

Agenda

Graduate Council

September 22, 1997

**210 Beardshear
3:10 p.m.**

- 1. Introduction of members**
- 2. Approval of April 23 minutes (June 13 packet)**
- 3. Comments from the Graduate College**
- 4. Concurrent BS/MS Agricultural Engineering Degree Program (vote) (attachment)**
- 5. Subcommittee charges and assignments (Orazem) (attachment)**
- 6. Should we establish a rule regarding double-counting of credits in order to earn multiple Master's degrees?**
- 7. Other business**

Fall Semester scheduled meetings of the Graduate Council

October 20 - 4:10 p.m.
November 10 - 3:10 p.m.
December 8 - 4:10 p.m.

All meetings in 210 Beardshear

Graduate Council Minutes September 22, 1997

Present: Blackmer, Courteau, Crase, Damhorst, Dobson, Finnemore, Gaarde, Graves, Hopper, Johnson, Kruempel, Lee, Lewis, Mayfield, Mills, Russell, Swan, Tollefson, Udpa, Washburn-Hawkins, Wisniewsky

Absent: Jackson, Seagrave

New and continuing members introduced themselves.

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

Comments from the Graduate College. Dean Swan made the following announcements:

1. The Colleges of Agriculture, Business, Liberal Arts & Sciences, Engineering and Family & Consumer Sciences will be hosting Career Days this fall; these events are open to graduate students as well as undergraduates.
2. Outcomes assessment (undergraduate and graduate programs) are due January 30, 1998.
3. The Graduate College is currently experimenting with a relational database that includes several data elements collected from information on its graduate students. Graphs with comparative data were distributed with time to degree, quartile statistics on entering students, preliminary fall graduate enrollment figures, recent degrees awarded, and peer institution comparative data on 1995 enrollment and degree awarded data.
4. The provost proposed to the deans that, upon retirement of the associate provost (12/98), a vice provost for undergraduate affairs position be created because the university wants more emphasis placed on retention of undergraduate students and on their ability to complete degrees. This person would be responsible for better coordination among the colleges, better advising coordination, better connection between the student affairs curricular activities and the academic colleges. The academic deans countered with the suggestion of making the new position an academic affairs vice provost, who would combine undergraduate and graduate affairs into one office. Dean Swan wanted graduate faculty to be aware that such discussions were occurring.

Concurrent BS/MS Agricultural Engineering Degree Program. Mayfield presented the proposal (approved by the Graduate Curriculum and Catalog Committee, April 1997) which would allow students in the Agricultural Engineering department to take graduate courses and undergraduate courses and be eligible for a graduate research assistantship during the senior year. After discussion, the proposal was approved by a show of hands. The request will now go forward to the Faculty Senate.

Subcommittee Charges and Assignments. Orazem presented the council a proposal for charges for the academic year. He urged the council to devote particular attention to current and potential future master's programs, including policies related to distance learning. After discussion, four council subcommittees were formed:

1. What's in a title?

Joanna Courteau, Mary Lynn Damhorst, Bill Graves, Jon Tollefson

2. How does distance learning work?

Alfred Blackmer, Sedahlia Crase, Sherry Washburn-Hawkins

3. Why a master's degree?

Doug Finnemore, Dave Hopper, Motoko Lee, Peter Orazem

4. What rules are limiting demand for existing master's programs?

Dennis Johnson, Doug Lewis, Alan Russell, Marcy Wisniewsky

Should we establish a rule allowing a student to earn a master's degree simultaneously with a doctorate in a different field? After discussion, the decision was confirmed that the Graduate College will continue requiring a memo of justification (statement as to academic and professional purpose) if a student requests permission to pursue an MS/Ph.D. concurrently.

Other business. A question has arisen within the Graduate Curriculum and Catalog Committee that Kruempel would like to pursue. The University of Iowa and University of Northern Iowa each teach some similar graduate level courses on the ICN. If one school taught the course, would Iowa State University accept the credits to be included in program of study's on site requirements (Master's, 22 credits; Ph.D., 36 credits)? Would this credit be included in the gpa? The council took no position on this issue at this meeting.

Council adjourned @ 5:05 p.m.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

October 20, 1997

210 Beardshear

4:10 p.m.

- 1. Approval of September minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Areas of Specialization information (Kruempel)**
- 4. What's in a Title? (Proposals from the MS/MA Subcommittee)**
- 5. Other business**

**additional attachments: New Enrollees in Graduate Programs
Non-Iowa Domestic Applications to Programs**

Next meeting of the council

November 10 - 3:10 p.m.

210 Beardshear

Graduate Council Minutes October 20, 1997

Present: Blackmer, Courteau, Crase, Damhorst, Gaarde, Graves, Hopper, Johnson, Kruempel, Lee, Lewis, Mills, Russell, Seagrave, Swan, Udpa, Washburn-Hawkins, Wisniewsky

Absent: Dobson, Finnemore, Jackson, Mayfield, Tollefson

The minutes of the September meeting were approved as mailed.

Comments from the Graduate College. Dean Swan made the following announcements:

1. The October issue of Research and Graduate Education provided update information on fall semester enrollment showing a slight downturn in enrollment. Swan provided council with the 1996 CGS/GRE Survey of Graduate Enrollment which indicates that nationally the recent stability (1993) in overall graduate enrollment has shown a phase of enrollment decreases. Enrollment of white women and minority students have been increasing. The enrollment of men decreased for the third consecutive year. Data on applications also reflect the overall decrease in demand in some fields. Swan would like to encourage programs to do the kind of recruiting needed in order to obtain the most qualified students.
2. A table of new enrollees in graduate programs based on the revised report from the admissions office for fall 1997 was distributed to council. Numbers show a slight downturn. Programs need to follow their own situation very carefully and recruit for high quality students.
3. Data on Non-Iowa Domestic Applications to Programs where # > 19 in one year in either fall 1996 or fall 1997 was furnished to council members. The number of domestic applicants from across the nation is one measure of the drawing power of a graduate program and reflects its national reputation.
4. A proposal for a graduate certificate of Public Management offered by the Master of Public Administration Program has been approved by the Graduate College. The admission requirements are the same as for the MPA program. This program requires credits of study for practicing public administrators who do not find it feasible to complete the MPA. Credits taken may be applied to the MPA degree. There are three other proposals for certificates which have been received and it may be appropriate at this time to institute a subcommittee to establish guidelines for awarding graduate certificates by degree programs.

Areas of Specialization. Kruempel reported on activities of the Graduate Curriculum and Catalog Committee (GCCC).

The GCCC approved the request from chemistry for four areas of specialization for the Ph.D. degree (materials chemistry, industrial chemistry, biomolecular science, and chemical instrumentation) in all five of their majors (chemistry, analytical chemistry, inorganic chemistry, organic chemistry and physical chemistry).

The GCCC approved a dual-listed experimental course in Computer Science; Motion Strategy: Algorithms and Applications; and a one time (Spring 1998) dual listing of Architecture 371 Professional Practice and Architecture 582 Professional Practice Seminar.

The GCCC approved joint programs with the National University of Sciences and Technology, Pakistan (working out details to make certain all requirements are met).

What's in a Title? Graves reported for the MS/MA subcommittee. There are no changes in the report that was submitted June 1997. The subcommittee has discussed some of the questions raised recently about the report.

What should distinguish one type of master's degree from the others? The committee was unanimous in agreeing that ISU should offer two types of master's degrees: the MS/MA (thesis) and the named master's degree (non-thesis).

To what extent do the current master's degree programs reflect those distinguishing features?

The greatest impact would be on the current "non-thesis MS." By definition this would no longer be allowed for an MS/MA but would have to be a named degree.

Should the department be required to treat all degree programs as equivalent? The MS/MA would be intended for those that would be prepared to conduct research or to take on leadership roles in directing and planning research, and the main preparatory route for going on for a doctoral degree. The intent of the named master's would be to prepare the candidate for a specific role in industry, school administration or other professional endeavors. The committee recommends that while the degrees are intended for different purposes, one should not have more or less stature than the other.

Can some master's degrees qualify for promotion to a Ph.D. program, while others would be terminal? It is the committee's expectation that the person who intends to ultimately earn a Ph.D. would elect an MS/MA degree rather than a named degree. The Ph.D. candidate should be prepared to conduct research and the MS/MA would best accomplish this by a thesis or original, creative work, respectively. After obtaining a named degree, admission into a Ph.D. degree program should be left to the program's review and standards.

What is the role of research in each type of program? The MS/MA would be intended for those that must be prepared to "conduct research, and in some cases, to take on leadership roles in directing and planning research." The thesis or original, creative work would provide this preparation. The named degree would be intended to develop consumers of research.

What about guidelines for new or existing programs? The committee will not develop guidelines for programs. It would be the expectation that all master's programs would be consistent with the graduate faculty's policy and that the programs would design and/or make changes to accomplish this.

A proposal to reserve the MS degree for students completing a thesis ^{or other original work} and the MA degree for students completing original creative work was discussed. Students completing a nonthesis program would receive a designation comparable to that given in professional programs such as the Master's of Engineering or the MBA. If approved, every program could offer professional nonthesis degrees in addition to the MS or MA thesis degree.

The MS/MA subcommittee will prepare a formal proposal for council review and vote at the November 10 council meeting.

Other business. Orazem announced the chairs for the Graduate Council subcommittees:

What's in a title? Tollefson

How does distance learning work? Crase (added Mills as a member)

Why a Master's degree? Finnemore

Rules. Johnson

Council adjourned @ 5:40 p.m.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

November 10, 1997

**210 Beardshear
3:10 p.m.**

- 1. Approval of October minutes (attached)**
- 2. Comments from the Graduate College**
- 3. What's in a Title? (Proposal from the MS/MA Subcommittee)**
- 4. Admission policies for people with MS degrees (Menzel memos attached)**
- 5. Subcommittee reports (Spring semester deadlines)**
- 6. Other business**

Last council meeting of the semester

**December 8 - 4:10 p.m.
210 Beardshear**

Graduate Council Minutes
November 10, 1997

Present: Blackmer, Courteau, Damhorst, Dobson, Finnemore, Gaarde, Graves, Hopper, Johnson, Kruempel, Lee, Mayfield, Mills, Russell, Swan, Tollefson, Udpa, Washburn-Hawkins, Wisniewsky

Absent: Crase, Jackson, Lewis, Seagrave

Guests: Donna Kienzler, Charlotte Thralls (English Department)

The minutes of the October meeting were approved as amended with the additional phrase inserted on page 2, paragraph 8; A proposal to reserve the MS degree for students completing a thesis (**or other original work**) and the MA degree for students completing original creative work was discussed.

Comments from the Graduate College. (Swan) The Graduate College received a request for a preliminary examination to be held November 25 and the request for the final oral examination of the same candidate for November 26. (this was a first)

(Dobson) Graduate faculty asked whether or not the Graduate Council has the power to approve curricular issues. The council is a representative body of the graduate faculty and by vote it does have the power to approve policy and curricula changes .

Admissions policies for people with MS degrees. Orazem presented a faculty concern in regard to admission policies for applicants who are in the lower half of the undergraduate class admitted on restricted status, unless a waiver is requested by the admitting major, and the waiver is approved by the Graduate College. The suggestion to the council was to consider a change in policy, specifically, that applicants who hold a Master's degree at the time of application be granted full admission upon recommendation of the major. Council discussed the issue and agreed that there are individual cases that require admission policy waivers but confirmed that the current policy is effective and will be upheld.

What's in a title? Tollefson presented a proposed statement from the M.S./M.A. subcommittee for discussion:

Iowa State University will offer two types of master's degrees, the Master's of Science (MS) or Master's of Arts (MA) and the named master's degree. The MS and MA will require a thesis or original, creative work for which 699 credits are earned. While a named master's degree will not require a thesis or original, creative work, it may require a creative component for which 599 credits are earned.

Discussion followed. If this policy is adopted any changes in named degrees would require Regents approval if degree programs currently allowing both thesis and nonthesis options were to begin offering two separately named degrees.

Adopting this proposal would no longer allow a Master of Science or a Master of Arts without a thesis.

The English department considers 599 very rigorous, (same degree of original library research) but students also have professional opportunities in addition to their academic training. This is a very attractive feature in a Master's program, rigorous enough to qualify as a 699 but students would not be best served by that choice.

The council agreed that there is need for a masters title that differentiates more research oriented programs from programs that concentrate more intensively on coursework and professional practice. There was less agreement on how or even whether this goal could be accomplished.

Determination needs to be made as to what the advantages are in making this change. It may impose more rigidity on the system and less flexibility to meet the needs of the various programs.

Transcripts do differentiate the two types of Master's degrees. If the graduate completes a thesis, the transcript states the degree as M.A./M.S. and lists the thesis title; if the graduate completes a creative component, the transcript lists the degree as M.A./M.S. (nonthesis).

Courteau made a motion to defer voting on this proposal until the next meeting. The motion to table passed; the issue will be a January agenda item.

The Graduate Council meeting scheduled for December 8 is canceled.

The January meeting (not yet scheduled) will address preliminary results of subcommittees:
Why a Master's degree? Finnemore (chair).
Rules. Johnson (chair)

Council adjourned @ 4:40 p.m.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

January 29, 1998

**210 Beardshear
5:10 p.m.**

- 1. Approval of November Minutes (December 8 transmittal)**
- 2. Comments from the Graduate College**
- 3. Reconsideration of Master of Science Designation**
- 4. Subcommittee Reports**
 - a. Why a Master's Degree? (Finnemore)**
 - b. What Rules are Limiting Demand for Existing Master's Programs? (Johnson)**
- 5. Other Business**

Graduate Council Meetings

210 Beardshear

February 23, 8:30 am

March 26, 5:10 pm

No April meeting

May 4, 8:30 am

Graduate Council Minutes
January 29, 1998

Present: Courteau, Crase, Damhorst, Dobson, Gaarde, Graves, Hopper, Johnson, Kruempel, Lee, Lewis, Mills, Russell, Seagrave, Swan, Washburn-Hawkins, Wisniewsky, (Satish Udpa substituting for Lalita Udpa)

Absent: Blackmer, Finnemore, Jackson, Mayfield, Tollefson

The minutes of the November meeting were approved as distributed.

Comments from the Graduate College. Swan shared a National Science Foundation report on doctorates conferred in 1996. ISU ranked 7th in the number of doctorates awarded in fields of agriculture in 1996 and ranked tied for 13th in the combined biological and agricultural sciences. In 1996 ISU ranked tied for 27th in the number of doctorates in fields of engineering.

(Swan) Currency value in Thailand, Indonesia, and Korea has diminished in value in the last few months (down 1/4 of what the value was). The Indonesia currency is actually 1/8 of what it was. Students who have paid to come to Iowa State University, from family funds or government funds, have lost at least 3/4 of the value of their currency.

(Dobson) The Council on International Programs raised several options: tuition waiver (not allowed by the Board of Regents) or allowing students to pay the equivalent amount from last fall. (Tom Hill, VP for Student Affairs, is assisting students with lots of differentials.) There is also a desire to help anyone who is nearing a degree. Students will be allowed to stay in school this semester; fees are still due and if they cannot pay they would fall under the same restrictions of anyone who cannot pay. In the Graduate College students who are on assistantship and have resident fees assigned are treated the same as any other American student in terms of fee structure. Because they are being paid assistantship money there is not an issue. A small group of students are on government sponsorship receiving an assistantship, and because the sponsor is paying for a lot of activities are charged full tuition. The most likely resolution is that the fees will stay in place and we'll see what develops.

The Graduate College would like departments to be aware of the situation and if they have students from these countries to work with them.

Reconsideration of Master of Science Designation. Following discussion at the November council meeting, Orazem presented a draft of a proposal to define the Master of Arts or Master of Science from the named degrees. After council discussion and clarification, along with some rewording, a formal proposal will be presented for vote at the February council meeting.

Degree Requirements (page 27); add the following after the section "Master's Degrees":

Master of Arts or Master of Science

All programs offering the Master of Science or the Master of Arts degree at Iowa State University must have the following requirements:

Students are expected to demonstrate substantial evidence of individual accomplishment through the completion of a thesis or creative component.

Students must pass a final examination.

(Followed by specific requirements for the thesis and nonthesis options of the Master of Science degree.)

In addition to the proposed addition to the policies of the Graduate College Handbook and/or the Registrar's office:

Remove the designator "nonthesis option" from the transcript for programs for which no thesis option exists. Change the designator "nonthesis" to "creative component".

Subcommittee Reports

Why a Master's Degree? Hopper presented a report from the subcommittee. One of the major issues of the subcommittee was to define a certificate. The consensus was that if a "graduate certificate" is offered, regular graduate credit courses must be a requirement.

Some of the issues raised at the subcommittee meeting that need to be discussed with the council are:

- a) It is better if there is some national agreement about the meaning of the word certificate.
- b) How much connection is there between distance education and certificates or between outreach and certificates?
- c) Will certificates become like confederate currency and be devalued as they proliferate?
- d) What are the criteria for a certificate:
 1. Is it a consistent set of courses?
 2. Is it a unified set of skills?
 3. Is the difficulty at the M.S. level (e.g. 400 and 500 level courses)?
- e) What is the role of marketing in the development of these certificates?
 1. Are we trying to make money for the University?
 2. Are we trying to serve an educational need unique to University level work?
 3. Would certificates expand the strategic plan to new areas?

Lee reported on criteria of current certificate programs at Iowa State University. (attachment a)

Orazem reported on opportunities for distance education discussed with Stanley Johnson, Vice Provost for Extension and a proposal for an Information Systems (IS) Certificate Program. (attachment b)

If the Graduate College is to recognize a certificate program, it should be clear that the participants already hold a Bachelor's degree and that the work is consistent with graduate-level course work. The subcommittee would appreciate council input addressing the questions raised.

What Rules are Limiting Demand for Existing Master's Programs? (Johnson) The subcommittee is examining rules and regulations pertaining to M.A., M.S., and Ph.D. programs with the purpose of streamlining those that are unnecessarily cumbersome, and eliminating others that are not needed. As a result of email messages and a memo to the DOGEs several concerns were received:

Oral examination scheduling was often difficult and sometimes delayed because of faculty research and travel. Presently there is a somewhat laborious mechanism finding a temporary substitute.

Another concern of graduate students is to find a dissertation title before the research objective is composed.

When a student is pursuing a combination B.S./M.S. many difficulties occur as a result of accounting procedures: that person's name appears as a graduate student but is not included in the mailing for graduation information, graduate grades are factored into the undergraduate gpa, difficulty in accessing financial aid information, and in one instance did not receive Phi Beta Kappa distinction.

The subcommittee will formalize suggestions on how to approach these situations.

Other Business. Dobson presented an issue: Will the Graduate College accept video tape courses on the Program of Study if they are for graduate credit and taught by graduate faculty? The Distance Learning subcommittee will address the issue and report to the council.

Council adjourned @ 6:30 p.m.

Bonnie Gaarde, Secretary

GRADUATE

17 1998

COLLEGE

John Mayfield
Associate Dean
Graduate College
207 Beardshear

Agenda

Graduate Council

Monday, February 23, 1998

210 Beardshear

8:30 a.m.

1. Approval of January Minutes (attached)
2. Comments from the Graduate College
3. Graduate College Handbook (Dobson)
4. Proposed Change to Graduate College Handbook Regarding the Master of Arts and Master of Science Degrees (for vote)
5. Resolution on Diploma Designation for Nonthesis Options (for vote)
6. How Does Distance Learning Work? (Cruse)
7. Other Business

Graduate Council Meetings

210 Beardshear

March 26, 5:10 p.m.

No April meeting

May 4, 8:30 a.m.

Graduate Council Minutes
February 23, 1998

Present: Blackmer, Crase, Damhorst, Dobson, Finnemore, Graves, Johnson, Kruempel, Lee, Mayfield, Mills, Russell, Swan, Washburn-Hawkins, Tollefson, Wisniewsky, Udpa

Absent: Courteau, Hopper, Jackson, Lewis, Seagrave

The minutes of the January meeting were approved as distributed.

Comments from the Graduate College. Swan shared information on two graduate competitions. The "Council of Graduate Schools/University Microfilms International Distinguished Dissertation Award" will continue this year and is to be held in two competition areas: 1) the physical and mathematical sciences and engineering, and 2) the social sciences. Nominations will be due in July 1998. Another award, the "Innovation Grants Competition," sponsored by Merrill Lynch, will fund up to \$150,000 in grants (top prize is \$50,000) for dissertations that show innovative marketplace potential.

Swan indicated that applications are slightly below last year's totals. The Graduate College would encourage programs to look at those domestic students who are applying from outside Iowa as one strength of the recruiting activities and reputation of their program.

Graduate College Handbook. Dobson requested volunteers for the annual revision of the *Graduate College Handbook*. Kruempel, Mills, Russell, Udpa, and Washburn-Hawkins will work as a review committee to examine the document for consistency and the appropriate inclusion of policy statements from the Graduate Council.

Master of Science and Master of Arts Proposal Vote. The proposal to add the following wording to the *Graduate College Handbook* (on page 27 at the end of the section on **Master's Degrees** and before the heading **Master of Arts or Master of Science—Thesis**) was brought forward for a vote:

All programs offering the Master of Science or the Master of Arts degree at Iowa State University must have the following requirements:

Students are expected to demonstrate substantial evidence of individual accomplishment through the completion of a thesis or creative component.

Students must pass a final examination.

The proposal passed by voice vote.

Diploma Designation for Nonthesis Options. A second proposal was called for a vote: to remove the designator "nonthesis option" from the transcript for programs for which no thesis option exists and to change the designator "nonthesis" to creative component.

After a brief discussion, this proposal was broken into two separate votes. The first motion to remove the word "option" was approved by voice vote. The second motion to remove the designator "nonthesis" from the transcript failed by a voice vote. The

transcript will now carry the word "nonthesis" for any student who is not required to complete a thesis requirement in a graduate program.

Subcommittee Reports

Sedalia Crase (distance education) will present a final report at the May Council meeting.

Dennis Johnson (rules and demand for master's programs) will provide an incremental report at the next meeting.

Douglas Finnemore requested some clarification for the certificate programs committee. After extended discussion, his committee indicated that it would develop certificate criteria based upon the four certificate programs already in existence at Iowa State.

Kenneth Kruempel (curriculum and catalog) reported on a proposal for a nonthesis master's program in Community and Regional Planning, consisting of a 48-credit degree program, which was greatly encouraged by a recent review group.

Kruempel also noted a proposal that he is taking to the Faculty Senate Curriculum Committee for a change in language for both the *General Catalog* and *Graduate Catalog* regarding auditing. Under **Auditing** in the General Catalog on page 115, his committee has proposed to add "500-600 level" before the word "course" in the second sentence. He also reminded the Council members about the new 1999-2001 catalog and the upcoming April 3 deadline for any revisions or additions that may require Board of Regents approval.

The Council adjourned at 9:40 a.m.

John Mayfield
Associate Dean
Graduate College
207 Beardshear

Agenda

Graduate Council

Thursday, March 26, 1998

**210 Beardshear
5:10 p.m.**

- 1. Approval of February Minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Nominations for Graduate Council, Graduate Faculty Membership Committee and Premium for Academic Excellence (PACE) Awards Committee (review language/vote to send to all graduate faculty) (attached)**

Subcommittee Reports

- 4. How Does Distance Learning Work? (Cruse)**
- 5. What Rules are Limiting Demand for Existing Master's Programs (Johnson)**
- 6. Other Business**

Articles from the Proceedings of the 53rd Annual Meeting of the Midwestern Association of Graduate Schools (attached)

No April meeting

**Last meeting of the semester
May 4, 8:30 a.m.**

Graduate Council Minutes March 26, 1998

Present: Blackmer, Crase, Damhorst, Dobson, Finnemore, Johnson, Kruempel, Lee, Lewis, Mayfield, Mills, Russell, Swan, Washburn-Hawkins, Tollefson, Wisniewsky, Udpa

Absent: Courteau, Graves, Hopper, Jackson, Seagrave

The minutes of the February meeting were approved as distributed.

Comments from the Graduate College. Swan presented March applications for graduate study data (by department) showing the difference between 1997 and 1998. (attached) Council commented that several departments currently process pre applications and thus only accept the better applicants, therefore reflecting the minus total in applications received for 1998.

Comparison of GRE scores submitted to Iowa State (by interest area) with scores of students matriculating in ISU graduate programs (F97) was prepared by John Mayfield and a summary of that account was presented to council. Copies of the analysis are available by contacting Bonnie Gaarde <blgaard@iastate.edu>.

Kruempel, Graduate Curriculum and Catalog Committee (GCCC) chair announced that the GCCC has received a proposal for a new M.S. and Ph.D. in Animal Science. A request for a new major needs approval from the GCCC, Graduate Council, Faculty Senate and the Board of Regents.

Nominations for Graduate Council, Graduate Faculty Membership Committee and Premium for Academic Excellence (PACE) Awards Committee. Council reviewed the nomination material; Crase moved that the request for nominations go forward to the graduate faculty. Blackmer seconded the motion and council approved by voice vote.

Subcommittee Reports

How Does Distance Learning Work? (Crase) The committee is still learning and will report at the May 4 council meeting.

What Rules are Limiting Demand for Existing Master's Programs? (Johnson) A copy of the subcommittee recommendations for change of cumbersome, awkward or otherwise unwanted Graduate College rules, regulations and procedures is attached. Johnson presented a summary of the report and council reacted to various sections.

1. Complications arise when the Registrar's office automatically lists BS-MS students as graduate students. The subcommittee urges that undergraduate students remain classified as undergraduates until the BS degree is awarded. **The Graduate College will prepare a report on the students in this category for review by the Council.**
2. The committee expressed concern of affiliate faculty serving as term graduate faculty members and also serving on POS committees. **Orazem will prepare an article for *Research and Graduate Education (RAGE)* to address this procedure.**
3. **An article will be featured in RAGE to clarify faculty substitution procedures on final oral examinations.**
4. The recommendation that a single set of English proficiency and SPEAK/TEACH examinations apply to all students, without regard to their native language, **requires: 1) a recommendation for consideration by the council and 2) a vote by council.**
5. There was a recommendation to include the deadline dates for scheduling the final thesis/dissertation, as well as other deadline dates, in the **Schedule of Classes** and the **ISU Directory**. **The Graduate College will initiate this inclusion.**

6. The recommendation that the same one-year limit presently applied to undergraduate students be applied also to graduate students for satisfying incomplete grades in those courses listed as required courses for his/her POS. **The committee will propose a recommendation for council action.**

Other Business. Concern about "over-age" courses was discussed. At the present, a course is considered over-age if it was taken beyond the time for the master's (five years) or doctoral program (seven years). Programs are offering more off-campus courses for nontraditional students who are taking a longer period of time to complete a degree. In some fields, courses are still valid after the time limit and in other fields courses are definitely outdated. The rule is only a reminder to the POS committee to determine that the courses are still relevant. Is it more appropriately administered at the departmental or programmatic level? **The Rules committee will review the evaluation procedure and present a recommendation to the council.**

The council adjourned @ 6:40 p.m.

Bonnie Gaarde, Secretary

Agenda

Graduate Council

Monday, May 4, 1998

210 Beardshear

8:30 a.m.

- 1. Approval of March minutes (attached)**
- 2. Comments from the Graduate College
National Science Foundation Data Brief (attached)
NSF Graphs (attached)**
- 3. Election of 1998-99 Graduate Council Chair**
- 4. Graduate Curriculum and Catalog Committee report (Kruempel)
Incomplete grades for graduate students policy (revised policy recommendation
attached)**
- 5. Graduate Faculty Membership Committee report (Damhorst)
Change in renewal for term graduate faculty membership (proposal for vote attached)**
- 6. Subcommittee Reports**
 - Distance Learning (Cruse)**
 - Rules and Regulations (Russell)**
 - Why a Master's Degree (Finnemore)**
- 7. Other Business**

Graduate Council Minutes May 4, 1998

Present: Blackmer, Crase, Damhorst, Dobson, Finnemore, Graves, Hopper, Kruempel, Lee, Lewis, Mayfield, Mills, Russell, Seagrave, Swan, Washburn-Hawkins, Tollefson, Wisniewsky

Absent: Courteau, Jackson, Johnson, Udpa

The minutes of the March meeting were approved as distributed.

Comments from the Graduate College. Swan shared the National Sciences Foundation, 1996 Survey of Graduate Students and Postdoctorates in Sciences and Engineering data. Recent trends in science and engineering graduate enrollment continued for most population subgroups. The number of women enrolled in graduate science and engineering programs increased 1.0 percent from 1995 to 1996. The number of men enrolled in graduate science and engineering programs fell 3.3 percent, continuing a series of declines since a 1992 peak.

The May issue of Research and Graduate Education (RAGE) features an article entitled "Benchmarking Graduate Education at ISU". Iowa State has a smaller graduate enrollment, relative to its undergraduate enrollment, than do its comparison institutions. Only the University of California/Davis had a smaller enrollment of graduate students fall 1995.

Election of 1998-99 Graduate Council Chair. Orazem called for nominations to fill the 1998-99 council chair position. Lee nominated Finnemore. He declined because of his departmental chair responsibilities. Lee nominated Blackmer and Orazem moved to close the nominations. Blackmer accepted the nomination which was approved unanimously by voice vote.

Graduate Curriculum and Catalog Committee (GCCC). Kruempel presented a 1997-98 report of the GCCC activities (attached).

A revised policy recommendation for incomplete grades for graduate students was attached to the agenda. The subcommittee on rules, regulations, and procedures suggested that **"the same one-year limit presently applied to undergraduate students be applied also to graduate students for satisfying incomplete grades in those courses listed as required courses on his/her POS"**. The GCCC voted to recommend that the Graduate Council change the current policy on incomplete grades for graduate students to a policy in which all incomplete grades would automatically become an F grade after one year. The Graduate College Handbook, The Grading Notation System (under I section) page 36, states: *The automatic conversion of Is to Fs after one year does not apply to graduate students.*

Council discussed the recommendation. A formal proposal to change the language in the Graduate College Handbook to accord with the language in the catalog was presented. Crase moved to suspend the rules to read: **"A mark of I will automatically change to a grade of F after one calendar year whether or not the student (whether or not the student was enrolled during the period)."** Tollefson seconded this motion. By a show of hands 9 approved and 4 opposed the motion. The Graduate College will implement the proposal (non retroactively).

A draft procedure for beginning a graduate certificate prepared by the Master's Degree subcommittee will be referred to the GCCC for their review.

Graduate Faculty Membership Committee. Damhorst presented a report of activities of the Graduate Faculty Membership Committee. This spring there were 21 recommendations for term graduate faculty membership submitted to the dean; the committee recommended 15 for term membership for five years, three were recommended for term membership for three years (shorter than the five years requested), and three individuals were not recommended for term membership.

Last fall nine nominations were received; six were recommended for five year terms; two for three year terms and one not recommended for term graduate faculty membership.

The Graduate Faculty Membership Committee proposes a motion to add a statement to Appendix F of the Graduate College Handbook, Nominations for Term Graduate Faculty Membership, p. 95.

"After two successive approvals for five-year term membership on graduate faculty, the appropriate department review committee and DEO shall recommend continuation of term graduate faculty membership. The Dean of the Graduate College submits these recommendations directly to the Graduate Council for confirmation."

This process would reduce some of the paper work and time involved in term graduate faculty renewal. Individuals approved for two successive five-year terms are, by the second approval, highly likely to demonstrate competent and responsible involvement in graduate faculty duties.

Council discussed the proposal and recommended **eliminating the final sentence of the proposal**. Governing bodies of departments are qualified in assessing grounds for continued involvement after term members have undergone external review by the university committee for two successive terms. The council approved unanimously to accept the proposal as amended.

Subcommittee Reports

How does Distance Learning Work? Crase presented an overview of the committee's study (draft attached). The most important conclusion was that Graduate College rules do not appear to have hindered the development or demand for graduate programs delivered by tape, Internet, or satellite uplink. The committee is continuing to collect information and will compile a census of existing graduate distance learning opportunities offered by Iowa State University which can be used as a reference for departments planning to expand their own distance learning programs.

What Rules are Limiting Demand for Existing Master's Programs? Russell presented an overview of the subcommittee's recommendations presented at the March 26 meeting of the council. The subcommittee responded with additional follow-up and confirmation (complete report attached) for communication to graduate faculty and inclusion in the Graduate College Handbook.

Why a Master's Degree. The subcommittee final report was accepted (attached). Due to time constraints no discussion or action took place.

Other Business. The council adjourned @ 10:00 am.

Bonnie Gaarde, Secretary

Graduate Curriculum and Catalog Committee

Report to the Graduate Council

for Fall 1997 and Spring 1998

The Graduate Curriculum and Catalog completed the following:

Policy Issues

- a. Approved a re-wording of the statement on audits in the Graduate section of the catalog to make sure that it only applies to 500 and 600 level courses.
- b. Recommended to the Graduate Council that incomplete grades received by graduate students be changed to F after one year.

Non-thesis Masters

- a. Approved a non-thesis Master of Community and Regional Planning. (48 credits)

Areas of Specialization

- a. Approved four areas of specialization (Materials Chemistry, Industrial Chemistry, Biomolecular Chemistry, and Chemical Instrumentation) in the Ph.D. in each of the five majors in chemistry (Chemistry, Analytical Chemistry, Inorganic Chemistry, Organic Chemistry, and Physical Chemistry).
- b. Approved the area of specialization of Cellular and Molecular Pathology in the Ph.D. in Veterinary Pathology
- c. Approved the area of specialization in the M.Ed. of Counselor Education. (This is in the practitioner option.)
- d. Approved the area of specialization of Education Leadership in the Ph.D. in the department of Educational Leadership and Policy Studies. Three other areas of specialization in the Ph.D. will be discontinued: Higher Education, Educational Administration, and Adult & Extension Education.

Dual Listing of Courses

Approved dual listing of courses in the following course designators: Arch, Com S (2), L A, A E, I E, FSHN (6), Ent & A Ecl, Hort.

How Does Distance Learning Work?

Subcommittee Report, 1997-98

Sedahlia Jasper Crase, Chair, Alfred Blackmer, Sherry Washburn-Hawkins

Following is the description given our group: "We have lots of different programs aimed at nontraditional students: What are they, how many students are participating, how many would participate if the option were available, what special accommodations are made to make these programs accessible, how are credits earned in the program treated relative to credits earned in resident graduate instruction, and what are the benefits and costs of these programs? This subcommittee will compile a census of existing graduate distance learning opportunities offered by Iowa State which can be used as a reference for departments planning to expand their own distance learning programs" (Graduate Council Charge, 1997-78).

The underlying philosophy of the growing availability of distance education is that it will happen, that the people deserve an education where they are, in their jobs; that the education is needed and desired, and that Iowa will support it, at least to some extent. The articles of the 1997 MAGS proceedings were helpful in spelling out the various concerns as well as presenting the probable wave of the future. One article called distance education the fourth arm of land grant universities. It is market driven.

Our committee comes not with a recommendation, and not even with a member-approved report, although it was not disapproved! Our comments are directed toward graduate education only, although they might also apply to undergraduate education as well. We began our work in February and laid plans to meet or talk with people who could enlighten us on many of the above questions. The task is not finished; our work is definitely incomplete. To do what we were asked to do would require more time than a subcommittee could be expected to accomplish, even if all three members had more available time. The following are some observations, facts, perspectives; we have no definitive numbers or figures to present.

Distance education is defined at Iowa State as any delivery where the learner and teacher are separate for more than half the course. This includes courses delivered via the Iowa Communications Network, the world wide web, and videotape. It does not include instruction off campus by an ISU instructor traveling from campus (in Des Moines or on the DMACC campus in Ankeny, for example). An examination of the fall, 1998 ISU Bulletin illustrates the growing number of distance education offerings; the vast majority are ICN, but WWW and videotape are also represented. The videotape format carries an additional fee of about \$225.00 per semester for costs related to taping and delivery of tapes. Still the largest number of courses designated as "Off-campus and On-campus Saturday and Evening Courses" are courses taught in three-hour blocks at ISU. This booklet also defines the specific off-campus programs leading to degrees or certificates at ISU. Six Masters degrees are listed along with two certificates and one induction/mentoring program.

Committee members talked to Professors Takle and Pleasants in Agronomy and Biology, each of whom teaches via the world wide web. Takle's course serves graduate students, whereas Pleasants' course is for undergraduates and high school students taking advantage of Iowa's post-secondary enrollment rules. Both seemed to feel that students using this medium had a positive experience and that individuals are more in charge of their own learning. Both expressed some concern for issues related to academic dishonesty and both said that preparation of the material for WWW is at first very time-consuming and requires extensive physical resources and technical support staff. Dr. Pleasants is part of the Digital Distance Education Center in Science II, while Dr. Takle is in Agronomy in what appears to be an independent course development endeavor with a graduate student who has been involved for five years. Pleasants indicated that time and resources at both the developmental phase and the ongoing phase are of concern as the medium is used more extensively. In addition, the ways faculty are rewarded come into play, as does ownership of intellectual property. Neither seemed concerned about seat time or the face to face interaction with the students or the students with each other, both concerns expressed in the 1997 MAGS proceedings. Articles by Takle and Taber also provided some insight into this medium. World wide web is definitely the least available at ISU of the three modes of delivery discussed under distance education.

Members of the committee had both taught and been students using the ICN. A report, written for a prior purpose by the graduate student member, was integrated into our materials. Students interviewed found that the course

offerings met their needs, generally. (A similar survey of on-campus graduate students would probably yield as many or more concerns). Some institutional roadblocks mentioned by Brian Menz, the Distance Education Coordinator, whom we interviewed, were seemingly small things such as needing to get a measles shot or monetary issues such as how one registers for a course to determine who gets the money (registrar vs. distance education office). Crase's experience with the ICN indicates that students who can use it will, but they often feel less included, even by teachers who put forth great effort to make them feel included. However, the advantages of having to drive for much shorter distances outweigh not being in the room with the instructor (or even with other students). Concerns about academic dishonesty are far fewer with this medium.

Nobody who delivers a course by tape was interviewed; however, an article by Salvador, Schmidt and Miller was descriptive concerning use of a satellite. It appears that graduate courses delivered by tape are being used as part of a student's program of study. One could not differentiate them in the catalog, unless something on the transcript describe the medium via which a course was delivered.

Finally, the committee saw a report of the Extended and Continuing Education Position Committee, with which Crase was somewhat involved as a Graduate College representative. Clearly the university is investigating distance education in a number of areas. Is a turf war building?

There is more to do to finish this task, but this is the "final" report. In summery, concerns relate to faculty load and reward systems, ownership of intellectual property via the web, support campus wide for development and maintenance, and institutional roadblocks. Who covers the costs, including who collects tuition, are other important issues. Finally, we need to always keep our goals and mission in view as we meet the changing demands of the market.

Filename: Rules-Rec-5
Date: 04/04/98

Report of Graduate Council Subcommittee on Rules and Regulations

Note: Items below are listed in the order of recommendations on the attachment presented to the Graduate Council on March 26, 1998.

1. The Registrar (Kathleen Jones) has agreed to continue undergraduate classification for BS-MS students until they have completed requirements for the BS degree. In the Subcommittee's estimation, this action will eliminate the difficulties noted on the attachment that are experienced by BS-MS students. The Subcommittee thanks Ken Kruemple for his assistance in expediting action on this recommendation.
2. The revision to the Graduate College Handbook (page 39) will be communicated to the Graduate Faculty to inform them of present procedure for appointing a non-ISU person as member of a POS Committee. That statement follows:

"When a non-member of the Graduate Faculty possesses expertise particularly relevant to the student's field of study, he or she may be appointed to either the master's or the doctoral POS Committee as an additional non-voting member. If a non-member of the Graduate Faculty is appointed to the POS Committee, an explanatory memo should be attached to the Recommendation for Committee Appointment form."

The Subcommittee notes the provision that this person is "an additional non-voting member" of the POS Committee. The Subcommittee will inform the Graduate Faculty that appointment of a non-ISU as a voting member requires appointment as a term member of the Graduate Faculty.

3. Present procedure applied by the Graduate Office for replacement of a negligent POS Committee member is as follows:

"In the case of any emergency occasioned by sudden illness, accident or other serious and unforeseen inability of a faculty member to attend a meeting of the POS Committee, the Dean of the Graduate College will approve via telephone an emergency replacement. This emergency procedure can be activated by calling the Dean's office directly."

The Subcommittee believes this procedure is adequate. The Graduate Faculty will be cautioned against the frivolous use of this procedure. Furthermore, it will be suggested that POS Committee members should be contacted one day prior to scheduled POSC meetings as a reminder of their obligation.

(over)

4. Conversation with Virginia Allen, Department of English, has brought to light convincing arguments against application of a uniform written English examination for all entering graduate students, regardless of their native language or national origin. Depending on the level established for passing such an examination, according to Prof. Allen, either we will eliminate totally all foreign national graduate students or we will be totally ineffective in establishing a meaningful minimum standard for U.S. national graduate students. However, the Subcommittee does persist in its original recommendation that POS Committees uphold uniform standards for written and oral use of American English by all graduate students in their written theses and dissertations, and in their final defense examinations.
5. As per agreement by representatives of the Graduate Office at the meeting of the Graduate Council on March 29, 1998, deadlines for scheduling the final thesis/dissertation defense examinations will be included in the official ISU calendar.
6. The Subcommittee recommends that the same one-year limit presently applied to undergraduate students be applied also to graduate students for satisfying incomplete grades in those courses listed as *required* on their POS forms. Ken Kruemple has volunteered to present this recommendation for discussion by the Graduate Curriculum Committee. However, as per Ken's suggestion, this recommendation ultimately must be considered by the Faculty Senate Academic Standards Committee.
7. The Subcommittee makes no recommendation pertaining to Alfred Blackmer's request (03/26/98) for the establishment of guidelines to be applied in the evaluation of over-age courses on POS forms with regard to *timeliness* and *adequacy*. However, the Subcommittee endorses the suggestion that a slight refinement of language is appropriate in the ISU Bulletin and Graduate College Handbook to inform faculty and students that they should not automatically assume that old courses cannot be applied to satisfy graduation requirements.

MS/MA Subcommittee
Final Report to the Graduate Council
May 4, 1998

Membership: Joanna Courteau, Mary Lynn Damhorst, Bill Graves, Jon Tollefson (Chair)

The committee began its work with a proposal that had been submitted to the Graduate Council at the last meeting of the previous academic year. The previous committee had proposed that all masters' degrees offered by Iowa State University fit one of two models. The two models were defined as:

Thesis Degree.

The thesis degree, either the M.S. or M.A., will prepare the student for further education and research at the doctoral level. M.S./M.A. graduates may also pursue careers in business and industry, education, museums, government, cooperative extension, or non-profit agencies. The M.S./M.A. graduate will obtain advanced knowledge and problem-solving, learning, and information processing skills. In addition, the M.S./M.A. graduate will be prepared to conduct research, and in some fields, be prepared to take on leadership roles in directing and planning research.

All Master of Science and Master of Arts degrees should:

- include intellectual and scholarly activities
- incorporate course work and/or technical training that goes beyond the undergraduate level in analytical and problem-solving complexity
- require integrative experience
- require development of communication skills (oral and written) for reporting technical materials to scholarly audiences
- include original work that will advance knowledge in a discipline
- result in a thesis for the M.S. or the generation of original, creative work for the M.A.

Non-Thesis Degree.

The non-thesis Masters' degrees enhance professional development of graduate students interested in careers in business and industry, education, museums, government, cooperative extension, or non-profit agencies. Advanced knowledge and problem-solving, learning, and information processing skills are taught the Master's graduate. Targeted careers would not require research expertise but may require interpretation and application of research findings within the job setting. Names other than Master of Science and Master of Arts should be used to designate these degrees.

All Master's degrees that are not an M.S. or M.A. should:

- include intellectual and scholarly activities
- incorporate course work and/or technical training that goes beyond the undergraduate level in analytical and problem-solving complexity

- include a greater number of course work credit requirements than the thesis degree
- incorporate a broader array of course subject-matter areas to fit job market needs
- likely be more interdisciplinary than the thesis degree
- require integrative experience such as a written and/or oral exam, creative component, or teaching practicum. The work should take shorter time to produce than a thesis and might not be original creative work or research.
- require development of communication skills (oral and written) for reporting technical materials to non-scholarly audiences
- develop "consumers" of research not necessarily capable of designing and conducting original research but able to understand and evaluate research for practical application

To implement the proposal, Tollefson made the following motion at the November 10, 1997 Council meeting:

“Iowa State University will offer two types of masters’ degrees, the Master’s of Science or Master’s of Arts and the named master’s degree. The MS and MA will require a thesis or original, creative work, respectively, for which 699 credits are earned. While a named master’s degree will not require a thesis or original, creative work, it may require a creative component for which 599 credits are earned.”

The motion was discussed and then tabled until the January meeting.

At the January Council meeting, Chair Orazem presented an alternative proposal. The proposal was discussed and a final statement was brought to the February Council meeting for action.

The proposal that was voted on at the February meeting stated:

“to add the following wording to the *Graduate College Handbook* (on page 27 at the end of the section on **Master’s Degrees** and before the heading **Master of Arts or Master of Science – Thesis**):

All programs offering the Master of Science or the Master of Arts degree at Iowa State University must have the following requirements:

Students are expected to demonstrate substantial evidence of individual accomplishment through the completion of a thesis or creative component.

Students must pass a final examination.”

The proposal passed by voice vote.

Respectfully Submitted



Jon Tollefson
Sub-Committee Chair

Subcommittee Recommendations for Change of Cumbersome, Awkward or Otherwise Unwanted Graduate College Rules, Regulations and Procedures

Note: This report paraphrases statements received by the Subcommittee followed by specific reflections and/or recommendations of the Subcommittee in **bold print**.

1. Undergraduate students face many unnecessary problems when admitted to combined BS-MS programs. Examples:
 - (i) difficulty in making application for financial aid and scholarships that are reserved for undergraduates;
 - (ii) difficulty in application for membership in honorary societies that require University confirmation of undergraduate status;
 - (iii) damage to student's gpa when grades from difficult graduate courses are pooled with those from easier undergraduate courses;
 - (iv) omission of names from mailing lists for important information sent to graduating seniors. e.g., information on commencement procedures and schedules for exit interviews;
 - (v) many undergraduate courses automatically shifted to MS program so that advisors must petition to have these courses counted for BS degree; and
 - (vi) cessation of automatic degree audits sent to departmental advisors.

It is apparent that these problems occur because of the loss of undergraduate status when the Registrar's office automatically lists BS-MS students as graduate students regardless of the fact they have not yet satisfied their BS graduation requirements. This Subcommittee strongly urges that undergraduate students remain listed as undergraduate students until the BS degree is awarded. As a friendly suggestion, the Subcommittee suggests that an electronic asterisk might be placed next to names of BS-MS students to indicate their programmatic goal. Such a label can serve to flag these individuals as recipients of graduate student mailings.

2. There is need for more easily negotiated procedures for appointing non-ISU employees as members of POS Committees, e.g., drop the requirement of granting adjunct/affiliate status.

The Subcommittee notes that appointment of a non-ISU person as an *affiliate member* of the graduate faculty requires only a memo of recommendation by the DEO with approval by the Graduate Dean. The Subcommittee feels this is a sufficiently efficient mechanism for gaining term status for a non-ISU person to serve on POS Committee. However, the Handbook (page 95) specifies that the term appointment to the graduate faculty of duration more than one year requires the report of a special review committee formulated to review the candidate. The Subcommittee urges that the terms of *affiliate* and *collaborator* member who are appointed for the purpose of serving on POS Committees should be for the duration of that POS Committee.

3. Current practice requires that all members of a POS Committee be present at oral examinations. This requirement can cause undo hardship for a graduate student when a member of his/her Committee fails to attend a scheduled examination. Is it possible for the Graduate Dean to exhibit more flexibility in allowing for rapid and temporary substitution of a faculty member on a Committee for the purpose of holding an oral examination.

The Subcommittee recognizes that embarrassment, frustration and even economic hardship can come to a graduate student when a member of his/her POS Committee fails to come to a previously scheduled oral examination without giving notice to the student or his/her major professor. The Subcommittee believes such failure by a faculty member is sufficient evidence of their disregard for the individual student and the examination process to warrant their permanent replacement as a POSC member. The Subcommittee urges the Graduate Dean to allow for such a substitution in a rapid and timely fashion. The Subcommittee suggests that this be permitted via a telephone conversation between the Dean's Office and the major professor to be followed by submission of appropriate forms after the examination period.

4. The requirement that entering U.S. national students must take an English exam has the effect of holding them to a higher standard of English proficiency than is required of foreign national students.

The Subcommittee notes that the present Graduate College Handbook (page 31) indicates that different testing protocols are applied for entering graduate students depending on their native language. Furthermore, the Speak/Teach test is applied only to persons who are not native speakers of American English. The Subcommittee recommends that a single set of English proficiency and Speak/Teach exams be applied in a fair and equitable manner to all students at the time of their entrance to ISU without regard to their native language. Furthermore, we strongly recommend that uniform facility with American English be required of all students by their POS Committees on the occasion of their thesis or dissertation defense exams. This recommendation is appropriate for foreign students within current experience by which a great majority of non-native speakers ultimately seek employment in the U.S. following completion of their graduate programs.

5. The deadline for scheduling the final thesis/dissertation defense exam is not sufficiently well publicized.

The Subcommittee recommends that a general statement be included on the scheduling form that stipulates the deadline in terms of days prior to the end of the academic term, i.e., date of graduation ceremony.

6. Finally, under the category of *suggestions for the good and welfare of faculty*, the Subcommittee notes that there is no time limit for satisfying I-grades in graduate courses.

The Subcommittee recommends that the same one-year limit presently applied to undergraduate students be applied also to graduate students for satisfying incomplete grades in those courses listed as required courses on his/her POS.

Change in renewal for term graduate faculty membership

The **Graduate Faculty Membership Committee** proposes a change in policy for reviewing term graduate faculty applications. Currently, all applicants for term membership (who apply after the institution of the single-tiered Graduate Faculty) are approved for up to five years. A request for renewal of term membership must be submitted when the term expires. The Committee proposes that after two approvals for successive five-year terms, applications for renewal need not be reviewed by the university Graduate Faculty Membership Committee. Department review committees should be allowed to recommend approval of these adjunct faculty and collaborators for continued membership, without further review by the university committee.

The Graduate Faculty Membership Committee proposes a motion to add a statement to Appendix F of the Graduate College Handbook, p. 95, last line: "After two successive approvals for five-year term membership on graduate faculty, the appropriate department review committee and DEO shall recommend continuation of term graduate faculty membership. The Dean of the Graduate College submits these recommendations directly to the Graduate Council for confirmation."

We present this motion to reduce some of the paper work and time involved in term graduate faculty renewal. Individuals approved for two successive five-year terms are, by the second approval, highly likely to demonstrate competent and responsible involvement in graduate faculty duties. We presume that governing bodies of departments are qualified in assessing grounds for continued involvement after term members have undergone external review by the university committee for two successive terms.

Annual Report of the 1997-98 Graduate Council

The Graduate Council dedicated the year to studying Master's programs at Iowa State University. Compared to her peer institutions, Iowa State has a relatively small Master's program. Compared to other programs, ours are more oriented toward research (whether for a creative component or a thesis). They are also very lengthy programs, requiring an average of 2.5 years to complete. While such programs continue to attract students interested in research-intensive Master of Science degrees, most programs in the nation have become increasingly reliant on courses and many require only one year to complete. In addition, the population interested in graduate study is becoming older, more interested in professional training rather than research skills, more likely to be employed full-time off campus, and more likely to pursue a degree part-time. Iowa State runs the risk of relinquishing its market share of graduate studies to other programs if it ignores the needs of the majority of the current Master's market.

We divided our work into four questions, each of which was addressed by a subcommittee. The subcommittee reports are available, so I will briefly describe the mission and progress of each group.

1) What's In a Title?

The Graduate Council clarified wording in the Graduate College Handbook so that the title 'Master of Science' is reserved for students who have completed a substantial piece of individual work and passed a final comprehensive oral examination. The purpose of the clarified wording was to provide guidance to departments developing new Master's programs as to the distinction between the Master of Science versus named Master's degree titles. The work on this topic is complete.

2) What Rules are Limiting Demand for Existing Master's Programs?

The subcommittee's task was to identify rules or regulations that needlessly complicated pursuit of graduate degrees at Iowa State. The subcommittee made several notable improvements. It identified a variety of problems experienced by participants in joint BS-MS programs that are being addressed in cooperation with the Registrar's office. The subcommittee initiated work to reduce to one year the length of time necessary to finish the requirements to remove an incomplete from a graduate course. The subcommittee also suggested that the Graduate College publish its deadlines in the University calendar. In conjunction with the work of the next subcommittee, it was found that current rules do not appear to hinder off-campus graduate students. However, the Graduate College will need to revisit the issue of how to classify graduate courses taken over the World-Wide-Web. Existing Graduate College rules do not recognize correspondence courses, but that rule may be out of touch with recent innovations in distance learning. This last question should be addressed by the Graduate Council in the future.

3) How Does Distance Learning Work?

The subcommittee interviewed numerous faculty, students and staff engaged in distance learning activities at Iowa State University. The most important conclusion was that Graduate College rules do not appear to have hindered the development or demand for

graduate programs delivered by tape, Internet, or satellite uplink. There were several problems that will need to be considered by future Graduate Council action:

- There needs to be a coordinated effort between Continuing Education and the Graduate College in the development, advertising and delivery of distance delivered graduate courses. The current efforts may lack coordination.
- How to recognize faculty efforts for developing and delivering these graduate courses must be clarified.
- Distance learning will require new policies to prevent academic dishonesty, protect intellectual property rights, and promote faculty-student interaction.
- There needs to be a clearinghouse for information on how to develop courses for the Internet. For example, the experiences of the Master of Science in Agronomy program should be monitored so that the lessons learned there can inform other departments on how to develop and promote new programs.

This task will need to be continued in the future.

4) Why a Master's Degree?

This subcommittee explored whether there was a need for a new type of recognition that the Graduate College could provide to students completing an abbreviated sequence of graduate courses. Other universities have initiated certification programs that provide recognition for completion of 9-15 credit hours of course work. It was thought that such certification programs might be particularly attractive to part-time students because they could attain recognition for their work in a shorter period of time. The subcommittee decided that there was potential need for such programs and proposed a set of guidelines for Graduate College recognition of a certification program. These guidelines have not yet been discussed at a Graduate Council meeting, and so this topic remains as old business for next year's Council.

Submitted by Peter F. Orazem, Chair

May 12, 1998

Graduate Council
1997-98

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