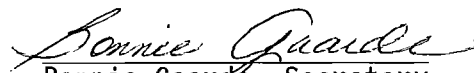
All newly hired tenure-track faculty members with the academic rank of Assistant Professor or above who have earned a doctorate (or highest degree appropriate to their disciplines) may routinely be recommended for associate membership without going through departmental or Graduate Faculty Membership Committee review.

To implement this new policy, the criteria for associate membership on the Graduate Faculty as specified on page 14 of the Graduate Faculty Handbook would be amended to read as follows:

Associate membership may be granted to a person holding a tenure-track appointment with the academic rank of Assistant Professor or above at Iowa State University and who has demonstrated competence for pursuing creative work by completing a Ph.D. (or highest graduate degree appropriate to the discipline) from an accredited or internationally recognized institution. Eligibility for associate membership begins when a person is either employed at the rank of Assistant Professor or promoted to the rank of Assistant Professor. The Department Executive Officer is responsible for recommending any faculty member who fulfills the above criteria to the Graduate Dean for inclusion as an associate member in the Graduate Faculty.

At the November 29 meeting the Council agreed that Dobson would prepare a ballot with the proposed changes and the Council's intentions regarding the implementation of the proposed new policy. The ballot will be mailed to the entire Graduate Faculty by the beginning of the spring semester with the request that the ballot be returned to the Graduate office no later than February 1, 1989.

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


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

February 3, 1989

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones,
Rahman, Samuels, Tabatabai

Absent: Goist, Pellegreno

The minutes from the November 29 and December 20 meetings were approved as distributed.

Academic Fraud. Hira presented an overview of the "Policy on Integrity in Research and Scholarly Activity" report. Her recommendation is to use the 1986 report prepared by the Graduate Council as a format and revise it to see that it meets present needs. The revised report should include

- (a) a paragraph on the definition of fraud and misconduct and various ways in which data are manipulated and difficulty in clearly distinguishing between those various ways of data manipulation.
- (b) It should include specific recommendations for departments and other individual administrative units to provide information on I.S.U. policy or integrity in research and scholarly activity (see paragraph 2 of the 1986 report).

Information should be (i) included in faculty and graduate student handbooks, (ii) part of the orientation program of new faculty and new graduate students, and (iii) part of research methodology courses.

Hodges suggested that the Council define and identify fraud and misconduct, what penalties will take place, and to publicize these definitions and findings. This issue should be dealt with as a blanket issue, not separating student, faculty or administrator. The Council will review the 1986 Recommended Policy on Integrity in Research and Scholarly Activity and the various handbooks (the Graduate Faculty Handbook, the Graduate Student Handbook, and the Faculty Handbook) and offer amendment suggestions.

Graduate Council and Committee Election. Copies of the Graduate Council and Graduate College nomination request forms will be attached to the agenda for the Council to review before the next meeting.

Handbooks. Samuels will work with George Karas, Associate Dean, to review and update both the Graduate Faculty Handbook and Graduate Student Handbook. Hodges will ask Pellegreno if he is interested in working on the handbooks again this year.

The meeting was adjourned at 2:30 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

February 17, 1989

Present: Dobson, Gaarde, Hodges, Jones, Rahman, Tabatabai, Tiffany

Absent: Bellefeuille, Goist, Hira, Samuels

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

Graduate Council & Committee Election. 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 Council agreed that this was a routine activity and the forms will be sent to the graduate faculty sometime during the last week in February.

Mid-America State University Association (MASUA). Dobson reported that the graduate lecturers received 3-4 invitations during the year. Karas had requested that the Council review Iowa State University's participation in MASUA and consider if there might be some additional arrangements that could be suggested to the administration in support of programs with other institutions. Karas would like to rescind this request and asked that the Council concentrate on the fraud issue.

Academic Fraud. Jones presented two sets of definitions on misconduct and fraud.

The AAAS document suggests that any definition of scientific misconduct should include the following:


1. knowing misrepresentation of data, research procedures, or data analyses;
2. plagiarism and other improprieties of authorship; and
3. violation of federal, state, or institutional rules on research involving: human subjects, animals, DNA, new drugs and devices, and radioactive materials.

The National Science Foundation's definition of misconduct is

1. fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from research;
2. material failure to comply with Federal requirements for protection of researchers, human subjects, or the public or for ensuring the welfare of laboratory animals; or
3. failure to meet other material legal requirements governing research.

The Council will divide the fraud issue into three sections. Jones will prepare the introduction section, Hodges will draft the section on definitions and Dobson will develop the section on procedures using the "ISU Recommended Policy on Integrity in Research and Scholarly Activity" as the framework and incorporating information from the Illinois, Kent State and AAU documents. These sections will be presented to the Council at the next meeting for discussion.

The meeting was adjourned at 1:50 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

March 3, 1989

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Pellegreno, Samuels,
Tabatabai, Tiffany

Absent: Hodges, Jones, Rahman

The meeting was called to order by Pellegreno (in Hodges' absence). The minutes of the February 3 meeting were approved as distributed. The February 17 minutes were approved after the attendance was corrected and analysis was made plural in item 1 under Academic Fraud.


Graduate Council & Committee Election. Graduate Council and Graduate College Committee nomination request forms were mailed to the Graduate Faculty February 28 and are due in the Graduate Office by March 10. The nominations for Graduate College Committees will be sent to the Council prior to the March 24 meeting.

The Council discussed a memo sent to DEOs February 23 by Pat Keith, Assistant Dean of the Graduate College, regarding procedures for establishing Graduate Lectureship status. Tabatabai indicated that it was his understanding that Lectureship requests were approved in the past by the Graduate Faculty Membership Committee instead of the Graduate College as mentioned in Keith's memo. Dobson will check records to see if and when this policy was changed.

Graduate Faculty and Graduate Student Handbook. Tabatabai and Samuels will work with Jeanine Carithers, Assistant Dean, and Barbara Plakans in reviewing and updating the handbooks.

Academic Fraud Document. The Council reviewed the Policies and Procedures on Academic Integrity Investigations document prepared by Jones, Dobson and Hodges using the "ISU Recommended Policy on Integrity in Research and Scholarly Activity" as the framework and incorporating information from documents prepared by the University of Illinois, Kent State University, and the Association of American Universities. It was moved and seconded that the report be accepted with the suggested changes. The motion was accepted by voice vote and will be forwarded to Norman Jacobson, Graduate Dean with a request to consider that the proposed document be presented to the Graduate Faculty.

The meeting was adjourned at 2:25 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

March 24, 1989

Present: Dobson, Gaarde, Goist, Hira, Pellegreno, Rahman, Tabatabai, Tiffany

Absent: Bellefeuille, Hodges, Jones, Samuels


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

The committee was given copies of the Graduate Council recommendations for Policies and Procedures on Academic Integrity Investigations which was submitted by Chairperson Hodges to Norman Jacobson, Dean of the Graduate College with the Council's request that the document be submitted to the Graduate Faculty for discussion. In Hodges' absence Gaarde shared his thoughts on the recommendation that this document be forwarded to Jacobson for his perusal and to consider steps necessary (e.g. legal execution) before passing on to the Faculty Senate. Members of the Council agreed that this document should ultimately be submitted for approval by the Faculty Senate, as the matter affects and involves the entire faculty and not the graduate faculty exclusively. Dobson will follow-up the procedural situation with Jacobson.

Graduate Council & Committee Election. The Graduate Council discussed the Graduate College Committee nominations received from faculty members and made several additional suggestions for the 1989-90 committees. The Council will forward the names to Norman Jacobson as suggestions for filling the vacancies on these committees.

Tabatabai reported that graduate lecturer appointments are approved by the graduate dean. If the graduate lecturer status extends beyond one year, however, the Graduate Faculty Membership Committee must review the case and make an appropriate recommendation to the Graduate Faculty.

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


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

April 7, 1989

Present: Gaarde, Hira, Hodges, Pellegreno, Rahman, Samuels, Tabatabai, Tiffany

Absent: Bellefeuille, Dobson, Goist, Jones

The minutes from the March 3 and March 24 meetings were approved as distributed.

Graduate College Divisions. Pellegreno presented the Council's 1984-85 proposals for different groupings of departments other than the present three-group system (Biological and Agricultural Sciences Division, Physical and Mathematical Sciences & Engineering Division, and Social Sciences, Education & Humanities Division) with totals of graduate faculty in each division. The 1984-85 Council recommended that the departments be organized into six groups with one faculty representative selected from each group for a better graduate faculty representation. Dr. Zaffarano was reluctant to change a system that was working well and the Graduate College is still using the three-group system. Pellegreno made a motion and Rahman seconded it that the 1989-90 Council seriously consider the 1984-85 proposals. It was approved by voice vote.

Graduate Council-Faculty Liaison. Hodges distributed copies of a memo from Olivia Madison, Vice President and Chair, Faculty Senate regarding a reciprocal liaisonship between the Graduate Council and the Faculty Senate Executive Board. The Senate's Basic Document prevents the liaisonship as it was originally envisioned (as a single one-way formal liaisonship) without an amendment and a vote by the General Faculty. She suggested that the liaison could be a joint appointment between the Senate and the Graduate Council, with responsibilities for keeping both bodies informed of activities of mutual interest. A possible procedure would be 1) the Faculty Senate President would nominate a senator who also is a member of the Graduate Faculty as a joint liaison and that 2) this appointment would be confirmed by a majority vote of the Graduate Council. The Council agreed that Lois Tiffany should function in this capacity for the remainder of this academic year. Samuels made a motion and Tabatabai seconded that the Council accept this action. It was approved unanimously by voice vote. Hodges will prepare a response to Madison accepting this proposal.

Other business. Hodges will prepare a draft of the annual report to present to the Council on May 5 for their review.

The meeting was adjourned at 2:10 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

May 2, 1989

Present: Bellefeuille, Dobson, Gaarde, Goist, Hira, Hodges, Jones,
Pellegreno, Rahman, Samuels, Tabatabai, Tiffany

The April 21 Council meeting was canceled. Due to Veishea, the May 5 meeting was rescheduled to May 2. The minutes from the April 7 meeting were approved as distributed.

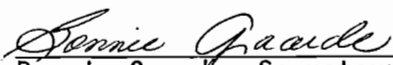
Graduate Council bylaws. Hodges questioned if the Statement of Purpose, Election Procedures I and III, needed to be revised after the Graduate Council approved a plan that would permit the Faculty Senate President to appoint a Senator who also was a member of the Graduate Faculty to serve as the sole liaison between the Council and the Senate. The bylaws of the Graduate Council were amended in December 1988 to implement a reciprocal liaisonship. After much discussion, Pellegreno made a motion and Tabatabai seconded that the Statement of Purpose, Election Procedures I and III are accurate and require no modification. The motion was then approved unanimously by voice vote.

Graduate Council Annual Report. A draft of the Graduate Council's annual report was sent to each council member for their review prior to the meeting. Jones moved and Tabatabai seconded that the annual report be accepted. The motion was accepted by voice vote, and the report will be forwarded to the Graduate Dean. It will also be summarized by Hodges at the Graduate Faculty Meeting on May 16 and published in the June issue of GRAD News & Notes.

Other business. Tabatabai served on the committee to review the Graduate Faculty Handbook and Graduate Student Handbook. He expressed concern regarding the responsibilities of the Major Professor and the Program of Study (POS) Committee on the definition of guiding and advising students. After much discussion, Tabatabai made a motion that the Council consider rewording these statements to reflect the diverse procedures used in departments and to reflect the responsibilities of the major professor and the POS committee. Pellegreno seconded this motion and the Council approved by a show of hands. This issue may be an item for the 1989-90 Council to pursue.

Pellegreno presented a concern in regard to the monitoring of the number of research credits a student registers for on his Program of Study. The Council discussed the issue. Pellegreno made a motion that the 1989-90 Council consider looking into the number of research hours that appear on a Program of Study and into how the Graduate College might scrutinize them as is the case with course work. Tabatabai seconded the motion and the Council voted approval by voice vote. It was suggested that maybe next year's Council could continue discussion of this topic.

The meeting was adjourned at 2:10 p.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

May 16, 1989

Present: Dobson, Gaarde, Hodges, Horner, Jacobson, Jones, Pellegreno,
Tiffany

Absent: Bellefeuille, Goist, Hira, Rahman, Samuels, Schmidt

Guests: Jacobson, Karas

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

Hodges introduced Norman Jacobson, Associate Provost for Research/Dean, Graduate College and George Karas, Associate Dean. New and current members of the Council introduced themselves and indicated their affiliated departments.

Norman Jacobson thanked the Council for its continued support as an advisory group and a sounding board where new ideas are discussed and transmitted to the Graduate Dean. Although Jacobson does not feel that the Council will be discontinued, it would be inappropriate for him to suggest agenda items for the 1989-90 Council. Jacobson enjoyed meeting with the Council in the past and is very appreciative of the important issues that have been discussed by the Council.

George Karas expressed his appreciation to the Council for discussing several issues and in particular its action in changing Graduate Faculty membership rules. Future Councils may be asked to continue discussion on membership. The Graduate Faculty Membership committee did recommend doing away with the temporary graduate faculty category.

The minutes of the May 2 meeting were unofficially approved as presented.

Hodges asked for nominations to fill the chair position for 1989-90. Pellegreno nominated Ed Jones for the position. Hodges seconded the nomination. The motion was then approved unanimously by voice vote. Jones will become the new chair for Graduate Council during 1989-90, pending approval by the new Council.

Hodges said he appreciated the time and effort each GC member contributed to the Council this year. He also thanked Dobson, Tiffany and Gaarde for their help. On behalf of the Council, Jones thanked Hodges for his excellent leadership throughout the year.

The meeting was adjourned at 10:45 a.m.


Bonnie Gaarde, Secretary

1988-1989 ANNUAL REPORT OF THE GRADUATE COUNCIL

The Graduate Council provides a mechanism for the 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 of the Graduate office, one of whom serves as recording secretary for the Council. For the 1988-89 term, the following people were members of the Graduate Council: Sandy Bellefeuille, Chemistry; Tracy Goist, Microbiology; Tahira K. Hira, Family Environment; Clinton Hodges, Horticulture; Edwin C. Jones, Electrical Engineering and Computer Engineering; Dominick Pellegreno, Professional Studies in Education; Mushtaq-Ur Rahman, Geological and Atmospheric Sciences; Darryl Samuels, Political Science; and M. Ali Tabatabai, Agronomy. Ex officio members were John M. Dobson and Bonnie Gaarde.

I. ANNUAL DUTIES OF THE GRADUATE COUNCIL

- a) Handbooks. A committee comprised of M. Ali Tabatabai and Darryl Samuels 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 1989-90 term. Faculty members whose terms expire May 20, 1989, are Clinton Hodges, Dominick Pellegreno, and Mushtaq-Ur Rahman. Newly elected faculty members of the Council are Harry T. Horner, Botany; Carl E. Jacobson, Geological and Atmospheric Sciences; and Steffen W. Schmidt, Political Science. Three new graduate student members will be elected at a future meeting of the Graduate Student Senate.

II. ACTIONS BY THE COUNCIL ON UNFINISHED BUSINESS OF THE 1987-88 GRADUATE COUNCIL

- a) Membership in the Graduate Faculty. The 1987-88 Graduate Council submitted a report to the Graduate Dean in which it was recommended 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." The report went on to make several recommendations related to full membership problems. The 1987-88 report on Graduate Faculty membership was not acted upon by the Graduate Faculty and was held for continued discussion by the 1988-89 Graduate Council.

The 1988-89 Graduate Council resumed discussion of membership in the Graduate Faculty with special focus on simplifying procedures for associate membership; problems pertaining to full membership were not considered. The Council recommended that the criteria for associate membership on the Graduate Faculty be amended to read as follows: "Associate membership is granted to a person holding a tenure track appointment with the academic rank of Assistant Professor or above at Iowa State University and who has demonstrated competence for pursuing creative work by completing a Ph.D. (or highest graduate degree appropriate to the discipline) from an accredited or internationally recognized institution. Associate membership begins when a person is either employed at the rank of Assistant Professor or promoted to the rank of Assistant Professor. The Department Executive Officer is responsible for recommending any faculty member who fulfills the above criteria to the Graduate Dean for inclusion as an associate member in the Graduate Faculty." This recommendation was submitted to Dr. Norman Jacobson December 1, 1988, along with an explanation of how the new criteria were to be implemented (see Appendix A).

The Graduate Council recommendations for associate membership in the Graduate Faculty were edited and modified by the Graduate Cabinet and Graduate College, and then distributed to the Graduate Faculty for discussion at the December 14, 1988, Graduate Faculty meeting. The recommended changes in criteria for associate membership were submitted to the Graduate Faculty in ballot form in January of 1989 (see Appendix B). The recommended changes were overwhelmingly approved by the Graduate Faculty: 644 yes votes; 120 no votes.

III. SPECIFIC ISSUES PRESENTED BY THE GRADUATE DEAN, GRADUATE FACULTY AND GRADUATE COUNCIL MEMBERS FOR DISCUSSION IN 1988-89

- a) Academic Misconduct. Documents accumulated by the Graduate College and Graduate Council on academic misconduct from various academic institutions and associations were examined for current thinking on the problems of defining and acting on academic misconduct. These materials were examined in an effort to formulate a procedural document for dealing with potential cases of academic misconduct at Iowa State University.

The subject of academic misconduct was previously examined by the 1985-86 Graduate Council and a policy statement was recommended to the Graduate College entitled "Recommended policy on integrity in research and scholarly activity." This document was not acted upon by the Graduate College or Graduate Faculty. The 1985-86 Graduate Council document was edited and modified by the 1988-89 Graduate Council with current information on the subject from documents produced by the Association of American Universities, Kent State University, and the University of Illinois. The revised document produced by the 1988-89 Graduate Council is entitled "Iowa State University policies and procedures on academic integrity investigations" and was submitted to Dr. Norman Jacobson March 21, 1989. (see Appendix C)

- b) Graduate Council-Faculty Senate Liaisonship. The Graduate Council and Faculty Senate discussed the need for a liaison between the two bodies to exchange information of mutual interest and to prevent duplication of effort. It was initially approved that a nonvoting Faculty Senate liaison to the Graduate Council would be appointed annually by the Faculty Senate Executive Board and that a member of the Graduate Council would be appointed to attend the Faculty Senate Executive Board meetings as a nonvoting Graduate Council liaison. The bylaws of the Graduate Council were amended to reflect the inclusion of the Faculty Senate liaison.

Prior to implementing the reciprocal liaisonship, it was determined that the Basic Document of the Faculty Senate would not permit the Graduate Council liaison to attend Faculty Senate Executive Board meetings. After additional discussion, the Graduate Council approved a plan that would permit the Faculty Senate President to appoint a Senator who also was a member of the Graduate Faculty to serve as the sole liaison between the Council and the Senate. The appointment will be confirmed by a majority vote of the Graduate Council.

- c) Graduate Faculty Representation on the Graduate Council. Representation of the Graduate Faculty on the Graduate Council was discussed and the 1984-85 Council report dealing with this subject was examined. It was the consensus of the Council that the six division proposal set forth by the 1984-85 Council (see 1984-85 Annual Graduate Council Report, Appendix A) should be examined in more detail and ultimately used to replace the existing three division system. The number of Council members would remain the same; however, it is believed that the various departments and disciplines of the university would be better represented by the six division system. It also was the consensus of the Council that the six division system should be extended to the Graduate Faculty Membership Committee, Graduate Student Program Review Committee, and PACE Awards Committee. Although the Council believes that the six division system would better represent the Graduate Faculty, no formal action was taken on the matter and it was recommended that the 1989-90 Graduate Council further examine this subject relative to implementation.

IV. UNFINISHED BUSINESS

- a) ISU Participation in MASUA. The potential for expanding the participation of ISU in various programs of the Mid-America State Universities Association was presented by Dr George Karas as a topic for Graduate Council discussion. This issue was not examined by the 1988-89 Council.
- b) Graduate Faculty Representation on the Graduate Council. This topic was discussed by the Council (see part III., section c) without making a formal recommendation. It is recommended that this topic be included in the agenda of the 1989-90 Council.

V. THE 1989-90 GRADUATE COUNCIL

The following faculty members and graduate students will serve on the 1989-90 Graduate Council: Tahira K. Hira, Family Environment; Harry T. Horner, Botany; Carl E. Jacobson, Geological and Atmospheric Sciences; Edwin C. Jones, Electrical Engineering and Computer Engineering; Steffen W. Schmidt, Political Science; M. Ali Tabatabai, Agronomy; and three yet to be named graduate students.

THIS REPORT IS RESPECTFULLY SUBMITTED BY THE 1988-89 GRADUATE COUNCIL:

Clinton Hodges (chair), Sandy Bellefeuille, Tracy Goist, Tahira K. Hira, Edwin C. Jones, Dominick Pellegrino, Mushtaq-Ur Rahman, Darryl Samuels, and M. Ali Tabatabai.

GRADUATE COUNCIL

1988-89

GRADUATE FACULTY

Tahira K. Hira	Family Environment 169 Lebaron	4-8866
Clinton Hodges	Horticulture 008 Horticulture	4-0039
Edwin C. Jones	Elec. Engr. & Comp. Engr. 240 Engr. Annex	4-4962
Dominick Pellegrino	Professional Studies in Educa. N225A Lagomarcino	4-7368
Mushtaq-Ur Rahman	Earth Sciences 151 Science I	4-6145
M. Ali Tabatabai	Agronomy 2403 Agronomy	4-7848

GRADUATE STUDENTS

Sandy Bellefeuille	Chemistry 57F Gilman	4-4276
Tracy Goist	Microbiology 205 Science Bldg. I	4-8821
Darryl Samuels	Political Science 503 Ross	4-8772

GRADUATE OFFICE REPRESENTATIVES (ex-officio)

John M. Dobson Assistant Dean	Graduate College 201 Beardshear	4-4531
Bonnie Gaarde	Graduate College 201 Beardshear	4-4531

FACULTY SENATE REPRESENTATIVE (ex-officio)

Lois H. Tiffany	Botany 309 Bessey	4-3121
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DATE: November 16, 1988

TO: Dr. Norman Jacobson
Associate Provost for Research
and Graduate Dean
201 Beardshear Hall

FROM: Clinton Hodges, Chair
Graduate Council
008 Horticulture

RE: Proposed Faculty Senate Liaisonship with Graduate Council

The Graduate Council discussed the subject of establishing a formal liaisonship between the Council and the Faculty Senate Executive Board as requested by Olivia Madison in her letter of November 3, 1988. The Graduate Council agreed that a reciprocal liaisonship between the two elected bodies would be in the best interest of both and would provide ongoing communications on subject matter of mutual interest.

To formally implement the liaisonship, some amendments to the Graduate Council bylaws were required. The amendments also are intended to clarify the presence of other nonvoting representatives to the Council. The following amendments were presented and unanimously approved by the Graduate Council.

1. The following paragraph was added to the end of the section I. Membership.

Nonvoting members of the Graduate Council include a Graduate Office representative (ex-officio), a Faculty Senate liaison appointed annually by the Faculty Senate ~~Executive Board~~, and a member of the Graduate Office staff to serve as secretary.

2. Section III., titled Supervision of Elections was changed to III. Supervision of Elections and Appointments, and the following sentence was added to the end of the existing paragraph.

The Graduate Dean appoints a Graduate Office representative and requests the appointment of a Faculty Senate liaison by the Faculty Senate Executive Board each year.

The Graduate Council requests that you submit the above stated changes to the bylaws to the Graduate Faculty for approval. I will notify Olivia Madison of the bylaw changes recommended by the Graduate Council to implement the liaisonship and that final approval of the changes will necessitate ratification by the Graduate Faculty. I also will request that she initiate discussions with the Faculty Senate Executive Board to establish a reciprocal liaisonship for a member of the Graduate Council to attend the Senate Executive Board meetings. In the meantime, and on the assumption that approval of the Council recommendations will be forthcoming, the Council has invited Dr. Lois Tiffany to attend our meetings as a Faculty Senate representative.


cc: John Dobson

Interoffice Communication

IOWA STATE UNIVERSITY
of Science and Technology

DATE: April 10, 1989

TO: Olivia Madison
Vice President and Chair, Council on Faculty Governance
Faculty Senate
204 Parks Library

FROM: Clinton Hodges 
Chair, Graduate Council
008 Horticulture

RE: Graduate Council Liaison with FS Executive Board

Thank you for bringing the issue of a reciprocal liaisonship between the Graduate Council and the Faculty Senate Executive Board to the attention of the FS Committee on Governance Structure and Documents (CGS&D). It is unfortunate that the existing Basic Document of the Senate prevents the liaisonship as it was originally envisioned. To change the Basic Document of the Senate to accommodate the liaisonship would be laborious and time consuming.

The Graduate Council discussed the various options available and arrived at the conclusion that the primary issue is one of establishing communications between the Graduate Council and Faculty Senate to prevent duplication of effort. This function could be performed by one person as well as two. Therefore, your suggestion that (1) the FS President nominate a senator that also is a member of the Graduate Faculty as a joint liaison and that (2) this appointment would be confirmed by a majority vote of the Graduate Council was discussed and approved by the Graduate Council. The Graduate Council believes that Lois Tiffany should function in this capacity for the remainder of this academic year. It will be the responsibility of the FS President to present a nominee for this function to the Graduate Dean and Graduate Council Chairman at the beginning of each academic year.

Hopefully, this action will allow the Graduate Council and Faculty Senate liaisonship to proceed without further complications. If there are any questions or additional problems, please give me a call (294-0039).

cc: Norman Jacobson
John M. Dobson
Tahira K. Hira
Edwin C. Jones
Dominick Pellegrino
Mushtaq-Ur Rahman
M. Ali Tabatabai
Lois Tiffany
Sandy Bellefeuille
Tracy Goist
Darryl Samuels
Bonnie Gaarde ✓



President
Richard L. Engen
Vice President
Olivia M. Madison
Secretary
Paul O. Brackelsberg



Councils
Academic Affairs
David K. Holger, Chair
Faculty Governance
Olivia M. Madison, Chair
Judiciary and Appeals
Shirley C. Karas, Chair
Faculty Development and
Administrative Relations
Wilfred E. Barnes, Chair

DATE: March 30, 1989

TO: Clinton Hodges
Chair, Graduate Council
008 Horticulture

FROM: Olivia Madison *Olivia Madison*
Vice President and Chair, Council on Faculty Governance
Faculty Senate
204 Parks Library

RE: Proposed Graduate Council Liaison with FS Executive Board



I would like to thank you again for your support of the establishment of a formal liaisonship between the Graduate Council and the Faculty Senate. The procedures you outlined in your memo of November 16, 1988 are very acceptable.

I did refer your proposal for a reciprocal liaisonship between the Graduate Council and the Faculty Senate Executive Board to the FS Committee on Governance Structure and Documents (CGS&D). The FS Executive Board membership change the Graduate Council and the Graduate Executive Board are requesting would require an amendment to the Senate's Basic Document; these amendments require a vote by the General Faculty. Because the CGS&D is initiating a review of the Senate's organization, I thought this committee to be the appropriate reviewing body.

I would like to share with you the CGS&D's initial reaction and my alternative suggestion. The committee discussed your proposal within its deliberations on the FS Rules and Bylaws, and believed a parallel communication link to that which the Senate has with the Graduate Council would be a liaison from the Graduate Council to the Faculty Senate itself, rather than to the FS Executive Board. Therefore, the CGS&D would be more supportive of a Graduate Council liaisonship with the Senate itself rather than to the FS Executive Board. This would parallel the liaisonship the Senate has with the Graduate Student Senate. I suspect both of our executive boards deal with the agenda-setting functions, routine business and initial reviewing of reports, proposals, policies, etc. The purpose of our liaisonship with the Graduate Faculty is to relate information to the Senate from your broader governing body, the Graduate Council. This alternative approach also would require a change in the Senate's Basic Document.

However, I would like to suggest a different alternative, one which would not require changing the Basic Document. A much easier and less complicated alternative is to change the charge to the Senate liaison to the Graduate Council; this liaison could be a joint appointment between the Senate and the Graduate Council, with responsibilities for keeping both bodies informed of activities of mutual interest. A possible procedure would be as follows: 1) The FS President would nominate a senator as a joint liaison with a required qualification of membership in the Graduate Faculty. 2) The Graduate Council would confirm the

See next page

nomination. This is similar to current Senate procedure for the confirmation of the FS Curriculum Committee Chair: the Provost nominates the chair and the Senate confirms the appointment.

Please let me know of your reactions. If you wish to pursue my alternative of a jointly-appointed liaison, we could implement that quickly without changes in the Basic Document. If you wish to pursue a single one-way formal liaisonship with the Faculty Senate or the FS Executive Board, I suggest that you consider writing an amendment to the FS Basic Document and send it to me. I would include it in the CGS&D review process of the Senate organization and the FS Basic Document.

If you have any questions or would like me to meet with the Graduate Council or the Graduate Senate Executive Board, I would be most happy to do so.

cc: Richard Engen
Norman Jacobson
✓ John Dobson
Terry Pickett
Lois Tiffany