

Graduate Council Minutes

September 21, 1993

Present: Cox, Carpenter, Dobson, Gaarde, Gimmel, Hinz, Kannel, Karas, Martin, Pellegrino, Willson, Zang

Absent: Dellmann

Introduction of Council Members. New and returning council members introduced themselves, indicating their affiliated departments and Graduate College involvement.

The minutes of the May 4 meeting were approved as written.

Qualifications for Membership in the Graduate Faculty. Iowa State currently has a two-tiered system with faculty being admitted to full or associate membership. This subject was discussed during council meetings last year and it was suggested that a change in the two-tiered graduate faculty membership structure might be appropriate. A letter was sent out to the peer eleven institutions asking for characteristics of their graduate faculty membership, and graduate school advisory and policy-making committees. Cox distributed a summary of these responses, and a copy of the regulations and qualification for graduate faculty membership at the University of Iowa.

Discussion followed with comments from council members:

New faculty have their PhD's and are qualified to direct graduate programs. It is embarrassing to inform them that they are not yet members of the graduate faculty.

The two-tiered system doesn't appear to serve much purpose, destroys the sense of community among the faculty, and does not benefit the quality of graduate work.

Some feel their departments would not hire anyone who was not qualified to direct graduate students.

Student concern is that there be a safe-guard to protect the new graduate student assigned to a new faculty member who has limited or no experience directing students. A safe-guard to avoid counter-

productive or destructive advice to jeopardize further advancement as a professional might be a mentoring system.

The two-tiered system limits graduate student selection options. Associate members of the graduate faculty may serve on graduate student committees, chair an MS committee, but may only co-chair a PhD committee.

Following discussion, Pellegreno made a motion that the Graduate Council recommend that the administration ask the Graduate Faculty to vote on the question to eliminate the distinction between associate and full membership on the Graduate Faculty. Hinz seconded this motion and the council approved unanimously by a show of hands. If approved, the graduate faculty then would consist of all tenure-track, collaborator, and adjunct members of the faculty with the ranks of assistant, associate, or full professor. Temporary, visiting, and affiliate members of the faculty would be nominated for a specified term of membership as they are now.

Cox charged Council representatives to present this action to their department heads and request an informal presentation of the same at respective college cabinet meetings before the next council meeting. Representatives are also to urge department heads to discuss this issue with their faculty in preparation for a graduate faculty ballot.

The meeting was adjourned at 3:20 pm.

The next council meeting is scheduled for **October 5** in **312 Beardshear**.


Bonnie Gaarde, Secretary

Graduate Council Minutes

October 5, 1993

Present: Cox, Carpenter, Dellmann, Gaarde, Gimmel, Hinz, Kannel, Karas, Martin, Pellegreno, Willson, Zang

Absent: Dobson

The minutes of the September 21 meeting were approved as written.

Graduate College Handbook. Each year two members of the council (one faculty and one student), along with George Karas and Carolyn Payne review the Graduate College Handbook. Suggestions for changes are solicited from administrators, DOGEs, council members, and other faculty members, and incorporated in the current handbook. Cox volunteered to assist in this review and indicated Zang would also assist in this effort during the spring semester.

Qualifications for Membership in the Graduate Faculty. Cox asked council if they had had an opportunity to present to their respective college cabinets the council's motion on the elimination of the distinction between Full and Associate membership in the Graduate Faculty.

Carpenter reported that the College of Veterinary Medicine had concerns unique to Vet Med because of the professional DVM degree as opposed to a PhD and how those individuals would be ranked. Appointment could be made on a term basis to allow training of MS students and committee assignment. Another question was whether the qualification for membership be that which is currently required for full membership or those required for associate membership. The Vet Med cabinet felt this could all be worked out. The college does not wish to have DVM faculty accorded the privileges of full membership but they do want them to be members of the graduate faculty and major professors for MS students. They do not want them to train PhD students.

Martin gave a presentation to Family and Consumer Sciences and the reaction was positive to council's motion. Two concerns pertained to grandfathering of associate members not being automatic and the other is how to classify extension faculty.

Kannel, Willson and Pellegreno are scheduled to present this motion to their respective colleges in the immediate future.

The council discussed various other aspects of this change:

What happens to the structure requirement of a committee? Karas's interpretation is that this requirement would not apply because there would be no distinction between associate and full.

A concern pertaining to committee assignment is limiting the number of graduate students that faculty members advise. The DEO is relied upon to limit the number of major professor assignments but this is erratic at best.

Cox will prepare a draft statement on behalf of the council supporting the need for the change to eliminate the distinction between Full and Associate membership

Policies on Graduate College Support for Travel. This item came up because of a policy change on the Professional Advancement Grant (PAG) and questioning why the change was made. Karas gave background on the budgetary issue in that since the block budgeting was in effect, the funding was reduced for the graduate faculty PAG rather than the graduate student portion. The money that is available for graduate faculty is for travel and not research. The grant is for up to \$150 every other fiscal year for travel to a professional meeting to make a formal presentation of results of research performed at ISU.

Council concern was that funds were not available for young staff new at ISU who started work at other universities. If this is indeed a professional advancement grant it should be made available to individuals who started work at other universities.


After discussion, council suggested deletion of 'for research done at ISU' and substitute requirement therein 'recipient must agree to list ISU as primary affiliation'. The other change recommended would be to give more support to new and junior faculty and less to senior faculty rather than every other year for everyone.

Council members would like to see policy changes such as this made known to DOGEs as they are implemented. Dobson will be asked to talk on this subject at the next meeting.

Other Business. Pellegrino suggested that a council itinerary be established for the year with suggestions from the council and opportunities for input. This will be an agenda item at the next meeting.

The meeting was adjourned at 2:50 pm .

The next council meeting is scheduled for **October 19, 290 Carver.**


Bonnie Gaarde, Secretary

Graduate Council Minutes

October 19, 1993

Present: Cox, Carpenter, Dellmann, Dobson, Gaarde, Gimmel, Hinz, Kannel, Martin, Pellegrino, Zang

Absent: Karas, Willson

The minutes of the October 5 meeting were approved as written.

Time Table for Vote on Two-tiered Membership. Pellegrino presented the graduate council motion regarding Full and Associate membership in the Graduate Faculty to the DEOs in the College of Education. The dean and department heads are in favor of this transition. The rationale for keeping the two-tiered system is that it maintains faculty quality. Having a systematic review would still be important with either system.

Kannel also visited with the DEOs in the College of Engineering who are supportive of and anxious for this transition to go forward for vote.

Cox reported that the DEO council discussed this issue and are also supportive of it.

Council members discussed the steps to be taken to bring this issue to vote. Cox will draft a memo to the graduate faculty outlining the rationale for the change from a two-tiered graduate faculty to a single system of membership. This will be sent to the council for their review prior to the next meeting. After discussion, possible modification and finalization, this memo will be sent to the graduate faculty along with a notice of a date of an open forum meeting. At this forum, Cox, on behalf of the council, will bring this issue to the floor as a recommendation. Approval will be sought with a mail ballot to all graduate faculty.

Policies on Graduate College Support for Travel. Dobson presented policy change background on the Professional Advancement Grant (PAG). Central budget was decreased from \$167,000 to \$123,000 and Alumni Achievement withdrew \$5000/year of funding in support of the PAG. To make certain that the student funding opportunity remained the same, an individual budgeted as a faculty member may be granted only one PAG every other fiscal year. Council thanked Dobson for this update and reiterated that their primary concern was the lack of communication, suggesting that the continuance of RAGE and restoration of DOGE meetings for disseminating this type of information would be beneficial.

Future Council Agenda. Council members offered items to be considered for discussion at future meetings:

Graduate Student Suggestions

Appointment of graduate assistantships & performance review process.
Length of time to degree.
A limit on the number of committees a professor can serve on.
Review the Graduate English Exam (involve Virginia Allen, Graduate English Examiner).

Faculty Suggestions

Define policy of having graduate students involved in proprietary research (involve Steve Price, Intellectual Property).
Expanded role of Graduate Council composition.
Final oral examination without thesis.
Quality check of Program of Study.
Size of PhD Committee.
Number of hours for PhD.
Problems graduate students are confronted with.
First deposit of thesis deadline (too early).
Resident status for PhD.
Student mail.
Advising and telephone registration.
ICN.
Role of foreign language at PhD level.
Review of graduate faculty (pertaining to research).

Other Business. The Executive Committee of the Midwestern Association of Graduate Schools (MAGS) is soliciting nominations for the 1994 Distinguished Master's Thesis Award. The award is to recognize and reward distinguished scholarship and research at the master's level. ISU may submit one nomination for the award. Dobson asked for two faculty volunteers to review the nominations. Kannel and Carpenter offered to do this review.

The meeting was adjourned at 3:25 pm .

The next council meeting is scheduled for **November 2, 290 Carver.**


Bonnie Gaarde, Secretary

Graduate Council Minutes

November 2, 1993

Present: Cox, Carpenter, Dellmann, Gaarde, Gimmel, Hinz, Kannel,
Karas, Martin, Pellegrino, Willson, Zang

Absent: Dobson

The minutes of the October 19 meeting were approved as written.

Graduate Faculty Membership. Willson reported that she presented the council's motion on the elimination of the distinction between Full and Associate membership in the graduate faculty to the College of Liberal Arts and Sciences Cabinet and the DEOs were supportive of the proposed modification.

Council discussed the draft proposal, prepared by Cox. After discussion and suggested modifications, Cox thanked Council for their input. The revised proposal will be distributed before the next meeting. After final approval at the next Council meeting it will be sent to the graduate faculty with an announcement of a special discussion meeting.

Graduate Dean Review. University policy requires a review of the Graduate College Dean at least once every five years. The Provost has initiated such a procedure at this time. The Dean Evaluation Committee shall be nominated by the Graduate Council and appointed by the Provost with the following representation:

- eight graduate faculty members, one from each of the academic colleges selected from nominations solicited from all university faculty
- two graduate students nominated by the Graduate Student Senate (GSS)
- one liaison representative from the Graduate Council appointed by the Chair of Graduate Council

A nomination form will be sent to all university faculty with a return due date of November 24. The Council will then nominate eight graduate faculty members selected from the solicited nominations, two graduate students nominated by the GSS, and one liaison representative from the Graduate Council appointed by Cox. The nominations will be reviewed by the Provost and, if approved, those selected will meet with him to discuss the review process.

The meeting was adjourned at 3:00 pm.

The next Council meeting is scheduled for **November 16, 290 Carver.**


Bonnie Gaarde, Secretary

Graduate Council Minutes

November 16, 1993

Present: Cox, Carpenter, Dellmann, Dobson, Gaarde, Gimmel, Hinz, Kannel, Karas, Pellegreno, Willson, Zang

Absent: Martin

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

Graduate Faculty Membership. Council briefly discussed and unanimously approved the Graduate Faculty memo that Cox prepared regarding the recommended change in the current Graduate Faculty membership structure that would eliminate the distinction between Associate and Full membership. This memo and announcement of an **open forum** scheduled for **December 7, 9:00 a.m., 144 Durham** will be sent to all members of the Graduate Faculty. **Council members will be present** at this special meeting with Cox presiding. After this meeting Council will prepare a proposal for consideration at the Graduate Faculty meeting scheduled for December 13. A mail ballot will go out to all Graduate Faculty during the semester break so that the proposal, if adopted, can take effect Spring Semester, 1994.

Graduate Dean Review. Nomination forms for the Graduate College Dean Evaluation Committee were mailed to all university faculty. Council members will be furnished with a list of nominees before the next meeting. Council will nominate eight graduate faculty members (one from each of the academic colleges) selected from the solicited nominations. Two graduate students will be nominated by the Graduate Student Senate. One liaison representative from the Council will be appointed by Cox. All nominations will be forwarded to the Provost.

Graduate English Requirement. Concern about continuance of the English Examination and the effectiveness of the testing procedure has again been questioned. All degree-seeking graduate students (native speakers) must fulfill an English requirement by taking a machine-scored test of English grammar, usage, and punctuation. Its purpose is to screen out those who would have no difficulty passing a written test. Performance on the machine-scored test determines who must take the written proficiency test. Those students who do not pass the 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 the Graduate English Examiner, a representative from the Graduate College, and faculty members who are engaged in test development and research. These are the individuals whose responsibility it is to guide the efforts of the Examiner on evaluation of data from the test. Karas will provide Council with data and percentages; members of the English Testing Committee will be invited to attend a future council meeting.

OVER

The meeting was adjourned at 3:10 p.m.

The last Council meeting of the semester is scheduled for **December 7, 2:00 p.m.**
144 Durham.

B. Gaarde
Bonnie Gaarde, Secretary

Graduate Council Minutes
December 7, 1993

Present: Cox, Carpenter, Dellmann, Dobson, Gaarde, Gimmel,
Kannel, Karas, Martin, Pellegrino, Willson, Zang

Absent: Hinz

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

Graduate Dean Evaluation Committee. As a result of nominations received from the all university faculty, Council members were furnished with a list of nominees to serve on the Graduate College Dean Committee. Council nominated graduate faculty members (two from each of the academic colleges) selected from the solicited nominations. Willson made a motion to contact the first recommended person from each college; Pellegrino seconded this motion and Council agreed by voice vote. The liaison representative from the Council will be Carpenter. Two graduate students will be nominated by the Graduate Student Senate. Cox will contact the nominated individuals to see if they would be willing to serve and will then forward the list to the Provost.

Graduate Faculty Membership. As a result of deliberations, faculty responses, and an open meeting discussion, Council discussed the ballot to be sent to all faculty recommending a change in the structure of the membership of the Graduate Faculty. The change would eliminate the distinction between Full and Associate members. Martin made a motion that the following ballot on this resolution will go out to the Graduate Faculty. Pellegrino seconded the motion and Council approved unanimously.

Resolve:

That there no longer exist a distinction between Full and Associate membership on the Graduate Faculty and, henceforth, all Full and Associate members will be referred to as members of the Graduate Faculty. Further, that Term members of the Graduate Faculty, when directing doctoral programs, have a member of the Graduate Faculty as co-chair of the POS committee.

The meeting was adjourned at 3:10 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes
February 9, 1994

Present: Cox, Carpenter, Dobson, Gaarde, Gimmel, Karas, Martin,
Pellegreno, Zang

Absent: Dellmann, Hinz, Kannel, Willson

The minutes of the December 7 meeting were approved as corrected.

Graduate Faculty Membership-Results & Implementation. Martin complimented Cox on the fine job he did in the preparation process that resulted in the overwhelming vote in favor of eliminating the distinction between Associate and Full Graduate Faculty membership. This change goes into effect immediately. As the Graduate College Handbook is reviewed all references to Full and Associate Graduate Faculty membership will be corrected to reflect this change. Graduate College forms will be changed at the time of reprinting. There was some concern expressed about using a faculty member's social security number on these forms.

Proposed Expanded Role of Graduate Council. Cox would like the council to think about the ideal composition and mission of the Graduate Council. The Graduate College will furnish council members with a break-out of faculty by division (Biological, Agricultural, Physical, Mathematical, Engineering, Social Sciences, Education & Humanities) to determine if better representation is needed. Numbers of students by program will also be furnished. Council would like to review the Graduate College Strategic Plan. Karas furnished council with a copy of the Governance Document for the Representative Assembly of the College of Liberal Arts and Sciences for their review. Cox noted that a proposal for reducing the size of the Legislative Assembly is forthcoming.

Graduate Advising. Council was asked by Dean Swan to discuss her article, *The Best Graduate Advisors*, featured in the January, 1994 issue of *Research and Graduate Education* and a faculty member's concern regarding the authorship of publications. Comments follow:

If a graduate advisor takes an active roll he/she is a contributor to a student's research and should have recognition.

If student has done the research he/she should have the choice if advisor is co-author on a publication.

If it is a funded research project with graduate student participation this is a different situation.

A dissertation is single authored; does not have multiple authorship.

Co-authorship is sometimes forced by a committee member.

Cox will prepare a response to the faculty member on behalf of the Graduate Council, stating the enormous differences that exist among the disciplines in the meaning and intent of joint authorship of research publications.

Current Status of the Graduate Dean Review Committee. Carpenter reported on the progress of the Graduate Dean Evaluation Committee. The committee met to discuss the scope of the review. The Dean/Vice Provost for Research position responsibilities will not be separated for review purposes; and the review will begin September 1, 1994.

Other Business. Karas would like the council to review the Student Grievance section of the *Graduate College Handbook*. It may be necessary to develop new procedures for filing disciplinary charges against a former student and for providing an appeal route for someone who wants to protest an admissions decision.

The meeting was adjourned at 3:25 pm.


Bonnie Gaarde, Secretary

Graduate Council Minutes

February 23, 1994

Present: Cox, Carpenter, Dellmann, Gaarde, Gimmel, Hinz, Kannel,
Karas, Pellegreno,

Absent: Dobson, Martin, Willson, Zang

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

Nominations for Graduate Council and Premium for Academic Excellence (PACE) Awards Committee. Copies of Graduate Council and PACE nomination forms were reviewed by the council. Pellegreno moved that these forms be sent to the graduate faculty. Hinz seconded this motion and the council approved by voice vote.

Graduate College Handbook (grievance procedures-revision). Karas distributed copies of the Student Grievances section of the *Graduate College Handbook*. He developed statements for providing an appeal route for someone who wants to protest an admissions decision. Hinz made a motion to accept these statements to be added to the *Graduate College Handbook*, Kannel suggested a word change and seconded this motion, and council approved by voice vote.

Karas also indicated that a formalized procedure, sanctions and implications are also needed when disciplinary action is taken against a former student. He will prepare a draft document for council review.

Future Structure of the Graduate Council. Due to time constraints, this subject will be discussed at the March 9 meeting.

The meeting was adjourned at 3:20 PM.


Bonnie Gaarde, Secretary

Graduate Council Minutes

March 9, 1994

Present: Cox, Carpenter, Dellmann, Dobson, Gaarde, Gimmel, Hinz,
Karas, Martin, Pellegrino, Zang

Absent: Kannel, Willson

The minutes of the February 23 meeting were approved as mailed.

Grievance Procedure (formalized procedure when disciplinary action taken against a former student). Karas told council that the pending grievance involving a former student will need to be resolved before developing these procedures.

Graduate English Examinations. By the next meeting all of the results from Spring Semester testing will be available and Virginia Allen, Graduate English Examiner will present those results and answer any questions.

Future Structure of the Graduate Council. Members discussed the following ideas about enlarging the Graduate Council:

If Council will remain as an advisory group the current size works very well. If the Council becomes legislative and approves policies it will need to be more representative.

One representative by college for every 300 graduate students = 15 members. This would be better college wide representation. Another alternative would be by college/by faculty and yet another would be to include the Graduate Council in the structure of the Faculty Senate.

Students thought that three Graduate Students representatives was adequate but they are not in favor of incorporating with Faculty Senate.

Could every college have an administrative position serving in an active role in graduate education? The Departmental Officers in Graduate Education (DOGEs) are the graduate program coordinators in departments and interdepartmental programs offering graduate degrees. DOGEs may be departmental executive officers or other members of the graduate faculty. This group could replace the Graduate Council as an advisory unit.

What documents describe the faculty role in governance of graduate matters? The Graduate College Handbook is the best source. Dellmann as the Faculty Senate representative will follow-up.

The expanded council would not replace committees but could replace the Graduate Faculty meetings. All voting issues could be done by mail ballot.

The Graduate Faculty formulates rules governing the admission, registration, and classification of graduate students, establishes requirements for advance degrees, and has charge of instruction and research at the graduate level.

The Faculty Senate has legislative responsibility for general academic and educational policy for the university.

The Graduate Council as an advisory group works well. At the end of each semester the Graduate Faculty meets to approve degrees, and receives reports from the Graduate Curriculum and Catalog Committee, the Graduate Faculty Membership Committee, and the PACE Committee. The Faculty Senate could be asked to serve as the authorized authority to approve Graduate College "issues". If there is an issue of particular importance to the Graduate Faculty, the Council could ask for a mail ballot.

Pellegrino suggested that he would like to see the Timmons report, the document that references the faculty role in governance, the number of faculty in the various divisions, and what would be the charge of the revised Graduate Council. The latter would be the responsibility of the current council to draft.

The meeting was adjourned at 3:10 PM.



Bonnie Gaarde, Secretary

Graduate Council Minutes

March 23, 1994

Present: Cox, Dellmann, Dobson, Gaarde, Gimmel, Hinz,
Kannel, Karas, Martin, Willson, Zang

Absent: Carpenter, Pellegrino

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

Graduate Council and Premium for Academic Excellence (PACE) Awards Committee. Council discussed the Graduate College committee nominations received from faculty members and made an additional suggestion for the 1994-95 Graduate Council nominations. Hinz moved to accept these nominations. Kannel seconded this motion and council approved by voice vote. The council nominations will go forward to the graduate faculty as mail ballots. The nominations for the Premium for Academic Excellence Awards Committee will be forwarded to the deans as suggestions for filling vacancies.

Graduate English Examinations. Dr. Virginia Allen presented an overview of her first year as Graduate English Examiner and distributed a copy of her rationale for the Graduate English Examination. She believes that the purpose of the examination is to better serve graduate students in improving writing skills. Allen has offered help sessions before the examinations and conducted computer laboratories to allow students to write their essay (written examination) on computers. She has also rewritten the machine-scored examination as she believes that it is too long and a few of the items are not useful. She would like to administer the revised exam during the summer and revise it again on the basis of its item analysis before the Fall 1994 administration. It is also possible to require more complex responses to questions on the written exam by providing a problem that required students to use data provided to meet the demands of a particular rhetorical situation.

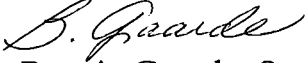
Council members questioned why ISU does not use the GRE to accomplish the English requirement. Karas indicated that in its present form it does not predict writing ability but that the development of a writing measure which would require individuals to write on certain topics is being developed and will be included in the near future.

Cox thanked Allen for her informative presentation.

Graduate students whose native language is not English and who do not have a bachelor's degree from ISU must take the English Placement Test at

the beginning of their first semester of enrollment. This test is administered by the Department of English. The English Proficiency Evaluation Committee (EPEC) may also be invited to attend a council meeting to present an overview of that testing process.

The meeting was adjourned at 3:17 PM.


Bonnie Gaarde, Secretary

Graduate Council Minutes

April 6, 1994

Present: Carpenter, Cox, Dellmann, Dobson, Gaarde, Gimmel, Hinz,
Kannel, Martin, Pellegrino, Zang

Absent: Karas, Willson


The minutes of the March 23 meeting were approved as mailed.

Graduate College English Requirements. Council discussed Dr. Virginia Allen's presentation on the Graduate English Examination. The consensus of opinion is that the examination is doing the job by identifying individuals who may have difficulty writing a thesis or creative component so that support can be offered as early in their program as possible. Help sessions and computer laboratories have been offered before the examinations. Allen does have a research assistant who works with her but she does not have the resources to give the help that some students need. She highly recommended that faculty take an interest in students who fail the examinations. Council would like to urge faculty to integrate writing assignments into their class assignments using creative opportunities for peer review to improve writing skills.

A council member was still concerned about the effectiveness of the Graduate English Examination and would like to see more statistics made available as to how students who do not pass the English Examination do on their theses.

Graduate Council Structure. Due to time constraints, this subject was not discussed.

The meeting was adjourned at 3:10 PM.


Bonnie Gaarde, Secretary

Graduate Council Minutes
May 4, 1994

Present: Akinc, Carpenter, Cox, Dobson, Gaarde, Gimmel, Hinz,
Kannel, Karas, Martin, Murphy, Paige, Swan, Willson, Zang

Absent: Dellmann, Pellegrino

Introduction of 1994-96 Graduate Council Members. New and current members introduced themselves and indicated their affiliated departments. The new faculty members for 1994-96 are Mufit Afkinc (Materials Science & Engineering), representing Physical and Mathematical Sciences & Engineering; Patricia Murphy (Food Science & Human Nutrition), representing Biological and Agricultural Sciences; and William Paige (Industrial Education & Technology) representing the Social Sciences, Education & Humanities division. The Graduate Student Senate will elect three graduate students to serve on the council.

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

Dean Swan thanked this year's council for serving well and carrying out an important change of eliminating the distinction between Associate and Full Graduate Faculty membership. She also thanked Cox for his leadership role. Swan would like to encourage next year's council to continue to look at a mode for representational governance for the graduate faculty. Council is now representational and elected but probably not large enough to be a governance body. At this time there is a graduate faculty meeting at the end of each term with only 40-50 graduate faculty members present and not a diversity of the faculty represented. With this lack of representation, the carrying out of graduate faculty business is not as effective as it should be. Information on policy changes have been routed and voted on by mail ballot but there is little opportunity for valuable discussion. A representational body could effectively do the bulk of the legislative activity for the faculty; policy making, addressing faculty concerns, and procedures. Swan would like to encourage the council to consider this as one of next year's tasks.

Carpenter questioned if a larger representation would be considered a change or an expansion in the mission of the Graduate Council? Swan indicated that any change in policy or major change in procedure now goes to the Graduate Faculty meeting at which faculty is not represented as a whole. Council discusses and originates a great deal of these agenda items, but does not legislate. It **would** change the council into both a governance and advisory group rather than an advisory group only. There will need to be a great deal of thought given to what kinds of issues should be reserved for the full faculty (written ballot) versus what issues should be considered by the newly formed council.

Martin shared an item that council discussed on overlap between what issues the Graduate Faculty handles versus the responsibilities of the Faculty Senate. He asked Swan if some of the decision making council issues could go to the Faculty Senate? Swan has made the observation that the Faculty Senate agenda items are more general and do not focus on graduate education or scholarship. A major value in having a Graduate College is to have a mechanism to focus on graduate education by the individuals most responsible for graduate education.

Martin asked if the council changed to a legislative body, what would be the role of the graduate student representatives? The graduate students are representatives of the Graduate Student Senate (GSS). Some issues which are voted on by the graduate faculty benefit greatly from the input of the students before faculty vote. Ex-officio non-voting membership is a common way in which to get things done when information is shared between two bodies and could be an option for graduate student membership representation. Swan views ISU's Graduate Student Senate as a much more organized group and more mature in its practices than at a great many other universities around the country.

Kannel made reference to a report prepared by the Graduate College which summarizes the characteristics of graduate faculty membership and an overview of the structures of Graduate Council-like organizations at peer institutions which might be used as a guide by next year's council.

Approval of Annual Report. A draft of the annual report was distributed with the agenda. Martin made a motion to accept the annual report. Kannel seconded this motion and the council approved by voice vote. The report will be forwarded to the Dean, summarized by Cox at the Graduate Faculty meeting on May 10, and published in the next issue of Research and Graduate Education.

Election of Chair for 1994-95. Cox called for nominations to fill the Graduate Council chair position for 1994-95. Carpenter nominated Kannel. Because of academic reviews scheduled for next fall, he declined the nomination. Zang nominated Carpenter and Hinz seconded this motion. Kannel moved that nominations cease and Hinz seconded this action. Carpenter accepted the nomination which was approved unanimously by voice vote.

Willson thanked Cox for his expertise in handling the meetings so efficiently this year and Kannel expressed appreciation for the excellent graduate student participation.

The meeting was adjourned at 2:40 PM.


Bonnie Gaarde, Secretary

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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Department of Statistics
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515 294-3440
FAX 515 294-4040

DATE: May 10, 1994

TO: Patricia B. Swan
Vice Provost for Research & Advanced Studies
and Graduate Dean
211 Beardshear

FROM: D. Cox
Chair, Graduate Council
124 Snedecor Hall



SUBJECT: 1993-94 Annual Report of the Graduate Council

Faculty Members

David F. Cox, Chair
Susan Carpenter
Edward Kannel
Peter Martin
Dominick Pellegrino
Lee Anne Willson

Non-voting Members

John Dobson, Graduate College
George Karas, Graduate College
Dieter Dellmann, Faculty Senate
Bonnie Gaarde, Secretary

Graduate Student Members

Kristi Gimmel
John Hinz
Amy Zang

1993-1994 Annual Report of the Graduate Council

Iowa State University

The Graduate Council exists to advise the Graduate Dean and "provide a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College on questions of policy that concern the direction and process of graduate education at Iowa State University." (Graduate College Handbook).

Under that mandate the Council discussed and acted on the following items during the 1993-1994 academic year.

1. Reviewed the two-tiered membership structure currently in place for graduate faculty. After consulting data on the practices at other comparable Graduate Colleges, talking with graduate students, graduate faculty and DEO's, the Council decided to ask the graduate faculty, through a mailed ballot, whether they wished to change the current system to one with a single level of membership. To inform the faculty and administration, Council members visited College cabinet meetings, outlined the background for a proposed change in a memo to all graduate faculty and held an open meeting to discuss the issues involved. A change in the system received an approval from over 80% of over 800 votes collected by the mailed ballot. The change became effective in the spring semester, 1994.
2. Discussed possible restructuring of the Graduate Council to improve its representativeness of the graduate faculty and the disciplines they represent. To make intelligent recommendations for such a move requires data on the distribution of graduate faculty and students. Perhaps future Councils will pursue the matter.
3. Discussed changes in the role of the Graduate Council from its present advisory one to a more legislative one. Almost everyone seems to agree that meetings of the entire graduate faculty remain impractical and unwieldy. Some matters that now require a vote of the entire faculty might get more effective and efficient consideration from a representative Council. Some matters now handled by the graduate faculty, for example, the approval of degrees, might better get relegated to the Faculty Senate. Such changes in governance of the Graduate College need doing with care. Some of the strengths of the Graduate Council, like its inclusion of graduate students, need preservation. The Council took no action on this matter but certainly did nothing to discourage future Councils from pursuing the matter.
4. To investigate questions raised by previous Councils concerning the graduate English requirement, the Council invited the current English examiner, Dr. Allen, to review the current status of the program. Dr. Allen provided the Council with a clear picture of the situation. The testing procedures now in place judge that at least four percent of graduate students we accept into our graduate programs need assistance to reach minimal skill in written English. These students list English as their first language, foreign students get covered in another program. The current resources, the English examiner and one graduate research assistant, available for students with deficiencies in this area, seem almost surely inadequate. The problem deserves attention in future budgets and strategic plans.

In addition to the above items, the Council handled its usual responsibilities of gathering and approving nominations for vacancies on the Graduate Council and Pace Award Committee. It also, at the request of the Provost, provided a slate of nominations for a committee to review the work of the Graduate Dean.

An election provided the following to replace the three retiring members of the Graduate Council:

Mufit Akinc
Materials Science & Engineering
Representing the physical/mathematical sciences and engineering

Patricia Murphy
Food Science & Human Nutrition
Representing the biological and agricultural sciences

William Paige
Industrial Education & Technology
Representing the social sciences