

Graduate Council Minutes

September 22, 1992

Present: Ahrens, Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon, Jacobson, Karas, Martin, Trainum, Willson

Absent: Hagemann

Chair Gamon informed the Council that it is an advisory group to the Graduate Dean and makes recommendations that may be presented to the Graduate Faculty for its consideration and action.

New and current members introduced themselves indicating their affiliated departments and Graduate College involvement.

The minutes of the May 6 meeting were approved as corrected by deleting Gamon from those listed as present and recognizing Willson's department as Physics and Astronomy.

Academic Program Review. Karas reported the following background, current status and projection on academic program review. In 1990, the university adopted a plan of periodic academic program review which was presented to the Board of Regents. Details of this process were attached to the agenda for today's meeting. The Graduate Dean has notified the academic deans by memo of the departments within their college that are scheduled for review during 1992-93 and of the planned involvement by the Graduate College.

The university has eight interdepartmental programs (offerings administered by a committee of faculty) that are candidates for program review. Karas has met with each of the interdepartmental supervisory chairs and is scheduling subsequent meetings for indepth review of the format for the self study to be developed by the supervisory committees.

The Graduate Dean has not yet decided what role the Graduate Council will play in these reviews.

Size and Composition of Graduate Programs. Dobson reported that the Dean is concerned about the lack of doctoral program growth. Dobson distributed historical graphs that show this phenomenon. ISU has not had a steady progress in the doctorates in the Biological Sciences, Physical Sciences and Engineering. The doctoral production is not keeping up with the student enrollment growth. Why is it that ISU is having a much greater emphasis of MS degree production and a relative decline in PhD production? ISU has approximately 66 programs; 14 of which award MS degrees only. The Dean is interested in Council comments.

Council comments (summarized):

Some programs are MS only. Some PhD programs offer an MS on the way to the doctorate. Others award an MS to students unsuccessful in pursuing the PhD.

Students with an MS degree were able to get degree related employment immediately, particularly in the late 70's and early 80's.

It might be beneficial to compare ISU with the national trend.

There is no formal designation of an MS or PhD program until the graduate student files a Program of Study.

How many students should be in a program to make it a viable MS or PhD program?

Successful employment in some areas only requires an MS.

Academic employment prospects with a PhD may not be as attractive as they once were.

As an additional insight, during the 60's, 30% of Phi Beta Kappa individuals were planning to pursue an academic career; during the late 80's, 3% were doing so.

Dobson will furnish follow-up data on enrollment for the next meeting.

Status of Tuition Scholarship Plan. Dobson reported on a plan to charge outside contracts and grants for the full tuition cost of graduate assistants. ISU currently has \$3 million in the general fund scholarship account that pays for half of the tuition of graduate students on appointment. If ISU could collect \$6 million it theoretically could cover the full tuition of all graduate students on appointment. More than half of the individuals on assistantship are paid either by the Experiment Station or off-campus contracts and grants. This proposal is now being reviewed by the Provost.

Recognizing Committee Members Contributions to Theses & Dissertations.

This item will be carried over to the next council meeting scheduled for October 13 @ 3:10 pm in 210 Beardshear.

The meeting was adjourned at 4:40 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

October 27, 1992

Present: Ahrens, Bayrakal, Cox, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Martin,

Absent: Dellmann, Trainum, Willson

The minutes of the September 22 meeting were approved as written.

Recognizing Committee Members Contributions to Theses & Dissertations.

The 1990-91 Graduate 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 item was discussed by the 1991-92 Council and they decided not to reopen the issue. A letter recently received by the Dean raised the issue again. After a brief discussion, Cox moved that the 1992-93 Council go on record as favoring the 1991-92 Council's decision not to reopen this issue. They noted that an option is available for all committee members to sign the title page. Ahrens seconded this motion and the Council approved unanimously.

Size and Composition of Graduate Programs. Dobson distributed additional graphs (Graduate Student Enrollment, Graduate Degrees Awarded, Degrees Awarded/Graduate Student Enrolled, Master's Degrees/Graduate Students Enrolled, 'from 1960-1992' and ISU Doctorates Awarded by Decade). There is a large number of Non-Thesis Masters enrolled and awarded. The Graduate College may be seeing several departmental requests for a Master's degree program without a thesis using a capstone requirement. There is a gradual graduate student enrollment increase without a comparable increase of degrees awarded. This may be a reflection of an increase of nondegree seeking student enrollment. Doctorates awarded by decade shows a definite decline. Swan has been concerned as to how many degree seeking students are enrolled. The Council discussed the data reflected in the graphs. Cox noted that increased graduate student enrollment has not resulted in a corresponding increase in graduate faculty numbers.

Enrollment Projections. Karas distributed the Ten-Year Enrollment Projections as provided by the Registrar's Office, which was submitted to the Board of Regents Office in October. The Graduate College provides the numbers for the graduate enrollment projections. The projected increase in numbers is approximately 2% each year.

Clarifying the Status of Various Members on Program of Study Committees.

A proposal on the "inside" outside person on the PhD. Program of Study

Committees from Ken Kruempel, Chair, Graduate Curriculum and Catalog Committee will be carried over to the November 10 council meeting.

The meeting was adjourned at 4:00 pm.

Bonnie Gaarde
Bonnie Gaarde, Secretary

Graduate Council Minutes

November 10, 1992

Present: Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Trainum, Willson

Absent: Ahrens, Martin

The minutes of the October 27 meeting were approved as written.

Clarifying the Status of Various Members on Program of Study Committees.

A proposal on the "inside" outside person on the PhD Program of Study Committees from Ken Kruempel, Chair, Graduate Curriculum and Catalog Committee was distributed to the Council. Kruempel proposed a wording change in the *Graduate Handbook* and *Graduate Catalog* to clarify the interpretation of who is "inside" and who is "outside". The Council discussed this issue and it was the consensus of the Council that the present wording on the makeup of the doctoral POS committee is as clear as possible, given that majors, areas of specialization, and research emphases are continually changing, sometimes moving across departments and colleges. Gamon will draft a response to Kruempel for Council approval.

Graduate College Handbook. The Graduate Council is responsible for the revision and updating of the *Graduate College Handbook*; to keep it in accord with policy changes approved by the Graduate Faculty and changes in Graduate College administrative procedures. Suggestions for changes in the *Graduate College Handbook* are solicited from the Graduate Student Senate, DOGEs, Council members, administrative offices, and faculty members. As in past years two members of the Graduate Council (one faculty member and one student) are needed to work with Graduate College staff on reviewing the recommended changes received and making appropriate changes in the handbook (4 meetings - 2 hours each during March).

The November 24 Council meeting is **cancelled**; the last meeting of the semester will be December 8 @ 3:10 pm in 211 Beardshear.

The meeting was adjourned at 4:10 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

December 8, 1992

Present: Ahrens, Martin, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Trainum

Absent: Bayrakal, Willson

Guest: Swan

The minutes of the November 10 meeting were approved as written.

Graduate College Handbook. Willson and Trainum will work with Graduate College staff on reviewing and updating the *Graduate College Handbook* during March.

Clarifying the Status of Various Members on Program of Study Committees.

It was the consensus of the Council that the present wording on the makeup of the doctoral POS committee is as clear as possible, given that majors, areas of specialization, and research emphases are continually changing, sometimes moving across departments and colleges. Gamon had prepared a response to Kruempel which the Council approved. Copy of letter sent is attached.

Admission to Doctoral Study. Karas reported that the question has been raised as to whether there should be a formal admission procedure to the PhD program. At the present time, when a student is admitted to do graduate work toward a degree program that admission is to a particular department or program. If the MS degree is earned and if the department is in agreement, the candidate may continue for a PhD. There is no readmission requirement. Within the individual programs there may be a requirement for a program of study committee, a graduate admission committee or a doctoral study committee to evaluate whether that student can go on for a PhD. Within any of the graduate programs offering the PhD, the department may admit individuals who have the MS degree from another institution. In those instances, the student must go through the regular admission procedure. On occasion, the department may not communicate to a student all that is involved in going for the MS or PhD. In other instances, a department may have some hesitations about what the prerogatives are. There can be some friction if a student thinks that he/she is qualified to go on for a PhD and the department does not.

Council members shared how their departments handle the transition from MS and acceptance into a PhD program:

Some departments offer a terminal MS degree.

After the MS degree, the department chair asks the MS Program of Study committee to fill out a form as to whether they feel this person should go on for a PhD. The department informs the student as to acceptance as a doctoral candidate after the MS has been granted.

The requirements are different for doctoral versus Masters' students. There is a separate procedure in some departments whereby there is a formal application to a doctoral committee after the granting of an MS degree.

Some departments do not have strict guidelines.

Following discussion, Gamon noted that there are two problems:

Students who question the departmental decision.

Not being able to identify the numbers of graduate students who are strictly MS candidates separately from the PhD candidates.

Suggestions to remedy this might be a formal readmission requirement for the doctoral program. There could also be an additional check on the application form to identify the student as a MS or PhD candidate.

The Council suggested that the Graduate College, periodically, request lists of students from departments reflecting degree objective.

Other Business. There is student concern which involves the Graduation Approval Slip (OK slip) and the number of signatures needed to complete the requirements. Swan indicated the reason that all signatures are needed is that each graduating student receives an official diploma at commencement. Karas reported that there is a Total Quality Management (TQM) committee reviewing the entire graduation approval process with an attempt to make it more user friendly. Lori Meyer is the Graduate College representative on that committee.

The meeting was adjourned at 4:00 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes
February 2, 1993

Present: Ahrens, Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Martin, Trainum, Willson

The minutes of the December 8 meeting were approved as written.

Length of Graduate Oral Examinations. Gamon asked Cox to present an overview of his memo regarding the objectives of the final oral examination. Cox expressed concern over the length of time of the exam, a lack of clearly defined objectives, line by line thesis proofing during the exam, committee members interjecting and discussing their own research experiences, as well as undue stress to candidate. Cox asked other Council members how their departments conducted oral examinations. Council comments varied as follows:

Traditionally, exams are scheduled from 10 am - 12 noon (limiting the time to 2 hours). The chair conducts a structured oral exam and places time limitations on responses.

Six member committees with thirty minute turns typical in some departments. Is a six member committee really needed?

In certain areas a written exam is conducted; when passed a particular topic is chosen by the candidate for the final oral and questions are confined to that topic. It is very rare for an exam to go over two hours.

Council members expressed surprise at ISU's tradition of lengthy oral exams. At some universities the exam is more a concise group discussion of the thesis project.

One of the reasons for the prelim oral might be to reduce the time used in a PhD final oral to question the candidate about general knowledge of the field.

Some faculty replicate the oral examination experiences of their graduate school days.

Student experience:

Three hour exam with 35-40 minute presentation by candidate was conducted. The chair directed the exam, limiting questions and not allowing those that have been answered in the thesis.

Karas noted that he has been asked by faculty whether the final oral of a student who has written a creative component has to be a defense of the written product or if the examination can range more broadly.

It may be important for the Council to develop standards for oral examinations. Willson and Trainum will develop something for Council consideration.

Dobson made reference to the 91-92 Council review of the responsibilities of the major professor and Program of Study Committee. Any Graduate College statement about standards for oral examination might be an expansion of that issue.

Composition of Program of Study Committee. Should the size of the POS Committee be limited? Discussion of this issue will be continued at the February 16 meeting.

Other Business. Willson raised the question of bringing in individuals from outside the university to serve on POS committees. She will prepare a position paper for the Council's review.

Dobson reported two issues that Dean Swan would like to have the Council consider, both related to the way in which the Graduate Faculty is organized and conducts its business:

1. The Graduate Faculty is divided into three membership categories---full, associate, and term associate. Associate membership is automatic for newly appointed, tenure track, collaborator, and adjunct faculty. The Graduate Faculty Membership Committee reviews nominations for full and term associate membership. Should the way in which the Graduate Faculty is organized be considered for change?

National surveys conducted by the University of Florida and Northern Illinois University on the way graduate faculties are organized will be distributed to Council members.

2. Once a semester the Graduate Faculty meets to conduct its business as a legislative body of the whole. Attendance is usually poor and votes on such things as new programs, degree requirements, curriculum changes, program terminations, etc. rarely reflect all disciplinary areas of the faculty. Should a representative body be organized to conduct the business of the Graduate Faculty? Could that body be an enlarged version of the Graduate Council which is given legislative responsibilities as well as advisory one? How do our peer institutions deal with this matter?

The meeting was adjourned at 4:30 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes
February 16, 1993

Present: Ahrens, Bayrakal, Cox, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Trainum,

Absent: Dellmann, Martin, Willson

The minutes of the February 2 meeting were approved as written.

Nominations for Graduate Council and Graduate College Committees.

Copies of Graduate Council and Graduate College committee nomination forms were distributed to the Council. After some discussion, the Council agreed that this was a routine activity. Jacobson moved that these forms be sent to the graduate faculty. Trainum seconded this motion and the Council approved by voice vote.

Organization of Graduate Faculty. The appointment system of the graduate faculty varies among universities. Some appoint all graduate faculty at one level, others appoint at two or three different levels with different criteria and responsibilities. At ISU associate membership is now granted if a faculty member meets the criteria set forth in the *Graduate College Handbook*. Membership nominations for full membership are submitted to the Graduate Faculty Membership Committee. Subcommittees of that group review the credentials of nominees from the disciplinary areas assigned to them and recommend actions voted upon by the full committee. They are then submitted to the Graduate Dean for approval by the Graduate Cabinet and the Graduate Faculty at its end-of-the-semester meeting. Jane Farrell-Beck, chair, Graduate Faculty Membership Committee will be invited to attend the next Council meeting to give a presentation on committee activity.

Karas will contact the appropriate officials at the University of Iowa to determine how they organize their graduate faculty.

Fulfilling Graduate Faculty Policy Making Responsibilities. The Council discussed the structure of the Graduate Faculty meetings. Information about matters of policy must be circulated before the Graduate Faculty meeting where they are to be discussed. Major issues have been decided by mail ballot and not done at the semester Graduate Faculty meetings. One idea is to continue the Graduate Council as an advisory group, handling routine issues, leaving in place the mail ballot to handle decisions. The conferral of advanced degrees is approved each semester by the Graduate Faculty. This could possibly be accomplished through the Faculty Senate. Other agenda items that the Graduate Faculty monitors are: approval of the Graduate Faculty Membership Committee recommendations for full membership in the Graduate Faculty, Graduate Curriculum & Catalog Committee and

Graduate Council reports. Karas will visit with the University of Iowa Graduate College administration about how they handle policy matters.

Length of Graduate Oral Examinations and Composition of Program of Study Committee. Items 2 & 3 on the agenda were discussed at length at the previous meeting.

Other business. Karas shared an item with the Council featured in the *Council of Graduate Schools Communicator* January/February 1993 issue. He responded to CGS for the Graduate College regarding the size of Ph.D. advisory committees at ISU, how many must be from the department, outside of the department, outside the university, and if this requirement changed recently. He included in his response that the ISU Graduate Council is discussing this issue and would appreciate receiving a summary of the results.

The March 2 Council meeting is cancelled; the next meeting will be March 16.

The meeting was adjourned at 4:35 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes
March 16, 1993

Present: Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Martin, Trainum

Absent: Ahrens, Willson

The minutes of the February 16 meeting were approved as written.

Nominations for Graduate Council and Graduate College Committees. The Council discussed the Graduate College committee nominations received from faculty members and made several additional suggestions for the 1993-94 committees. The Council will forward the names to Patricia Swan as suggestions for filling the vacancies on these committees.

Graduate Faculty Membership. Due to an emergency, Jane Farrell-Beck was not able to attend the meeting. She will be invited to give her presentation at the April 6 meeting.

Organization of Graduate Faculty. Council members were given copies of excerpts from the University of Iowa *Manual of Rules and Regulations of the Graduate College* regarding membership and procedures of the Graduate Faculty and the Graduate Council. Council members discussed the similarities and differences between university policies. One major difference at the University of Iowa is that the graduate faculty consists of **all** members of the college faculties. Council members are interested in how faculty responsible for graduate programs is organized at the other land grant universities, operating rules and policies of the Graduate Council, and whether or not they have a separately organized Graduate Faculty. Karas will make these contacts. Cox made a motion to determine if the administration would be in support of **all** tenure track faculty being designated as members of the graduate faculty. Trainum seconded this motion and council approved unanimously. Karas will make this question known to Dean Swan and report at the next meeting. Council members also would like to know what percent of the faculty are not members of the graduate faculty. Graduate College staff will make the calculation.

Other business. Hageman raised a concern about the effectiveness of the testing procedures used for the Graduate English requirement. This will be an agenda item at the next meeting.

The meeting was adjourned at 4:30 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes
April 6, 1993

Present: Ahrens, Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Martin, Trainum, Willson

The minutes of the March 16 meeting were approved as written.

Graduate Faculty Membership. Jane Farrell-Beck distributed a report prepared by the Graduate Faculty Membership committee summarizing the '92 deliberation and included possibilities prepared by Farrell-Beck (a summation of thoughts about the present graduate faculty membership system).

Last spring the committee was charged with discussing the idea of having admission to Full Membership in the Graduate Faculty accompany the awarding of tenure and the rank of associate professor. The committee voted overwhelmingly not to approve that action. The reasons for maintaining the current system were:

1. to preserve consistency in general expectations for a full member across departments and colleges
2. to allow for the possibility that tenure might be appropriately awarded before or after full membership
3. to accommodate those university members who are valuable contributors to teaching and extension functions, but who do not normally have occasion to supervise doctoral research. This may affect entire departments that do not offer doctoral degrees and may not even have graduate programs
4. to offer external review, which may be more objective than that conducted internal to a department or college

The Committee has from time to time considered whether that system should be dissolved. Listed below are possibilities:

1. keep the present system, with two tiers and university review
2. make authorization to direct doctoral study automatic with employment (no tier)
3. modify current system to have one level, not granted automatically but with a lesser expectation for published papers, grants, etc.

The majority of the committee believe there needs to be some process apart from promotion and tenure processes whereby someone presents credentials demonstrating readiness to be a director of doctoral studies.

There is a small percentage of candidates denied graduate faculty membership and the majority are delayed because the candidate does not meet all of the experience requirements.

Karas reported Swan's reaction to whether or not she would be supportive of all tenure track faculty being designated as members of the graduate faculty or prefer the continuation of the two-tiered system. She is not reluctant to consider this change but any proposal to her should be in the form of a study with accompanying data and discussion of the potential the effect the change would have.

As per request of the council, Karas presented faculty figures taken from the '93-95 General and Graduate Catalogs:

Total Faculty	2079 (includes emeritus)
Graduate Faculty	1592 (includes emeritus)
Non Graduate Faculty	487 (23%)

Council members will decide at the next meeting if they will go forward with a proposal to recommend to Dean Swan changes in the graduate faculty membership system.

Gamon thanked Farrell-Beck for her informative presentation.

Graduate English Requirement. At the last meeting Hagemann raised a concern about the effectiveness of the testing procedures used for the Graduate English requirement and asked for more information about its purpose and validity.

In response, Karas provided handouts to describe the process. All graduate students entering Iowa State must meet a Graduate College English requirement. There is a statement regarding the English requirement in the admission letter. The Graduate College distributes announcements of the examination to all departments and programs. The purpose of the objective test is to screen out individuals who would pass the writing exam. Performance on the objective test determines if a student must take a writing proficiency test. Thus, fewer students must take this longer test. The ratings of this exam are PASS (clear pass and no writing proficiency requirement), WEAK PASS (no writing requirement but urged to contact the English Examiner to pinpoint weak areas in English), and NOT PASS (required to take the writing proficiency test). Those students who do not pass the writing proficiency test must work with the Graduate English Examiner in order to satisfy the requirement. In no case does a student retake an examination.

Dr. Virginia Allen will be the new English Examiner effective June 1993. Her scholarly interest area is professional writing and she was highly recommended by

the English department to hold this position. The Graduate College will work with her to determine if this particular testing procedure is one that will continue or if there will be some changes. The Graduate College feels that anyone having writing problems should have the benefit of assistance from the English department in conjunction with departmental efforts to assist the student.

The English Testing Committee works with the Graduate English Examiner and the Graduate College and because of the nature of the testing requirement the committee is composed of three faculty members whose research areas include testing. These are all people whose responsibility is to guide the efforts of the Graduate English Examiner on evaluation of data from the test. This committee could expand to include a graduate student representative and do a better job in communicating to departments and students on the rationale behind the exams.

Council members commented that WEAK PASS is a negative label and students receiving this rating might be looked down upon. Could letter or numerical grades be used? Should a different (e.g. qualified pass) be used? This item will be continued at the April 20 meeting.

The meeting was adjourned at 4:50 pm.



Bonnie Gaarde, Secretary

Graduate Council Minutes
April 20, 1993

Present: Ahrens, Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon,
Hagemann, Jacobson, Karas, Martin, Trainum

Absent: Willson

The minutes of the April 6 meeting were approved as written.

Announcement of '93-95 Council Members. Gamon announced the results of the Graduate Council election. Edward J. Kannel (Civil & Construction Engineering) will represent the Physical and Mathematical Sciences & Engineering Division, Dominick Pellegrino (Professional Studies) will represent the Social Sciences, Education & Humanities Division, and Susan Long Carpenter (Microbiology, Immunology & Preventive Medicine) will represent the Biological and Agricultural Sciences Division. They have been invited to attend the May 4 meeting.

Graduate Council. Council continued discussion on the option of expanding the role from advisory to include legislative responsibilities. The reorganization could allow for increased membership by dividing the three multi divisions into individual divisions for overall representation. After discussion, Trainum moved that the 1993-94 Council continue the study and develop a proposal to address departmental representation, graduate student role, size, legislative duties, and rationale for taking the place of the general Graduate Faculty meetings. Ahrens seconded this motion and the Council approved by voice vote.

Graduate Faculty Membership. Council continued review of the two-tiered Graduate Faculty system. There was student concern about the review criteria not being appropriate if the only reason for the nomination procedure is approval to advise graduate students. It was suggested that a survey of DEOs be conducted requesting input on how the system is working in their departments to aid the Council in justifying the two-tier nomination procedure or to support its abolishment. No action was taken on this suggestion. Gamon then asked that Council members continue to question respective graduate faculty about their thoughts on the Graduate Faculty Membership system and report back at the next meeting.

Graduate English Requirement. Karas reported on his meeting with Virginia Allen, Graduate English Examiner (effective June 1993). She would like to review the Graduate English Examination over the next year and then consider whether there should be any changes proposed. She does plan to revamp services available to students with more systematic follow-up. Council members suggested making technical capabilities (computer programs with grammar checks, etc.) readily available to students. Some Council members, thinking the examination does not serve a useful purpose, expressed concern about continuance of the English

Examination. A partial solution might be for major professors to routinely require a paper or request the student to enroll in a technical writing course if deemed necessary. Karas mentioned that the labeling (WEAK/PASS) would be easy to revise and indicated that the people at GRE are looking into a sample writing exam as part of the overall entrance examination. Discussion will continue at the next meeting.

The meeting was adjourned at 4:40 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

May 4, 1993

Present: Ahrens, Bayrakal, Cox, Dellmann, Dobson, Gaarde, Gamon, Hagemann, Jacobson, Karas, Martin, Pellegreno, Trainum

Absent: Willson

The minutes of the April 20 meeting were approved as written.

Introduction of Council Members. Gamon welcomed Dominick Pellegreno to the Council for the 1993-95 term. Ed Kannel and Susan Carpenter were not available to attend this meeting.

Annual Report. A draft of the annual report was distributed with the agenda. Council discussed the report and made several additions and minor editorial changes. The revised report will be forwarded to Dean Swan and Gamon will summarize it at the May 10 Graduate Faculty meeting. It will also be published in the next issue of Research and Graduate Education.

Graduate Faculty Membership. The Council discussed the Graduate Faculty Membership system and recommended that next year's Council should study the two-tiered Graduate Faculty Membership system with recommendations for change accompanied by data regarding possible impact.

Election of Chair for 1993-94. Gamon asked for nominations to fill the Graduate Council chair position for 1993-94. Peter Martin nominated David Cox and Frank Ahrens seconded this motion. Robert Jacobson moved that nominations cease. Cox accepted the nomination which was approved unanimously by voice vote.

Gamon thanked the Council for the time and effort each member contributed this year.

The meeting was adjourned at 4:15 pm.



Bonnie Gaarde, Secretary

**1992-1993 Annual Report of the Graduate Council
Iowa State University**

Purpose of the Council:

The activities of the Graduate Council during the 1992-1993 year were in accordance with its purpose: to provide a mechanism for interaction among Graduate College administration, faculty and graduate students on new policies and revision of existing policies.

Recommendations:

1. Next year's council should study the following and develop a proposal to include:
 - a. An expanded role for the Graduate Council, serving to take the place of the general graduate faculty meetings.
 - b. Legislative duties of the expanded Graduate Council.
 1. Approving new programs (possible mail balloting by faculty)
 2. Program reviews
 3. Program structure
 - c. Composition of Graduate Council
 1. Size (double present size?)
 2. Representation (8 areas?)
 3. Graduate student numbers & role (3 voting members?)
2. The Graduate College and English Examiner should communicate more clearly to departments and students the rationale behind the Graduate English Examination.
3. The Graduate College should invite the Graduate Student Senate to nominate a graduate student representative on the English Testing Committee.
4. The issue of mandating that all committee members sign the title page of the thesis/dissertation should not be reopened. The option is available for all committee members to sign the title page.
5. Next year's Council should study the present two-tiered Graduate Faculty Membership system. Any recommendations for change should be accompanied by data regarding possible impact.

(over)

Discussion: The Council discussed the following items:

- 1. Review and study of the Graduate English Examination.** The committee heard the concerns of graduate students about the "weak pass" ratings and the concerns of faculty about the poor English skills of graduate students. There are no uniform expectations for those with a "weak pass." Karas provided an explanation of the exam. Its purpose is to screen out those who would have no difficulty passing the written test; therefore, the pass score varies from year to year. Those students who do not pass the writing proficiency test must work with the Graduate English Examiner in order to satisfy the requirement. In no case does a student retake the objective exam. The English Testing Committee is composed of three faculty members whose research areas include testing. Dr. Virginia Allen has been hired as the new Graduate English Examiner and would like to use existing procedures for a year before suggesting changes.
- 2. A possible change in the two-tiered Graduate Faculty membership structure.** Dr. Jane Farrell-Beck, chair of the Graduate Faculty Membership Committee, presented a summation of thoughts supporting the present system to the Council. She stated that a small percentage of candidates are denied full membership, mainly because they do not meet the experience requirements. The present system provides an external review. Questions were raised about whether the current system is needed, is consistent with policies in other prestigious universities, and whether it actually helps promote the best interests of graduate students. At the request of the Council, Karas presented faculty figures from the 93-95 general catalog, which are a total faculty of 2079 and a nongraduate faculty of 487 (23%). Dean Swan has asked for any proposal for change to be in the form of a study with accompanying data and discussion of the potential impact of the change.
- 3. Review of the size and composition of the graduate student body.** The Graduate Council reviewed the historical trends supplied by Dobson and discussed the implications. Consensus was that present student numbers should not be increased without an increase in the number of graduate faculty members.
- 4. Graduate oral examinations.** The Council had concerns about the length of exams (Is more than two hours necessary?), lack of clearly defined objectives, line-by-line proofing during the exam, rambling by committee members, and undue stress to candidates.
- 5. Composition of doctoral POS committees.** The Council discussed reducing the required number of committee members from five to four. They also discussed allowing faculty from other universities to serve as a regular

member of doctoral committees, citing advantages, both in employment opportunities for the candidate and in advancing prestige of the department.

6. **"Outside" members of POS committees.** The consensus of the Council's discussion was that the present wording about the makeup of the doctoral POS committee is clear, given that majors, areas of specialization and research emphases are continually changing and evolving. The *Graduate College Handbook* clearly states that one faculty member must be outside the department.

7. **Admission to doctoral study.** It is difficult for the Graduate College to keep track of student status before they submit committee forms and to know whether they are proceeding toward a masters or a doctoral degree and who is their advisor. The Council suggested that the Graduate College, periodically, request lists of students' degree objectives from departments.

8. **Graduation approval signatures (OK slip).** Students raised the concern that the procedure is time-consuming. Karas reported that a committee is reviewing the entire graduation approval process with an attempt to make it more user-friendly.

9. **Signing the title page.** The Council decided against recommending that all committee members sign the title pages of theses and dissertations.

Annual Duties:

Nominations to Graduate College Committees. The Council made recommendations for faculty members to fill vacancies on the Graduate Council, the Graduate Faculty Membership Committee, and the Pace Awards Committee.

The following faculty have been elected to serve on the 1993-95 Graduate Council: Edward J. Kannel (Civil and Construction Engineering), Dominick Pellegreno (Professional Studies) and Susan Long Carpenter (Micro, Immunology and Preventive Medicine).