

Graduate Council Minutes

September 23, 1991

Present: Ahrens, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Rogge, Shibles, Trainum, White

Absent: Dellmann

The meeting was called to order by Mulford.

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 and the graduate students are Kim Hagemann, Matthew Trainum and Carter White.

The minutes of the May 9 meeting were approved as mailed.

The following proposed agenda items were submitted:

Issues carried over from 1990-91:

1. Graduate Council recommendation that term Associate membership in the Graduate Faculty be granted to individuals on visiting, temporary, or affiliate faculty appointments replacing the category of Temporary membership was tabled at the May, 1991 Graduate Faculty meeting due to lack of background detail.
2. Review Institutional Policies to Improve Doctoral Education, a document from the Association of American Universities and Association of Graduate Schools and identify areas for concern at ISU. The 1990-91 council spent some time discussing this document, as requested by Swan, but were unable to finish due to time constraints.
3. Review and study thesis standards, including the alternate format as recommended by the 1990-91 council..
4. The council recommendation that all members of a Program of Study Committee are required to sign the final title page of a master's thesis and/or Ph.D. dissertation. This item was presented at the May, 1991 Graduate Faculty meeting and was defeated.
5. Graduate Dean evaluation procedure. The 1990-91 council recommended that the present council establish the evaluation criteria to be used by the committee and the mechanism by which committee members will be selected to serve on this committee.

1991-92 items for action:

1. The College of Business would like to change the degree requirements for the MBA and proposes to use a capstone component requirement in place of a creative component.
2. The All-University Judiciary Committee has requested additional members from the Graduate Faculty to serve in its pool of members..
3. Procedures for student grievances about scholarly and professional competence. It is not clear when a student appeals a departmental decision to the graduate dean whether the committee appointed by the dean to hear the appeal has final responsibility for its decision or whether it recommends a course of action to the graduate dean. It has been suggested by the Provost's office and University counsel that it be brought into line with other university grievance procedures, which generally treat such committee reports as recommendations to an administrator who then has responsibility for accepting it or not. Karas will draft wording for the council to clarify this issue.
4. Other possible agenda items of interest were full tuition remission for graduate assistants and clarification of language in the Letter of Intent.


Discussion followed and it was agreed that items requiring Graduate Faculty approval will be October agenda items and acted on for submission at the special Graduate Faculty meeting scheduled for November 1.

Karas will invite Dr. Tom Chacko to the October 7 meeting to present the MBA proposal for change. Background materials will be distributed to the council for their review in advance of the meeting.

Another agenda item for the October 7 meeting will be a discussion of the Institutional Policies to Improve Doctoral Education document. Council members will be sent copies of this document along with University of Arizona and University of California at Berkeley studies relating to this issue.

Council members will also be sent copies of what appears in the Graduate Faculty and Student Handbooks in regard to the responsibilities of the P.O.S. committee and the major professor.

The meeting was adjourned at 4:00 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

October 7, 1991

Present: Ahrens, Dellmann, Gaarde, Gamon, Jacobson, Karas,
Mulford, Rogge, Shibles, Trainum, White

Absent: Dobson, Hagemann

The meeting was called to order by Mulford. The minutes of the September 23 meeting were approved as mailed.

Request for Changes in MBA Degree Requirements. Chacko presented an overview of the background on why Business Administration would like to change the degree requirements for the MBA from a creative component to a capstone component. These changes have been under consideration for about two years. The motivation for these changes arose from an intent to be competitive with other MBA granting institutions. Chacko distributed the results of a survey with the Big 8 and Big 10 schools as to their research component requirements, final exam (oral or comprehensive) or a required independent project as part of their MBA programs. Sixteen Universities had no requirements. To be competitive with other professional graduate programs, the MBA Core Curriculum Task Force recommended that the creative component be eliminated for the MBA and replaced with a capstone requirement. It further recommended changing the creative component requirement for their M.S. degree to a thesis requirement for all students. That has already been approved by the Graduate College.

The College of Business faculty voted in favor of the proposed changes in March 1991. They were discussed by the Graduate Curriculum & Catalog Committee and passed in May 1991. The College of Business dean created a task force to look at the core curriculum and to develop steps for Fall 1992 implementation.

Discussion followed. Gamon made a motion to approve the changes as requested; Ahren seconded this motion. The council passed this by a show of hands with 7 for and 1 opposed. This proposal will now go forward to the November 1 Graduate Faculty meeting for consideration..

Review Institutional Policies to Improve Doctoral Education. The council discussed how they would like to handle this study. Karas will contact the Institutional Research office for data on attrition rates, time to degree, US versus foreign trends, gender, minority status, stipends, number of post-doctorals, and GRE scores to determine which data are readily available and which data will help the council in their review. They may want to survey faculty and students after seeing data. The council deferred action pending receipt of requested data. The council will also discuss the mentoring issue at the next meeting.

The meeting was adjourned at 4:30 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

October 21, 1991

Present: Ahrens, Dellmann, Dobson, Gaarde, Gamon, Hagemann,
Jacobson, Mulford, Rogge, Shibles, Trainum, White

Absent: Karas

The meeting was called to order by Mulford. The minutes of the October 7 meeting were approved as mailed.

Update on Graduate Programs & Progress Toward Degree. Mulford informed the council on his and Karas's meeting with the office of Institutional Research (Betty Stanley and Bob Bergmann). He relayed that they are presently developing an information system on all programs and departments, with variables that would describe every undergraduate and graduate student enrolled since 1983. Mulford shared with the council variables that will be included in the system data. Karas offered Graduate College stipend data for this study. Mulford solicited comments, and the council suggested the inclusion of additional data, i.e., dates preliminary examinations are passed, grant support, age grouping by smaller ranges, number of graduate credits earned, part-time/full-time designation, time it takes to degree, and the number of years departments will support graduate students on stipends. This inclusion of data will permit analysis of time to degree and attrition rate at ISU. Mulford will contact Bob Bergmann to see if this additional data can be incorporated into the system.

Dobson shared with the council that while attending an Association of Graduate School meeting (Graduate Deans of the American Association of Universities) he attended a session devoted to the Institutional Policies to Improve Doctoral Education document. Everyone was asked what the impact of this document was at their institution. Dobson was pleased to report that very few were devoting the kind of special attention and effort that ISU is doing.

Other Business. The request for changes in the MBA degree requirements, extending the number of hours from 30 to 48 and a capstone, (intensive case analysis of a corporation) and also maintaining the MS degree, with a thesis, was passed by the Council at the October 7 meeting. Members are encouraged to attend the special Graduate Faculty meeting scheduled for November 1 and to endorse this request which will be on the agenda for approval

Dobson shared with the council the academic budget reductions as submitted by Interim Provost Swan. Departments are asked to respond to these recommendations, which will be items on the Graduate Faculty meeting agenda.

The meeting was adjourned at 4:15 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

November 4, 1991

Present: Ahrens, Dellmann, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Rogge, Shibles, Trainum, White

The meeting was called to order by Mulford. The minutes of the October 21 meeting were approved as mailed.

Handbooks. The Graduate College will solicit changes and corrections from academic departments and other ISU offices for changes in the *Graduate Student Handbook* and the *Graduate Faculty Handbook*. Ahrens and White will work with Karas and Carolyn Payne during January to review and update both handbooks.

Graduate Programs & Progress Toward Degree. Mulford gave the council an update of his meeting with Bob Bergmann (Institutional Research) and the council's request for additional data to be incorporated into the system to determine attrition rate and time to degree at ISU. This data will be included in the study and the results should be made available to the council before the end of the semester. Jacobson will assist Mulford in the coordination with Institutional Research for presentation of data to the council.

Graduate Dean Evaluation Criteria. The present council needs to establish criteria and a mechanism by which committee members will be selected to review the dean as mandated by the Faculty Senate. Shibles and Hagemann will review the Graduate College Strategic Plan and draft a dean evaluation procedure for the council's review.


Associate Membership for Temporary Faculty. The 90-91 council recommended the replacement of the category of Temporary membership in the Graduate Faculty with term appointments with no more than a five year duration as Associate members of the Graduate Faculty. This recommendation was tabled at the spring Graduate Faculty meeting. This year's council would like to look at questions raised at that meeting, discuss, and prepare background for table removal and mail ballot vote of the Graduate Faculty.

Thesis/Dissertation Signatures. The 90-91 council recommended that it be mandatory for all members of the Program of Study (POS) Committee to sign the final title page of a master's thesis or Ph.D. dissertation. This item was voted down at the spring Graduate Faculty meeting. The council discussed revisiting this issue and it was decided not to reopen it but to invite Carolyn Payne (Thesis Office) to the first meeting of spring semester to discuss the procedure changes which have taken place in the Thesis Office.

Other Business. Mike Sellberg, Publications Chair, Graduate Student Senate (GSS) is chair of an ad hoc committee, Graduate Student Employment Practices, formed to address certain employment issues such as clarification of letters of intent and standardization of pay, etc. The council will invite Sellberg to attend a future council meeting.

Dobson consulted with the council on an issue regarding assistantship procedures. A Graduate College requirement is that a student on appointment for at least three months of a semester is assessed full resident fees and given a Graduate College Scholarship credit. Some departments have requested appointments with two months remaining in the semester and Graduate College Scholarship credit covering a portion of the resident fees. The council informally endorsed the Graduate College policy of three month appointments.

The meeting was adjourned at 4:05 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

November 18, 1991

Present: Ahrens, Dellmann, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Shibles, Trainum, White

Absent: Rogge

The meeting was called to order by Mulford. The minutes of the November 4 meeting were approved as mailed.

Graduate Dean Evaluation Criteria. Shibles reported to the council that he and Hagemann will draft a dean evaluation procedure for the council to review at the December meeting.

Associate Membership for Temporary Faculty. This recommendation was tabled at the spring Graduate Faculty meeting. The council discussed questions raised at that meeting regarding the deletion of the category of temporary membership and substituting associate membership for persons on term appointment, for no more than a five year duration. Dobson clarified the classification of appointments as follows:

<u>Regular Appointments</u>	<u>Term Appointments</u>
Tenure	Visiting
Collaborator	Affiliate
Adjunct	Temporary

Term appointment individuals can be nominated for associate membership on the Graduate Faculty, they can not be nominated for full membership. The recommended language for the Graduate Faculty Handbook will be appropriately altered and presented at the December 17 Graduate Faculty meeting for vote.

Grievance Procedures Changes. Karas will draft a document for presentation at the December meeting.

Other Business. Dobson shared with the council that the 10,000th doctorate will be awarded at the December commencement. There are two ways of acknowledging the university's achievement:

1. designate one person to receive the acknowledgment
2. collectively acknowledge all PhD recipients

The council decided that no one student should or could be singled out and that all PhD recipients be acknowledged.

The last meeting of the semester will be December 9 in 211 Beardshear.

The meeting was adjourned at 4:00 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

December 9, 1991

Present: Ahrens, Dellmann, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Rogge, Shibles, Trainum, White

The meeting was called to order by Mulford. The minutes of the November 18 meeting were approved as mailed.

Update on Data Request of Institutional Research. Mulford stated that Bob Bergmann (Institutional Research) will have data on the persistence study to present to the council at the first meeting of the spring semester.

Graduate Dean Evaluation Criteria. Shibles and Hagemann prepared a dean evaluation procedure draft for the council's review and discussion. The council discussed the draft and made several minor editorial changes and added under section a) an additional statement:

effectiveness and development of a diverse faculty, staff, and graduate student population

Other discussion pertained to the dual role of the Vice Provost for Research and Advanced Studies/Dean, Graduate College. The concern was if the two areas of responsibility could be separated. The Faculty Senate resolution dated 11/13/90 requests the policy for faculty involvement in evaluation of all College Deans and their administrative organizations for the Provost's review. This request does not include the review of the Vice Provost for Research Administration operation.

Gamon moved to approve the dean evaluation procedure with appropriate corrections and word changes. Jacobson seconded this motion and the council approved by a show of hands. The final document will be forwarded to the Faculty Senate with a copy to each of the Graduate Council members.

Grievance Procedures Changes. Karas gave the council an update on grievance changes and revisions for the Graduate Student Handbook. The Graduate Faculty approved these changes on 9/21/90. The Dean of Students Office and the Provost's office is requesting wording changes that will involve the Dean of the Graduate College in grievances related to grades and instruction. Graduate student representation will be included in the committee structure so that graduate student grievances will be heard by a group which includes some graduate students. The changes are to clearly state that this grievance committee which is appointed by the Graduate Dean

would provide a report and recommendation to the Graduate Dean for disposition. There was some confusion on a case in which the Graduate Dean felt that it was unclear as to whether the committee was recommending a course of action to the dean or whether it was the responsibility of the committee to make a ruling. Karas asked the council to consider these recommendations and changes on grievances related to scholarly and professional competence. Ahrens moved that we accept these changes and Jacobson seconded it. The council approved by a show of hands. A copy of the procedures with the changes indicated is enclosed.

The meeting was adjourned at 4:20 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

February 5, 1992

Present: Ahrens, Gaarde, Gamon, Hagemann, Jacobson, Mulford, Rogge, Shibles, Trainum, White

Absent: Dellmann, Dobson, Karas

Guest: Bob Bergmann, Carolyn Payne, Denise Rothschild

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

Update on Data Request of Institutional Research. Bob Bergmann (Institutional Research) presented data on the Persistence and Graduation Rates of Entering Graduate Students by admission type (undeclared, full, restricted, provisional); gender; and college from Fall 1983 thru Fall 1991. A final result of 74.5% of these degree seeking students received a degree (Bachelor's, DVM, Master's, Specialist, PhD) by Fall 1991. What Institutional Research has not been able to determine is the number of terms that a student has been enrolled; their data base covers entry and completion. Several other national studies have been done on this same subject and the ranking is competitive (approximately 75% is typical). The council would like Bergmann to generate data by disciplines (Biological & Agricultural Sciences; Physical & Mathematical Sciences & Engineering; and Social Sciences, Education & Humanities) and to focus in on individuals seeking their doctorate and the length of time it takes to degree. Bergmann will present this additional data at the March 4 meeting. The council thanked Bergmann for his informative presentation.

Mulford informed the council that the Graduate Faculty (December 17) approved the recommended change (Council minutes, November 18) regarding the deletion of the category of "temporary membership" on the Graduate Faculty and replacing it with "term associate membership". The

term would be 5 years for membership nominations handled by the Graduate Faculty Membership Committee; it would be one year for nominations approved administratively by the Graduate College.

The Thesis Office: One Year Later. Council members were sent data on thesis deposit procedures; first deposit checklist, first deposit corrections, final deposit and graduation, thesis typist information, thesis seminars offered, and a general update on the restructuring of the Thesis Office. Carolyn Payne and Denise Rothschild reviewed and discussed procedure changes which have taken place in the Thesis Office. They stated that the faculty has been very cooperative during the reorganization period. To date, the biggest difficulty has been the lack of consistent bibliography style used by students. The Thesis Office needs assistance from faculty advising students on bibliographic style that are accepted within their discipline. The Thesis Office will accept only letter quality printed theses and has produced a list of typists, with their qualifications, to assist candidates in meeting these standards.

Denise Rothschild conducted a survey of PhD dissertations submitted for Summer 1991 and found that 45% of PhD candidates are using the alternate format. The Thesis Office requested a formal review process to take place to establish criteria for the alternate format before the *Thesis Manual* is revised and printed (Fall 1992). (The 1990-91 Council set this review as a 1991-92 Council agenda item).

The Council thanked Payne and Rothschild for their inclusive update.

The meeting was adjourned at 12:10 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

February 19, 1992

Present: Ahrens, Dellmann, Dobson, Gaarde, Hagemann, Jacobson, Karas,
Mulford, Trainum, White

Absent: Gamon, Rogge, Shibles

The meeting was called to order by Mulford. The minutes of the February 5 meeting were approved as mailed.

Graduate Student Letter of Intent. Dobson stated that he and Hagemann are serving on the Graduate Student Employment Practices (GSEP) committee. The two recommendations from the committee are that the default statement be removed and to clarify who is setting the wage. Currently there are no Graduate College rules about stipend levels except minimum and maximum. The reason for this exception is to determine what level of tuition scholarship the individual receives. Some departments have step stipend rates so that first year people are on one step, second year-second step, those with a MS degree another step, and after passing a preliminary exam, another step. Other departments have a standard policy, some no policy, and again others may have contracts and grants which allow higher stipends for graduate assistants. Dobson would like advice, feedback, and recommendations on whether departments should have a written policy to provide fair treatment among graduate students.

Another issue is term appointment. If a letter of intent has been signed by both the department and student, the department has been obligated to make good on that contract. Student concern is that letters of intent appear to be binding for students but not for departments. They also recognize that departments may have differing policies but believe that these policies should be clearly communicated to students within each department. If no policies are established, decisions regarding raises are perceived as arbitrary.

Some departments would like to see merit added to the tier scale as resources permit. Another faculty concern is that departments should be able to set assistantship levels as they want. Smaller departments with fewer faculty and less money may need more flexibility and have less ability to put in place a rigid policy because they just don't have enough financial freedom.

Dobson encouraged departments to offer letters of intent for 1992-93 at the same stipend level as 1991-92. If money becomes available at a later date for stipend increases raises can be offered.

Dobson will present this matter to the Departmental Officers in Graduate Education (DOGEs) on February 20. He will report back to the Council at its March 4 meeting.

Hagemann reported that the GSEP committee also recommends establishment of a resource group to counsel graduate students as an alternative to approaching the department chair, if the chair is the individual against whom the student has a complaint

Request for Nominations for Graduate Council and Graduate College Committees. Copies of the Graduate Council and Graduate College nomination request form were attached to the agenda for the Council to review before the meeting. The nomination forms were approved by the Council. They will be sent to the graduate faculty during the last week in February.

Mulford asked the Council to review the materials received on student/faculty mentoring as this will be addressed at the March 4 meeting.

Because of time constraints, discussion of the alternate thesis format agenda item was delayed until the next meeting.

The meeting was adjourned at 12:10 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

March 4, 1992

Present: Ahrens, Dellmann, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Rogge, Shibles, Trainum, White

Guest: Bob Bergmann

The meeting was called to order by Mulford. The minutes of the February 19 meeting were approved as mailed.

Update on Data Request of Institutional Research. Bob Bergmann distributed statistics of Fall 1983 entering graduate students seeking Phd degrees and degrees received (by gender and college). Of the students admitted for Fall 1983 who graduated, approximately 15% received an MS degree and 85% received a PhD. Bergmann indicated there was no statistical difference in gender. Of the 601 students enrolled in Fall 1983, 104 indicated they were seeking a PhD (16 of the 601 are still enrolled but have received a degree).

Bergmann verbally provided the mean time to degree as follows:

<u>MS</u>	<u>PhD</u>
2.6 years (Male)	4.82 years (Male)
2.7 Years (Female)	4.33 years (Female)

Bergmann provided a table of entering nongraduates by length of enrollment which reflected a 57.5% attrition within the first year.

Dobson indicated that most of the individuals who come to ISU with the objective of getting a PhD and who persevere, apparently actually make it, so ISU's completion rate could be considered acceptable. The council would like an article featured in the *Research and Graduate Education* (RAGE) newsletter showing ISU's attrition rate in relation to the national rate.

Karas stated that the mentoring issue may still need to be addressed. Council members suggested that this could possibly be accomplished by surveying current graduate students, faculty, and alumni by gender and field of study. Karas pointed out that the *Graduate Student Handbook* and the *Graduate Faculty Handbook* feature guidelines for responsibilities of major professors and program of study committee members and these could be revised and re-emphasized. The Graduate Student Senate has drafted a bill to create a committee to establish a resource group to counsel graduate students as an

alternative to approaching the department chair. If established, feedback regarding mentoring could be an additional benefit. The council took no direct action.

Mulford thanked Bergmann on behalf of the council for his efforts in preparing and presenting statistical data.

Dobson shared an item that Swan would like the council to consider. She would like to know if graduate students should have the grade they receive in activity courses included in their grade point average? The gpa includes all courses that are taken that carry academic credit. This will be an item on the next council agenda.

Due to time constraints, the council agreed that agenda items 3, 4, & 5 would be carried over to March 18. .

The meeting was adjourned at 12:05 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

March 18, 1992

Present: Ahrens, Dobson, Gamon, Hagemann, Jacobson, Karas, Mulford, Rogge, Shibles, Trainum, White, Payne (for Gaarde)

Absent: Dellmann

The meeting was called to order by Mulford. The minutes of the March 4 meeting were amended (with the addition of the two charts discussed by Bob Bergman) and approved.

Nominations for Graduate College Committees Karas and Dobson stated that additional names were needed for nominations to the PACE Awards Committee and the Graduate Council. One person was suggested as an addition to the PACE Awards Committee in the Physical Sciences area, and three faculty members from the Physical Sciences area were recommended to be invited to have their names placed on the Graduate Council ballot.

Graduate Student Letters of Intent Hagemann explained that the graduate student letters of intent should be rewritten so that they state more clearly who decides on setting the wage. The clause about using students' paychecks to pay debts also needs to be removed.

Dobson indicated that the last concern was an administrative issue and could be handled without any trouble. He further stated that he thought another student concern is whether the letters of intent are binding contracts. The Graduate College had considered them binding until last year's fund reversion problems. As a result, Dobson advised the DOGEs to write contracts that cover only the amount of money they presently have, and if more funds are allocated at a later time, they could provide increases. Of course, this is just a tactic for dealing with the problem and not a long-term solution.

After a discussion about student appointment length, validity of contracts when there is not adequate funding, and the differences between students on grant money and state money, Ahrens suggested adding a statement to the letter of intent that the offer be conditioned on the availability of funds and approval of the budget by the Board of Regents. Dobson did point out that every other letter of intent in the university has that clause in it, but generally the attitude has been that there is a budget line being approved, and graduate students are not on a budget line. It brings up the question of how to treat graduate students—as employees or as a separate class of employee. This statement may hurt recruitment. There is no good solution; the statement is right in its simplicity, but it probably will not reduce complaints.

During a discussion about the possibility of internal reallocation, Trainum suggested that if internal reallocation money becomes available, departments should consider holding the ceiling on incoming student wages and add the increases to present students' wages. The incoming students can receive what the market can bear. Dobson agreed with that idea.

Dobson will present results of the DOGEs survey about assistantship fixed salary policies at the April 1 meeting. Discussion will continue at that meeting.

Review of Alternate Thesis Format Policies and Procedures Karas indicated that there is a set of policies in the thesis manual on handling the alternate thesis, but since these policies are interpreted differently by the various units on campus, it may be time for a Council review of issues like number of theses, type of authorship, etc. Mulford said he would be interested in the views of the Thesis Office about their procedures and recommendations. Payne agreed to furnish the Council with information and recommendations in time for the next meeting of the Graduate Council on April 1. Mulford also suggested that there may be the possibility of a faculty survey on use of the alternate thesis option.

Mentoring Issue Karas pointed out that there is material in the handbook that discusses the expectations of major professors and committee members, and that those items need to be reviewed and possibly revised. Mulford suggested that the group spend time looking at the handbook material next time. Karas said he would have the material sent with the next agenda.

Other Business Trainum pointed out that Swan's activity grades issue from the last meeting had not been discussed. Rogge suggested that if the student's committee wants an activity course on the POS, then it should be on, and if they want it counted as a grade, it should be counted. Mulford noted that perhaps the Graduate Curriculum and Catalog Committee should actually consider those kinds of decisions.

The meeting adjourned at 12:30 p.m.



Carolyn Payne

(For Bonnie Gaarde, Secretary)

Graduate Council Minutes

April 1, 1992

Present: Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Rogge, Trainum

Absent: Ahrens, Dellmann, Mulford, Shibles, White

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

Gamon acted as chair in Mulford's absence.

Result of DOGEs Survey - Assistantship Fixed Salary Policies. Dobson presented results of the survey which included 55 graduate departments out of 75 departments/programs queried. Of the 55 respondents, 48 departments have a standardized policy for TAs. Of the approximately 800 TAs and 1400 RAs, 723 and 1206 respectively are reflected in that report. The absent council members will receive copies of the survey and discussion will continue at the next meeting.

The question was asked if there had been any further discussion on eliminating tuition for graduate students. Dobson indicated that there is planning being done on getting outside contracts to pay half tuition. This has to be done as a fringe benefit. MIT and Stanford both have been stymied because they were using direct pay. The federal government contends this is unacceptable. If the decision goes in favor of the government at MIT there will be a lot of pressure to look at the institutions who use the fringe benefit as an alternative. Dobson's objective is to put this in place as soon as possible.

Mentoring Issue & Responsibilities of Major Professor. Karas would like the Council to review the sections in the Graduate Faculty Handbook pertaining to the responsibilities of the major professor and the Program of Study Committee. The council discussed and offered suggestions:

Section 1. Responsibilities of the Major Professor

- e. modify to include *assist the student with professional placement.*

Section 2. Research and thesis-dissertation responsibilities

add: *Major professor should advise a student in selecting a manageable research project (pertains to financial and other resources).*

Incorporate checklist from the Thesis Office

Section 3. Relationship with the student. The major professor:

b. modify to include should be accessible *periodically*

Karas asked if there should be an equivalent section for responsibilities of students? Some problems that arise in the eyes of the major professor are students' unwillingness to communicate on a regular basis and timeliness in dissertation submission to the major professor. Karas would like the graduate student members of the council to expand on student responsibilities at the next meeting.

The council will expand on section 4) Resolution of major professor-student relationship problems.

Alternate Thesis Format Policies & Procedures. The Thesis Office will furnish the Council with information and recommendations in time for the April 15 meeting.


Bonnie Gaarde, Secretary

Graduate Council Minutes

April 15, 1992

Present: Ahrens, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Mulford, Shibles, Rogge, Trainum

Absent: Dellmann, White

Guest: Payne

The minutes of the March 18 meeting were approved as mailed. The April 1 meeting did not constitute a quorum and those minutes are recorded as historical footnotes.

Result of DOGEs Survey-Assistantship Fixed Salary Policies. Dobson summed up the results of this survey with the statement that there are standard policies in most departments. He would like to recommend to the DOGEs that all departments adopt a standardized policy. Ahrens moved that the council endorse this recommendation and Trainum seconded it. The council approved by a show of hands.

Mentoring Issue & Responsibilities of Major Professor. The graduate student members will report on student responsibilities at the next meeting.

Alternate Thesis Format Policies & Procedures. Payne reviewed the Alternate Thesis Format and asked for advice on clarity and purpose of the procedures. All references to an "alternate format" have been dropped because some students took it to mean that this activity is somehow different from a thesis.

Payne addressed the authorship on the alternate thesis format. After discussion, Shibles pointed out that it is expected that the student be the primary author of the papers, i.e, the person principally involved in the data collection, the data analysis or interpretation, and the writing of the papers. The council agreed that primary authorship should meet these expectations.


* or selection

The council also agreed that one paper does not satisfy the requirement for an alternate thesis format. The thesis should have a general introduction, possibly a review of literature, individual papers, and a conclusion. The final reference list should include literature that is not referenced in the papers.

All of these proposed changes will be made known to all students, major professors and departments.

Mulford thanked Payne for her efforts.

The meeting was adjourned at 12:10 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

May 6, 1992

Present: Ahrens, Cox, Dellmann, Dobson, Gaarde, ~~Gamon~~, Hagemann, Jacobson, Karas, Martin, Mulford, Shibles, Rogge, Trainum, Willson

Absent: Gamon, White

The minutes of the April 15 meeting were approved with a modification to the Alternate Thesis Format Policies & Procedures (paragraph 2, line 4) to insert **or selection following data collection** in regard to the authorship on the alternate thesis format. Carolyn Payne will be informed of this addition.

Introduction of New and Current Members. New and current members introduced themselves and indicated their affiliated departments. The new faculty members for 1992-94 are David Cox (Statistics), Peter Martin (Human Development & Family Studies), and Lee Anne Willson (Physics). ~~Kim Hagemann (Agronomy) and Matthew Trainum (Geological & Atmospheric Sciences)~~ will continue to serve on next year's council and Suna Bayrakal (Civil Engineering) will be the new graduate student member.

Astronomy

Business College Request to Drop Final Exam for MBA. Last fall the Graduate Faculty voted to eliminate the creative component requirement for the MBA and replace it with a capstone requirement. The College of Business was under the impression that the final examination requirement was also abolished. The language in the graduate catalog states that every student will have a final oral examination. The College of Business agreed that they would continue to hold final examinations for MBA students this spring. However, they are proposing that the Graduate College seek the approval of the Graduate Faculty to drop this requirement. The Graduate Curriculum Committee met with representatives from the College of Business and approved the proposal. The proposal is a docket item for the May 12 Graduate Faculty meeting. Dobson is opposed to the elimination of the final oral examination. He believes it is inappropriate to grant degrees to graduate students without giving a final review to insure they have the qualifications expected for that degree. The Council shared concerns with the discontinuance of the final oral examination. Shibles moved that the Council go on record as favoring the retention of the final oral examination. Jacobson seconded this motion and the council approved it unanimously.

Mentoring Issue & Responsibilities of Students. Trainum presented the council with recommended additions to the Graduate Faculty/Graduate Student Handbook pertaining to responsibilities of major professors and the

responsibilities of graduate students. The Council discussed these recommendations and made several suggestions.

The following to be added to Section 3 (Relationship with the student) as the second sentence under (d):

The major professor should discuss frankly with the student about the nature of the letters of recommendation (strengths/weaknesses of the student).

The following pertains to Section 2 (Relationship with major professor):

There should be a statement to reinforce the importance that students work with their major professor on the production of the thesis/dissertation and submit drafts for review in a timely fashion.

The Council generally approved of the recommended additions and Karas will confer with Trainum on the interpretation for inclusion in the Graduate Faculty/Graduate Student Handbook.

Annual Report. A draft of the annual report was distributed with the agenda. The Council discussed the report and made minor editorial changes. The revised report will be distributed at the May 12 Graduate Faculty meeting.

Election of Chair for 1992-93. Mulford asked for nominations for the Graduate Council chair position for 1992-93. Rogge nominated Julia Gamon. Jacobson seconded this nomination and Trainum moved that nominations cease. The Council approved unanimously by voice vote. Karas will contact Gamon to see if she will accept this nomination. **Note: He did so, and she has accepted.**

Mulford thanked everyone for their participation on the Council and Dobson, on behalf of the Graduate College, expressed appreciation for Mulford's guidance this past year.

The meeting was adjourned at 11:55 am.


Bonnie Gaarde, Secretary

1991-1992 ANNUAL REPORT OF THE GRADUATE COUNCIL

This has been a very active year for the Graduate Council which 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 considered both new policy matters and the revision of existing Graduate College policies.

The Graduate Council consists of six members elected from the graduate faculty, three members elected by the Graduate Student Senate, a non-voting 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 1991-1992, the voting members of the Graduate Council included Franklin A. Ahrens, Veterinary Phys. and Pharm.; Julia A. Gamon, Agricultural Educ. and Studies; Robert A. Jacobson, Chemistry; Charles L. Mulford, Sociology; Thomas R. Rogge, Aero. Eng. and Eng. Mechanics; and Richard M. Shibles, Agronomy. The Faculty Senate-Graduate Council liaison was H. Dieter Dellmann. Graduate student members included: Kim Hagemann, Agronomy; Matthew Trainum, Geological and Atmospheric Sciences; and Carter White, Chemistry. Ex officio members from the Graduate College included John M. Dobson, Bonnie Gaarde, and George G. 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. David F. Cox, Statistics; Lee Anne Willson, Physics and Astronomy; and Peter Martin, Human Development and Family Studies were elected to serve on the council for 1992-1994. The Graduate Student representatives will be Suna Bayrakal, Civil Engineering; Kim Hagemann, Agronomy; and Matthew Trainum, Geological & Atmospheric Sciences.

Issues Carried Over from 1990-1991:

1. Graduate Dean Evaluation Procedure. The 1990-1991 Council recommended that the 1991-1992 Council establish the evaluation criteria and the mechanism by which committee members will be selected to serve on a committee to evaluate the Graduate Dean every 5 years. The plan was completed December 9, 1991 and forwarded to the Faculty Senate with a copy provided to each of the Graduate Council members.

2. Term Associate Membership in Graduate Faculty. The 1990-1991 Council recommended that term Associate membership in the Graduate Faculty be granted

to individuals on visiting, temporary, or affiliate faculty appointments. The proposal was tabled at the May, 1992 Graduate Faculty meeting because of lack of background detail. This issue was discussed in Council meetings and the council recommended the proposed action at the December 17, 1991 meeting of the Graduate Faculty. The recommendation was approved by the Graduate Faculty at that meeting.

3. Recommendation that all Program of Study Committee be required to sign the final title page of a master's thesis and/or Ph.D. dissertation. The 1990-1991 Council recommended that all committee members should sign the title page to indicate that they had read and approved of the thesis and/or dissertation. This recommendation was defeated at the May, 1991 Graduate Faculty meeting. This recommendation was discussed by the Graduate Council and the Council decided not to reopen the issue.

4. Review and study of thesis standards, including the alternate format. Carolyn Payne and Denise Rothschild from the Thesis Office visited with the Council to discuss thesis standards and the alternate format. They reported that one persistent problem is that some students do not pick a style and follow it throughout the thesis. The Thesis Office continues to find that some theses at first deposit are in poor shape. Nearly 40 percent of all graduate students now use the alternate format when writing dissertations. Two issues related to the alternate format were discussed with the Council. First, what is the minimum number of papers that must be included? The Council recommended that the minimum number be two. Second, should it be permissible for students to include papers that are co-authored? The Council recommended that the graduate student must be the primary author of the papers, and that the graduate student must be the person principally involved in the data collection, data analysis, interpretation, and the writing of the papers.

5. Review persistence and graduation rates at ISU. The document Institutional Policies to Improve Doctoral Education was received from the Association of American Universities and Association of Graduate Schools during 1990. This report has received considerable attention. Among the concerns that were voiced in the report was the belief that many graduate students may be taking too long to complete degrees which has negative consequences for the students and the nation. The Council approached Betty Stanley and Robert Bergmann from the Office of Institutional Research and asked that data be provided for an analysis of persistence and graduation rates at ISU. Data were obtained for 940 students who enrolled at ISU as graduate students in the Fall of 1983. About 75 percent of those 940 have received a degree which compares well with national trends. There were no significant differences in rates of graduation by college, academic area, or gender at ISU. The mean time to obtain a MS degree was 2.6 years for males and 2.7 years for females, and the mean time to obtain a Ph.D. degree was 4.8 years for males and 4.3 years for females. These data reflect well on ISU. It was suggested by the Council that the Graduate College staff may wish to prepare an article featuring these results for a future issue of Research and Graduate Education (RAGE).

New Issues:

1. Review of the Thesis Office operations. The Thesis Office was reorganized in 1991. Since its reorganization, efforts have been taken to systematize the thesis checking process and to present seminars each term that explain procedures. A First Deposit Checklist has been prepared to assist graduate students and their major professors. It was reported that since the majority of students now use computers to prepare theses it will be necessary when revising the Thesis Manual to include more computer-related information. The thesis preparer list is being updated. It was requested that the Graduate Council cooperate with the Thesis Office when the Thesis Manual is revised in the same way that it cooperates when the Graduate Faculty Handbook and Graduate Student Handbook are reviewed and updated.

2. Request from the College of Business to eliminate the creative component requirement for the MBA. Tom Chacko from the College of Business visited with the Council and explained the rationale for the request to change the creative component requirement for the MBA degree. The Council approved the proposal. The proposal to eliminate the creative component requirement for the MBA degree was discussed and approved by the Graduate Faculty at the November 1, 1991 meeting.

3. Review of Graduate Student Handbook and Graduate Faculty Handbook. A subcommittee of Frank Ahrens and Carter White met with George Karas and Carolyn Payne to review revised drafts of the handbooks to determine that the handbooks were consistent with changes in policies and contained accurate factual information. The handbooks are being combined.

4. Approved changes in Graduate Student Grievances Committee. The Dean of Students and the Provost's office requested wording changes that will involve the Dean of the Graduate College in grievances related to grades and instruction. It has been recommended that graduate student representation be included on Grievance Committees. These committees will be appointed by the Graduate Dean and provide a report and recommendation to the Graduate Dean. The Council approved these grievance procedures Dec. 9, 1991.

5. Providing advice and counsel for Graduate Office. During the year Council members discussed current issues and questions with staff from the Graduate College. These included: departmental policies for TA/RA salaries, letters of intent for graduate student TA/RAs, proper recognition of 10,000th Ph.D. to graduate from ISU, and grades for activity courses.

6. Election of Chairperson for Council for 1992-1993. The Council elected Julia A. Gamon as Chairperson of the Council for 1992-1993.

Unresolved Issues for 1992-1993:

1. Mentoring of graduate students. The Graduate College is interested in knowing the extent to which graduate students think that the mentoring they receive is adequate. Graduate students with grievances sometimes come to the Graduate Office and talk with staff which constitutes one source of data. In addition, exit interviews are conducted with graduating students by Graduate College staff. In general, few students provide negative evaluations of their graduate school experience, but this does not mean that no problems exist. Students may feel reluctant to voice criticisms while they are still in the system. Expectations for major professors and graduate students are specified in the Handbooks, but are these expectations known to everyone? Is there agreement among faculty and students about these expectations? The Graduate Council in 1992-1993 may wish to conduct a survey, or sponsor a survey conducted on its behalf of mentoring at ISU. This survey would systematically determine the extent of problems and satisfaction with mentoring. The Graduate Student Senate may develop an ombudsmen mechanism for graduate students in 1992. Students who have questions or wish to discuss issues involving faculty or departmental procedures will be able to seek advice from such a person or committee.

**Graduate Council
1991-92**

Graduate Faculty

Charles L. Mulford (Chair) 1990-92	Sociology 202 East Hall	4-9897
Thomas R. Rogge 1990-92	Aero Eng & Eng Mechanics 3015 Black Engineering	4-2956
Richard M. Shibles 1990-92	Agronomy 1557 Agronomy	4-7232
Franklin A. Ahrens 1991-93	Veterinary Phys & Pharm 2052 Veterinary Medicine	4-6449
Julia A. Gamon 1991-93	Agricultural Education & Studies 217 Curtiss	4-0897
Robert A. Jacobson 1991-93	Chemistry 41A Spedding	4-1144

Graduate Students

Kim Hagemann 1991-92	Agronomy 1515 Agronomy	4-9721
Matthew Trainum 1991-92	Geological & Atmospheric Sciences 12 Science 1 253 Science I	4-9672
Carter White 1991-92	Chemistry A111 Gilman Hall	4-6999

Graduate College Representatives (ex officio)

John M. Dobson	VP for Research 211 Beardshear	4-6344
George G. Karas	Graduate College 207 Beardshear	4-1170
Bonnie Gaarde (Secretary)	Graduate College 207 Beardshear	4-1170

Faculty Senate Representative (ex officio)

H. Dieter Dellmann 1990-92	Veterinary Anatomy 2070 Veterinary Medicine	4-1014
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