

Agenda

Graduate Council

September 27, 1995

290 Carver Hall

1:10 pm

- 1. Approval of May 5 Minutes**
- 2. Introduction of Members**
- 3. Remarks from Dean Swan**
- 4. Remarks from the New Associate Dean**
- 5. Goals for Coming Semester/Year**
- 6. Subcommittee Assignments**
- 7. Other Business**

Graduate Council Minutes

September 27, 1995

Present: Akinc, Anderson, Bartleson, Black, Carpenter, Gaarde, Horwitz, Jackson, Johnson, Kannel, Kruempel, Mayfield, Murphy, Orazem, Paige, Riggins-Caspers, Roberts, Swan, Thompson, Tim

Absent: Crase, Crump, Dobson, Pellegreno, Tollefson

The minutes of the May 5 meeting were approved as mailed.

Introduction of Members. New and current members introduced themselves and indicated their affiliated departments.

Remarks from Dean Swan. Several items which may be considered by this year's council are:

- 1. POS Committee.** Several issues have arisen with regard to the POS committee. Questions such as are they the right size, should the MS committee be smaller, how does each membership help the student? Swan would like the council to look at the criteria for the committee (MS & Ph.D.) and offer policy or procedure advice.
- 2. Ph.D. Credit Requirements.** What number of credits should a person need to get a Ph.D. degree? (Currently a program requires 72 credits). Often the MS degree does not have a relationship to the Ph.D. area of study. The Graduate College will take a look at overall guidelines and credits for degrees.
- 3. Graduate College Handbook.** Questions have come up about the wording and organization of the handbook. It may be time to take a serious look at the handbook and assess if it is organized in a user-friendly way and look at the details of language, plagiarism interpretation, etc.

Announcements:

- a) Enrollment.** Swan distributed a report of five-year trends of graduate enrollment for fall semester. Graduate student enrollment at ISU in each college is below fall 1994 figures. The University of Iowa and the University of Northern Iowa reported increased graduate student enrollment; they included off-campus enrollment in their figures; ISU did not figure off-campus numbers. The Graduate College has asked programs to indicate what their enrollment expectations are for next year; estimations effect budget.
- b) National Research Council Survey.** Swan shared a copy of the National Research Council's 1993 survey of doctoral programs. There is objective and statistical data as well as reputational information in this peer survey, and this data will be used widely within academic circles. Programs will be asked about data as they have program reviews. Twenty-three programs at ISU appeared in the survey; eleven in the top half of their peer group, twelve in the bottom half. Two programs (chemistry and statistics) ranked in the first quartile. Copies of the survey are available in the Vice Provost for Research and Graduate College offices for your review.

c) **Research and Graduate Education (RAGE).** The RAGE publication will be a monthly issue with the exception of January. The Graduate Council has space available in RAGE for council reporting.

d) **Plagiarism Case.** A plagiarism case where a doctoral dissertation may have contained extensive plagiarism has been heard by a faculty hearing committee; the charge is under review and a committee recommendation will be submitted by mid-October.

Remarks from the New Associate Dean. Swan introduced John Mayfield, Associate Dean in the Graduate College whose major responsibilities are interdepartmental graduate programs and graduate curriculum matters. Mayfield noted that the biggest problem with the interdepartmental programs is that they are not mainstreamed. The biological sciences increasingly have a greater number of graduate students coming into interdepartmental programs. He indicated that his goal this year is to find ways to mainstream interdepartmental graduate programs and provide adequate support. As issues arise he will bring them to the council.

Goals for Coming Semester/Year. Carpenter stated that her goals for council this year were to complete the re-organization process by developing a set of Graduate Council bylaws; to continue to address issues of policy/procedure regarding graduate education; and to establish effective means of communication between council and members of the graduate faculty. She suggested that the work of the council may best be carried out by continuing the process of forming subcommittees to work independently on the various issues. The chairs could report back to the council chair and members of the Graduate College on a monthly basis. Council agreed with this and the following adhoc committees were formed to address issues raised by Swan and Carpenter:

<u>POS/Collaborator</u>	<u>Organizational By-Laws</u>	<u>Graduate College Handbook</u>	<u>Ph.D. Programs</u>	<u>Communication</u>
Peter Orazem, Chair Jamie Horwitz Dennis Johnson	John Dobson, Chair Cheryl Bartleson Susan Carpenter	David Roberts, Chair Bill Paige Kristin Riggins-Caspers	Mufit Afkinc, Chair Jennifer Anderson John Mayfield	Phil Black, Chair George Jackson Dominick Pellegreno
Pat Murphy	Mac Crump	Carolyn Payne, Graduate College	Sunday Tim	
Kristin Riggins-Caspers	Ed Kannel		Jon Tollefson	

Other Business. Kruempel questioned the council's participation in regard to Graduate Curriculum and Catalog Committee (GCCC) actions. After discussion, the consensus was, if GCCC reports were acted on by the Graduate Faculty, the council will take the leadership and vote on these proposals after approval by the GCCC and the Faculty Senate Curriculum Committee.

The October 25 meeting of the council will be held with subcommittee chairs reporting to the council chair and Graduate College members. The next meeting of the **full** council will be November 29. Both meetings are scheduled for 1:10 - 3:00 pm, 290 Carver Hall.

The meeting was adjourned @ 3 pm.

B. Gaarde
Bonnie Gaarde, Secretary

Agenda

Graduate Council
Subcommittee Chairs and Graduate College Members

October 25, 1995
290 Carver Hall
1:10 pm

Subcommittee Progress Reports:

POS/Collaborator (Peter Orazem, Chair)

Organizational By-Laws (John Dobson, Chair)

Graduate College Handbook (David Roberts, Chair)

Ph.D. Programs (Mufit Akinc, Chair)

Communications (Phil Black, Chair)

Graduate Council Notes October 25, 1995

Present: Akinc, Black, Carpenter, Dobson, Gaarde, Jackson, Kruempel, Mayfield, Orazem, Roberts, Swan

Subcommittee Progress Reports:

Organizational By-Laws (John Dobson, Chair) Dobson distributed a draft of the proposed by-laws for the Graduate Council. Several items reflect the recent reorganization structure of the council. Article I. 2) A quorum shall consist of ten members of the council, constituting a simple majority of the elected membership (original bylaws required two-thirds of the elected members). Article II. 3). Candidates in any election will be declared elected so long as they receive a plurality of the votes cast (current bylaws required that a candidate receive more than 50% of the votes, necessitating runoff elections most often). Discussion took place in regard to the standing committees; Graduate Faculty Membership, Graduate Curriculum and Catalog, and Premium for Academic Excellence (PACE) and Council representation. It was suggested that the chairs of these committees be appointed by the dean in conference with the council. Dobson will prepare alternative options for standing committee representation on the council. An additional section will be added to address the distribution of minutes to all graduate faculty and also a section pertaining to the way in which bylaws may be revised. An updated draft will be sent to the full council prior to the November meeting.

POS/Collaborator (Peter Orazem, Chair) The adhoc committee discussed areas in need of review on the issue of collaborators; how they are evaluated and extent of their participation on Program of Study committees. The committee agreed that collaborators not serve as a major professor; their role should be similar to former associate members of the graduate faculty. Another topic being reviewed by the POS Committee is the role of the Graduate College in defining reasonable programming at the Ph.D. level. Orazem cited the reference of several employer-employee relationship items and the need for clear distinction between assistantship responsibilities and POS/major professor responsibilities. The committee will prepare a set of proposals for presentation at the November meeting. Another item to be discussed by the ad hoc committee is to what extent the needs of the professional programs are met by rules that were initially established for MS degree programs and primary disciplines.

Graduate College Handbook (David Roberts, Chair) Roberts distributed a handout as a result of the ad hoc committee's preliminary review of the handbook. The members of this committee did an informal survey to learn more about the usage of the handbook by graduate faculty and graduate students. The survey showed that some students aren't aware of the handbooks, some seldom use it, and some complained that it was confusing, with information dispersed and wording too complicated. There is not much overlap with other university documents and some overlap with departmental documents. With a better definition of the handbook's purpose (legal, foundational, supplementary) alignment of the design with its audiences and purposes will be addressed. The organization, accessibility of information, language (consistency and conciseness), accuracy (avoiding misinterpretation) and up-to-date policy will be reviewed. This committee will also explore on-line possibilities. Other subcommittees could assist this review by checking relevant information for inconsistencies. Swan indicated graduate colleges nationally are concerned that universities are making a better attempt of informing students about intellectual property rights and academic misconduct issues. Carolyn Payne, Assistant to the Dean, will also work with this committee.

Ph.D. Programs (Muffit Akinc, Chair) The quality and effectiveness of doctoral programs is being questioned nationally. Issues of concern are oversupply of PhD's in the country, fewer PhD's finding academic jobs, underemployment and unemployment. Claims are being made that time to degree is excessively long, suggesting that programs be more flexible and provide a broader range of options; students could be given better career guidance to avoid over specialized degrees. The ad hoc committee will study and analyze what the requirements for PhD's are in different programs and employment trends to see if the national concern and recommendations that are being offered correspond to those at ISU.

Communications (Phil Black, Chair) The committee is looking at ways in which council information can be distributed to all graduate students and graduate faculty. Announcements through RAGE and World Wide Web could offer the availability of minutes, etc., with periodic paper copy follow-up. Reaching all graduate students is difficult. One possibility may be to make information available to departments and request their assistance in reaching graduate students and making them aware of the electronic environment.

The ad hoc committee membership listings with addresses and telephone information will appear on World Wide Web.

George Jackson announced that Iowa State University is the recipient of a Ronald E. McNair Post Baccalaureate Achievement Program award for low-income students who are in majors which have been underrepresented in graduate education. He distributed applications with criteria for identifying eligible students who will be selected to work with faculty mentors in preparation for obtaining an advanced degree. If anyone is working with an undergraduate who is eligible or would like to be a mentor, please contact Dr. Jackson's office.

Bonnie Gaarde, Secretary

Agenda
Graduate Council

November 29, 1995
290 Carver Hall
1:10 pm

- 1. Approval of September 27 Minutes**
- 2. Approval of Candidates for Advanced Degrees**
- 3. Organizational By-Laws (Discussion and vote on attached proposed by-laws)**
- 4. Ad Hoc Committee Reports**
 - A. POS/ Collaborator (Peter Orazem)**
 - B. Graduate College Handbook (David Roberts)**
 - C. Ph.D. Programs (Mufit Akinc)**
 - D. Communication (Phil Black)**
- 5. Annual Faculty Retreat (Carpenter)**
- 6. Other Business**

**Graduate Council Minutes
November 29, 1995**

Present: Akinc, Black, Carpenter, Crase, Dobson, Fouad, Hopper (for Crump), Johnson, Kruempel, Mayfield, Orazem, Paige, Roberts, Spinuzzi (will replace Black), Swan, Thompson, Tim, Tollefson

Absent: Anderson, Bartleson, Crump, Horwitz, Jackson, Kannel, Murphy, Pellegrino

The September 27 minutes were approved as distributed.

Approval of Candidates for Advanced Degrees. Carpenter presented the list of candidates for graduation. The list was approved by graduate faculty voice vote, subject to last minute changes by departmental, Registrar's, or Graduate College offices. Degrees awarded this semester are 248 master's, 112 doctors of philosophy and 1 specialist.

Organizational By-Laws. Members were mailed a draft of the proposed Graduate Council by-laws based on the recent reorganization structure. Dobson presented the document and specifically the issue of committee structure, how it is integrated into the council and what relationship the chairs of the standing committees would have with the council. Three alternatives for standing committee representation on the council were discussed. It was recommended and accepted by a show of hands that B1. be amended to read:

Chairs for the council's standing committees will be appointed by the Dean in consultation with members of the council from among the Graduate Faculty. Chairs of these standing committees will also serve as ex officio **nonvoting members, if not already elected to the council.**

Kruempel made a motion to approve the by-laws based on this approved amendment. Tollefson seconded and council approved by a show of hands.

Graduate student voting options were not addressed in this document and Dobson will draft a proposal for addition to the by-laws and presentation to the council.

POS/Collaborator. Orazem presented a report of the ad hoc committee (attached). Discussion took place defining the terms "collaborator" and "adjunct". Collaborators are persons not employed by the university who are appointed to the faculty. Adjunct appointments are budgeted positions at any academic rank, with the rank preceded by the term "adjunct"; the appointments are not on a "tenure track." Terms are defined in the ISU Faculty Handbook. Nominations for collaborators and adjunct faculty to the graduate faculty (for five year term appointments, subject to renewal concurrent with the continuation of their ISU appointment) are to be endorsed by a graduate faculty committee of the program involved and are then reviewed by the Graduate Faculty Membership Committee. Graduate Faculty with term appointments may serve only as co-major professors on a Program of Study Committee. The ad hoc committee will be addressing several POS Committee issues: its role, the composition and size, the role of collaborators and course distribution requirements for Ph.D. program. Council members are encouraged to submit their input to Orazem and the ad hoc committee prior to the January Graduate Council meeting.

Graduate College Handbook. Roberts reported on the ad hoc committee's action. The committee met November 8 and 15. Various members were assigned to examine and

evaluate particular sections of the handbook; all members will work on Degree Programs and Course Work. Paul Tanaka, director of Legal Services has been asked for suggestions on Graduate Student-University Relationships. Some appendicized material may be brought back into the text in order to keep related information/forms together.

The sections of the handbook and progress to date are:

Structures of the Graduate College: May be moved to appendix.

Graduate Admissions and Registration and Fee Assessment: Have been discussed by the committee and the changes are now being incorporated into a new preliminary handbook by Carolyn Payne, Graduate College (who has been added to the committee).

Degree Programs and Course Work: Under review by all members; on agenda for December 6 ad hoc committee meeting.

Financial Support for Graduate Students: Under review by Riggins-Caspers; on agenda for December 6.

Graduate Student-University Relationships: Under review by Roberts and University Legal Services.

Community and Environs: Recommend deleting this section.

Roberts welcomes input from council and anticipates completion of a draft of the handbook revisions by early Spring Semester.

Ph.D. Programs. Akinc presented graphs of eleven universities with faculty ratings in Physical Sciences, Engineering, Biological Sciences, and Social and Behavioral Sciences in order to show where ISU places in comparison to other universities. In many areas, peer institutions rated higher than ISU. Mayfield provided the committee with data on Ph.D. Program of Study course requirements (by major) at ISU. He observed that there is diversity in core requirements and a correlation between course requirements and the ranking of the Ph.D. programs: the larger the program the higher the ranking. The committee will also be looking at employment trends to see where ISU ranks. Universities are frequently behind in making changes and adopting new technology to offer more flexibility in doctoral education.

The council members suggested the POS/Collaborator Committee and the Ph.D. Program Committee discuss how restrictive the POS Committee should be in requiring courses inside and outside of the major. What is it that the POS Committee should be engaged in doing? What is it now doing that it doesn't need to do? The committee will review a great deal of data before it submits a proposal to the council.

Communication. The important issue is how to effectively communicate with the graduate faculty and graduate students. Black contacted the Computation Center and was informed that approximately 85% of graduate students have a Vincent account. The capability is there to contact most graduate students by e-mail, however, there is concern about the overload of junk mail. Council represents the graduate faculty and there is need to have interaction with the faculty. Articles of Graduate Council activities are featured in Research and Graduate Education (RAGE) and distributed to all graduate faculty and graduate departments for their posting. It is not feasible to establish a current mailing list for all graduate students to receive RAGE. The ISU Daily and the Graduate Student Senate

routing process to graduate students are also communication possibilities. The committee will look into how to establish a user group site for interaction between the council, and faculty and students. The Fall (1995) issues of RAGE will be sent to Black and Spinuzzi for their review to see if this kind of information is what they would like to see made available to graduate students. Black announced that he has finished his course work and will be leaving at the end of the semester. Clay Spinuzzi will be replacing him on council and as chair of this ad hoc committee.

Annual Faculty Retreat. As a result of the article in RAGE pertaining to council studying the future of Ph.D. programs at ISU, the Provost's office contacted Carpenter regarding the Annual Faculty Retreat. This year's topic is *Research and Graduate Education*. Akinc is on the planning committee and will keep council informed as planning meetings progress. Carpenter encouraged all council members to attend this retreat.

Other Business. Carpenter asked council to think about other issues they would like discussed during the next semester. One area of interest to Carpenter is the relationship between graduate student education and proprietary research. What are the guidelines?

The spring schedule of council meetings will be made available as soon as possible.

The meeting was adjourned @ 2:50 pm.



Bonnie Gaarde, Secretary

Agenda
Graduate Council

January 26, 1996

290 Carver Hall

2:10 pm

1. **Approval of November 29 Minutes**
2. **Organizational By-Laws (Discussion and vote on attached proposed addition to the by-laws)**
3. **Ad Hoc Committee Reports**
 - A. **POS/ Collaborator (Peter Orazem)**
 - B. **Graduate College Handbook (David Roberts)**
 - C. **Ph.D. Programs (Mufit Akinc)**
 - D. **Communication (Clay Spinuzzi)**
4. **Faculty Retreat (Akinc)**
5. **Graduate Council Election (Schedule)**
6. **Other Business**

Graduate Council Minutes January 26, 1996

Present: Akinc, Anderson, Bartleson, Carpenter, Crase, Fouad, Johnson, Gaarde, Jackson, Kannel, Orazem, Paige, Roberts, Spinuzzi, Swan

Absent: Crump, Horwitz, Kruempel, Murphy, Pellegreno, Riggins-Caspers, Mayfield, Thompson, Tim, Tollefson

The November 29, 1995 minutes were approved as distributed.

Organizational By-Laws. Kannel moved to accept the proposed addition (Article 1 - 5) to the Graduate Council by-laws addressing graduate student voting options. The Faculty Handbook states that the faculty "is responsible for educational requirements, curriculum and course revisions, new degree programs, and grading procedures. It also recommends candidates for diplomas, degrees, and certificates to be conferred by the president." Consequently, only the faculty members of the Graduate Council may vote on such issues or policy changes regarding them that come before the Council. Akinc seconded this motion and council approved by a unanimous show of hands.

POS/Collaborator. Orazem provided council with proposed changes to the Graduate College Handbook related to Program of Study (POS) committees. Johnson presented an abbreviated overview of this report. The ad hoc committee finds great diversity between departments in the expectation, activities, and practice of the present POS committees regarding the design of coursework and believes that the important function of the committee is resource and guidance with the M.S. thesis, creative component work or dissertation research. This ad hoc committee proposes to take the POS committee out of the coursework planning and place such planning in the hands of the major professor and the program that represents the major course of study. Program faculty at the department level could review the POS and approve all changes as they take place. Approval of transfer credits, outdated courses, and substitutions on Programs of Study would be best managed by the program faculty and not the Graduate College. The POS committee name might be changed to better match its responsibilities: Research or Capstone Committee.

The ad hoc committee's recommendation is that the makeup of the doctoral POS committee remain at five members of the graduate faculty with at least three committee members, including the major professor, from the student's declared major or area of specialization. The makeup of the Master's POS committee should consist of at least three members of the graduate faculty with two committee members, including the major professor, from the major department.

Term members of the graduate faculty may be term members because of important specializations that they represent or because they contribute significantly to the student's declared major. A term member may be a co-major professor with a professor who is a full member of the graduate faculty in the student's declared major or area of specialization. Term members may also serve as additional nonvoting members of a POS committee, providing breadth of education.

The present requirement of outside members serving on a POS committee was discussed. The consensus of opinion was that these outside members contribute to the breadth of research and are not on the committee solely to assure the quality of research. The question remains, should there be a requirement that members outside the major area of study serve on the POS committee?

The ad hoc committee will prepare a two-column document with the Graduate College Handbook POS present wording and proposed changes for council vote at the February meeting.

Due to inclement weather, the university closed @ approximately 3 p.m. Unfinished agenda items will be carried over to the February 23 meeting.

Roberts distributed a report from the Graduate College Handbook Committee and Spinuzzi provided council with a paper copy of the Communication Committee report.

Faculty Retreat. Akinc announced that the faculty retreat March 22-23 is open for attendees by faculty nomination through their department or by nominating oneself. Akinc encouraged everyone from council to participate and submit a nomination.

Council adjourned @ 3:20 p.m.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

February 23, 1996

290 Carver Hall

2:10 pm

- 1. Approval of January 26 minutes**
- 2. Nominations for Graduate Council - review of language and council vote - (attachment A)**
- 3. Change in the name of the General Graduate Studies major to "Interdisciplinary Graduate Studies" - council vote (attachment B)**
- 4. POS/ Collaborator - proposal review and council vote (attachment C) Peter Orazem**
- 5. Graduate College Handbook (attachment D) David Roberts and discussion of Paul Tanaka's recommended handbook changes**
- 6. Other business**

**Graduate Council Minutes
February 23, 1996**

Present: Akinc, Anderson, Bartleson, Carpenter, Crase, Gaarde, Hopper (for Crump), Horwitz, Jackson, Johnson, Kannel, Kruempel, Murphy, Orazem, Paige, Riggins-Caspers, Roberts, Spinuzzi, Swan, Thompson, Tim, Tollefson

Absent: ~~Crump~~, Fouad, Mayfield, Pellegrino

The January 26 minutes were approved as distributed.

Change in Name of the General Graduate Studies Major. Kruempel reported that the request was made to change the name of the "General Graduate Studies" major for the M.S. and M.A. degrees to "Interdisciplinary Graduate Studies". On February 8, 1996 the Graduate Curriculum and Catalog Committee (GCCC) approved the request. Kruempel, on behalf of GCCC, recommended that the change be approved. Acting for the graduate faculty, the change was approved by voice vote by the council. This recommendation will be forwarded to the Faculty Senate Curriculum Committee and Board of Regents for their review.

Nominations for Graduate Council and Premium for Academic Excellence (PACE) Awards Committee. Copies of nomination material for Graduate Council and PACE Awards Committee were reviewed by the council. Some of the language has been changed to reflect the restructuring of the council. The statement..."Members elected will be those receiving a plurality of the votes" will be added to the council election procedure section, and with other minor corrections to be made, Thompson moved that these forms be accepted. Kannel seconded this motion and council approved by voice vote. This material will be sent to all members of the graduate faculty.

Comments from Dean Swan. As a result of reviewing Graduate College documents, issues have arisen that Swan would like council to consider. How many course credits should be required for the Ph.D. degree if a student enters the Ph.D. program with an M.S. degree already awarded? Also, would it be appropriate to omit 599 and 699 courses from the calculation of graduate student's GPA? Inclusion of these two courses in the GPA calculation does not aid either the students or the faculty in decision-making.

A check-list of the signatures required on memos to the Graduate College/Dean related to the work of graduate students is being sent to Departmental Officers in Graduate Education. Also included in this packet are the forms Request to Change Committee Appointment and Request to Change Program of Study for use by faculty who work with graduate students. Council will be furnished copies of this packet of information.

Program of Study (POS) Ad hoc Committee Report. Council reviewed the document prepared by the committee with the present Graduate College Handbook POS wording and the proposed changes based on discussions that took place at the January meeting. Council members expressed concern with the recommendation that would take the POS committee out of the coursework planning and place such planning in the hands of the major professor and the program that represents the major course of study. This action would not be ideal for the POS committee relationship (both coursework and research). Orazem indicated that in many departments the POS committee isn't formed until after the coursework has been selected. After considerable discussion, the ad hoc committee agreed to remove the requirement that the POS committee must participate in coursework

decisions. The ad hoc committee recognizes the diversity among programs and is attempting to find a template that would be universal; departments can specify involvement in developing coursework. The primary emphasis is to maintain more flexibility and allow departments to choose the best mechanism that meets their needs in establishing coursework for their students.

Concerning the makeup of the Master's POS committee, the suggestion was made to change the wording to read: "Two committee members including the major professor must be from the major and one member must be from other than the major." Under Makeup of the Doctoral POS committee, recommended wording would be: "At least three committee members including the major professor must be from the student's declared major and at least one member must be from outside the student's declared major."

There was confusion as to the reference of full member of the graduate faculty now that there is no separate distinction between members of the graduate faculty. Council discussed this and suggested replacing the word full with **regular** member of the graduate faculty (wherever it appears). **Term** member will continue to be used for a clear distinction between the two.

An area of concern that only a majority and not a consensus of the voting members of the POS committee is necessary to pass a preliminary oral examination was discussed. It is appropriate to pass an individual with one dissenting vote. Council agreed wording be added to clarify that ..."an individual cannot pass an oral examination with more than one dissenting vote."

The ad hoc committee will incorporate these recommendations and encouraged council to submit any other suggestions to Orazem for inclusion to the POS section of the Graduate College Handbook. The committee will work on revisions for presentation to the council.

Graduate College Handbook. Roberts would like council's input on the student grievance language recommended by Paul Tanaka, director of Legal Services, pertaining to Student Grievances (version A versus version B of the handout). Version A will substantially change the language but not the meaning. Version B would require amendment of the ISU Bulletin to indicate that all graduate student grievances are handled by the process recommended by Tanaka.

All ad hoc committee information will be sent to council members after the March 18 meeting of the chairs for review prior to the April 5 meeting. Carpenter encouraged council to bring any concerns to the attention of the appropriate committee allowing final action on proposals to take place as soon as possible.

Council adjourned @ 3:45 p.m.


Bonnie Gaarde, Secretary

Agenda

**Graduate Council
Ad hoc Committee Chairs**

March 18, 1996

210 Beardshear

11 AM

- 1. Dean Swan (Comments)**
- 2. Ad hoc Committee Reports**
 - A. Program of Study Committee (Orazem)**
 - B. Handbook Committee (Roberts)**
 - C. Communication (Spinuzzi)**
 - D. Ph.D. Programs (Akinc)**
- 3. Other Business**

**Graduate Council Notes
Ad hoc Committee Chairs
March 18, 1996**

Present: Akinc, Carpenter, Gaarde, Mayfield, Orazem, Spinuzzi, Swan

Carpenter would like to establish a timetable during this academic year for the completion of the reports from the ad hoc committees. Proposals requiring council vote, on behalf of the graduate faculty, need to be noted as an agenda item prior to a vote. A decision will need to be addressed as to whether or not an additional council meeting is needed.

Ad hoc Committee Reports

Ph.D. Programs. Akinc and the committee used several meetings to identify issues of concern: oversupply of Ph.D.'s in the country, fewer Ph.D.'s finding academic jobs, unemployment and underemployment with more time in postdoctoral positions, time to degree, overspecialization, overproduction of degrees. The committee reviewed two major documents: *The National Research Council Survey of Doctoral Programs, Reshaping the Graduate Education of Scientists and Engineers*, as well as numerous articles. There are a number of items to be addressed: the ranking of doctoral programs at ISU, understanding those rankings, and the determining significance of the rankings. With data available, the committee is attempting to determine what issues affect ISU. Akinc would like to give the council a report by the end of spring semester with a focused issue recommendation for next year's Graduate Council. This report will be presented to the full council for their review prior to the May meeting.

Communication. Spinuzzi reported goals of the committee. They would like to establish an on-line presence (e.g., e-mail, newsgroup, www) to allow the council to distribute information about graduate-related issues and to provide a forum for discussing those issues. The committee would like to stimulate discussion on current issues such as those that appear in RAGE. Spinuzzi will look into establishing links for participants to send e-mail to the on-line representative and making graduate faculty and students aware of those (links).

Council members reported that they have been sending out information to their respective divisions and are receiving feedback. It would be beneficial to establish an all mail list by department and division to better inform graduate faculty of what the council is doing and to allow graduate faculty input. Council members will contact their respective colleges to secure information regarding electronic lists.

Establishing a Graduate Council all mail list for ad hoc committee requests/reports, interaction, timely council information, and the capability of responding to all members was discussed. Gaarde will set up a mailing list and inform council upon its completion.

Graduate College Handbook. Roberts provided an outline and presented an overview of the committee's work. Their primary goal was a global rearrangement of the Graduate College Handbook. The first chapter, Structures of the Graduate College, will become an appendix. Some chapters will stay as chapters in their present form. The longest chapter dealing with curriculum and Program Of Study was broken into four chapters: Graduate Degree Programs and Requirements, Credits and Grading, Graduate Program of Study, and Finishing Up. The language in the chapter now entitled Graduate Program of Study is still in the original format, but is being addressed by Orazem's ad hoc committee. Roberts again encouraged council members, especially graduate students, to

review the Graduate Student-University Relationships, Rights and Responsibilities section of the handbook and the student grievance language recommended by Paul Tanaka, director of Legal Services. Roberts will request that all members of the council examine this section and provide their input prior to the April meeting. The Graduate College staff will review the handbook for operational/administrative accuracy. A postdoctoral section is also being prepared. Roberts believes that the handbook should be given another review in the next year or two, after changes have been made, to determine if these revisions have been an improvement. Council will receive the next version of the handbook changes on April 5.

Ph.D. Program of Study (POS). Comments have been received from adjunct and collaborator faculty members regarding the current regulation that collaborators and adjunct professors (term appointments) can be major professors on an M.S. committee but are restricted to co-major professors on a Ph.D. Program of Study. Collaborators and adjunct faculty serve many different roles; some are members of the faculty and go through the university promotion and tenure process. Orazem said that new terminology is an option when there is a co-major professor who is not on tenure track faculty. This co-major professor could be the research major professor and the other co-major professor would be the academic/administrative co-major. Someone must be responsible for making certain that the requirements for academic progress are met. Collaborator and adjunct faculty (term members) who successfully complete the university promotion and tenure process are eligible for regular graduate faculty membership. They would then have all the rights and privileges of graduate faculty, which entitle them to serve as sole major professors of a Ph.D. Program of Study. Orazem will provide council with the language to address these suggestions prior to the April meeting.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

April 5, 1996

290 Carver Hall

2:10 pm

- 1. Approval of February 23 Minutes**
- 2. Graduate Curriculum and Catalog Committee Possible Actions (Kruempel)**
- 3. Graduate Council Nominations (Gaarde)
Additional nominations will be needed from current council**
- 4. PACE Nomination Results (Gaarde)**
- 5. Ad hoc Committee Reports**
 - A. Program of Study Committee (Orazem)**
 - B. Handbook Committee (Roberts)**
 - C. Communication (Carpenter)**
- 6. Schedule for Completion of Council Activities**
- 7. One Catalog Versus Two ? (Mayfield)**
- 8. Suggestion for Changes on the "Report of Final Examination" Form**
- 9. Other Business**

Graduate Council Minutes
April 5, 1996

Present: Akinc, Anderson, Carpenter, Fouad, Hopper, Gaarde, Johnson, Kannel, Kruempel, Mayfield, Murphy, Orazem, Roberts, Spinuzzi, Thompson, Tim, Tollefson

Absent: Bartleson, Crase, Horwitz, Jackson, Paige, Pellegrino, Riggins- Caspers, Swan

The February 23 minutes were approved with a name correction.

Premium for Academic Excellence (PACE) Awards Committee Nominations. Council members were furnished a list of nominations received to fill five vacancies on the PACE awards committee. Thompson moved that these names be forwarded to the dean as suggestions for filling the vacancies for the 1996-99 term. Roberts seconded this motion and council approved by voice vote.

Graduate Council Nominations. Council reviewed the nominations received from graduate faculty members and made additional suggestions for the 1996-99 ballots. Pending approval from the additional perspective candidates, Johnson moved to accept these nominations. Murphy seconded this motion and council approved by voice vote. The nominations for five new faculty representatives will go forward to the graduate faculty as mail ballots.

Graduate Curriculum and Catalog Committee (GCCC). Kruempel, committee chair, presented proposals on behalf of the GCCC.

The Department of Electrical and Computer Engineering requested discontinuation of the Master of Engineering with a major in Electrical Engineering and Master of Engineering with a major in Computer Engineering. The majority of the Master degree students pursue the Master of Science degree instead of the Master of Engineering degree. Discontinuation of this degree would also bring "degrees offered" into line with the other major departments in the College of Engineering, namely Civil and Mechanical Engineering, which offer the M.S. degree with thesis and non-thesis options. In addition, industrial demands in the electrical and computer engineering fields appears to be for the M.S. with thesis and non-thesis options. The proposal has been approved by the GCCC and the Faculty Senate Curriculum Committee. Kruempel, on behalf of the GCCC, recommended that the proposal be approved so that the request could be forwarded to the Board of Regents. Fouad seconded this motion and council approved by voice vote.

The Department of Mechanical Engineering requested discontinuation of the Nuclear Engineering Program (M.S. and Ph.D.). There is a national trend and the nuclear engineering programs all over the country are either being merged with other programs or they are being discontinued. This proposal was approved by the GCCC. Kruempel, on behalf of the GCCC, recommended that the proposal be approved contingent on similar approval by the engineering curriculum and catalog committee (April 8) and the engineering faculty. Kannel moved that council approve this proposal and Fouad seconded this motion. Council approved by a show of hands.

The Department of Political Science and the Public Administration Program submitted a proposal for approval of a Graduate Certificate of Public Management to be offered by the Master of Public Administration Program. This program requires 15 credits of study for practicing public administrators who do not find it feasible to complete the MPA degree and others who may wish to obtain a Certificate. The admission requirements for the Certificate are the same as for MPA program. Credits taken may be applied to the MPA degree. This proposal was approved by the GCCC. Discussion followed with concern expressed about the appropriateness of graduate faculty approval of this type of proposal. The department of Political Science has the power to award this type of certificate. Thompson moved that the council delay taking action on this request and recommended that a future council may want to take a look at the procedure of awarding graduate certificates by degree programs. Murphy seconded this motion and council approved by voice vote.

Program of Study Ad hoc Committee. Orazem presented a handout of the proposed changes to the Program of Study committees. Several of the items were discussed.

A clear distinction needs to be made between regular and term members of the Graduate Faculty. The committee proposes the following: Regular membership on the graduate faculty is granted to a person who holds a tenure-track appointment with the academic rank of assistant professor or above at Iowa State University. Nontenure-track faculty who have been granted the rank of assistant professor or above through the university's promotion and tenure process may also qualify for regular graduate faculty membership upon approval by the Graduate Faculty Membership Committee.

A change is recommended to recognize term members serving as co-major professors as the research co-major professor and regular graduate faculty members serving as the academic co-major professor clarifying the responsibility of the two parties.

Orazem received requests for a preamble to the Program of Study section stating the role of departments. The recommended wording addressing this matter is the following:

“The Graduate College Handbook outlines the general requirements for completion of a graduate degree at Iowa State. Faculty in a major field have the responsibility for establishing specific course requirements and research requirements appropriate to the Master’s or Ph.D. programs in the major. Individual majors may place additional responsibilities on the student, the major professor, or the student’s Program of Study committee beyond those listed in the Graduate College Handbook as deemed appropriate to the goals of the major program.”

The consensus of opinion is that the makeup of the Master’s POS committee consist of at least **two** members of the graduate faculty from the student’s major, including the major professor, and one member from outside the major. The makeup of the Doctoral POS committee should be at least **three** members of the graduate faculty, including the major professor, from the student’s major, and one member from outside the major.

In various sections **full** member was changed to **regular** member of the graduate faculty.

In developing the Program of Study, the preferred wording change recommended is “the student and the major professor develop the Program of Study with the consultation and approval of the Program of Study Committee”.

The recommendation was made that proposed changes be accepted for incorporation into the Graduate College Handbook for final approval at the May 3 council meeting. Murphy moved that these changes be accepted. Roberts seconded and council approved by a show of hands. There will be identification of the substantive issues for vote at the May meeting.

Graduate College Handbook. Roberts presented council with a handout of the committees’ recommendations of the reorganization of the Graduate College Handbook. The committees’ efforts have been directed at global and organizational changes calculated to present the material in a more logical way and to make it more accessible. The handout shows the new title of a chapter with its placement; the old title with placement; new titles of appendices, and an outline of three chapters; Graduate Degree Programs and Requirements, Admissions, and Registration and Fee Assessment. No changes have been made to affect Graduate College policy. The Program of Study section is still in the original format pending approved changes being prepared by the Ph.D. Program of Study committee. More than three-quarters of the procedural editing has been made by the Graduate College administration and staff. A one-column page layout will be the format for the handbook.

The Graduate Student-University Relationships, Rights and Responsibilities section of the handbook and the student grievance language recommended by Paul Tanaka, director of Legal Services has been incorporated into the Graduate College Handbook. Council concluded that these changes be accepted.

Roberts thanked Carolyn Payne, Assistant to the Dean, who is greatly responsible for the improvement of this handbook document.

Communication. Carpenter is submitting a formal request to the Graduate College asking for assistance in developing e-mail lists of Graduate Faculty by division to facilitate communication between the council and the faculty they represent. Carpenter would like council’s help in securing these lists from respective colleges for preparation of a master list.

Other Business. Carpenter has been asked by Dean Swan and other graduate faculty to ask the council to consider several issues. An ad hoc committee of Kannel, Carpenter, Hopper and Bartleson will take a look at the following issues and report to the council at the May meeting.

1. How many course credits should be required for the Ph.D. degree if a student enters the Ph.D. program with a master’s degree already awarded?
2. Would it be appropriate to omit 599 and 699 courses from the calculation of a graduate student’s GPA?
3. Suggestions for changes on the “Report of Final Examination” form.

4. Should the Graduate Council be concerned about graduate student thesis/dissertation work that involves proprietary information?

One Catalog Versus Two. The Graduate College is trying to decide whether or not to produce a Graduate Catalog. The Graduate Catalog is essentially an extraction from the General Catalog. Mayfield asked council for comments as to which catalog they used. Council discussed issues of mailing and printing costs, and staff time involved in producing a separate Graduate Catalog. Several commented that the Graduate Catalog is smaller and easier to handle, the General Catalog has all the course listings when a student needs some remedial work, and whichever catalog is handiest is the one used.

Carpenter encouraged council members to reserve two hours for the last council meeting of the semester (May 3).

Council adjourned @ 4:05 p.m.

Bonnie Gaarde, Secretary

Agenda
Graduate Council

May 3, 1996
290 Carver Hall
2:10 p.m.

Please try to make arrangements to reserve at least two hours for this meeting.

- 1. Approval of April 5 Minutes**
- 2. Graduate Council Nomination Results**
- 3. Approval of Candidates for Advanced Degrees (attachment A)**
- 4. Comments (Swan)**
- 5. Reports**
 - A. Graduate Curriculum and Catalog Committee (Kruempel)**
 - B. Graduate Faculty Membership Committee (Fouad)**
 - C. Premium for Academic Excellence (PACE) Awards Committee (Thompson)**
- 6. Program of Study (Orazem)**
- 7. Graduate College Handbook (Roberts)**
- 8. Ph.D. Study (Mayfield for Akinc) (attachment B)**
- 9. Communication and Other Issues (Spinuzzi & Carpenter)**
- 10. Carpenter Graduate Council Annual Report - Draft (Carpenter)**
- 11. Election of 1996-97 Graduate Council Chair**
- 12. Other Business**

Graduate Council Notes
May 3, 1996

Present: Anderson, Bartleson, Carpenter, Crase, Fouad, Hopper, Gaarde, Jackson, Johnson, Kannel, Kruempel, Mayfield, Murphy, Orazem, Paige, Riggins-Caspers, Roberts, Spinuzzi, Swan Tim, Tollefson

Absent: Akinc, Horwitz, Pellegrino, Thompson

The April 5 minutes were accepted with a noted change.

Graduate Council Election Results. The five new graduate faculty members filling vacancies for the 1996-99 term are: Douglas Finnemore, Physics and Astronomy and Richard Seagrave, Chemical Engineering, representing Physical and Mathematical Sciences and Engineering; Mary Lynn Damhorst, Textiles and Clothing, representing Social Sciences and Education; William Graves, Horticulture, representing Biological and Agricultural Sciences; and Joanna Courteau, Foreign Languages and Literatures, representing Arts and Humanities.

Approval of Candidates for Advanced Degrees. Carpenter presented the list of candidates for graduation. The list was approved by voice vote, subject to last minute changes by departmental, the Registrar's or Graduate College offices. This semester 281 master's, 1 specialist, and 94 doctors of philosophy degrees will be awarded.

Comments from the Dean. Dean Swan commented on the fluidity of committee appointment procedures associated with graduate student programs and the casualness with which some programs treat the committee assignment process. These committee appointments are official assignments as a designation to a group of faculty representing the university in degree granting action. At the time of an M.S. or Ph.D. oral examination, the faculty are the designated representatives of the university. As an official activity of the university, it is important that it be taken very seriously. There are significant numbers of graduate faculty who are not showing up for examinations, and at the last minute inform the major professor that they cannot attend. The Graduate College sees substitutions, after the fact, or committees without the appropriate number of individuals in attendance at the final oral examination. Swan will address this matter in a future RAGE article to bring attention to all faculty. She will remind everyone that this is an official action of the university and that it is very important that it be done appropriately.

Graduate Curriculum and Catalog Committee (GCCC). Kruempel, committee chair, reported on tasks the committee performed during the semester. The discontinuation of the Master of Engineering with a major in Computer Engineering and Nuclear Engineering Program (M.S. and Ph.D.) were approved by the GCCC and the Graduate Council. These proposals are now in the Faculty Senate. Dual-listed courses were approved in MIPM, Landscape Architecture, and Genetics. The post-audit review of the Ph.D. in Rhetoric and Professional Communication was approved. A double degree at the master's level in Statistics and Business (M.S. in Statistics/M.B.A.) was approved. A nonthesis M.S. in Electrical Engineering and Computer Engineering and a nonthesis M.S. in Psychology were approved. A concurrent B.S./M.S. degree in Psychology was approved.

Graduate Faculty Membership Committee. Fouad, committee chair, reported on committee action during the academic year. Twenty-three adjunct and collaborator faculty members were reviewed for term graduate faculty membership. All were approved for term graduate faculty membership for the same length of term requested with the exception of three where recommendation for shorter term membership was recommended by the committee "to see further evidence of professional development and scholarly work."

Fouad indicated that the system and criteria established to review recommendations for term graduate faculty membership has been working well and recommended that the committee continue the procedure.

Premium for Academic Excellence (PACE) Awards Committee Nominations. Carpenter, substituting for Chair Michael Thompson, submitted a report of the activities of the committee. The responsibility of the committee is to serve the Graduate College in determining the most qualified recipients of the university's Premium for Academic Excellence Awards, an award that offers incoming graduate students financial support for up to one-half of the full resident tuition rate. There were 321 nominations in the spring competition (nomination deadline March 1, 1995) with 210 awards (155 one-year and 55 two-year awards) made. A total of 87 students accepted the awards (62 one-year and 25 two-year awards). The 1995 fall competition for PACE awards resulted in 25 awards; 8 students accepted the award. Money allocated to PACE in FY 96 now totals \$250,000. There was \$172,700 left after the Fall competition and two-year awards were made earlier. This is the amount allocated to Spring 96 awards. A total of 198

awards were made and to-date 52 students have accepted awards. The committee is again looking at the nomination deadlines, believing that earlier deadlines for nominations will make the PACE award what it is intended to be, i.e., a tool for recruitment. This issue will be discussed further after input from departments and the Graduate College. Council approved by voice vote that this report be appended to the minutes.

Reports from Ad hoc Subcommittees:

Program of Study. Orazem presented a copy of the proposed major changes in POS committee policy to the council for vote. Discussion followed with suggestions of rewording of items 6 and 7. Johnson made a motion to change the language of item 6 to reflect that the university has no specific requirements as to the number of courses to be taken: "There is no specific university requirement regarding number of courses taken within or outside the major/program." Murphy seconded this motion and council approved by voice vote.

To clarify nontenure track faculty requirements for graduate faculty membership, a change of wording of item 7 was discussed. Murphy made a motion to change the statement to read: "Nontenure track faculty who have successfully completed the university promotion and tenure process may qualify for regular membership in the graduate faculty. This status must be approved by the Graduate Faculty Membership Committee." Roberts seconded and council approved by voice vote to accept this new language.

There was no further discussion of the policy changes reflected in the preamble and seven policy issues recommended by the POS subcommittee. Tollefson made a motion, Murphy seconded, and council approved by voice vote to approve these policy changes as stated.

These changes and policy recommendations (as a source of information) are for the Graduate College office in making appropriate changes in the Graduate College Handbook (**attached**).

Graduate College Handbook. The committee was charged with taking a look at the handbook with respect to reorganization, accessibility, and language. They changed and globally reorganized the handbook in order to make it more accessible and useful, with no policy changes being made. The language recommended by Paul Tanaka, director of Legal Services, regarding the rights and responsibilities of the graduate students in the grievance procedure, was accepted in total for inclusion in the handbook.

Ph.D. Study. In Akinc's absence, Mayfield presented the ad hoc committee report to the council. The committee objective was to study the Ph.D. programs and assess the present status of Ph.D. education at ISU, identify the issues, and make recommendations to the council. There are no action items at this time. The committee is continuing to collect data to establish mechanism(s) for outcomes assessment. Johnson made a motion recommending that next year's council continue the work of this ad hoc committee. Murphy seconded this motion and council approved by voice vote.

Communication. Spinuzzi provided council with a copy of the committee report. They have discussed the possibility of putting together a list of departmental e-mail lists for distributing information. Some of the problems foreseen are that list recipients would not have the opportunity to unsubscribe if they are not interested in council issues and massive mailings may be ethically questionable. Spinuzzi will follow up with the Computation Center to be certain that this list of lists would not violate the ISU Code of Computer Ethics. The Computer Center has set up a newsgroup for graduate faculty and students to discuss graduate issues: <isu.grad.general>.

Carpenter reported that there is a Graduate Council home page through the Graduate College <<http://www.grad-college.iastate.edu/council/GCIntro.html>> which includes the description of the council, bylaws, and minutes of all meetings. The possibility is there to link the Graduate Council web page to the student newsgroup. The RAGE newsletter articles on council activities feature Carpenter's e-mail addresses and the home page address. These articles will also be available on the website. An all e-mail list has been established for council members and has been very effective in dealing with discussion items. The Graduate College will be developing e-mail lists of graduate faculty by division to facilitate communication between the council and the faculty they represent.

Other Issues. An ad hoc subcommittee of the Council (Carpenter, Kannel and Hopper) met on April 15 to consider a number of issues raised by Dean Swan or members of the graduate faculty. Carpenter sent the following concerns with the subcommittee comments to all members of the council for their comments and recommendations.

1. How many course credits should be required for the Ph.D. degree if a student enters the Ph.D. program with a master's degree already awarded?

The ad hoc committee believes this is consistent with ongoing changes in the POS committee, that this is a matter for individual programs to decide. The Graduate College determines the number of credits required for a Ph.D. whereas the program/POS committee would be responsible for deciding how many and which previous credits may be transferred. The problem arises when a student has taken a master's degree in a subject different from that of the Ph.D. Most of the master's courses make no academic sense on the Ph.D. program.

2. Suggestions for changes on the "Report of Final Examination" form.

Charlotte Bronson, chair, genetics, suggested that the "Report of Final Examination" form be amended to include a fourth choice, "defend the dissertation at a later date", which would allow the POS committee to retain control over the quality of the dissertation. The committee considered this issue and felt that the three existing choices on the form allow the POS committee the flexibility with which to address Dr. Bronson's concern. One of the specified conditions could require another meeting with the POS committee. It may be necessary to have a letter/form of notification that conditions have been met signed by all committee members, rather than just the major professor. The ad hoc committee expressed concern that a choice of "defend the dissertation at a later date" might imply that the final examination was not "final" but could be retaken as many times as necessary until the student passed. Dean Swan offered another choice: to have the committee certify that the dissertation is ready for defense before the committee meets. This might require that two or three members of the committee examine the draft.

3. Would it be appropriate to omit 599 and 699 courses from the calculation of a graduate student's gpa?

The subcommittee considered this issue and believes that research credit is distinct from coursework and should not be included in the student's gpa. Johnson made a motion to suspend the rule that an item for action has to be included in the agenda for the meeting. Murphy seconded this motion and council approved by voice vote. Johnson moved that 599 and 699 grades not be included in the student's gpa (allowing the program faculty grading option). These changes should be reflected in the Graduate College Handbook with instructions to the registrar that the research credits will not be used to calculate gpa. Murphy seconded this motion and council approved by voice vote.

4. Should the council be concerned about graduate student thesis/dissertation work that involves proprietary information?

Large numbers of research grants/contracts at ISU involve proprietary information. There is concern that the use of graduate students to conduct proprietary research may impinge on the freedom of the student to disseminate his/her research results. Information obtained from the Graduate College indicates that 44 thesis/dissertations are currently on hold, with 32 being held for patents; 9 for research contract; and three for publishing. Of that total, 11 have been held for 1-2 years and an additional 4 for 2-3 years. The number of holds by year are as follows: 1991-1; 1992-11; 1993-17; 1994-7 ; 1995-8. The ad hoc committee is concerned with the number of thesis/dissertations held beyond one year. The committee recommends that other peer universities be contacted to determine if this is an issue at other institutions, and if so, whether there are specific policies/guidelines in place. This issue is one which next year's council may wish to consider in more depth in order to ensure that ISU's policies are sufficient to protect the graduate student's right to publish. The Graduate College will provide detailed reports over the last four years for council's review.

Annual Report. Carpenter provided council with a draft of the council annual report. Roberts moved to accept the annual report which would reflect the changes that took place at this meeting. Johnson seconded this motion and council approved by voice vote.

Election of 1996-97 Graduate Council Chair. Carpenter called for nominations to fill the council chair position for 1996-97. Kannel, who had to leave early, requested that Carpenter nominate Murphy. Murphy agreed to accept the nomination and by acclamation will be the 1996-97 chair.

Carpenter thanked everyone for their excellent participation on the council. On behalf of the Graduate College, Swan expressed appreciation of council accomplishments and the leadership of Carpenter. Johnson also acknowledged Carpenter's style of leadership (always with a smile) and Murphy is in hopes that she can chair as well as Carpenter.

Council adjourned @ 3:35 p.m.


Bonnie Gaarde, Secretary

1995-1996 Annual Report of the Graduate Council Iowa State University

The Graduate Council at Iowa State University provides a mechanism for interaction among graduate students, graduate faculty members, and the administration of the Graduate College. The Graduate Council is an elected, representative body which serves as an executive committee of the Graduate faculty to initiate, revise, and implement Graduate College policies, and to assist and advise the Graduate Dean.

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

1. Following the expansion and re-organization of the Graduate Council during 1994-95, a set of Council By-Laws describing Council procedure, Committees and Reports was developed, approved, and implemented by Council.
2. An ad hoc committee chaired by Peter Orazem examined the current policies and procedures regarding Program of Study committees and collaborator faculty. Following committee recommendations, the following changes in policy were approved: 1. An individual cannot pass the preliminary or final oral examination if more than one member of the committee votes not to pass the candidate; 2. All master's and doctoral program of study committees are to be constituted by major/program rather than by department; 3. The majority members of a program of study committee, including the major professor, must be from within the major/program; 4. Term members of the graduate faculty may co-chair program of study committees, but they may not individually chair a committee; 5. All official program of study committee members must be members of the graduate faculty; 6. A program of study will no longer require a specific number of courses outside the major/program. The committee also examined the role of non-tenure track collaborator/adjunct faculty on POS committees. The committee recommended, and Council approved, that non tenure track faculty who successfully complete the university promotion and tenure process may qualify for regular membership in the graduate faculty. This status must be approved by the Graduate Faculty Membership Committee. These changes in policy will be incorporated into the new Graduate College Handbook.
3. A subcommittee chaired by David Roberts examined the Graduate College Handbook with respect to its organization, usefulness and details of language. The committee recommended global and organizational changes in order to present the material in a more logical and accessible way. No changes were made to affect Graduate College policy, other than changes in policy regarding the POS committee. Changes were made by Paul Tanaka, director of Legal Services in the Graduate Student-University Relationships, in the sections on Rights and Responsibilities and student grievance procedures. Council approved changes made by the Graduate College Handbook subcommittee.
4. A subcommittee chaired by Mufit Akinc examined the current status of the PhD program at Iowa State University with respect to national concerns on graduate education. The committee examined the ranking of ISU programs nationally, and with respect to peer institutions. Issues of national concern include time to degree, adequate preparation for career paths, and over specialization and overproduction of PhDs. The committee recommends that further examination of data regarding outcomes assessment of ISU programs is required for a comprehensive report and recommendation to Council. The Council recommended that the activities of the subcommittee continue next year.
5. Several mechanisms were explored/implemented to improve communication among Council members and between Council and Graduate Faculty. The Graduate Council established a home page on the internet, where Council organization, by-laws and minutes are posted; monthly report of Council activities are included in the Research and Graduate Education newsletter; a Graduate Council list was generated for communication among Council members. The Graduate College has agreed to provide assistance this summer in establishing graduate faculty lists by division in order that divisional faculty representatives may better communicate council issues to their constituent faculty.

6. On the recommendation of the Graduate Curriculum and Catalogue Committee, the Council approved the following: the name change of "General Graduate Studies" major to "Interdisciplinary Graduate Studies"; the discontinuation of the Master of Engineering with a major in Electrical Engineering and the Master of Engineering with a major in Computer Engineering; discontinuation of the Nuclear Engineering Program (MS. and PhD.).

7. An ad hoc subcommittee considered several items at the request of the Graduate Dean and Council Chair. These items were discussed by Council and the following recommendations/actions were taken.

A. In considering the number of credits required for the Ph.D. for students entering with a master's degree already awarded, the number of allowable transfer credits from the masters program is a matter for individual programs to decide.

B A suggestion was made that the "Report of Final Examination" form be amended to include a fourth choice, "defend the dissertation at a later date", which would allow the POS committee to retain control over the quality of the dissertation. The committee considered this issue and felt that the three existing choices on the form allow the POS committee the flexibility with which to address the faculty concerns.

C. Council approved that 599 and 699 grades not be included in calculation of graduate student's GPA. These changes will be reflected in the Graduate College Handbook with instructions to the registrar that henceforth, research credits will not be used to calculate GPA.

D. Large numbers of research grants/contracts at ISU involve proprietary information and Council expressed concerned with the number of thesis/dissertations held beyond one year.

8. Council approved, subject to last minute changes by departments, Registrar's, or Graduate College offices, the candidates for Advanced Degree for Fall, 1995 and Spring, 1996 graduation.

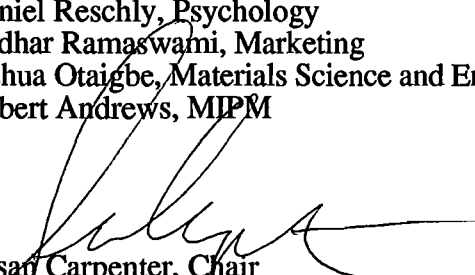
In addition to these actions, the Council gathered and approved nominations for vacancies on the Graduate Council and Premium for Academic Excellence (PACE) Awards Committee. Newly elected members for the committees are:

Graduate Council

Joanna Courteau, Foreign Languages and Literatures, Arts and Humanities
Mary Lynn Damhorst, Textiles and Clothing, Social Sciences and Education
Douglas Finnemore, Physics and Astronomy, Physical and Mathematical Sciences and Engineer.
Richard Seagrave, Chemical Engineering, Physical and Mathematical Sciences and Engineer.
William Graves, Horticulture, Biological and Agriculture Sciences

PACE Committee

Motoko Lee, Sociology
Daniel Reschly, Psychology
Sridhar Ramaswami, Marketing
Joshua Otaigbe, Materials Science and Engineering
Robert Andrews, MIPM



Susan Carpenter, Chair
August 27, 1996

Graduate Council
1995-96

Graduate Faculty

Susan Carpenter (chair) 1993-96 (Biol & Ag Sciences)	Micro, Immunology & Pre Med 1140 Veterinary Medicine scarp@iastate.edu Fax: 4-8500	4-5158
Mufit Akinc 1994-97 (Physical & Math Sci & Engr)	Materials Science & Engineering 3155 Gilman makinc@iastate.edu Fax: 4-5444	4-0744
Sedahlia J. Crase 1995-98 (Social Sciences & Ed)	Human Dev & Family Studies 109 Child Development sedahlia@iastate.edu Fax: 4-1765	4-6135
Jamie L. Horwitz 1995-96 (Arts & Humanities)	Architecture 591 Design jhorwitz@iastate.edu Fax: 4-1440	4-3543
Dennis C. Johnson 1995-98 (Physical & Math Sci & Engr)	Chemistry 3661 Gilman dcj@iastate.edu Fax: 4-9623	4-7530
Edward J. Kannel 1993-96 (Physical & Math Sci & Engr)	Civil & Construction Engineering 382B Town Engineering kannel@cclab.iastate.edu Fax: 4-8216	4-6777
Kenneth C. Kruempel 1995-97 (Physical & Math Sci & Engr)	Electrical & Computer Engineering 109 Coover kruempel@iastate.edu Fax: 4-4263	4-7387
Patricia Murphy 1994-97 (Biological & Ag Sciences)	Food Science & Human Nutrition 2312 Food Science pmurphy@iastate.edu Fax: 4-8181	4-1970
Peter F. Orazem 1995-98 (Social Sciences & Ed)	Economics 267 Heady pfo@iastate.edu Fax: 4-0221	4-8656
William Paige 1994-97 (Social Sciences & Ed)	Industrial Education & Technology 106 I Education II wpaige@iastate.edu Fax: 4-1123	4-5927
Dominick Pellegrino 1993-96 (Social Sciences & Ed)	Professional Studies N225A Lagomarcino dpellegr@iastate.edu Fax: 4-4942	4-7368
David D. Roberts 1995-98 (Arts & Humanities)	English 241 Ross droberts@iastate.edu Fax: 4-6814	4-3611
Michael L. Thompson 1995-97 (Biological & Ag Sciences)	Agronomy 2503 Agronomy thompson@ameslab.gov Fax: 4-3163	4-2415

Sunday Tim 1995-96 (Physical & Math Sci & Engr)	Agricultural & Biosystems Engineering 215 Davidson tim@iastate.edu Fax: 4-6633	4-0466
Jon J. Tollefson 1995-98 (Biological & Ag Sciences)	Entomology 17 Insectary tolly@iastate.edu Fax: 4-4431	4-8044
<u>Graduate Students</u>		
Jennifer Anderson 1995-96 (Physical & Math Sci & Engr)	Chemical Engineering 2114 Sweeney Hall zeta@iastate.edu Fax: 4-2689	4-2490
Cheryl Bartleson 1994-96 (Biological & Ag Sciences)	Biochemistry & Biophysics 4232 Molecular Biology Building cjsuitt@iastate.edu Fax: 4-0453	4-1665
Kristen Riggins-Caspers 1995-96 (Social Sciences & Ed)	Human Development & Family Studies 105 Child Development kcaspers@iastate.edu Fax: 4-1765	4-5990
Philip Black 1995-96 (Arts & Humanities)	English 206 Ross Hall pblack@iastate.edu Fax: 4-6814	4-4601
<u>Graduate College Representatives (ex officio)</u>		
Patricia B. Swan	211 Beardshear pbswan@iastate.edu	4-6344
John M. Dobson	211 Beardshear jmdobson@iastate.edu	4-6344
George A. Jackson	222 Beardshear gajacks@iastate.edu	4-1386
John E. Mayfield	207 Beardshear jmayf@iastate.edu	4-1170
Bonnie Gaarde (Secretary)	Graduate College 207 Beardshear blgaard@iastate.edu Grad College Fax: 4-6100	4-1170
<u>Faculty Senate Representative (ex officio)</u>		
Malcolm Crump	Veterinary Physiology & Pharmacology 2048 Veterinary Medicine maccrump@iastate.edu Fax: 4-2315	4-6544