

George G. Karas
Associate Dean
Graduate College
207 Beardshear

Agenda

Graduate Council

**September 29, 1994
4:00 PM**

290 Carver

- 1. Introduction of 1994-95 Graduate Council Members**
- 2. Approval of May 4 Minutes**
- 3. Discussion on Possible Reorganization of the Graduate Council (attachments)**

Graduate Council Minutes

September 29, 1994

Present: Akinc, Bartleson, Bobe, Carpenter, Caspers, Dobson, Gaarde, Jackson, Murphy, Paige, Pellegreno, Swan

Absent: Dellmann, Kannel, Karas,

Introduction of 1994-95 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 representatives for 1994-95 are Cheryl Bartleson (Biochemistry & Biophysics), Gerd Bobe (Animal Science), Kristin Caspers (Child Development).

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

Discussion on Possible Reorganization of the Graduate Council. At present the council is an advisory group to the dean and concern is that graduate faculty do not have adequate means for regular review of graduate college policies or decisions regarding new proposals and/or changes in policy. The council does not represent the graduate faculty as a whole for legislative purposes. The following are some of the issues Council Chair Carpenter would like the council to discuss.

What is the role of the council?

How can the council best represent the graduate faculty?

On what basis should a representative council be selected?

Should council be both advisory and legislative? If so, how could these functions be combined?

How would council interact with the Faculty Senate?

Swan expressed concern about how graduate faculty informs itself on policy matters related to graduate education and how that information is disseminated. There is a Graduate Faculty meeting which occurs once a semester at which policy matters are presented and discussed. The representation at these meetings is limited and much of the diversity of the faculty is not represented. Information on policy changes have been routed and voted on by mail ballot but this does not allow for valuable discussion. A more representational council could effectively do the majority of the legislative activity for the graduate faculty. Swan emphasized the

importance of the graduate students' role on the council and urged them to play a very important role in the deliberation.

A summary of the characteristics of graduate school advisory and policy-making committees at peer institutions and a comparative enrollment report for fall semester 1994 showing graduate student enrollment by college and department were sent to council members to be used as background for considering the possible re-organization and/or expansion of the council.

The Graduate College will also provide council with copies of Graduate Education at Iowa State University: An Evaluation with Recommendations (The Timmons Report); and graduate faculty, adjunct, collaborator, part time and graduate student totals by department and division.

The meeting was adjourned at 5:05 PM.

Bonnie Gaarde, Secretary



Agenda

Graduate Council

**October 13, 1994
4:10 PM**

210 Beardshear

- 1. Approval of September 29 Minutes**
- 2. Continued Discussion on Expansion of the Council
(attachments)**
- 3. Other Business**

Graduate Council Minutes

October 13, 1994

Present: Bobe, Carpenter, Riggins-Caspers, Dellmann, Dobson, Gaarde, Kannel, Murphy, Paige

Absent: Akinc, Bartleson, Jackson, Karas, Pellegreno

The minutes of the September 29 meeting were approved as mailed.

Discussion on Possible Reorganization of the Graduate Council. Members shared concerns about increasing the size of the council and wanting to be certain that the strengths of the structure in regard to advising would not be lost. One of the reasons for expanding the council may be to have a mechanism to involve graduate faculty in policy review by addressing issues and allowing for discussion. There would be a better representation of the graduate faculty by expanding the number of members. Council discussed what an optimal size would be. At present, council representation is divided into three divisions with two graduate faculty members elected from each division. Members looked at the possibility of four division representation with totals of graduate faculty and graduate students in each as follows:

<u>Division</u>	<u>Faculty</u>	<u>Students</u>
Biological & Agricultural Sciences	402	867
Physical & Mathematical Sciences & Engineering	442	1416
Arts & Humanities	214	350
Social Sciences	363	1292

Based on these figures, graduate faculty representation could be increased to four members each (elected or appointed) from Biological & Agricultural Sciences; Physical & Mathematical Sciences & Engineering; Social Sciences; and two members from Arts & Humanities. Together with increasing the graduate student representation from three to four would double the size of the voting council members from nine to eighteen. The possibility of adding an additional three or four at-large members was also discussed.

If the council would increase in size, discussion needs to take place on whether there should be subcommittees within the council, what issues should be undertaken and how the bylaws will be rewritten. To assist in these decisions, at the next meeting the Graduate College will present an overview of the Graduate Curriculum and Catalog Committee, the Premium for Academic Excellence (PACE) Awards Committee and the Graduate Faculty Membership Committee.

The meeting was adjourned at 5:05 PM.

Bonnie Gaarde, Secretary

Agenda
Graduate Council

October 27, 1994
4:10 PM

210 Beardshear

- 1. Approval of October 13 Minutes**
- 2. Outcomes Assessment of Graduate Programs (Mary Huba)**
- 3. Dean Evaluation Committee Report (Carpenter)**
- 4. Continued Discussion on Expansion of the Council
(Bylaws - attached)**
 - A. Premium for Academic Excellence Awards Committee (Dobson)**
 - B. Graduate Curriculum and Catalog Committee (Karas)**
 - C. Graduate Faculty Membership Committee (Karas)**
- 5. Other Business**

Graduate Council Minutes

October 27, 1994

Present: Bartleson, Bobe, Carpenter, Riggins-Caspers; Dellmann, Dobson, Gaarde, Kannel, Karas, Murphy, Paige, Pellegrino

Absent: Akinc, Jackson

Guest: Mary Huba, Student Outcomes Assessment Coordinator

The minutes of the October 13 meeting were approved as mailed.

Student Outcomes Assessment. Mary Huba presented background and an overview of Student Outcomes Assessment (SOA). At ISU this has largely been an effort that has been directed at undergraduate programs and only recently has the possibility of graduate level involvement been raised. Huba noted that interest in SOA began nationwide in the 1980's when there was a great deal of concern about higher education and whether institutions were being accountable about funds received for higher education. Some state legislatures make funding of instruction contingent upon assessment of outcomes. The National Association of State Universities and Land Grant Colleges (NASULGC) developed assessment principles in the late 1980's and the North Central Association began requiring systematic assessment in its accreditation reviews. The Board of Regents endorsed the Land Grant organization's principles in 1990. The Faculty Senate endorsed the policies and procedures and developed a policy in 1991 directed only at undergraduate education.

Assessment refers to both the process of gathering data and the product of the data collection. One of the key features of outcomes assessment is gathering data about student learning, primarily for decision making leading to improvements in instruction and teaching. In 1992, colleges and departments were required to submit plans to the Provost's Office. The ISU policy called for feedback from the Provost's Office and last fall the SOA committee was formed to provide leadership in this area. The associate dean of very college is charged with overseeing this within each college. The committee has developed the criteria for review of plans, a progress report, a timeline, submitted a report to the Board of Regents of the progress and an institutional plan to the North Central Association for review.

In Spring 1995, the SOA will prepare portions of the NCA self-study and identify topics and structures for department, college, and program reports to be submitted Fall 1995 for the annual Board of Regents report. The NCA site visit is scheduled for Spring 1996 with programs (including graduate programs) and colleges addressing the issue of outcomes assessment.

There currently are assessments of student outcomes in place in graduate programs through the mechanisms of written preliminary examinations, oral examinations, theses and dissertations. Huba distributed materials from an Arizona State University report to the NCA that highlighted such mechanisms. Curriculum changes have been made in the past based on the results of student outcomes. The ISU policy, endorsed by the Faculty Senate, specifies that every college cite general

educational goals and evaluate general educational goals. The departments are responsible for assessing outcomes among their own students.

Carpenter thanked Huba for her informative presentation.

Dean Evaluation Committee Report. Carpenter presented a report on the committee reviewing the graduate dean. The committee includes representatives from each college as well as a member of the council (Carpenter). Last Spring the Provost's Office initiated the review of Pat Swan only in her role as dean of the graduate college. When the committee met, it decided it would be too difficult to review her position separately as there is a close association between the dean of the graduate college and the vice provost for research and advanced studies. At that time the review was postponed until Fall 1994. The committee has now been issued its charge and met with Swan regarding responsibilities in this position. To aid the committee in the review it was decided to request from the Peer 11 universities background on their administrative systems for administering both research and graduate education. Deans, Directors, and Department Heads who report to Swan have been notified that the review process is going on and request that this information be forwarded to faculty for their input. There is also a questionnaire being developed to solicit information from graduate faculty members. The report of the final review will be sent to the provost and the president. The Faculty Senate, upon request, may also be furnished with a copy of the report. Bobe, on behalf of the graduate students, requested that the Graduate Student Senate receive a copy of the evaluation form for their input. Council members noted the importance of all graduate faculty members receiving a copy of the questionnaire for their input. Dellmann indicated that, in other such reviews, the main information that has come back to the Faculty Senate was an evaluation of the office and very little on the administrator being evaluated, and he would like to request feedback on the office performance and some general questions answered as to the administrator. Carpenter indicated that if council members have input regarding the review process, please contact her or Murphy (representative from College of Agriculture).

Continued Discussion on Possible Reorganization of the Graduate Council.

Carpenter informed council that any changes proposed regarding the increase of representation on the council are to be presented at a Graduate Faculty meeting and followed by mail ballot vote. If council would like to go forward with this proposal, it should be accomplished prior to the election of new members which occurs in March. The proposal should also include clearly defined responsibilities and a rewritten governance policy. Another question to address would be the relationship of council to the Faculty Senate and how the two would differ. The Peer 11 (and University of Iowa) governance documents and bylaws are available to be used as models for review. Discussion will continue at the next meeting.

Due to time constraints, an overview of graduate college committees (agenda items 4A, B, & C) will be presented at the November 10 meeting.

The meeting was adjourned at 5:20 PM.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

**November 10, 1994
4:10 PM**

210 Beardshear

- 1. Approval of October 27 Minutes**
- 2. Guidelines on Full-time Employment of Graduate Students (Dobson)**
- 3. Overview of Graduate College Committees**
 - A. Premium for Academic Excellence Awards Committee (Dobson)**
 - B. Graduate Curriculum and Catalog Committee (Karas)**
 - C. Graduate Faculty Membership Committee (Karas)**
- 4. Expansion of Graduate Council (Continued Discussion)**
 - A. Subcommittees**
 - a. Governance**
 - b. Relation with Faculty Senate**
 - c. Communications**
- 5. Graduate College Handbook (review)**
- 6. Other Business**

Graduate Council Minutes

November 10, 1994

Present: Akinc, Bartleson, Carpenter, Riggins-Caspers, Dellmann, Dobson, Gaarde, Kannel, Karas, Murphy, Pellegrino, Swan

Absent: Bobe, Jackson, Paige

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

Guidelines on Full-Time Employment of Graduate Students. Dobson distributed a document pertaining to proposed language concerning full-time appointments for graduate students. The specific concern was that some students were on a half-time regular c-base assistantship and they were also being paid an additional 20 hours of hourly pay. The Graduate College does not believe that it is appropriate for full-time graduate students to be working full-time and developed the procedures for limiting the eligibility of graduate assistants for tuition scholarships.

Current Language:

Full-time C-base (graduate assistant) appointments are permitted for all students only in the summer and for not more than three months. Graduate students employed as full-time staff members during any part of the academic year (August to May, inclusive) are not eligible for Graduate College Scholarship credits or PACE awards during this period.

Proposed Language:

Full-time C-base (graduate assistant) appointments are not permitted during the regular academic year. This prohibition applies to any combination of appointments involving C-base such as hourly pay that might take the student above a 3/4 time commitment. Full-time C-base appointments are available to students only in the summer and for not more than three months. Full-time staff members who enroll as graduate students during any part of the academic year (August to May, inclusive) are not eligible for Graduate College Scholarship credits or PACE awards during this period.

Pellegrino moved to accept the proposed language. Carpenter seconded this motion and council approved by voice vote.

Overview of Graduate College Committees.

A. Premium for Academic Excellence Awards Committee (PACE). (Dobson)

The PACE committee is composed of 13 members of the graduate faculty serving three-year terms. They are appointed by the Graduate Dean, who receives a list of nominees for the committee from the Graduate Council. The chair is selected from among the committee members who have served for at least one year. The committee meets during the fall term, primarily to consider spring applicants. The nominations are divided into three groups with four members of the committee evaluating each

nomination followed by a group meeting prioritizing the nominations. The committee meets shortly after March 1 to consider fall applicants. This committee has also been called upon to evaluate nominees for the scholarship funding from the Iowa Aid Commission for students who commit to college teaching as a career.

In addition to its primary purpose of selecting students for the awards, the committee develops selection criteria and procedural guidelines each year.

B. Graduate Curriculum and Catalog Committee (GCCC) (Karas)

Members of the GCCC represent each of the eight academic colleges with the exception of the College of Liberal Arts and Sciences which has two representatives in order to represent the wide diversity among the curricula of that college. These representatives are appointed by their respective deans and are individuals who also serve on their college curriculum committee. The chair is selected by the Graduate College and does not represent a college. The GCCC reviews all material dealing with Graduate College curricula: the Graduate College Catalog; experimental courses; and proposed new majors, minors, areas of specialization, degree programs, and interdepartmental programs. It reports its recommendations to the Graduate Dean, Graduate Cabinet, and in some cases to the Faculty Senate Curriculum Committee and the Board of Regents for their approval. The committee also conducts the post-audit review of graduate programs or majors five years after their approval by the Board of Regents (BOR).

The council discussed the role of an expanded council and its relationship with GCCC. That council as representatives of the graduate faculty could assist in areas of specialization as they do not go forward to the BOR.

C. Graduate Faculty Membership Committee (GFMC). (Swan)

With the elimination of the distinction between Associate and Full Graduate Faculty membership, the GFMC no longer reviews the regular graduate faculty membership nominations for full membership and of those ISU faculty whose university appointments began before August 1, 1988. Swan would like the GFMC to remain as an active advisory group of the graduate college on the appropriateness of nominations of tenure, collaborator and adjunct appointments. Swan will contact Abdel-Aziz Fouad, GFMC chair and request that he prepare a recommendation of committee responsibilities to be discussed by the council.

Council discussed the Graduate Faculty Cabinet and its responsibilities. The cabinet is an administrative structure and meets once a term where reports are heard from the Graduate Council, Graduate Curriculum and Catalog Committee and Graduate Faculty Membership Committee. New policy and procedural recommendations are discussed and these reports are then presented to the full faculty for approval at the Graduate Faculty meeting. If there is an expanded council, an executive group and not the cabinet may receive these reports prior to graduate faculty approval.

Pellegrino inquired about the committee dealing with research in terms of fraud. The 1991 council recommended wording changes that would involve the Dean of the Graduate College in grievances related to grades and instruction. It was also 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. Attached are copies of minutes and the annual report pertaining to above.

Swan does see the role for a committee in terms of overall evaluation of policy and practice, not to review the cases, but to consider what cases have arisen, what disposition occurred, what problems arose in the process, and how is this different from before. The committee could be given information about cases so that it could consider the entire issue of policy and how to use this experience for educational purposes. A broader group of graduate faculty would be helpful in hearing about cases of academic misconduct and assist the graduate college on how to inform the graduate faculty and graduate students what problems are occurring and what might be the legal ramifications.

Expansion of Graduate Council. The council might discuss the relationship between the Faculty Senate and the council, and how the two would differ. The other area of discussion would be to define responsibilities of an expanded council and rewrite the governance policy. Akins suggested deciding the form and function before the structure can be defined. He proposed that the chair, a graduate student member and a graduate college representative (as a subcommittee) review the Peer 11 governance documents and furnish the council with a draft proposal for review at the December 1 meeting.

The meeting was adjourned at 5:40 pm.

Bonnie Gaarde, Secretary

~~act~~
file

George G. Karas
Associate Dean
Graduate College
207 Beardshear

Agenda
Graduate Council
December 1, 1994
4:10 PM
210 Beardshear

1. **Approval of November 10 Minutes**
2. **Discussion of Governance Document (Draft to Follow)**
3. **Graduate Faculty Networking**
4. **Graduate College Handbook (review process)**
5. **Other Business**

Graduate Council Minutes

December 1, 1994

Present: Bobe, Carpenter, Dellmann, Dobson, Gaarde, Jackson, Kannel, Karas, Murphy, Paige, Pellegrino, Swan

Absent: Akinc, Bartleson, Riggins-Caspers

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

Graduate Collaborator and Adjunct Appointments.

Collaborators are persons not employed by the university who are appointed to the faculty with the understanding that they will receive ^{remuneration} no numeration for services rendered to the university. Typically they are persons whose special expertise is deemed useful to the university in connection with a particular teaching or research program. A collaborator appointment may be made at any academic rank and remains in effect as long as it is mutually agreeable to both the department and the individual.

Adjunct appointments are budgeted positions at any academic rank. The title signifies that the person, because of special personal or departmental circumstances is neither tenured not on a "tenure track". ^{nor} A person employed in a P&S position may also be accorded adjunct faculty status.

Faculty of all ranks are eligible for nomination to the graduate faculty and any member of the graduate faculty may serve on a Program of Study committee for the master's or Ph.D. degree and may serve as the chairperson of a master's committee.

The Graduate College has evidence that some departments do not give collaborator and adjunct appointments the same level of consideration as they do regular faculty appointments when nominating them for graduate faculty status. Swan would like the Graduate Council to consider the qualifying requirements of collaborator and adjunct appointments and the departmental request for nomination to the graduate faculty. Swan would like a set of recommendations about how the Graduate College might operate in this area.

There was general accord that a subcommittee work with Graduate Faculty Membership Chair, Aziz Fouad, to review the collaborator and adjunct criteria for the purpose of obtaining graduate faculty status. Murphy and Kannel volunteered to serve on this subcommittee.

Graduate College Handbook Review. 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. Carpenter volunteered to assist in this review and indicated that Bobe would also serve in this effort during the spring semester.

Governance Document. Council received a draft of the governance document prepared by Carpenter, Bartleson, Dobson & Karas. Carpenter presented an overview of the document. If the council is to expand and become a representative body, it seems appropriate that the work of the council be carried out by the Graduate College Committees, with a closer interaction between the existing committees and the council. An additional committee (Policy and Standards) was added. Members of these committees are not Graduate Council subcommittees comprised of council members. The duties of the council, in part, reflect the duties of the current council and additional appropriate functions of a legislative body.

In regard to membership numbers and division representation, a suggestion was made to establish equal representation from each of the four divisions not based on the total number of faculty and students in each of these divisions. It is possible to divide the divisions with four graduate faculty members representing each division and four graduate student representatives, one from each division:

Agriculture and Biological Sciences
Arts, Humanities and Education
Physical & Mathematical Sciences and Engineering
Social Sciences

Council agreed that the representation should be equal and supported this division of departments.

Several additions and revisions in wording were suggested and with these changes the governance document was accepted by the council. Carpenter will present the revised document at the Graduate Faculty meeting December 12.

Strategic Plan. The Graduate College is to prepare a revised strategic plan along with those of the academic colleges due to the Provost June 30, 1995. Swan would like the council to form a subcommittee to review the proposed University Strategic Plan and prioritize which plans need to be drawn into the Graduate College Strategic Plan and to note which revisions would be mandated by the new University Strategic Plan. Swan would like the subcommittee to draft a document for council review by early spring semester. Pellegreno and Paige will work on this subcommittee and Akinc will be contacted to see if he would be available to assist in this review.

The meeting was adjourned at 5:35 pm.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

December 15, 1994

4:10 PM

210 Beardshear

1. **Approval of December 1 Minutes**
2. **Graduate Faculty Networking (Murphy)**
3. **Change
Removal of Graduate Student Restricted Classification (Credit Requirement) (Kannel)**
4. **Final Review of the Graduate Council Governance Document & Procedure for Graduate Faculty Vote**
5. **Other Business**

Graduate Council Notes

December 15, 1994

Present: Akinc, Carpenter, Dellmann, Dobson, Jackson, Kannel,
Karas, Murphy, Paige, Payne (for Gaarde)

Absent: Bobe, Bartleson, Riggins-Caspers, Pellegrino

The minutes of the December 1 meeting were approved with only small changes.

Graduate Faculty Networking. The Computation Center believes that it can match graduate faculty members with their respective e-mail listings. The match will incorporate an electronic file of graduate faculty members provided from the Graduate College (the same group used for the Graduate Catalog) and a listing of personnel and e-mail addresses used for the University telephone book. Once there is a match, a database with faculty and their e-mail addresses can be further developed by the Graduate Council. Next semester procedures on updating and maintaining the file will need to be discussed.

Change in Number of Credits in Changing from Restricted to Full Classification. Ed Kannel suggested changing the number of required credits when a student moves from restricted admission status to full admission. He suggested changing that number from the present 10 to 9. A voice vote approved the suggestion and the change will appear in the new Undergraduate and Graduate Catalogs.

Final Review of the Graduate Council Governance Document. A new draft of the governance document was provided to Council members. Carpenter reviewed the equal representation history for the committee and opened the floor for discussion.

The main discussion centered around the fact that the equal division plan was neither representative by a total graduate student count nor a graduate faculty count. After a complete discussion of the merits of the number of divisions and the issue of equal and representational methods, three plans for membership arrangement were proposed for a vote: a) 4, 4, 4, 2 members in four divisions (agriculture and biological sciences; physical and mathematical sciences and engineering; arts, education, and humanities; and social sciences), plus 1 member at large; b) 4, 4, 4, 4 members from the above four divisions (equal representation); and c) 4, 5, 3, 3 members from the four above divisions in a purely representational mode.

Two votes were taken. On the issue of equal versus representational members on the council, the Council chose the representational model. On the representational issue, the Council voted to go with the 4, 5, 3, 3 member model. It was decided to keep the three year term. Carpenter volunteered to revise the draft document to reflect the appropriate changes.

In order to complete the process in a timely manner, members of Council will discuss the plan at the various college cabinet meetings in January. Two open meetings, two weeks apart, will be scheduled in February. A mail ballot will be sent to all Graduate Faculty with a return date before the spring break. The elections for the 1995-96 Council will take place after spring break. The following Council members will speak at the college cabinets:

Agriculture: Pat Murphy	Business: Bill Paige
Design: Dom Pellegrino	Education: Paige/ Pellegrino
Family and Consumer Sciences: Murphy	Engineering: Ed Kannel
Liberal Arts and Sciences: Susan Carpenter	Veterinary Medicine: Carpenter

The meeting was adjourned at 4:55 p.m.

C. Payne for B. Gaarde, Secretary

Agenda

Graduate Council

February 3, 1995

210 Beardshear

2:10 pm

- 1. Approval of December 1 Minutes with minor changes. Graduate Council notes from the December 15 meeting (attached). No approval required due to lack of a quorum.**
- 2. Final discussion and action regarding faculty representation on expanded council (vote at last meeting was not binding).**
- 3. Schedule for special graduate faculty meetings and mail ballot.**
- 4. Report from the committee representatives reviewing Dean Swan.**
- 5. Review Graduate College and University Strategic Plan (report).**
- 6. Other business.**

Graduate Council Minutes

February 3, 1995

Present: Akinc, Bobe, Bartleson, Carpenter, Crump, Dobson, Gaarde, Jackson, Kannel, Karas, Murphy, Paige, Pellegreno, Riggins-Caspers, Swan

Malcolm Crump, Veterinary Physiology and Pharmacology will represent the Faculty Senate this semester.

The minutes of the December 1 meeting were approved with minor changes.

Faculty Representation on Expanded Council. The council was working from a proposal that there be four divisions based on the number of graduate faculty in each division; agriculture and biological sciences; physical and mathematical sciences and engineering; arts, education, and humanities; and social sciences. A structure with 4,5,3,3, members from the divisions in the above order is the "representational" scheme. The equal representation or "senatorial" scheme would be four faculty members from each of the above divisions. In either case, the graduate student representation would be one from each of the divisions.

The vote at the last meeting (which approved the representational scheme) was not binding due to lack of a quorum. Members express a variety of opinions

- a) Equal representation would be a better vehicle by giving departments with smaller numbers a better opportunity to excel and voice their opinions.
- b) The university's concentration is greater in the agricultural and biological sciences, physical sciences, mathematics and engineering and so no divisions could be constructed that would equally balance with arts, education, humanities and social sciences.

Kannel moved that we adopt the resolution that was approved at the December 15 meeting concerning the divisions (4) as indicated above and representation (4,5,3,3) in a purely representational mode. Akinc seconded this motion. The motion carried 6 to 3. The graduate student representation would be one from each division serving one year terms with the option for serving a second term. It was decided to keep the three year term for graduate faculty members.

Based on the vote, Carpenter will prepare a final draft of the Graduate Council Governance Document for distribution to the council. Council representatives will discuss the proposal at the various college cabinet meetings. A copy of an article by Carpenter (distributed) and appearing in RAGE may also be used in the discussions with college cabinets. Two open graduate faculty meetings will be scheduled with all graduate faculty receiving a draft of the governance document. A final vote on the proposed changes will be conducted by mail ballot.

Graduate Dean Review Report. Swan dismissed herself during this report. Carpenter, the council representative on the committee reviewing the dean, presented an update on the review process. A discussion followed and it was agreed

if the faculty is being asked to contribute to the review of an administrator there should be some feedback. On behalf of the council Carpenter will draft a letter to the provost with the suggestion that the committee follow the same procedure as other dean review follow-ups. She will present this draft at the next council meeting. Council members will visit with their respective colleges to learn what the follow-up procedure has been.

Graduate College and University Strategic Plan. Akinc, Paige and Pellegrino along with Karas and Dobson reviewed the proposed University Strategic Plan to prioritize what elements need to be drawn into the Graduate College Strategic Plan. Dobson presented an overview of the draft (council received copies) prepared after this subcommittee met based on the plan produced 5 years ago. Changes were made when appropriate, reflecting the current environment. The biggest issue is how to pull out of the University Strategic Plan draft the sections that need Graduate College response. The president expects all strategic plans to have benchmarks and specific measures to determine if goals are achieved. Dobson would like the council to review the goals in the Graduate College Strategic Plan and suggest a series of ways which could be used in measuring these goals and how the Graduate College can effectively implement these goals. The Graduate College does have some financial resources to support efforts in minority assistantships, interdepartmental assistantships, graduate student travel to professional meetings, in cooperation with Graduate Student Senate. It also has a role in academic program review if a particular goal is stated as desirable, a benchmark can be used and the program held accountable. The Student Outcomes Assessment due May 1, 1995 could be used as a mechanism for determining if goals have been met within departments. The Graduate College could profit from a student commitment from the Graduate Student Senate to work on these types of goals. The Graduate College would be willing to work with the Senate on this issue.

Karas announced that the review of judicial procedures will take place with Paul Tañka, Director of Legal Services and council representatives, Carpenter and Bobe. There will be a report of that review at the next meeting.

The meeting was adjourned at 5:35 pm.

Bonnie Gaarde, Secretary

*File
Grad Council*

George G. Karas
Associate Dean
Graduate College
207 Beardshear

**Agenda
Graduate Council**

**February 17, 1995
210 Beardshear
2:10 pm**



- ✓ 1. **Approve of February 3 minutes.**
- ✓ 2. **Reports of visits to various college cabinets by Graduate Council members.**
*Pat Murphy - FCS, next to Ag vet S. Carpenter - Vet Med, LAS
Bill Paige - Edue, Bus, Design Kanne
+ Don P.*
- ✓ 3. **Approve schedule for special Graduate Faculty open meetings and mail ballot.**
- ✓ 4. **Discuss benchmarks for Graduate College Strategic Plan.**
- ✓ 5. **Report on Graduate Faculty membership criteria for collaborator and adjunct faculty.**
- ✓ 6. **Review draft of letter to Provost Kozak.**
- 6. **Other business.**

Graduate Council Minutes

February ¹⁷ 3, 1995

Present: Akinc, Bobe, Carpenter, Crump, Dobson, Gaarde, Jackson, Karas, Murphy, Paige, Riggins-Caspers, Swan

Absent: Bartleson, Kannel, Pellegreno

The minutes of the February 3 meeting were approved with minor changes.

Graduate College Strategic Plan Benchmarks. At the last meeting, Dobson asked council to review the goals of the Graduate College Strategic Plan and suggest ways which could be used in measuring and implementing these goals. This discussion followed: It would be possible for the Graduate College to contact programs and inquire what they are doing to maintain high quality graduate programs. Departments could determine and report how many of their students publish and how many are receiving awards from professional societies. Some departments view their graduate students as a product comparing them to national averages in time-to-degree and successful professional position placement. Another indirect measurement is the extent to which programs are following their outcomes assessment plan by the end of five years. Dobson will reassemble the subcommittee and with the assistance of this discussion, present a series of proposed benchmarks at the next meeting.

Reports of Visits to Various College Cabinets by Council Members. Council representatives discussed the proposal to expand the council membership and responsibilities at respective college cabinets.

Murphy reported on her presentation to Family and Consumer Sciences with the major reaction being, if the expanded council was truly going to be representative, why were Professional Studies and Curriculum and Instruction assigned to the Arts, Humanities & Education division and other departments in the College of Education assigned to the Social Sciences division?

Paige reported that he and Pellegreno presented the proposal to Education, Business and Design and encouraged graduate faculty to attend one of the forums which will be addressing the expanded council rationale. In terms of divisions, the question again was asked, why the assignment of Curriculum and Instruction and Professional Studies to one and other departments in the College of Education to another division. It was noted that the departments assigned to the Social Sciences division have little responsibility for educating teachers at the graduate level.

Carpenter attended the Veterinary Medicine and Liberal Arts & Sciences cabinet meetings and the rationale for this expansion of membership and responsibility was well received.

Concern as to whether or not the Graduate Council duplicates responsibilities of the Faculty Senate was expressed at some college cabinets. Swan clarified that issues of particular concern to graduate faculty, including developing and maintaining high quality graduate programs, are not always addressed by the Faculty Senate whose

emphasis reflects the broader interests of the entire University. The Graduate Faculty has specific responsibility for policies and procedures related to the University's graduate programs. A reorganized Graduate Council would take on much of this responsibility.

Murphy made a motion to adopt the proposed structure and responsibility of the Graduate Council. Akinc seconded this motion and the council approved by a show of hands.

Schedule for Special Graduate Faculty Meetings. Carpenter will prepare a cover letter announcing the special discussion meetings (February 28 and March 6, 1:30 pm). It will be mailed to the graduate faculty with a draft of the proposal. A final vote on the proposed changes will be conducted by mail ballot following spring break. She urged council members to attend one of these discussion sessions.

Collaborator and Adjunct Faculty Criteria. Murphy, Kannel and Karas met with Aziz Fouad, Graduate Faculty Membership chair, to discuss the collaborator and adjunct faculty criteria. Murphy reported to the council that the majority of time was spent discussing what exactly is a collaborator and adjunct faculty member?

Collaborator: Collaborators are persons not employed by the university who are appointed to the faculty. Typically they are persons whose special expertise is deemed useful to the university in connection with a particular teaching or research program. A collaborator appointment may be made at any academic rank and remains in effect as long as it is mutually agreeable but is not tenured.

Adjunct: Adjunct appointments are budgeted positions at any academic rank, Because of special personal or departmental circumstances is not on a "tenure track". A person employed in a P & S position may also be accorded adjunct faculty status. In most other respects, the person is considered to be a regular member of the faculty for voting on university-wide matters. Their voting status within their departments, however, is determined by the governance policies of the individual departments.

At the present time adjunct and collaborator faculty are eligible for regular graduate faculty appointments. There is concern about the role of the adjunct and collaborator faculty involvement in graduate programs. In areas of specialization where the responsibility of the program is almost entirely dependent on collaborator faculty questions have been raised about whether departmental faculty are responsible for review of collaborator faculty appointments as they are for appointments of tenure-track faculty. It may be informative to contact the various departments with collaborator appointments to determine whether regular faculty determine appointments of adjunct and collaborator faculty. Agreement was unanimous that some kind of formal review should be conducted before non-tenure track individuals are granted graduate faculty status.

Grievance Procedures. Carpenter, Bobe, and Karas met with Paul Tanaka, Director of Legal Services regarding the grievance procedures and legal recourses outlined in the Graduate College Handbook. Karas expressed concern that assistantship appeal procedures were in one section and grade appeal procedures were in another. This was not a concern to Tanaka because the dealings with these individuals and their

relationship to the university are at a different point of the relationship. There were two items of Graduate College concern: 1) possible revocation of a degree with no stated policy and due process procedures; 2) grievances relative to grades as well as matters of judgment of professional competence following the same route. At this time, one goes through the academic college and the other goes through the Graduate College. Tanaka indicated that it was appropriate to have these two grievances follow the same route. At an earlier point in time this procedure was not accepted by the Provost's Office even though it was recommended by the Graduate Council and the Dean of Students Office. Karas will inquire of Associate Provost Ed Lewis to see what was the rationale for the Provost not accepting the recommendations.

Review Draft of Letter to Provost Kozak. Swan dismissed herself during this discussion. Carpenter indicated that the graduate dean report has been finished and submitted to the provost. She has not contacted the other colleges to learn what their dean review follow-up procedures were in order to prepare a letter to the provost. Council suggested that the Faculty Senate could furnish her with the names of the chairs of the review teams. She will follow up and report back at the next meeting.

Other Business. Future council meetings will remain as scheduled for March with a review of schedules for April and May. The next meeting will be **March 3, 2:10 pm, 290 Carver Hall.**

The meeting was adjourned at 3:30 pm.


Bonnie Gaarde, Secretary

Agenda

Graduate Council

March 3, 1995
290 Carver Hall
2:10 pm

- 1. Approval of February 17 minutes.**
- 2. Comments regarding special graduate faculty meeting.**
- 3. Proposed benchmarks for Graduate College Strategic Plan.**
- 4. Review draft of letter to Provost Kozak.**
- 5. Future issues for Graduate Council.**
- 6. Other business**

Graduate Council Minutes

March 3, 1995

Present: Akinc, Bartleson, Bobe, Dobson, Gaarde, Kannel, Karas, Murphy, Paige, Pellegreno,

Absent: Carpenter, Crump, Jackson, Riggins-Caspers

Murphy chaired the meeting in Carpenter's absence.

The minutes of the February 17 meeting were approved with a date change.

Graduate College Strategic Plan Benchmarks. Dobson and Karas met with the subcommittee (Akinc, Paige and Pellegreno) to review the benchmarks discussed at the last meeting. They proposed ways to measure progress toward goals and Dobson will prepare a draft document for council review.

Special Graduate Faculty Meeting. Murphy reported on the February 28 meeting. Most faculty comments questioned why Professional Studies and Curriculum & Instruction were assigned to the Arts, Humanities & Education division and other departments in the College of Education assigned to the Social Sciences division. As a result of these comments and a request from each of these two departments, Pellegreno moved to place Curriculum and Instruction and Professional Studies in a newly configured Social Sciences and Education division. With the deletion of Professional Studies and Curriculum and Instruction from the Arts, Humanities and Education division, it becomes the Arts and Humanities division. Paige seconded and council approved unanimously.

Kannel moved that five faculty members be elected as graduate faculty representatives from the Physical and Mathematical Sciences and Engineering division; four faculty members from the Biological and Agricultural Sciences division; four faculty members from the Social Sciences and Education division and two representatives from the Arts and Humanities. This motion was seconded by Bobe. By a show of hands the vote was six for and one opposed. The number of representatives is roughly proportional to the number of graduate faculty and graduate students within each division. These changes will be introduced at the next special graduate faculty meeting. The ballot to the graduate faculty for vote will also reflect these changes.

Review draft of letter to Provost Kozak. This item was not discussed. Carpenter is preparing draft for council review.

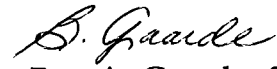
Future issues for Graduate Council. If the proposal to expand council membership and responsibilities is accepted, the mechanics of the election process will need to be addressed at the next meeting.

Other Business. Murphy and Kannel will furnish council with a report on collaborator and adjunct faculty criteria and the departmental role of these appointments.

Karas will prepare a summary of recommended changes in graduate student grievance and disciplinary procedures resulting from discussions with Paul Tanaka, director of University Legal Services, Susan Carpenter, Gerd Bobe, and Carolyn Payne.

The next meeting will be **March 24, 2:10 pm, 290 Carver Hall.**

The meeting was adjourned at 3:00 pm.



Bonnie Gaarde, Secretary

Agenda

Graduate Council

March 24, 1995

290 Carver Hall

2:10 pm

- 1. Approval of March 3 minutes**
- 2. Results of vote on expansion of the Council (election procedure)**
- 3. Proposed benchmarks for Graduate College Strategic Plan (Dobson)**
- 4. Make-up of student's Program of Study Committee**
- 5. Council meetings (confirm April 7, 21 and May 5 or reschedule?)**
- 6. Other business**

Graduate Council Minutes

March 24, 1995

Present: Bobe, Carpenter, Crump, Dobson, Gaarde, Kannel, Karas,
Murphy, Paige

Absent: Akinc, Bartleson, Jackson, Pellegrino, Riggins-Caspers

Due to lack of a quorum the minutes of the March 3 meeting could not be approved.

Results of vote on expansion of the Council (election procedure). The results to date of the vote on proposed changes in the Graduate Council are: 221 approve; 77 disapprove, a total of 298 out of a possible 1466 graduate faculty members voting (20%). The final date for the ballots to be returned is March 27.

Nomination procedures were discussed. To assure continuity between the existing council and the expanded council, the current members' terms will be extended to three years; the Graduate Curriculum and Catalog Committee and Premium for Academic Excellence Awards Committee will each name two representatives to serve on the Council for one- and two-year terms. Murphy is a current member of the Graduate Faculty Membership Committee and will serve as liaison as well as an elected member of the council. Five new members will be elected by the Graduate Faculty for three-year terms. In the future, each spring five new faculty representatives from divisions having vacancies will be elected by the Graduate Faculty. Paige moved that we proceed with this method of election. The motion was seconded by Murphy. Due to lack of quorum, a vote will be taken at the next meeting.

Graduate College Strategic Plan Benchmarks. Dobson updated council on the University Strategic Plan. The president's cabinet received a draft of the University Plan which will go forward to the Board of Regents. To prevent internal duplication, this draft has the strategic goals and strategies followed by the section on measuring progress. During the development of the strategic plan numerous measures of progress were suggested. It was decided that specific targets for these measures should be set after the strategic plans for college and other major units have been completed and approved (Fall 1995). Council members suggested including faculty and student award information and time to degree in the Graduate College Strategic Plan. Dobson will incorporate the measures that will be used to evaluate the success of the Graduate College's efforts to fulfill the strategic goals and send a draft before the next meeting.

Make-up of Students' Program of Study Committees. Carpenter received a memo from Dean Swan requesting the council to discuss the issue of awarding a degree to a student in a field without that student's committee coming from that field. Council discussed the issue. At this time there is a rule as to how many outside members are needed but not how many inside members are required. Council also agreed that there is a need to study the entire POS committee composition question and recommended that next year's council should look into the make-up of the Doctoral POS committee and the Master's POS committee (total number of representatives on each); responsibilities of chair and committee members in guiding the student's research and writing of a thesis, dissertation, or creative component; outside versus inside member; and co-major professor appointments. Carpenter will respond by memo to Dean Swan.

Council meetings. The last three meetings of the year will remain as scheduled; April 7, 21 and May 5.

The next meeting will be April 7, 2:10 pm, 290 Carver Hall.

The meeting was adjourned at 3:30 pm.

B. Gaarde
Bonnie Gaarde, Secretary

Agenda

Graduate Council

April 7, 1995
290 Carver Hall
2:10 pm

- 1. Approval of March 3 and 24 minutes**
- 2. Final vote on proposed changes in the Graduate Council
(method of election---vote)**
- 3. Graduate College Strategic Plan
(draft attached)**
- 4. Collaborator and Adjunct Faculty as Graduate Faculty Members
(summary attached)**
- 5. Other business**

All meetings require a quorum before business can be transacted. Please call Bonnie Gaarde (4-1170) if you have conflicts for any of the scheduled meetings. Thank you.

Graduate Council Minutes

April 7, 1995

Present: Akinc, Bobe, Bartleson, Carpenter, Dobson, Gaarde, Jackson, Kannel, Paige, Pellegrino

Absent: Crump, Karas, Murphy, Riggins-Caspers

The minutes of the March 3 and March 24 meetings were approved.

Final vote on proposed changes in the Graduate Council. The official vote on the proposed changes in the Graduate Council is: 241 approve; 89 disapprove, a total of 330 out of a possible 1466 graduate faculty members voting (23%).

Election procedures. Carpenter reviewed the Graduate Council election procedure and discussion followed. To assure continuity during the transition period between the existing council and the expanded council, current members' terms will be extended to three years. The Graduate Curriculum and Catalog Committee and Premium for Academic Excellence Awards Committee will each elect two representatives to serve on the council for one- and two-year terms. Five new representatives will be elected by the Graduate Faculty for three-year terms from divisions having vacancies. Four graduate students will be elected by the Graduate Student Senate. Mufit moved that we proceed with this method of election. The motion was seconded by Kannel and council approved unanimously.

Graduate College Strategic Plan Benchmarks. Council received the revised draft into which Dobson had incorporated measures that will be used to evaluate the success of the Graduate College's efforts to fulfill the strategic goals. Council discussed section V-2 regarding research opportunities and suggested rewording to emphasize graduate fellowship opportunities available to the graduate faculty which is in line with the mission and task of the Graduate College. The awards through seed-money grants are applicable to and included in the VP for Research strategic plan. Dobson will make minor changes. Subject to the changes discussed, Kannel made a motion to accept the draft of the Graduate College Strategic Plan with benchmarks. Carpenter seconded the motion and council approved by voice vote. The draft will now go forward to the Departmental Officers in Graduate Education.

Collaborator and Adjunct Faculty as Graduate Faculty Members. Kannel summarized the report submitted by Murphy and the issues discussed with Karas and Aziz Fouad, chair, Graduate Faculty Membership Committee. The issues outlined are: what should be the review process for graduate faculty membership given the change in graduate faculty status and what should be the role of collaborator and adjunct faculty in graduate programs? There is concern that collaborator and adjunct faculty are not given the same review as tenure-track positions. Council agreed there should be a more comprehensive study to develop guidelines and qualifications to determine if collaborator, adjunct, visiting faculty, temporary, and affiliate appointments are qualified to teach graduate students. Nominations for collaborator and adjunct graduate faculty membership should be reviewed by the Graduate Faculty Membership Committee. Council also recommended that graduate faculty appointments for collaborator and adjunct faculty be five-year term appointments subject to renewal of their ISU appointment. To implement this procedure, the council would like the Graduate College to initiate a memo to all departments informing them of these requirements. Carpenter will visit with Murphy and request a statement endorsing this plan on behalf of the council for vote at the next meeting.

The next council meeting will be April 21, 2:10 pm, 210 Beardshear.

The meeting was adjourned at 3:30 pm.

B. Gaarde
Bonnie Gaarde, Secretary

Agenda

Graduate Council

April 21, 1995
210 Beardshear Hall
2:10 pm

- 1. Approval of April 7 minutes**
- 2. Graduate Council nominations**
- 3. Premium for Academic Excellence (PACE) Awards Committee nominations**
- 4. Recommendation for review of Collaborator and Adjunct Faculty**
- 5. Structural organization of 1995-96 council**
- 6. Other business**

All meetings require a quorum before business can be transacted. Please call Bonnie Gaarde (4-1170) if you have conflicts for any of the scheduled meetings. Thank you.

Graduate Council Minutes

April 21, 1995

Present: Akinc, Bobe, Bartleson, Carpenter, Crump, Dobson, Gaarde, Kannel, Karas, Paige, Pellegrino

Absent: Jackson, Murphy, Riggins-Caspers

The minutes of the April 7 meeting were approved as mailed.

Graduate Council Nominations. Council reviewed the nominations received from faculty members and made additional suggestions for the 1995-96 ballots. The nominations will go forward to the graduate faculty as mail ballots for three-year terms on the Graduate Council. During the transition period the Premium for Academic Excellence (PACE) Awards Committee representatives will be Michael L. Thompson, Agronomy (two-year representative), Sunday Tim, Agricultural & Biosystems Engineering (one-year representative). The Graduate Curriculum and Catalog Committee representatives will be Kenneth C. Kruempel, Electrical & Computer Engineering (two-year representative) and Jamie L. Horwitz, Architecture (one-year representative).

The nominations received for the Premium for Academic Excellence (PACE) Awards Committee were approved and will be forwarded to the Graduate College deans as suggestions for filling vacancies.

Recommendation for review of Collaborator and Adjunct Faculty. Carpenter furnished members with a copy of the memo to Dean Swan with Graduate Council endorsement that nominations for collaborator and adjunct graduate faculty membership should be reviewed by the Graduate Faculty Membership Committee and that graduate faculty appointments for collaborator and adjunct faculty should be term appointments for five years, and subject to renewal concurrent with the continuation of their ISU appointment. Discussion followed and Pellegrino moved to accept the endorsement. Akinc seconded the motion and council approved unanimously. The recommendation will go forward to Dean Swan.

Structural Organization of the 1995-96 Council. Discussion took place as to the organizational structure needed to carry out the mission of the 1995-96 council. Items to be addressed are: writing of bylaws, establishing ad hoc and subcommittees and their responsibilities, criteria of the collaborator and its role in graduate education, proprietary research and the role of graduate students, strategic plan, Master's off-campus courses and the Grinnell College topic on multi-disciplinary graduate research in education. The suggestion was made to establish a list of tasks over the summer in preparation for the 1995-96 council. The first two meetings could take care of these organizational items with monthly meetings beginning after guidelines are developed.

Dobson thanked this year's very active and effective council. Carpenter thanked the graduate students as a strength of this organization and encouraged them to continue to offer their suggestions and to reflect graduate student views so as to ensure their active participation in the council.

The meeting was adjourned @ 3:05 pm.


Bonnie Gaarde, Secretary

Agenda

Graduate Council

May 5, 1995
290 Carver Hall
2:10 pm

- 1. Approval of April 21 Minutes**
- 2. Graduate Council Nomination Results**
- 3. Structural Organization of 1995-96 Council (discussion)**
- 4. Graduate Council Annual Report (draft)**
- 5. Election of Graduate Council 1995-96 Chair**
- 6. Associate Dean Position Screening Process**
- 7. Other business**

All meetings require a quorum before business can be transacted. Please call Bonnie Gaarde (4-1170) if you have a conflict and will not be available to attend this last meeting of the semester. Thanks

1994-1995 Annual Report of the Graduate Council Iowa State University

The Graduate Council at Iowa State University acts to advise the Graduate Dean and provides a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College on questions of policy which concern the direction and process of graduate education at Iowa State University.

Under that mandate the Council discussed and acted on the following matters:

1. Considered a reorganization of the Graduate Council as a potential mechanism for ensuring broader representation of Graduate Faculty in development and oversight of Graduate College policy. Following much discussion, Council developed a proposal expanding the membership and responsibilities of the Council. Mechanisms used to inform and elicit input from graduate faculty through this process included: wrote an article in the RAGE Newsletter; presented and distributed draft document at December, 1994 Graduate Faculty Meeting; Council members visited Cabinet meeting of each College; distributed a letter of explanation and copy of draft proposal to all graduate faculty members; held two special graduate faculty meetings to discuss draft proposal. A mail ballot was conducted and the proposed expansion was approved (241 approved, 89 did not approve). The proposed changes will be implemented in Fall, 1995.
2. As a result of the approved changes in membership of Graduate Council, the procedures for election of new members was amended. Faculty membership on the Council was expanded to 15 members elected from the various divisions within the Graduate Faculty. These divisions are: the Physical and Mathematical Sciences and Engineering division (5 representatives); the Biological and Agricultural Sciences division (4 representatives); the Social Sciences and Education division (4 representatives); and the Arts and Humanities division (2 representatives). Council will also include a graduate student representative from each division elected by the Graduate Student Senate. Members are elected to serve three year terms and the terms for current members were extended to three years. The Graduate Curriculum and Catalog Committee and Premium for Academic Excellence Award committee elected two representatives each to serve on council for one- and two- year terms. Five new representatives will be elected each year by the Graduate Faculty from divisions having vacancies. Four graduate students will be elected by the Graduate Student Senate.
3. The Council formed an ad hoc subcommittee to prepare a draft document of the revised Graduate College Strategic Plan. With input from Council, the subcommittee completed a draft of the Graduate College Strategic Plan, including strategies and benchmarks. The draft was approved by Council and forwarded to Departmental Officers of Graduate Education.
4. The Council formed an ad hoc subcommittee to examine the review process for graduate faculty membership, and the role of collaborator and adjunct faculty in

graduate programs at Iowa State. The report of the subcommittee was discussed by Council and the following recommendations were approved and forwarded to Dean Swan:

- a. Nominations of Graduate Faculty membership of collaborator and adjunct faculty should be reviewed by the Graduate Faculty Membership Committee.
 - b. Graduate faculty appointments for collaborator and adjunct faculty should be term appointments for five years and subject to renewal concurrent with the continuation of their ISU appointment.
5. Council examined the current regulations regarding makeup of students' program of study committees. At this time there is a rule for the minimum number of outside members, but no rule concerning a required number of faculty members in the student's major field. Council expressed great concern that a student might receive a degree in a field without the majority of the POS committee coming from that field. The council recognized that there are a number of issues concerning the make-up and role of the POS committee in graduate education including: the total number of representatives on Master's and Doctoral committees; responsibilities of the chair and committee members in guiding the student's research and writing of a thesis, a dissertation, or a creative component; the role of outside versus inside members; and co-major professorship appointments. It was agreed that these issues should be considered as a whole by next year's expanded council.
6. The council discussed the possibility of networking graduate faculty to facilitate communication between Council representatives and faculty. It is possible to generate a database with faculty and their e-mail addresses that can be further developed for use by Council members. It was decided to pursue this matter in next year's council with input from the full, expanded Council.
7. The following changes in policy and procedures for inclusion in next year's Graduate College Handbook were approved: clarification in the language concerning appointments for graduate assistantships which limits appointments to 3/4 time during academic year; the number of required credits necessary for a student to move from restricted admission status to full admission was changed from 10 to 9. A subcommittee of Council met with Paul Tanaka, Director of Legal Services regarding changes in graduate student grievance and disciplinary procedures.

In addition to these actions, the Council gathered and approved nominations for vacancies on the Graduate Council and PACE Award Committee. Two Council members served on the Committee for Review of the Dean of the Graduate College and Vice Provost for Research.

Susan Carpenter, Chair Graduate Council

Graduate Council
1994-95

Graduate Faculty

Susan Long Carpenter (chair) 1993-95	Micro, Immunology & Pre Med Micro, Immunology & Pre Med scarp@iastate.edu	4-5158
Mufit Akinc 1994-96	Materials Science & Engineering 3155 Gilman makinc@iastate.edu	4-0744
Edward J. Kannel 1993-95	Civil & Construction Engineering 382B Town Engineering kannel@cclab.iastate.edu	4-2861
Patricia Murphy 1994-96	Food Science & Human Nutrition 2312 Food Science pmurphy@iastate.edu	4-1970
William Paige 1994-96	Industrial Education & Technology 220 I Education II	4-5927
Dominick Pellegrino 1993-95	Professional Studies N221A Lagomarcino dpellegr@iastate.edu	4-7368

Graduate Students

Cheryl Bartleson 1994-95	Biochemistry & Biophysics 4232 Molecular Biology Building cjsuiff@iastate.edu	4-1665
Gerd Bobe 1994-95	Animal Science 309 Kildee gerdb@iastate.edu	4-2875
Kristin Caspers 1994-95	Child Development 101 Child Development m1.kmc@isu.mvs.edu.iastate.edu	4-5990

Graduate College Representatives (ex officio)

John M. Dobson	Research Administration 211 Beardshear jmdobson@iastate.edu	4-6344
George A. Jackson	Graduate College 207 Beardshear	4-1386
George G. Karas	Graduate College 207 Beardshear ggkaras@iastate.edu	4-1170
Bonnie Gaarde (Secretary)	Graduate College 207 Beardshear blgaard@iastate.edu	4-1170

Faculty Senate Representative (ex officio)

H. Dieter Dellmann	Veterinary Anatomy dellmann@iastate.edu	4-1014
--------------------	--	--------