

GRADUATE COUNCIL MINUTES

September 20, 1989

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Gaarde, Horner, Huck, Jacobson, Jones, Karas, Schmidt, Tabatabai

Absent: Hira

Guest: Norman Jacobson

The meeting was called to order by chairman Ed Jones. He then welcomed and introduced the members of the Council and indicated their affiliated departments.

Jones introduced Norman Jacobson who thanked the Council for its contributions during 1988-89 and wished the Council well in the coming year. He informed the Council that Patricia Swan, Vice Provost for Research and Dean of the Graduate College would be on campus October 2 to assume her responsibilities. Jones thanked Jacobson on behalf of the Council and wished him well.

Because the May 16 meeting was held without a quorum Jones was nominated to chair the Council temporarily subject to approval by the new Council. Schmidt moved that the Council confirm Jones as chair for 1989-90. Carl Jacobson seconded this motion. The motion was approved unanimously by voice vote.

The agreement between the Faculty Senate and the Graduate Council recommends that the Senate nominate a Senator who also is a member of the Graduate Faculty to serve as the sole liaison between the Council and the Senate. This appointment would be confirmed by a majority vote of the Graduate Council. Robert Findlay was recommended to serve in this capacity, and Jones asked for a motion to accept Findlay as an ex-officio of the 1989-90 Council. Horner made the motion and Schmidt seconded with approval by voice vote.

Jones highlighted the coming year with the following issues:

1. Misconduct. The PHS has mandated that universities have a document in place on academic and scientific misconduct. This is the number one issue for the Council. The deadline is as soon as possible after November 8 and no later than January 1.
2. Graduate Faculty Membership. Karas indicated that the Graduate College would like to offer some technical corrections to streamline procedures for associate membership on the graduate faculty. Some of these changes affect the treatment of collaborators and adjunct faculty. The Graduate College would like discussion and confirmation of these changes. Temporary graduate faculty membership labeling also needs to be addressed by the Council.
3. TA Orientation. The Graduate Student Senate has expressed an interest in having orientation programs for TAs, and the Council may wish to become involved in planning such a program.

4. **Graduate Student Handbook and Graduate Faculty Handbook.** Each year two members of the Council, along with George Karas, review and update the Graduate Faculty Handbook and the Graduate Student Handbook.
5. **Research Credits.** Last year's Council expressed a concern in regard to the monitoring of the number of research credits a student registers for on a Program of Study. Jones would like Tabatabai to continue discussion of this topic and asks that this year's Council consider looking into the number of research hours that appear on a POS and into how the Graduate College might scrutinize them as is the case with course work.

Karas elaborated on the increasing number of compliance obligations facing the University. One is our obligation on academic fraud or scholarly misconduct. NIH will be responsible for the government side of things and the university will be obligated to make it clear that we are responsible for any scholarly investigation. Anything we do should be clearly communicated to the graduate students and undergraduates who may be involved in certain kinds of activity (internships, assistantships, etc.). We need to make certain that we have procedures in place which address our responsibilities to get the word out as to what the standards and expectations are. There needs to be some public education, whether this be publishing a leaflet that every major professor has, publishing the policies in the Graduate Student Handbook, or making them a part of graduate student orientation.

Dobson reviewed the background on the academic misconduct document which was prepared by the Council and submitted to Norman Jacobson in March 1989. Dr. Swan was presented with this policy and responded with suggested changes. These technical corrections were presented to the Council and discussion followed. Dobson will incorporate the non-controversial items and present a revision of the document at the next meeting.

The Council also discussed and approved the following changes:

Replacing the Definition of Academic Misconduct (items 1,2,&3) with the 1982 AAU policy statement definition 1) Falsification of data, 2) Plagiarism and 3) Misappropriation of others' ideas. Item 4) Misappropriation of funds or resources for personal gain and 5) Misrepresentation (Falsification) of one's credentials will remain in the definition category.

Inquiry, item 2) Rights and Responsibilities and Academic Dishonesty sections of the current ISU Handbook will be cross-referenced with the current Graduate Student Handbook grievance policy.

Item 3) The ad hoc members on the Inquiry Committee shall consist of no more than two persons from that individual's department and/or discipline.

The rewritten draft document will be presented to Reid Crawford, Iowa State University attorney, for his review before the next meeting.

Karas asked Findlay to confirm the review route that this document would take with the Faculty Senate.

The next meeting will be Wednesday, October 4 @ 8:00 am. During the next two weeks we will attempt to find a time more convenient for the Council to meet.

The meeting was adjourned @ 9:30 am.



Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

October 4, 1989

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Gaarde, Horner,
Hira, Huck, Jacobson, Jones, Karas, Schmidt

Absent: Tabatabai

Guest: Harold McNabb (Faculty Senate representative)

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

Jones introduced Dr. Patricia Swan, Vice Provost for Research and Advanced Studies and Dean of the Graduate College. Dr. Swan said that she was very pleased to be here. She feels that her title reflects the integration of graduate education and research, and it is a very important indication of the university's understanding of her role.

Dr. Swan expressed appreciation of the Council's work on misconduct to meet federal requirements and insure continued funding. Investigating allegations of misconduct is important to an institution.

Dr. Swan also indicated that the Graduate Council agenda this year will be a little different for Iowa State and for other institutions because of forces at work in Washington. One agenda item will have to be consideration of our policy with regard to conflict of interest. The National Institutes of Health and the Alcohol, Drug Abuse, and Mental Health Administration are currently seeking comments from the public on the Proposed Guidelines for Policies on Conflict of Interest. Dobson will update the Council at the next meeting.

Another potential agenda item relates to the subject of good research practice. These same agencies have indicated that they expect to issue proposed regulations for good practice including the management of authorship, plagiarism, etc.

Policies and Procedures on Academic Misconduct Investigations. Dobson presented the proposed policy on academic dishonesty incorporating the changes the Council agreed to at its last meeting. After much discussion the Council revised paragraph 1 on page 4 to read:

Any member of the university community who becomes aware of an apparent instance of academic misconduct in research or scholarly activities has the responsibility of bringing the issue directly to the attention of the Officer for Research Standards. A person or persons may discuss the situation informally with the ORS (Office for Research Standards). A person or persons shall be advised of the possible legal consequences of making frivolous, malicious, mischievous or unfounded charges. The ORS and other university officials will protect to the maximum extent possible, the privacy of those who in good faith report apparent misconduct.

If the ORS believes that the issue raised requires further action the following steps shall be taken.

Horner moved that the Council approve the ISU Policies and Procedures on Academic Misconduct Investigations and authorize Dr. Swan to cite this document as an interim policy if the need should arise. Schmidt seconded this motion. The motion was then approved unanimously by voice vote.

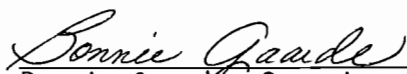
Swan intends to share this document with CURIA and Academic Council. If they consider it appropriate, on November 8 she will promulgate it as "interim administrative policy". Meanwhile the Faculty Senate will be considering it for formal approval. As chair of the Faculty Senate Council on Academic Affairs, McNabb indicated this could be a Faculty Senate agenda item in December.

Graduate Faculty Membership. Last year the Council made changes in procedures regarding graduate faculty membership. The Graduate College has now streamlined the procedure for nominating a tenure track, adjunct, or collaborator for associate membership in the Graduate Faculty. By way of review there are six categories of faculty: tenure track, collaborator, and adjunct (all signifying a type of continuing commitment, both by the university and by the faculty); temporary, visiting, and affiliate (individuals who do not have a continuing commitment). The new Graduate College form treats tenure-track, collaborator and adjunct faculty the same. 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 Council concurred with the Graduate College procedure.

During the academic year the Council will continue discussing graduate faculty membership and governance.

The next meeting will be October 18 at 9:30 am.

The meeting was adjourned at 9:30 am.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

October 18, 1989

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Gaarde, Horner, Huck, Jacobson, Jones, Karas, Schmidt, Swan

Absent: Hira, Tabatabai

The meeting was called to order by Jones. The minutes of the October 4 meeting were approved after the third to the last paragraph was amended to read as follows:

During the academic year the Council will continue discussing graduate faculty membership, governance, and the charter of the Council.

Policies and Procedures on Academic Misconduct Investigations. Dobson reported that he was invited and attended the Academic Council meeting and that they voted unanimously to allow Dr. Swan to put this policy in place, on an interim basis, while waiting for Faculty Senate approval. The Academic Council expressed appreciation for the work the Graduate Council did in the preparation of this document. The Council of University Research Institute Administrators (CURIA) will review the policy and discuss it at an October 19 meeting. Copies of the revised policy will be sent to the Graduate Council members along with the minutes of this meeting.

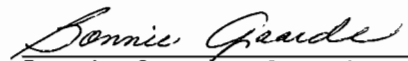
Conflict of Interest in Research. The Graduate College needs to react to the development of proposed federal guidelines for policies on conflict of interest in research. The National Institutes of Health and The Alcohol, Drug Abuse, and Mental Health Administration are developing this policy. Dr. Swan would appreciate the Council's review of this issue with the goal of deciding how we might develop a university response to this initiative. If federal granting agencies adopt such guidelines, it may be necessary to alter or amend existing University policies on conflict of interest. If the Graduate College found something that was really troubling from an ISU perspective, we would want to be certain that our position was forwarded to the AAU task force working on this proposal and that possibly a direct comment to the federal agencies was warranted. After much discussion by the Council, Swan suggested that the Council of University Research Administrators (CURIA) be asked for its reaction to the proposal for the benefit of the Graduate Council.

Council of Graduate Schools Study on the Role and Nature of the Doctoral Dissertation. The CGS is initiating a study of the role and nature of the doctoral dissertation. The Task Force involved has produced a working document to guide the institutions that have agreed to place this topic on the agendas of their graduate councils for the 1989-90 year and to produce a report by June 1990. Iowa State University is not obliged to submit a response to the committee but CGS welcomes reports from all doctoral-granting institutions to be included in this publication. The Council decided to prepare a response, a by-product of which might be to up-date the Graduate Faculty Handbook and the Graduate Student Handbook. It might be useful to contact Acting Dean Davis to see how our attitudes compare to those of the University of Iowa in this regard. Basic information on the role and nature of the doctoral dissertation taken from the Graduate Faculty Handbook,

Graduate Student Handbook, Thesis Manual, and the Graduate Catalog will be sent to the Council members before the November 1 meeting. Each member will be asked to lead a discussion on one of the ten questions included in this document to help focus deliberations. After this initial discussion, the Council may wish to send the questions to departments for their interpretation.

Karas informed the Council that the University is initiating a review of its student judicial system. There are a number of grievance and appeal procedures which apply to graduate students only and are separate from the undergraduate system. Karas asked the Council if it would like to review established procedures, not in tandem with the university committee, but close to when they do, so that we would be prepared to adjust Graduate College procedures in accordance with any decisions they come up with. Karas would like the Council to study the appeal and grievance procedures as they apply to the Graduate College, and he will present them at the December 6 meeting.

The meeting was adjourned at 10:55 am.



Bonnie Gaarde, Secretary

GRADUATE COUNCIL MINUTES

November 1, 1989

Present: Daniel, Dobson, Fitch-Steenson, Hira, Horner, Huck, Jacobson, Jones, Reichter, Schmidt, Tabatabai

Absent:

The meeting was called to order by Jones. The minutes of the October 18 meeting were approved after discussion of the status of the Policies & Procedures on Academic Misconduct Investigations document.

The Council discussed four questions related to the CGS study on the Role and Nature of the Doctoral Dissertation. The discussion was broad-ranging, and the following minutes represent only the major points made.

Question 1. What is an appropriate doctoral research project? Is there a consensus, across disciplines, about the distinguishing characteristics of doctoral research?

Horner, who led the discussion on this question, presented a summary of current statements from ISU documents. These suggest that the university considers as an appropriate doctoral research project one that demonstrates conclusively the ability of the author (Ph.D. candidate) to conceive, design, conduct, and interpret independent, original and creative research in the major field. The project must also attempt to describe significant original contributions to the advancement of knowledge and must demonstrate the ability to organize, analyze, and interpret data. The dissertation should be the product of a sole author. The dissertation should include a statement of purpose; a review of pertinent literature; a presentation of methodology; results obtained; and a critical interpretation of conclusions in relation to the findings of others. It is a training/teaching process.

Question 2. Is there a consensus, across disciplines, about the distinguishing characteristics of the doctoral dissertation?

Hira focused the Council's deliberations on this question. Some conclusions were that a dissertation should be independent, creative, original, and a significant contribution. Sometimes the significance of one's work is not apparent until a few years down the road. Looking at Programs of Study, the course work students take is minimal and is highly focused and not broad, even though this is the time when their backgrounds should be broad.

Question 3. If originality is one of the distinguishing characteristics, how is it defined? Must the idea for the project be the student's? Must the approach used be developed by the student? Must the student be able to demonstrate that some or all of the project represents an original contribution by the student?

Daniel led the discussion here. The project may not be the student's original idea but the student's work that he or she does on that project should be original. Somewhere in the dissertation there should be originality. We need to define "original." The purpose of a dissertation is for the student to


solve a problem in the field. Because the problem already exists, the idea for the problem may not be original, but it is more important how one attempts to solve the problem. If the project is not original then the student's approach should be original.

Question 4. Are students allowed to use work done in collaboration with others as all or part of the dissertation?

Huck moderated the discussion of this question. A problem arises in the alternative dissertation format. Two or three students could focus in on a particular area, and they could take turns being first author on their papers to get the papers they need. But there could not be a dissertation with more than one author, since each is supposed to include independently-written introductory and concluding material even in the alternative format.

The Council agreed to continue the discussion at the next meeting, dealing with questions 5 through 10 in the CGS document.

The meeting was adjourned at 10:50 a.m.


Nadine Reichter, Secretary

GRADUATE COUNCIL MINUTES

November 15, 1989

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Gaarde, Horner,
Hira, Huck, Jones, Karas, Tabatabai

Absent: Jacobson, Schmidt

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

The Council continued discussion on questions 5-10 related to the Council of Graduate Schools Study on the Role and Nature of the Doctoral Dissertation. The following comments pertain only to the major points made.

Question 5. Can the student's previously published work be included in the dissertation?

The thesis or dissertation may follow the traditional format as described in the Thesis Manual. At the option of the student and the Program of Study committee, an alternate format permitting inclusion of papers submitted or to be submitted to scholarly journals may be used. Multiple authorship is permissible in the alternate format as long as the student's name is listed first in the article. Theses and dissertations using the alternate format must include a general introduction to the problem addressed by the thesis/dissertation, with a critical review of the literature. These need to be rewritten so that everything is consistent with and meets the basic requirements in the Thesis Manual. The figures and graphs need not be redrawn but a candidate may add more tables, graphs and also do a more extensive literature search. Independently published articles cannot be stapled together and called a thesis. Previously published material used in the dissertation should be related to the topic and fit under the general theme of the thesis. There are no written restrictions except that the Program of Study committee reserves judgment on what kind of previously published material can be used.

Question 6. Should one or more article-length essays be allowed to constitute all or part of humanities and social sciences dissertations?

In the humanities, students are encouraged to write as a Master's thesis an article length essay and those run anywhere from 30-50 pages. A dissertation should be much more comprehensive. The requirements in the social sciences may not be at this same level. One article will not satisfy a thesis requirement in any discipline. Different disciplines or subdisciplines have various expectations for doctoral candidates and post-doctoral research required.

Question 7. Should any part, or all, of doctoral research require intensive (full-time) participation by the student? Rationale?

Fitch-Steenson focused the Council's deliberations on this question and reported her findings indicated a consensus on the difficulty of defining full-time status. There are many exceptions to full-time and part-time and this varies from department to department. Students are putting in full-time on coursework, plus research hours, and many students have teaching

assistantships. A student conducting research cannot work two days and take 10 days off without losing the continuity of the project. Research is intensive. Maybe there should be a limit to how often a semester can be taken off. Candidates concentrate on course work prior to writing a thesis, and a great many complete coursework and accept a professional position off campus while writing their theses. A student beginning a Ph.D. program without the Master's degree is expected to complete the program within seven years. Maybe this time limit should be enforced as well as the time limit for university assistantships by encouraging candidates to complete requirements for their degrees.

Question 8. The equivalent of two years of full-time work after admission to candidacy is often mentioned as being appropriate for the doctoral dissertation. Given that it is not possible to predict at the outset how long it will take to complete any piece of original research, does the two year figure seem consistent with the expectations of faculty and students at your institution, the experience of faculty and students at your institution? Are there consistent variations by discipline? What seem to be the principal barriers to timely completion of the dissertation?

Tabatabai led this discussion. Admission to candidacy occurs when a student passes the preliminary oral examination. The two-year limit should be a guideline for completion and this might vary among individuals. Most people do not finish much before three-four years. This varies from discipline to discipline. There could be a process that would take into consideration full-time/part-time status. Course requirements cannot be completely separated from research. The Graduate College receives many requests for waivers and extensions of time for the completion of dissertations. Some departments do not recommend that the candidate finish all of the coursework before the preliminary examination. One point of the examination is to determine if candidates have competency in their disciplines and another is to see that they have retained knowledge in the areas in which they have completed coursework and have developed an ability to analyze/synthesize what they have learned. Departments should assess students as they go along, informing them of their progress in coursework and research and advising them of their standing. As an example, Chemistry has a systematic review process for evaluating students' progress. This makes it easier for both professors and students because a student may want out and doesn't know how to go about it.

Question 9. Is any attempt made, by the graduate school or departments, to provide guidance to faculty with respect to their role as dissertation advisers?

No.

Question 10. Are all students required to defend their dissertations before a committee of faculty?

All students are required to defend their dissertation before the full Program of Study committee. This review also determines whether they possess qualities needed for a scholarly career.

The meeting was adjourned at 10:55 a.m.


Bonnie Gaarde, Secretary

Graduate Council Minutes

December 6, 1989

Present: Daniel, Dobson, Findlay, Jacobson, Gaarde, Horner,
Huck, Jones, Karas, Schmidt, Tabatabai

Absent: Fitch-Steenson, Hira

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

Report on CGS Study on the Role and Nature of the Doctoral Dissertation.

Jones reported that he and Dobson would prepare a draft response to the Council of Graduate Schools Study on the Role and Nature of the Doctoral Dissertation and present it to the Council for adoption at the January meeting.

Review of Graduate Student Grievance Procedures. Karas informed the Council that the University is initiating a review of its student judicial system. He asked that the Council undertake a review of the appeal and grievance procedures as they appear in the most recent Graduate Student Handbook (See enclosed pages from the handbook).

The Council should review the language in the various statements to determine if it is misleading, lacking in clarity, internally consistent or imprecise. The Council will then 1) develop a strategy to strengthen and clarify the policies and procedures and 2) present a set of recommendations for changes which may be presented for consideration by the Graduate Faculty.

Grace Weigel (Dean of Students office), Dennis Peterson (OIES and chair of ad hoc committee studying university procedures), and Reid Crawford (University attorney) are suggested as resources for the Council as it conducts its review. Each of these people have extensive university-wide experiences and responsibilities that are relevant to student grievances and disciplinary procedures.

Gaarde will solicit information about what other universities have established. The inquiries will be to the Council of Graduate Schools and to the Land Grant Peer Eleven Institutions through the Institutional Research Office.

Handbooks. Carl Jacobson and Shirley Huck will work with Karas and Barbara Plakans to review and update both the Graduate Faculty Handbook and Graduate Student Handbook this spring.

The meeting was adjourned at 10:55 a.m.


Bonnie Gaarde, Secretary

Graduate Council Minutes

January 29, 1990

Present: Dobson, Findlay, Fitch-Steenson, Huck, Jacobson, Jones, Reichter, Schmidt, Tabatabai

Absent: Daniel, Horner, Karas

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

1. Discussion of In-principle Case: Withdrawing an Advanced Degree.

Discussion of a case involving a graduate student who enrolled and completed a master's degree, apparently without any academic misconduct, but who was later discovered to have presented a falsified transcript at the time of admission. Should we, in principle, be concerned that we awarded a degree to someone who did something that is prohibited by our misconduct policy?

The Council concluded that justice is worth the effort, and that the administration should move ahead with the process of rescinding the degree. Furthermore, the Council urged that a statement should be included in the Graduate Student Handbook that states specifically that the penalty for forging grades or other documents related to admission would be denial of a degree, and that applies even if the falsification is discovered after the fact. A better effort should be made to publicize the expectations for honesty and the strictures for dishonesty for all students.

2. Report on CGS Study on the Role and Nature of the Doctoral Dissertation.

The Council took up the draft of a report on its deliberations that Ed Jones and John Dobson had prepared. Tabatabai objected to the language excerpted from the Thesis Manual that indicated that a student's POS committee might be involved in approving a decision to use the alternative thesis format. Other council members differed with that position, but all agreed that the language could not, at that point, be altered. The following suggestions for changes were approved:

Response to question 3: Insert language in the second sentence to indicate that a student need not have developed the topic originally or independently.

Response to question 6: Drop the dogmatic "No," and soften the language on humanities.

Response to question 9: Add a sentence that describes the Graduate Faculty membership arrangements to the response. [To accommodate this alteration, the paragraphs in that response were reordered.]

Somewhere in the document: Add a statement indicating the nature of the assistance that the Thesis Office provides to students.


[Those changes were made and the revised version of the report is attached.]

The Council members then unanimously approved a motion to forward the edited version of this report to Vice Provost Swan for appropriate action.

3. Council Membership Issues. Because Professor Tahira Hira is on leave this semester, a temporary replacement for her must be named. The standard procedure is to find which of those who ran against her for election won the next highest vote. In fact, none of her competitors are on campus this spring. The Council therefore unanimously approved a motion to name Robert Findlay as Hira's replacement for the spring semester. Findlay will serve jointly as member from the Humanities and Social Sciences and as representative of the Faculty Senate.

Council will meet again on February 13 at 11 a.m.

Meeting adjourned at 12:20 p.m.



Nadine Reichter, Secretary

Graduate Council Minutes

February 12, 1990

Present: Daniel, Dobson, Fitch-Steenson, Jacobson, Gaarde, Horner, Huck, Jones, Karas, Schmidt, Tabatabai

Absent: Findlay

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

Requests for Nominations for Graduate Council and Graduate College Committees.

Copies of the Graduate Council and Graduate College nomination request forms were passed out to the Council. The Council voted to distribute to the Graduate Faculty the request for nominations for Graduate Council and Graduate College Committees (Graduate Faculty Membership Committee, Graduate Student Program Review Committees and the Pace Awards Committee).

Graduate Student Appeal and Grievance Procedures. Karas reiterated that the Graduate College would like the Council to review the appeal and grievance procedures as stated in the Graduate Student Handbook. He would like the Council to review the language in the various statements to determine if it is misleading, lacking in clarity, internally consistent or imprecise. He would like to know if the Council considers any of the policies and procedures to be overlapping or in conflict with one another.

Gaarde reported on the responses received from the inquiries to the Land Grant Peer Eleven Institutions through the Institutional Research Office. Responses to what other universities have established on grievance procedures were received from Michigan, Florida, Minnesota, Texas, Purdue, Indiana, Wisconsin, Virginia and Nebraska. Jones will review these responses and report to the Council at the next meeting. The Council of Graduate Schools was also contacted, but they do not have grievance and appeal procedures in place.

Discussion followed regarding the grading system and procedures involved in the disputing of a grade. At the present time this situation is first addressed to the instructor, then the department chair and lastly the college dean. Disputes dealing with preliminary and oral exams, etc. are handled by the Graduate College. Karas would prefer that all graduate student grievance procedures; grades, preliminary examinations oral examinations, etc. be handled by the Graduate College. The current requirements for grade disputes to be handled through the academic deans creates a different set of procedures for a student to follow.

Jones will invite Grace Weigel (Dean of Students Office) to attend the February 26 Council meeting. He will draft a list of questions for her to respond to, incorporating these suggestions from the Council:

How are people selected for various cases? (What are the selection criteria?)
How many cases are handled per year?
Are there parts of the current grievance procedures that do not work?
What types of grievances are heard?

One major question is the following: Are graduate student issues treated differently from those of undergraduate students? To maintain such a separation, an all university grievance committee could be divided, with one part of the committee dealing with graduate and the other responsible for undergraduate issues. The general committee would be provided with very specific directions for dealing with the two different levels.

The Council recommended that the graduate student grievance and appeal procedures contain a statement in regard to plagiarism in research (thesis) and the consequences. Dobson suggested that the Council might want to include a generic statement in the handbook about rescinding a degree even after the fact.

Schmidt would like Karas and Dobson to review the procedures and identify those not working and make recommendations and suggestions to improve the process. The Council could then modify or improve these procedures and draft policy changes for recommendation and possible acceptance by the Graduate Faculty.

Schmidt
Horner suggested developing a uniform step procedure (tree) to illustrate the proper contact for help and equitable treatment for all graduate students. Dobson will outline a step process to present to the Council at the next meeting.

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


Bonnie Gaarde, Secretary

Graduate Council Minutes

February 26, 1990

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Jacobson, Gaarde, Horner, Huck, Jones, Karas, Tabatabai

Absent: Schmidt

The meeting was called to order by Jones. The minutes of the February 12 meeting were approved after paragraph four on page 2 was corrected to read ...Schmidt suggested developing a uniform step procedure....

Graduate Student Judicial Policies and Procedures. Jones introduced Grace Weigel, Dean of Students Office, who reviewed the graduate student disciplinary procedures as stated in the Iowa State Information Handbook. Jones had submitted a list of questions for Weigel to address.

Weigel began by noting that the university president has delegated to the All-University Judiciary (AUJ) committee the responsibility to establish procedures for discipline cases. Grievance reports pertaining to an incident that has happened on campus are received from faculty, staff, students, and police. If a student admits having engaged in academic dishonesty, his/her professor should assign a grade and send a report on the incident to the Dean of Students office so the case may be adjudicated. If the student denies the allegation, no grade should be assigned until the case has been resolved by the AUJ hearing committee. Cases that involve plagiarism or possible bribery, as outlined in the Handbook, are very difficult to prove. In any instance of reported academic dishonesty or student conduct violation, the case is reviewed in its entirety. If a professor files a complaint, especially regarding plagiarism, it is best to include all of the documentation i.e. the student's work and the source of the plagiarized material. A student accused of plagiarism usually denies the accusation and demands proof. This documentation provides the proof. Frequently students use the defense that "the professor didn't tell me," or "I didn't understand." At times professors are made to feel that they are on trial. It is very important to have a clear set of guidelines when serving on a graduate program, reviewing dissertation material, or just working with students.

An Administrative Hearing Notice - Student Conduct Violation form is sent to the student, and contains the following information: charges, policy page of either the Graduate Student Handbook or the Iowa State Information Handbook, reported by, date, and a summary of grounds for the alleged violation. The student then has seven days to make an appointment with the judicial affairs administrator. At that appointment the administrator reviews the form content with the student and informs the student of his/her rights. If the charges are not major, (i.e. suspension is not warranted) and if the student does not have a previous record, an Administrative Hearing is appropriate. In the instance of a major violation such as in a graduate preliminary examination, the student should be at the point where he/she should realize what academic

dishonesty is. In such cases, a harder stand is taken which may include suspension. The student is told how to file an appeal and that there is a specific time limit (five class days) to file. The student is asked if he/she would like to respond in writing to the allegation, which will be added to the record. If the case is sent to the AUJ Hearing Board that record provides some idea of what the student will submit in his/her defense. If the judicial affairs administrator adjudicates the case, everything is in writing and follows policies and procedures.

Any student who, after appropriate notice and hearing, is found to have violated the regulations governing student conduct may be subject to sanctions appropriate to the violation. They include one or more of the following sanctions: disciplinary reprimand, conduct probation, restitution, or suspension. Uniform rules of personal conduct at universities under the jurisdiction of the State Board of Regents includes "expulsion of a student without right of re-admission" as a sanction. If the Council wants to include the expulsion sanction in the university policies and procedures it could be included by the committee reviewing these procedures.

Weigel responded to Jones's specific questions as follows:

- b. The AUJ emphasizes uniformity in the treatment of students and asks that the Graduate Council promote consistency in the treatment of graduate students.
- c. Technically, graduate students are not treated differently from undergraduate students but graduate students should know better and may receive tougher treatment.
- d. According to the law everything needs to be in writing, and due process must be followed.
- e. No fewer than two faculty/staff and two students are selected from the 27 member AUJ. They and the AUJ chairperson constitute a Hearing Board for each case. One student (only) is nominated by GSS to serve on the AUJ. Weigel emphasized that five graduate students are actually needed to represent the graduate student population, since hearing times and dates are set according to people's availability.
- f. In 1988-89 there were 12 cases involving graduate students out of 262 cases overall.
- g. Graduate student problems consist of academic dishonesty and grades.
- h. Filing of complaints with less than five class days left in a semester or failure to respond will result in a hold on an academic transcript and registration material.
- i. Poor communication and lack of clearly written policies and procedures.
- j. No definitive answer as each case is handled individually.

k. Dealt with in previous response.

Jones thanked Weigel for her very informative presentation.

Dobson handed out a "tree" of Current Grievance and Appeal Procedures and the suggested changes in these procedures. These will be discussed at the March 26 meeting.

The meeting was adjourned at 12:40 p.m.



Bonnie Gaarde, Secretary

Graduate Council Minutes

March 26, 1990

Present: Dobson, Findlay, Gaarde, Horner, Huck, Jacobson, Jones, Schmidt, Tabatabai

Absent: Daniel, Fitch-Steenson, Karas

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

Current Grievance and Appeal Procedures and Suggested Changes. Dobson reviewed the current graduate student grievance and appeal procedures and suggested combining the two graduate college grievance procedures (both labeled A) into one using the illustration on the third page modified by inserting Graduate Dean in lieu of College Dean. A graduate student with any sort of grievance would then have one appeal route (thru the Graduate Dean).

Discussion followed and Horner moved that the Council recommend the revised procedure A incorporating changes outlined on page three. Jacobson seconded this motion and it was approved by voice vote.

The grievance procedure also needs to permit a student to withdraw a grievance at any time. This provision needs to be mentioned explicitly in the procedures.

Appendix B was discussed in regard to the handling of early termination of an assistantship appointment. This appendix deals with the student as an employee. This type of grievance would take a different route from Appendix C which addresses a student as a student. Horner moved to leave Appendix B unchanged and Schmidt seconded this motion. The Council approved by voice vote.

The Council questioned the early termination of assistantship procedure and the lack of time frames for the process. Dobson will develop a time schedule.

Another item of concern is the number of graduate students serving on the AUJ committee. One graduate student (only) is nominated by GSS to serve on the AUJ. A total of at least five graduate students are actually needed to represent the graduate student population, since hearing times and dates are set according to people's availability.

Following this discussion, Horner moved that Appendix C be reaffirmed as the only procedure to resolve academic dishonesty and that the graduate student pool be expanded from one to ten (to be named by GSS). Tabatabai seconded this motion. The Council approved this motion by voice vote.

In regard to academic dishonesty, the Council concluded that expulsion should be added as one of the possible sanctions under Appendix C, and that point was made in the form of a motion by Findlay. Schmidt seconded this motion. The Council approved by voice vote.

Graduate College Committees. The Council discussed the Graduate College Committee nominations received from faculty members and made several additional suggestions for the 1990-91 committees. The Council will forward the names to Patricia Swan as suggestions for filling the vacancies on these committees.

Tabatabai expressed concern with the poor performance of some graduate students. Dobson and Tabatabai will pursue the matter.

Tabatabai's other item of concern was that Desk Top Publishing might enable exact reproduction of a document, like a transcript. Should anything be done to prevent this?

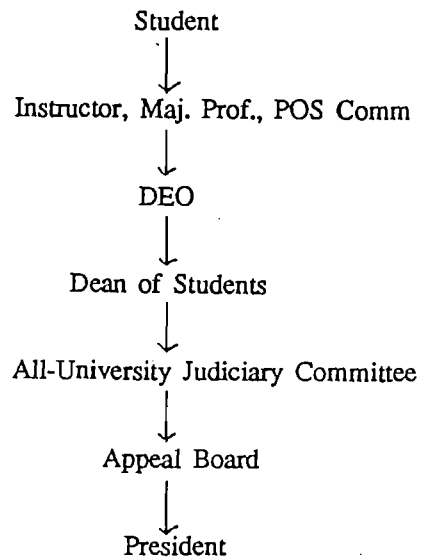
The meeting was adjourned at 12:40 p.m.



Bonnie Gaarde, Secretary

Appendix C

Academic Dishonesty Policy



Graduate Council Minutes

April 9, 1990

Present: Daniel, Dobson, Fitch-Steenson, Gaarde, Horner, Huck, Jacobson, Jones, Karas, Schmidt

Absent: Findlay, Tabatabai

The meeting was called to order by Jones. The minutes of the March 26 meeting were approved after clarification of paragraph 3 on page 2. The comment should read...Tabatabai expressed concern that some graduate students are allowed to graduate with a low grade-point average.

Current Grievance and Appeal Procedures and Proposed Revisions. Jones presented revised approved grievance procedures as passed by the Council at the last meeting. The Council suggested rewording in Appendix A, paragraph 1. The procedures apply to all grievances involving academic matters rather than academic concerns.

There was discussion about an addition in Appendix C in regard to falsification of one's credentials. The Council agreed to include an additional item, "If evidence of any of these types of academic dishonesty is discovered, charges may be filed at any time, including following termination of enrollment."

The Council suggested minor editorial changes to Appendix C that will be reflected in the final version.

As a resolution from the Council the grievance and appeal procedures with proposed revisions and editorial changes will be forwarded to Dean Swan for her review, concurrence, and transmittal to the Graduate Faculty. Approval by the Graduate Faculty will establish these as "the procedures" to follow. This was made in the form of a motion by Horner and seconded by Fitch-Steenson. The Council approved by voice vote.

Jones announced the results of the Graduate Council election. Richard Shibles (Agronomy) will represent the Biological and Agricultural Sciences Division, Thomas Rogge (Engineering Science & Mechanics) will represent the Physical & Mathematical Sciences & Engineering Division. There is a run-off election in the Social Sciences, Education & Humanities Division. This representative will be announced at the next meeting.

Further research is being done on the issue raised at the last meeting relative to some graduate students being allowed to continue to pursue a degree with a low grade-point average.

Jones will draft a Graduate Council annual report for presentation at the next meeting.

Other possible agenda items for this year's council were mentioned. A carry-over from last year was GSS interest in orientation programs for TAs. The Council may wish to become involved in planning this activity. Barbara Plakans will be invited as a resource person to the next meeting.

Another concern of last year's Council was the monitoring of the number of research credits a student registers for on a Program of Study. Jones will follow-up on this issue.

The meeting was adjourned at 12:05 p.m.



Bonnie Gaarde, Secretary

Graduate Council Minutes

April 23, 1990

Present: Daniel, Dobson, Findlay, Gaarde, Horner, Huck, Jacobson,
Jones, Karas, Schmidt, Tabatabai

Absent: Fitch-Steenson

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

Teaching Assistants (TA) Orientation. Barbara Plakans distributed a table of contents and a proposed outline for a TA Handbook prepared by the Teaching Assistant Training Advisory Committee. A tentative schedule for a university-wide orientation prior to the beginning of Fall semester 1990-91 was also shared with the Council. The handbook includes items that the Graduate Student Senate requested in the form of a resolution a couple of years ago and is scheduled for distribution prior to the Fall term. The orientation program has not been finalized at this time but would probably include one day for all TAs and one day for all new international TAs.

The advantages of a TA orientation are numerous and a partial list follows: an official welcome for new TAs, instructional, awareness of facilities such as Media Resources, Computation Center, library facilities and university policies, all of which should result in an improvement of undergraduate teaching. There is a concern that departments might relax their orientation efforts if the Graduate College is sponsoring an orientation program. Since there are some issues that only departments can inform their TAs of, it is essential that they also conduct departmental orientations.

Suggestions from the Council included: work with the departments to develop an orientation mailing list of graduate TAs, DEO endorsement to support attendance at the orientation sessions, encouragement of new faculty and faculty who supervise TAs to attend. Part of the orientation program should be an evaluation form filled out by TAs and faculty at the end each session. A follow-up evaluation at the end of the semester would also be helpful in planning for future orientations.

Jones thanked Plakans for her very informative presentation.

Graduate Council Annual Report. Jones presented a draft of the Council's annual report for review. After discussion and several additions Schmidt moved to adopt the report and Horner seconded this motion. The motion was accepted by voice vote, and the final report will be forwarded to the Graduate Dean. It will also be summarized by Jones at the Graduate Faculty Meeting on May 11 and published in the June issue of Research and Graduate Education.

The meeting was adjourned at 12:05 p.m.


Bonnie Gaarde, Secretary

Graduate Council Minutes

May 7, 1990

Present: Daniel, Dobson, Findlay, Fitch-Steenson, Gaarde, Horner, Huck, Jacobson, Jones, Karas, Rogge, Schmidt, Shibles

Absent: Mulford, Tabatabai

Guest: Swan

The meeting was called to order by Jones. New and current members of the Council introduced themselves and indicated their affiliated departments. The new faculty members for 1990-91 are Charles Mulford, Thomas Rogge, and Richard Shibles. The minutes of the April 23 meeting were approved as distributed.

Report on meeting with Dean of Students. Dobson reported that he and Karas met with Mary Beth Snyder and presented her with the Graduate Council's recommendations for proposed revisions of disciplinary and grievance procedures for all students, undergraduate and graduate alike. Snyder will now turn these recommendations over to her drafting committee chaired by Dennis Peterson. Karas and Dobson will prepare a ballot on changes in disciplinary and grievance procedures to submit to the Graduate Faculty.

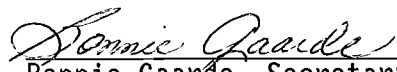
Dean Swan spoke to the Council and expressed her appreciation of their quality of work and acknowledged the importance of the Council. She thanked chair Jones for his guidance of the Council. She indicated that items for next year may include ways in which we might assist in formal evaluations of graduate programs.

Election of Chair for 1990-91. Jones asked for nominations to fill the GC chair position for 1990-91. Horner nominated Carl Jacobson and Schmidt nominated Jack Horner. Horner indicated that he had served as chair of the Council and Schmidt withdrew the nomination. Jacobson accepted the nomination and Horner made a motion to accept Jacobson by acclamation. Rogge seconded the motion which was approved unanimously by voice vote.

On behalf of the Council, Horner expressed appreciation to Jones for his excellent leadership of the Council throughout the year and also thanked Gaarde for her help. Jones thanked the Council for the time and effort each member contributed this year.

A brief discussion followed regarding the carry-over of the full graduate faculty membership procedures and the use of the temporary graduate faculty appointment. Dobson and Karas concluded that the Dean is very much interested in the role this Council plays in program review. The Graduate College has been asked to have a more formal part in the review process and may call on the Council for its assistance.

The meeting was adjourned at 11:55 a.m.


Bonnie Gaarde, Secretary

GRADUATE COUNCIL
1989-90

GRADUATE FACULTY

Edwin C. Jones, Chair	Elec. Engr. & Comp. Engr. 240 Engr. Annex	4-4962
Tahira K. Hira	Family Environment 169 Lebaron	4-8886
Harry T. Horner	Botany 3A Bessey	4-8635
Carl E. Jacobson	Geological & Atmospheric Sci. 172 Science 1	4-4480
Steffen Schmidt	Political Science 549 Ross	4-3825
M. Ali Tabatabai	Agronomy 2403 Agronomy	4-7848

GRADUATE STUDENTS

John M. Daniel	Biomedical Engineering 1132 Vet. Med.	4-6520
Cynthia L. Fitch-Steenson	Genetics 8 Curtiss Hall	4-0341
Shirley M. Huck	Family Environment 166 LeBaron	4-8599

GRADUATE COLLEGE REPRESENTATIVES (ex-officio)

John M. Dobson Assistant Dean	Graduate College 211 Beardshear	4-4531
Bonnie Gaarde	Graduate College 207 Beardshear	4-1170
George G. Karas Associate Dean	Graduate College 207 Beardshear	4-4531

FACULTY SENATE REPRESENTATIVE (ex-officio)

Robert A. Findlay	Architecture 595 College of Design	4-8336
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