

## Graduate Council Minutes

September 27, 1990

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Mulford, Rogge, Schmidt, Yang

Absent: Karas, Peters, Shibles

The meeting was called to order by Jacobson. New and current members of the Council introduced themselves and identified their department affiliation. The new faculty members for 1990-91 are Charles Mulford, Thomas Rogge, and Richard Shibles. The graduate student representatives are Shirley Huck, Guenther Peters and Mary Yang. The minutes of the May 7 meeting were approved as distributed. The Faculty Senate president nominated Dieter Dellmann to be the joint liaison between the Senate and the Council. Horner moved approval of this action which was seconded by Mulford and approved unanimously by voice vote.

Ballot on Changes in Disciplinary and Grievance Procedures. Dobson reported that the members of the Graduate Faculty were sent a mail ballot to determine whether proposed revisions are acceptable and asked:

Should the appeal route for all graduate student grievances including appeals of grades include the Graduate College Dean?

Of the approximately 1450 ballots mailed there were 476 returned with 370 in favor and 106 opposed.

This is a recommendation from the Council and the Graduate Faculty. Hopefully the GSS will endorse this change. The Dean of Students has a committee working on a variety of proposals of which this is one. An additional ballot item was as follows:

Should the Graduate College Judiciary Committee be dissolved and the All-University Judiciary Committee be granted sole responsibility for hearing disciplinary cases involving graduate students?

The return count reflected 377 in favor and 94 opposed. The ballot results reinforce the Dean of Students' decision to expand the pool of people on the graduate student side so that All-University Judiciary hearings will have only graduate students and graduate faculty on them.

### Agenda Items for 1990-91.

the overall plan and note especially

Graduate College Strategic Plan. The Graduate College prepared a draft for presentation to the provost on September 26. The Graduate College would like the Council to review section V-A on Graduate College Strategic Goals and Strategies, to determine if this is an appropriate set of steps to evaluate a graduate program, and to identify missing elements. These proposed ways of evaluating graduate programs were taken from this draft and distributed to the Academic Council, and the DOGEs. After discussion, editing was done to reflect some of the comments. This is a draft and all Council recommendations will be considered. The main emphasize in this document is to improve the

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academic quality of accepted graduate students and improve the quality of the programs they participate in. This draft will also be turned over to the Graduate Student Senate and the Graduate Cabinet. It has been sent to the provost and will be distributed to the college deans who will be asked to respond, make suggestions, revisions, etc. All of the strategic plans will go before the Board of Regents in late October.

Graduate Faculty Membership Procedures. The Graduate Faculty Membership Committee has presented the Graduate College with proposed criteria for temporary membership and this proposal will be presented to the Council for its input.

Structure of Program of Study Committees. The structure of POS committees has become very complex for the Graduate College because of the merger of several departments. There is a rule that an MS program requires a member outside of a student's department to serve on his/her committee. The PhD program requires that a member outside the area of emphasis and another member outside the department serve on a candidate's committee. What do we do when two departments merge? At this point, the Graduate College will grandfather any committee that currently exists. Do we still think this is a valid rule? What is the role of the outside member of the committee? Dobson would like the Council to define the purpose of the outside member on the committee. After determining the basis of the rule, we can consider continuing or abandoning it, and if it is continued we must confront the issue of combined departments or departments that have split. This also applies to interdepartmental programs.

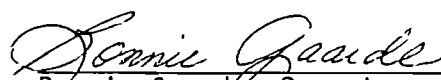
An additional agenda item is Dr. Swan's concern that some departments automatically admit their M.S. students into their PhD programs while other departments conduct a review and essentially require reapplication and readmission to the PhD program. The question for the Council to consider is should there be a central policy as opposed to determination on the departmental level?

Following discussion Schmidt moved that the Graduate College standardize the policy requiring students to be separately admitted for an M.S. and PhD. Mulford seconded this motion. After further discussion, the Council requested that the Graduate College provide some background information on this procedure and how they are operating at this time. Horner made a motion to table the former motion until more procedural information is received. Rogge seconded this motion and the Council approved unanimously by voice vote.

Graduate Faculty Divisions. Chair Jacobson informed the Council of a carry-over item from the 1989-90 Council concerning divisional representation and explained that there are currently three divisions (Biological and Agricultural Sciences, Physical and Mathematical Sciences & Engineering, and Social Sciences, Education & Humanities). The question is possible expansion to more than three divisions. Consideration was deferred pending distribution of the Graduate Council 1984-85 proposals on the subject.

Council Recommendations. There were no additional Council recommendations, but Horner reaffirmed ~~reaffirmation~~ that the 1990-91 agenda items would occupy the greatest portion of the year.

The meeting was adjourned at 9:00 a.m.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

October 11, 1990

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Karas,  
Mulford, Rogge, Schmidt, Shibles

Absent: Peters, Yang

The meeting was called to order by Jacobson. The minutes of the September 27 Graduate Council were approved after several corrections were made. (A corrected copy is attached).

**Graduate College Strategic Plan.** This and other college strategic plans followed an outline from the Provost's office. The colleges did not all respond in a like manner. The Graduate College would like the council to review each college's strategic plan when they are available.

The council discussed the overall plan and suggested that internationalization be included in the vision statement. In addition, the council felt that faculty recognition in interdepartmental graduate units was very important. Dobson will incorporate these two modifications in the Graduate College Strategic Plan. General comments were made as the plan was discussed. No specific directions or motions resulted from these discussions.

The Academic Program Review Committee is coordinating all of the program reviews and the Graduate College effort will be pegged with these reviews. The Graduate College will not independently review any program other than the interdepartmental programs. When a department comes up on the list (every five years) the Graduate College wants to make certain that it is engaged in the process in deciding which departments are to be reviewed. The Graduate College/Graduate Dean is not going to determine which are the top 10-15 doctoral programs.

Jacobson expressed concern about the PREPS operation and its availability for editorial assistance. Dellmann indicated that he called PREPS and was informed that the editorial staff could assist in budget preparation but not the preparation and/or editing of a proposal.

Dobson told the council that this issue has been discussed by CURIA and DOGEs, with a difference of opinion as to the importance of maintaining the proposal operation. Some colleges have offices that provide their own in-house support for budget and preparation of proposals. The vice provost faces a dilemma--whether to maintain this facility for faculty in those colleges that have not set aside resources or to devote limited resources available to helping faculty develop large-scale intercollegiate and interdisciplinary grant proposals. Departments should be able to set aside funding to accomplish editing, duplicating, and mailing. Central assistance with budgets is probably going to continue to be provided. Council members noted that budget preparation and boiler plate are very useful to principal investigators as they are not able to keep updated in these areas.

Council members were given copies of documentation pertaining to proposals by past councils on dividing the council into six divisions rather than the present three-division system. A handout of the faculty distribution for these three areas will also be furnished. This will be an agenda item for the October 25 meeting.

The other agenda item will be the structure of the Program of Study Committee. The council will be furnished sections from the Graduate Faculty Handbook pertaining to this issue before the next meeting.

The meeting was adjourned at 9:30 am.

  
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Bonnie Gaarde, Secretary

## Graduate Council Minutes

October 25, 1990

Present: Dellmann, Dobson, Gaarde, Huck, Jacobson, Karas,  
Mulford, Peters, Rogge, Schmidt, Yang

Absent: Horner, Shibles

The meeting was called to order by Jacobson. The minutes of the October 11 council meeting were approved as corrected.

**Graduate Faculty Divisions.** The recommendation to change the divisions from three to six was a primary concern of former Graduate Council members who felt that the humanities faculty was not properly represented. The Graduate College felt that the representation had been appropriate over the years and that it was not as much of a concern as the council thought. Dobson will calculate new faculty figures in each division before the next council meeting. The consensus of opinion was to table this issue until these figures are seen.

**Program of Study Committee.** The issue of an outside member serving on a POS committee has surfaced due to the combining of disciplines and making them responsible to the same administrative unit. General discussion and comment ensued as follows.

Years ago there was a requirement that students needed to declare formal minors so there has always been a requirement that there be a minor representative on a committee. Even after a declared minor was no longer required, there remained a desire to have some kind of diversity (breadth requirement) involving someone from outside the program serving on the committee. The outside member should be someone who can contribute to the student's research effort and also serve the function of oversight and evaluation freed from conflict of interest.

A larger question is the definition of programs. Should the Graduate College try to identify graduate programs and essentially ignore the administrative units that their faculty reside in? Should programs be defined in as unequivocal a way as possible, assigning faculty to different programs and not worrying about home department?

There is a fairly well-defined set of procedures to establish new degrees programs, new majors, and areas of specialization. The procedures are quite specific and have been accepted for many years. What is not well agreed upon is the standard criteria for a major from department to department to department.

Students may have better job opportunities if they have a well-rounded education. Some see the PhD as highly specialized and very focused, while others argue on behalf of the breadth requirement.

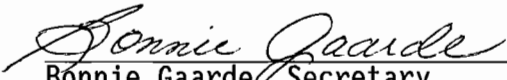
Dobson would like the council members to crystalize their feelings in a statement that can be used in support of POS committee approval. Rogge said that it would be beneficial to the council for Dobson and Karas to prepare a proposal for the council's reaction including a statement of problems and a set of outcomes regarding outside members. Dobson agreed to do this.

**Graduate College Strategic Plan.** Dobson distributed copies of the revised plan. Council recommendations were incorporated into this final plan. This plan is not going before the Board of Regents as are the college plans.

**Other Business.** Karas asked if any of the council members have been approached by the consultant group regarding the Campus Master Plan. The consulting firm is expected to solicit input from various parts of campus and is to have a final plan by July 1991.

Jacobson asked that the Temporary Graduate Faculty Membership question be a part of the November 8 agenda. The PREPS issue was raised and Dobson will invite Swan to join the council at the next meeting for her input.

The meeting was adjourned at 9:30 a.m.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

November 8, 1990

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Karas,  
Mulford, Peters, Rogge, Schmidt, Shibles, Yang

Guest: Swan

The meeting was called to order by Jacobson. The minutes of the October 25 council meeting were approved.

The agenda was modified to permit Dean Swan to discuss the PREPS issue. She noted that a budget specialist is being hired to handle budget preparations, an area with increased demand. The colleges are becoming more adept in assisting with the mechanics of proposal preparation, consequently the demand for writing/editing has been decreasing. The Information Services activity is, and will continue to be, a very important function of PREPS. This is a central university area where sources of funding for research are received. PREPS also maintains this information as an online service for faculty and colleges, and it is heavily used. A sampling of funding opportunities is also listed in the University News. Another service PREPS provided was the maintenance of faculty vitae, but it has been discontinued as departments and individuals are expected to maintain this information.

It is Swan's desire to create/acquire expertise in PREPS that will help in the development of rather complex and large scale proposals involving several faculty members and more than one discipline. These are the kinds of proposals that few of the faculty are capable of doing because of their administrative complexity. Iowa State University does not measure up to peer institutions on complex proposal preparation.

Swan sees two major activities in the editorial operation of PREPS. One deals with rewriting and editing of proposals, more of which Swan feels should be done in departments. The other deals with preparation and explanation of budgets. The boiler plate material has also been handled by the editorial staff and will be maintained at present. Boiler plate templates are made available to departments.

There is a difference in departments and colleges as to what is available regarding proposal preparation. PREPS is very aware of departments that are unable to give much assistance in proposal preparation and is helping to train those departments. Swan has asked PREPS to prioritize requests based on proposal deadline days, giving first priority to new faculty members and second to faculty members who are applying to agencies they have not used before.

Members of the council suggested that it might be helpful to have a designated individual within each college to distribute funding information (RFPs) to potentially interested faculty members.

The council thanked Swan for her insight and she in turn thanked the council for their encouragement.

**Graduate Faculty Divisions.** Dobson presented the council with an update of the total of graduate faculty in each of the three divisions (Biological and Agricultural Sciences (1990 - 410, 1988 - 421); Physical and Mathematical Sciences & Engineering (1990 - 438, 1988 - 395); and Social Sciences, Education & Humanities (1990 - 562, 1988 - 509). The most significant change is a growth in the Social Sciences, Education & Humanities division. After discussion by the council, a consensus emerged that there is sufficient representation by the humanities. Rogge made a motion to retain the current divisions. Schmidt seconded this motion and the council approved by unanimous voice vote. The council informally agreed that the representation issue not be brought forward again unless compelling reasons for discussing it develop.

**Structure of Program of Study Committees.** Dobson presented the council with a draft resolution proposing council approval. The council discussed the principles of the resolution. A suggested addition under outside member to include "from a different graduate major than the other member" was made. Horner moved that the Graduate College adopt the modified resolution to maintain the committee structure of graduate student program committees. Shibles seconded this motion and the council approved unanimously by voice vote. (resolution attached)

**Temporary Graduate Faculty Membership.** Dobson would like to have the council think about temporary faculty having temporary graduate faculty membership. Should a temporary faculty member be allowed to be a major professor for a graduate student? The graduate college is grappling with a situation where a department is saying that a temporary faculty member should not be allowed to be a major professor because this person may not be a faculty member at the end of the student's degree program. This issue will be discussed at the November 29 meeting.

The meeting was adjourned at 9:30 a.m.

  
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Bonnie Gaarde, Secretary



Graduate Council Minutes

November 29, 1990

Present: Dellman, Dobson, Horner, Huck, Jacobson, Karas, Mulford, Peters, Rogge, Schmidt, Shibles, Yang

Guest: Johnson

The meeting was called to order by Jacobson. The minutes of the November 8 council meeting were approved as amended.

Temporary Graduate Faculty Membership. Dennis Johnson, chair of the Graduate Faculty Membership Committee reported on the deliberations of his committee. He began by describing the three types of membership that currently exist and indicating that his committee had proposed substituting "collaborating" for "temporary" in the title of those with a limited term at Iowa State University. One reason was that some individuals, particularly those who have longterm and ongoing relationships with the university, object to being designated as Temporary Graduate Faculty members. In the membership committee's view, the title should accord with the function of the Graduate Faculty member, not the "bookkeeping" aspect of that membership.

Karas described the six faculty appointment types in use at Iowa State:

Tenured/Tenure Track	Eligible for regular associate and full membership on the Graduate Faculty
Collaborator	
Adjunct	
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Visiting	Eligible only for temporary membership on the Graduate Faculty
Temporary	
Affiliate	

After a false fire alarm, the council discussed a number of related issues, spending considerable time analyzing the definitions of the various employment statuses. One suggestion was to wait for the university employment system to be straightened out before modifying the graduate faculty membership process.

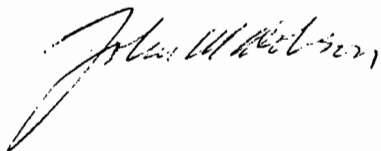
Shibles proposed that the title "Temporary" be abandoned and grant the faculty members on faculty term appointments associate membership on the Graduate Faculty but with a fixed term. This would eliminate the negative connotation of the "temporary" classification but allow for the bookkeeping function of canceling the membership of those no longer associated with the university.

Horner offered an alternative proposal: grant full membership on the Graduate Faculty to all those in the top half of the Karas list; grant associate membership to those on the bottom half. This proposal provoked some supportive and some strongly negative comments.

The council then agreed to move in the direction of the Shibles proposal. Dobson will draft language for a council resolution embodying its principles and to present it for consideration at the next council meeting.

Horner moved to table the issue until the next meeting.

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



## Graduate Council Minutes

December 8, 1990

Present: Dellmann, Dobson, Gaarde, Huck, Jacobson, Karas,  
Mulford, Rogge, Schmidt, Shibles, Yang

Absent: Horner, Peters

The meeting was called to order by Jacobson. The minutes of the November 29 council meeting were approved as amended.

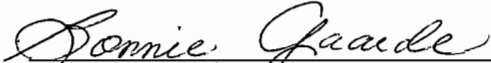
**Associate Membership for Persons on Term Appointments.** The council discussed the proposed motion regarding graduate faculty membership for persons on temporary appointments. Shibles moved to adopt the resolution and Rogge seconded this motion. Prior to voting on the the motion, the issue was opened for additional discussion. Karas asked the council to consider a one-year nonrenewable administrative appointment for graduate faculty on one-year appointments. After consideration the council recommended the following statement be added to the resolution to accommodate these conditions: "Individuals who hold graduate faculty status at other graduate degree institutions and who are at Iowa State University in a visiting status may be given a one-year nonrenewable administrative appointment as an associate member of the graduate faculty." Karas also stressed the importance of nominations coming through the appropriate departments for individuals on research appointments. Jacobson also questioned the need for the last sentence on lapse of membership. It was agreed that this statement was not needed and should be deleted. Shibles and Rogge again moved to accept the resolution with the amendments. The council approved by voice vote. Dobson will prepare a revised resolution for distribution to the council.

**Other Business.** Dobson cited a situation in which a department is rewriting its rules. This department is proposing that a student who fails written preliminary examinations twice may be dropped from the program. The question, then, was does the student have the right to insist upon having an oral defense in spite of this? Council members noted that it is common policy in many departments that if a student cannot get through the first step then he or she certainly cannot advance to the second. The student has the right to know what is expected of him/her and the implications thereof through written rules.

Another discussion item involved the nature of a dissertation where three members of the committee agreed that the work was complete and two members felt that more data was needed before acceptance. The quality of the dissertation was not in question, as it was well written, the research was good, and it was well-defended. A conditional pass was not given. The council agreed that this was a situation outside formal rules, but something should be said to the POS committee chair about the importance of faculty conferring in advance of the scheduled examination if shortcomings are apparent in a dissertation.

The schedule of spring semester council meetings will be sent out as soon as council members' schedules are received in the graduate college.

The meeting was adjourned at 9:02 a.m.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

February 7, 1991

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Karas, Mulford, Peters, Rogge, Shibles, Swan

Absent: Schmidt, Yang

The meeting was called to order by Jacobson. The minutes of the December 8 council meeting were approved.

**Associate Membership for Persons on Term Appointments.** The revised resolution regarding graduate faculty membership for persons on temporary appointments was discussed by the council. The following revision to paragraph 2 was suggested: "Upon the recommendation of the DEO, the Graduate Dean may make a one-year appointment to an individual with graduate faculty status at another graduate degree-granting institution who is at Iowa State University in a visiting status." Horner moved to accept the resolution with this amendment. Huck seconded and the council approved by voice vote.

**AAU/AGS Policy Statement on Doctoral Education.** Swan explained the impetus for the publication of the AAU/AGS dated November, 1990, titled Institutional Policies to Improve Doctoral Education. She would like the council members to review this policy statement and give their suggestions and identify areas for concern at ISU. Valid points are brought up in this document i.e.

the role of advising and mentoring

how much time the faculty person should be spending with graduate students

There was a general discussion concerning the number of advisees, mentoring, teaching, research time requirements, time commitments and times to degree. Experiences were shared on specific items.

Swan mentioned that University of California, Berkeley is doing an excellent exit interview process for system improvement, and she was asked to provide the interview document for council's information. Karas informed the council which section of the Graduate Faculty Handbook outlines the responsibilities of a major professor to be used as a resource reference. Another document, the CGS study, on The Role and Nature of the Doctoral Dissertation should be in print, and Swan will follow-up on the availability of the study.

The council will review the policy statement and come to the next meeting prepared to discuss and share specific ideas on whether there should be an exit interview done with graduate students or ideas on what kind of mechanisms ISU could set up to improve the system.

**Thesis Office.** The Faculty Senate passed a resolution requesting that the Graduate Council recommend a mechanism to assure continued high quality and clarity of expression in theses and dissertations accepted by the Graduate

College. Swan told the council that the Graduate College will continue to monitor submissions of theses and dissertations in order to establish that they meet the necessary requirements for format and quality of paper. These responsibilities are a result of the agreement with the university library and with Dissertation Abstracts in Ann Arbor, which helps in the distribution of theses and dissertations. The function which the Graduate College will not continue is that of thesis or dissertation editing. It is the student's responsibility to submit a well-written thesis or dissertation, and it is the faculty's responsibility to evaluate whether or not standards pertaining to written communication have been met. When the acceptability of a thesis or dissertation is evaluated as one part of the requirements for a graduate degree, two aspects of that work are being evaluated. The first aspect evaluated is the substantive scholarly work which is being reported. The second aspect evaluated is the ability of the student to communicate his or her subject in written form. It is important that both aspects are evaluated.

General discussion by the council followed. The true problem is that some student's cannot write. The thesis is not the time to address this situation. Iowa State University needs to consider ways in which skills can be improved much earlier in the student's career. Some departments require their students to take English 314 (Technical Communication) to prepare for technical writing.


The Graduate College will describe for the council specific sorts of things that will be done within the Thesis office. The Graduate College is changing the behavior of the Thesis Office but not its responsibilities. This may be an opportunity for the Graduate College to reaffirm the responsibilities and obligations of graduate faculty. One mechanism used at some universities is to have official readers on the POS committee who have to sign a form stating that they have read the thesis and that it is ready for defense before the POS committee meets for the final exam. The purpose is to have on record that the thesis has been reviewed before the exam and that it is in acceptable shape.

Better documentation is needed to describe the responsibilities and obligations of faculty members pertaining to the preparation and presentation of the thesis. New written documentation will be produced for the Graduate Student Handbook, the Faculty Student Handbook and the Thesis Manual.

The council will continue this discussion at the next meeting and recommend a mechanism to assure continued high quality and clarity of expression in theses and dissertations accepted by the Graduate College in response to the Faculty Senate charge.

The next meeting of the council will be February 21 @ 4:00 pm in 210 Beardshear.

The meeting was adjourned at 6:35 p.m.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

February 21, 1991

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Karas,  
Mulford, Rogge, Schmidt, Shibles

Absent: Peters, Yang

The meeting was called to order by Jacobson. The minutes of the February 7 council meeting were approved.

**Request for Nominations for Graduate Council Elected Positions and for Graduate College Committees.** 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) after a slight change in wording.

**Thesis Office.** The council was furnished with a summary description of the Thesis Office and its responsibilities, with examples of duties of office personnel. Karas informed the council that Carolyn Payne has been offered and has accepted the position of Assistant to the Dean with major responsibilities to the Thesis Office. A half-time Clerk III position will also be filled in the near future. Discussion followed on the question of how control of the written quality of the thesis will be handled. The POS committee and major professor should be responsible for monitoring the clarity and quality of the thesis. Up to the present, the POS committee members have not routinely signed the final thesis/dissertation, but the council believes that signature approval should be standard procedure. Horner will draft a statement for council approval. The statement will include reaffirmation of the responsibilities of the POS committee and recommend that all members of the POS committee sign the dissertation, with the understanding that their signatures certify they have read and approve the thesis/dissertation for both content and grammar.

The council will also react to the Faculty Senate's resolution requesting a mechanism to assure continued high quality and clarity of expression in theses and dissertations accepted by the Graduate College. Jacobson will prepare a response.

**Pace Awards.** Shibles brought to the floor Swan's February 14 memo to the DOGES concerning PACE award competition for the 1991-92 academic year. In the ensuing discussion, it was pointed out that the PACE award is a mechanism to attract high quality and diverse graduate students by offering the equivalent of a full-fee tuition scholarship. Shibles made a motion that the Graduate Council prepare a resolution expressing concern about the extreme reduction in the PACE account and urging the administration to reconsider funding at a level that maintains the PACE award system at its current student award level. Horner seconded and the council approved by voice vote. Jacobson will prepare this document for submission to Swan.

The next meeting of the council will be March 7 @ 4:00 pm in 210 Beardshear.  
The meeting was adjourned at 5:35 p.m.

  
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Bonnie Gaarde, Secretary

## Graduate Council Minutes

March 7, 1991

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Karas,  
Rogge, Shibles

Absent: Mulford, Peters, Schmidt, Yang

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

**Pace Awards.** Jacobson provided council members with a copy of his memo to Swan on behalf of the council, regarding PACE Awards for the 1991-92 academic year and a resolution calling for the Graduate College to restore funding for the PACE awards to its previous level. Dobson furnished a break-down of figures on assistantships, PACE awards, and tuition awards already paid-out for this year, pointing out how they have exceeded the allocation for this year and would do so even more critically next year. He indicated Swan had received and would respond to Jacobson's memo.

**Thesis Office.** Jacobson distributed a draft memo prepared by Harry Horner regarding the Graduate Council recommendation on thesis/dissertation signatures. He also distributed a draft memo regarding the discussion of the Faculty Senate resolution calling for the Graduate Council to recommend a mechanism to assure continued clarity of expression in theses. The council will discuss these items at the next meeting.

**Nominations for Graduate College Committees.** The council discussed the Graduate College Committee nominations received from faculty members and made several additional nominations for the 1991-92 committees. If the council would like to submit additional names they may do so at the next meeting. These names will be forward to Patricia Swan as suggestions for filling the vacancies on these committees. Nominations for Graduate Council were also discussed and the council suggested additional faculty names. Council members will contact these individuals to ask if their names may be placed on the ballot. The ballots will be mailed to the specific divisions by March 25.

The next meeting of the council will be March 21 @ 4:10 pm in 210 Beardshear.

  
Bonnie Gaarde, Secretary



## Graduate Council Minutes

March 21, 1991

Present: Dellmann, Gaarde, Horner, Huck, Jacobson, Karas,  
Mulford, Peters, Rogge, Schmidt, Shibles

Absent: Dobson, Yang

The meeting was called to order by Jacobson. The minutes of the February 21 and March 7 council meetings were approved as distributed.

**Nominations for Graduate College Committees.** Divisional representatives submitted additional nominations for the 1991-92 committee assignments. The names will be forwarded to the Graduate College as suggestions for filling the vacancies on these committees.

**Pace Awards.** A response to the council from Swan pertaining to the extension of PACE awards has not been received. Gaarde will follow up before the next meeting.

**Thesis Office.** A draft memo (by Chair Jacobson) regarding the Faculty Senate resolution asking for the Graduate Council to recommend a mechanism to assure continued clarity of expression in theses was discussed. After a few minor changes in wording, Horner moved that the council forward this document to Dean Swan on behalf of the council with a copy to the Faculty Senate. Schmidt seconded the motion and council approved by voice vote.


A draft memo (by Horner) recommending that a policy be established to make it mandatory for all members of a POS committee to sign the cover page of a thesis was discussed, and with minor wording changes Shibles moved its adoption of this recommendation. Rogge seconded and the council approved by voice vote. This memo, in final form, will be forwarded to Dean Swan with the recommendation that it be presented to the Graduate Faculty for discussion, vote, and implementation.

**Institutional Policies to Improve Doctoral Education.** A policy statement of the Association of American Universities and the Association of Graduate Schools in the Association of American Universities (1990) was discussed briefly. At the February 7 meeting Swan asked the council to review this document and discuss and share specific ideas on whether there should be an exit interview done with graduate students and submit ideas on the kind of mechanisms ISU could set up to improve the system. The council will be prepared to discuss these recommendations at the next meeting. Gaarde will follow up on the Berekley study on exit interviews that Swan mentioned as reference material and the CGS study on The Role and Nature of the Doctoral Dissertation and distribute when available.

Karas mentioned the issue of academic dishonesty and questioned whether there should be something more in writing to make graduate students aware of professional ethics, falsification of data, academic dishonesty and plagiarism. The council discussed ways in which this could be handled. Some

departments already cover these issues at a graduate student orientation. The council suggested that orientations could be handled at the department or college level but should be addressed by the Graduate College. No formal action was taken.

The meeting was adjourned at 5:30 pm. The next meeting of the council will be April 4, @ 4:10 pm in 210 Beardshear.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

April 4, 1991

Present: Dellmann, Dobson, Gaarde, Horner, Huck, Jacobson, Mulford, Rogge

Absent: Karas, Peters, Schmidt, Shibles, Yang

The minutes of the March 21 meeting were approved as distributed.

**PACE Awards.** Swan presented three alternative funding sources that might be tapped to support PACE awards at current levels. These would be reallocations from Research Incentive Grants, Professional Advancement Grants, and Graduate Student Assistantships (currently used for Interdepartmental Programs and Minority Support). There could be a percentage transferred from each to support the PACE awards. Discussion followed and the council members felt that no program should be completely eliminated. Their preference would be to continue to allocate PAG funds for graduate students. Horner recommended that PAGs be cut in half and to continue honoring funding requests from graduate students but limit faculty support to assistant and associate professors, and to reduce the Research Incentive Grants sufficiently to fund PACE at the present level. Jacobson will prepare this recommendation on behalf of the council for Swan's consideration.

**Thesis Office.** Swan thanked the council for its consideration regarding mechanisms to assure continued high quality of writing in theses. The council proposes that its recommendation for all members of a Program of Study (POS) Committee to sign the final title page of a master's thesis and/or PhD dissertation be presented to the DOGEs, the Graduate Faculty Cabinet and and on to the Graduate Faculty for vote and implementation.

**Institutional Policies to Improve Doctoral Education.** The council will discuss this document at the next meeting and share ideas on the kind of mechanisms ISU could set up to improve the existing system. Time constraints may dictate that this be a priority item for next year's council.

The meeting was adjourned at 5:30 pm. The next meeting of the council will be April 18 @ 4:10 pm in 210 Beardshear.

  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

April 18, 1991

Present: Dellmann, Dobson, Gaarde, Karas, Huck, Jacobson, Mulford,  
Rogge, Shibles

Absent: Horner, Peters, Schmidt, Yang

Guest: Carolyn Payne

The minutes of the April 4 meeting were approved as distributed.

**Major professor approval of theses for first deposit.** Carolyn Payne presented a draft checklist for first and final thesis deposit. The Thesis Office will send out a letter to candidates after a diploma slip is filed, indicating the requirements and some of the items that are expected on a first deposit of a thesis. The mailing will include a form noting certain items that have been problems in the past with first deposits. Seventy-five percent of the students make similar errors, and if these can be addressed before the first deposit, fewer changes will be necessary. The major professor will also receive a copy of this memo and checklist. Dellman made a motion that the major professor initial the thesis deposit checklist to insure the quality of a thesis at the first deposit. Rogge seconded this motion and the council approved by voice vote.

The general technology in typing and printing for producing a thesis has changed, and an addendum to the Thesis Manual will be prepared that will address in detail several changes and computer usage. Publication styles vary even within departments. The Thesis Office accepts these styles but requires consistency within the document. If these styles have been modified, an explanation needs to state that and contain approval by the major professor of the committee.

The Graduate College will also endorse the recommendation by Peter Pattee to require that the final draft of theses be in the hands of the POS Committee members at least two weeks (10 working days) before the final examination (rather than the one week now required). Dobson will respond to the Pattee request.

The alternate format is acceptable but some expressed concern (Pattee memo of April 16 attached) with this format tying the thesis together. Karas suggested that a main agenda item for next year's council should be to review and study thesis standards along with the alternate format. The CGS study on

The Role and Nature of the Doctoral Dissertation could be of help with this review issue.

**Composition of P.O.S. Committee.** The specific issue that triggered this agenda item was resolved by Dean Swan.

**AAU/AGS Policy Statement on Doctoral Education.** Because of time constraints this will be a carry over item for next year's council.

**Dean Evaluation Procedure.** The Faculty Senate approved a resolution November 13,1990, that there needs to be a policy for faculty involvement in the evaluation of college deans. A systematic and constructive review program shall be established whereby college offices and officers are evaluated by their respective faculties. The elected body that represents the faculty in the college (Graduate Council) is to develop a scheme for doing this evaluation by April 30,1991. Dobson distributed a copy of the resolution and an example procedure for the council's information. This will be an agenda item at the next meeting.

The last meeting of the 1990-91 Graduate Council will be **May 9, 4:10 pm in 210 Beardshear.**

*Bonnie Gaarde*  
Bonnie Gaarde, Secretary

## Graduate Council Minutes

May 9, 1991

Present: Ahrens, Dellmann, Gaarde, Horner, Huck, Jacobson, Karas, Mulford, Peters, Rogge, Schmidt, Shibles

Absent: Dobson, Yang

Guest: Swan

The meeting was called to order by Jacobson. The minutes of the April 18 meeting were approved as corrected.

New and current members of the Council introduced themselves and indicated their affiliated departments. The new faculty members for 1991-92 are Franklin Ahrens, Julia Gamon and Robert Jacobson.

Annual Report. A draft of the Graduate Council's annual report was sent to each council member for review prior to this meeting. The council discussed the unfinished business section of the report and recommended carry over items for next year to be the review of the Association of American Universities and Association of Graduate Schools document entitled Institutional Policies to Improve Doctoral Education and the Dean evaluation procedure. Shibles made a motion to accept the annual report with these recommended changes. Horner seconded this motion and the council approved by voice vote. Jacobson will forward this report to the Graduate Dean. It will also be summarized by Jacobson at the Graduate Faculty Meeting on May 14 and published in the June issue of Research and Graduate Education.

Dean Evaluation Procedure. The council was requested to prepare a 5-year evaluation procedure for the Graduate Dean. After discussion, Horner made a motion that an adhoc committee be established to recommend an evaluation procedure to the Council and that the committee shall consist of a faculty member from each of the eight academic colleges, two graduate students, and a liaison from the Graduate Council. Schmidt seconded this motion and council approved by voice vote. Next year's council needs to establish the evaluation criteria to be used by the committee and the mechanism by which committee members will be selected.

Election of Chair for 1991-92. Jacobson asked for nominations to fill the GC chair position for 1991-92. Shibles nominated Chuck Mulford. Rogge seconded this nomination and moved that nominations cease. Mulford accepted the nomination which was approved unanimously by voice vote.

On behalf of the Graduate College, Swan thanked the council for their timely advice throughout the year. On behalf of the council, Horner expressed appreciation to Jacobson for his leadership and Jacobson thanked Gaarde for her help during the year.

The meeting was adjourned at 5:10 pm.

  
Bonnie Gaarde, Secretary

## 1990-91 ANNUAL REPORT OF THE GRADUATE COUNCIL

The Graduate Council provides a mechanism for interaction between graduate students, graduate faculty, and the Graduate College administration on policies concerning graduate education at Iowa State University. The council considers both new policy matters and the revision of existing Graduate College policies.

The Council consists of six elected members from the graduate faculty, three student members designated by the Graduate Student Senate, a nonvoting Faculty Senate-Graduate Council liaison, and three nonvoting ex officio members from the Graduate College office, one of whom serves as recording secretary for the Council. For the 1990-91 term, the voting members of the Graduate Council were: Harry Horner, Botany; Shirley Huck, Human Development and Family Studies; Carl Jacobson, Geological and Atmospheric Sciences; Charles Mulford, Sociology and Anthropology; Guenther Peters, Chemical Engineering; Thomas Rogge, Aerospace Engineering and Engineering Mechanics; Steffen Schmidt, Political Science; Richard Shibles, Agronomy; and Mary Yang, Human Development and Family Studies. The Faculty Senate-Graduate Council liaison was Dieter Dellmann, Veterinary Anatomy. Ex officio members from the Graduate College were John Dobson, Bonnie Gaarde, and George Karas.

### Annual Duties of the Graduate Council

**1. 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 members of the Graduate Faculty. In addition, an election was conducted for three new council members. Franklin Ahrens, Veterinary Physiology and Pharmacology; Julia Gamon, Agricultural Education; and Robert Jacobson, Chemistry were elected to serve on the council for 1991-93. The Graduate Student Senate will choose three new graduate student members in the near future.

### Issues Carried Over from 1989-90

**1. Membership of Graduate College Committees.** Membership for the Graduate Council and other Graduate College committees is presently drawn equally from three divisions (Biological and Agricultural Sciences; Physical and Mathematical Sciences and Engineering; and Social Sciences, Education, and Humanities). The 1984-85 Graduate Council proposed that this format be changed, and several alternatives were suggested. The matter was subsequently discussed by the 1985-86, 1986-87; 1988-89, and 1989-90 councils. The present council discussed the various options but unanimously voted to retain the present system of three divisions.

### New Issues

**1. Graduate College Strategic Plan.** The council was asked to review a draft of the Graduate College Strategic Plan. Only minor changes were suggested.

**2. Changes in the PREPS Office.** Discussion was held regarding changes in the operation of the PREPS office. PREPS will no longer assist individual investigators with the editing of proposals. This change was instituted because of limited budgets and because some colleges provide editorial services. Concern was expressed about the impact on faculty in those colleges lacking editorial offices. The council was informed by Dean Swan that the Graduate College will continue to provide



assistance with proposal budgets and that word-processor boiler plates are available for various grant formats.

**3. Structure of Program of Study Committees.** In the past, all Program of Study Committees at both the master's and Ph.D. level have been required to have at least one member from a department other than that of the student's major. Recent mergers within the university have resulted in the creation of some departments that encompass a wide diversity of disciplines. This has raised the issue of whether the "outside-member" rule needs to be reconsidered. After considerable discussion the council concluded that it is important for POS committees to include a member from outside the student's department (i.e., that the current committee structure should be retained). Similarly, it was decided that for a student in an interdepartmental major or program, at least one member of the committee must be from a different administrative department than the other members and from a different graduate major than the other members.

**4. Associate Graduate Faculty Membership with a Term Appointment.** Dennis Johnson, chair of the Graduate Faculty Membership Committee, met with the council regarding the position of Temporary Graduate Faculty member. The membership committee considered that this title carries a negative connotation and proposed that it be renamed. The council considered various options and ultimately recommended that the position of Temporary member be changed to Associate member with a term appointment (five years). Such associate members could be nominated for full membership at the end of three years or could be renominated for associate membership at the end of the five year term. The above appointments would be reviewed by the Graduate Faculty Membership Committee. The Graduate Council also recommended that the Graduate Dean be allowed to make one-year appointments to Associate Membership on the Graduate Faculty. These recommendations will be voted on at the spring meeting of the Graduate Faculty (Appendix A).

**5. PACE Awards.** Budget constraints required the Graduate College to decrease the number of PACE Awards to be offered for the 1991-92 Academic Year. The council was concerned about this turn of events and met with Dean Swan to consider alternative sources of funding for the PACE awards. The council recommended that some cuts be made to the Professional Advancement Grant and Research Incentive Grant programs in order to provide additional funds to the PACE program. Dean Swan will present these recommendations to the Deans and DOGEs next fall.

**6. Thesis Office/Quality of Writing in Theses.** With the retirement of Ladena Bishop, the Faculty Senate requested the Graduate Council to consider mechanisms to maintain the quality of writing in theses. The conclusions of the council on this issue were presented in a memo to Dean Swan (Appendix B). Most importantly, the council felt that it is the responsibility of the Program of Study committee to make sure that theses are well written. To formalize this responsibility, the council recommended that it be mandatory for all members of a Program of Study Committee to sign the final title page of a master's thesis and/or Ph.D. dissertation. The Graduate Faculty will vote on this issue at its spring meeting.

The council also met with Carolyn Payne of the Thesis Office to review procedural changes being made by that office.

### **Unfinished Business**

**1. Dean Evaluation Procedure.** The council was requested to prepare an evaluation procedure for the Graduate Dean. It was established that the evaluation should be conducted by a committee of

eight faculty members, one from each of the various divisions of the college; two graduate students; and a liaison from the Graduate Council. Next year's council needs to establish the evaluation criteria to be used by the committee and the mechanism by which committee members will be selected.

**2. Doctoral Education.** Dean Swan asked the council to consider a document from the Association of American Universities and Association of Graduate Schools entitled *Institutional Policies to Improve Doctoral Education*. The council spent some time discussing this document but was unable to finish due to time constraints. It is recommended that this issue be taken up by the next council. It is also recommended that next year's council review and study thesis standards, including the alternate format.

**GRADUATE COUNCIL  
1990-91**

**GRADUATE FACULTY**

Carl E. Jacobson, Chair	Geological & Atmos. Sci. 155 Science 1	4-4480
Harry T. Horner	Botany 3A Bessey	4-8635
Charles L. Mulford	Sociology & Anthropology 202 East Hall	4-9897
Thomas R. Rogge	Engineering Sci. & Mech. 3015 Black Engineering	4-2956
Steffen Schmidt	Political Science 549 Ross	4-3825
Richard M. Shibles	Agronomy 1557 Agronomy	4-7232

**GRADUATE STUDENTS**

Shirley M. Huck	Human Dev. & Family Studies 166 LeBaron	4-8599/845
Guenther H. Peters	Chemical Engineering 231 Sweeney Hall	4-3716
Mary Yang	Human Dev. & Family Studies 106 MacKay Hall	4-9962

**GRADUATE COLLEGE REPRESENTATIVES (ex-officio)**

John M. Dobson Assistant Dean	Graduate College 211 Beardshear	4-6344
Bonnie Gaarde	Graduate College 207 Beardshear	4-1170
George G. Karas Associate Dean	Graduate College 207 Beardshear	4-7517

**FACULTY SENATE REPRESENTATIVE (ex-officio)**

H. Dieter Dellmann	Veterinary Anatomy 2070 Veterinary Medicine	4-1014
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