

# **Agenda**

## **Graduate Council**

**Wednesday, September, 30, 1998**

**210 Beardshear**

**5:00 p.m.**

- 1. Introduction of members**
- 2. Orientation to work of the Graduate Council**
  - Graduate Council Document and By-laws**
  - Graduate College Handbook**
- 3. Orientation of Graduate Council within the university**
  - Personnel within the Graduate College**
  - Data discussing Graduate Program at ISU**
- 4. Discussion Topics**
  - Setting up the years agenda**
  - Review status of last year's work**

**Attachments: Graduate Council Document**  
**Graduate Council By-laws**  
**Graduate College Handbook**  
**Graduate Council Annual Report (previous 2 years)**  
**Graduate Admissions Bulletin**  
**Graduate Council Organizational Chart**

## Graduate Council Minutes September 30, 1998

Present: Blackmer, Courteau, Damhorst, Finemore, Hopper, Kienzler, Kruempel, Lewis, Palan, Russell, Shelley, Shen, Udpa, Vance, Mills, Hawkins, Wisniewsky, Swan, Jackson

Absent: Graves, Gorrell, Lee, Mayfield, Seagrave

New and continuing members of the Graduate Council introduced themselves.

The minutes of the May meeting were approved as distributed.

**Comments from the Graduate College.** Dean Swan spoke to the Graduate Council about the function of the Graduate Council and how it fits within the university community. Materials regarding the Graduate Council and its function, as well as the *Graduate College Handbook* were distributed to the council members. She requested that council members read the materials and become familiar with the handbook.

An explanation of the various specialized functions of staff members within the Graduate College was made.

Data on fall enrollment (as presented in the October issue of RAGE) was cited indicating that graduate enrollment at ISU was creeping downward. It also indicates that ISU is becoming more of an undergraduate rather than a graduate institution. Statistics also included were minority graduate enrollment and the percentages of non-resident, international and resident enrollments.

The Deans of the Graduate College attend the Graduate and Professional Days of various institutions taking information about ISU and the various programs of study that it has to offer for the purpose of recruiting graduate students with a special emphasis on recruitment of minority students into programs where they are underrepresented.

Dean Swan will be providing data of a statistical nature to the Graduate Council regarding the Graduate College throughout the year.

**Discussion Topics:** Alfred Blackmer, chair of the Graduate Council, would like to set the stage for the next meeting (Monday, October 26, at 5:10 p.m., in room 210 Beardshear) to discuss which items the Graduate Council will work on during the year. Each member of the council will be on an ad-hoc committee, with the suggestion that 3<sup>rd</sup> year members chair the committees if at all possible.

An appeal was made to please read the reports that were distributed by Dean Swan (a pre-publication issue of the Graduate Education Report, a packet of statistical data, and an article titled "Trends in the Early Careers of Life Scientists"). Pay particular attention to

the section titled “Best Practices...” in the Graduate Education Report and give consideration to the issues referred to in the report. The Graduate Council may want to focus on a couple of the topics/issues described in the “Best Practices...” section of the publication to be dealt with by the council this year. The need to standardize and clarify the method of collecting statistics reported on was mentioned. The executive summary that was distributed by Dean Swan may be discussed with the council at a later date.

Other topics to be considered are those that were uncompleted by the Graduate Council at the end of last year (as indicated in the annual report). The issue was revisited as to what the minimum equivalent of an “S” grade should be, as well as “T”s (Test-out) for courses at a 500 or 600 level. The existing policy in the university bulletin indicates that for 100 – 400 level courses an “S” is a “C” or better, while for 500 – 600 level courses is a “B” or better.

Please think about these and any other topics that you feel should be considered for undertaking by the Graduate Council this year and be ready to discuss them at the next meeting.

The next meeting is scheduled for:

Monday, October 26, 1998  
5:10 p.m., in Room 210 Beardshear

Council adjourned at 6:35 p.m.

Mary Anne Harwick, Secretary

## **Agenda**

### **Graduate Council**

**Monday, October, 26, 1998**

**210 Beardshear**

**5:10 p.m.**

- 1. Approval of September minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Discussion of work to be undertaken this year and Subcommittee assignments**
- 4. Report from the Graduate Catalog and Curriculum Committee**

**Attachments: September Graduate Council minutes**

# Graduate Council Minutes

October 26, 1998

Present: Blackmer, Courteau, Damhorst, Finnemore, Graves, Kienzler, Lee, Lewis, Palan, Russell, Shelley, Shen, Udpa, Vance, Mills, Washburn, Swan, Jackson, Mayfield, Hopper, Kruempel

Absent: Gorrell, Seagrave, Wisniewsky  
Please note: Gorrell will no longer be a member of the Graduate Council.

The minutes from the September 30, 1998 meeting were approved with the following change:  
The name Hawkins under present, was changed to Washburn.

## Comments from the Graduate College:

Please note the article on George Washington Carver as a Graduate Student at ISU in the RAGE newsletter to come out next Monday.

Dean Swan requested to hear about any concerns that you have regarding graduate education. Her major disappointment has been that several departments did not get their graduate appointment forms in on time. This presents a problem with budget management. Anything you could do to remind them to get their appointment forms in on time would be helpful.

A request has been made of the legislature for more money for scholarships.

John Mayfield made a request for a volunteer. The Association of Graduate Schools has a contest for the best Masters degree thesis. We have two nominations from Iowa State University and we need to pick the best one. Readers are needed to determine which one would be best to represent Iowa State, Lalita Udpa volunteered, John Mayfield is also one of the readers.

**Subcommittee topics and assignments:** Below please find a listing of the Graduate Council subcommittees and their members:

### Certification Guidelines

Doug Finnemore, chair  
Dave Hopper  
Motoko Lee  
Lalita Udpa

### Distance Learning – Web-Video Courses (Programs)

Mary Lynn Damhorst, chair  
Fred Blackmer  
Kay Palan  
Mack Shelley  
Sherry Washburn

### Adult Student Well-being

Joanna Courteau, chair  
George Jackson  
Donna Kienzler  
Sherry Washburn

Preparing Future Faculty  
Bill Graves, chair  
George Jackson  
John Mayfield  
Mark Mills  
Judy Vance

Thesis Office – Service/Fees  
John Mayfield, chair  
Doug Lewis  
Alan Russell  
Sheldon Shen  
Marcy Wisniewsky

At the next meeting there will be a general discussion by Doug Finnemore regarding Certification Guidelines to what was previously done along those lines. Also requested for the next meeting is a brief statement from each subcommittee narrowing down their area of focus.

If you would like to submit information regarding your subcommittee activities in the RAGE Newsletter, the deadline for submission is the 20<sup>th</sup> of the month. Information should be submitted to Dorothy Pimlott.

Each subcommittee will need to have a year-end report indicating their progress and recommendations.

#### **Report from the Graduate Catalog and Curriculum Committee**

Kruempel reported on the progress of the new Graduate College Curriculum Catalog that the committee (GCCC) has been working on.

The GCCC had approved 13 dual listed courses as well as new areas of specialization (HDFS is one) and are working on others. Technology and Social Change has a graduate minor that has been inactive, but now has a proposal to regain active status.

Concern was voiced about the number of dual listed courses in a program and that there be a sufficient number of the 500-600 level courses in a program.

A proposal for a new Ph.D. program in Health and Human Performance will be brought to the Graduate Council for approval.

The meeting adjourned at 6:30 p.m.

The next meeting is scheduled for:

Monday, November 30, 1998  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Monday, November 30, 1998**

**210 Beardshear**

**5:10 p.m.**

- 1. Approval of October minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate Catalog and Curriculum Committee**
  - a) Health & Human Performance Proposal – Ken Kruempel, Jerry Thomas**
- 3. Discussion of Subcommittee Activities**

**Attachments: October Graduate Council minutes**

# Graduate Council Minutes

November 30, 1998

Present: Blackmer, Courteau, Damhorst, Finnemore, Graves, Kienzler, Lee, Palan, Russell, Shelley, Shen, Udpa, Mills, Washburn, Swan, Jackson, Mayfield, Hopper, Kruempel, Wisniewsky

Absent: Seagrave, Lewis, Vance

The minutes from the October 26, 1998 meeting were approved.

## **Comments from the Graduate College:**

Dean Swan shared data on graduate assistantships and expressed concern about the decline in numbers over the years. She supported the need for more assistantship support of graduate students in our research and teaching programs. She indicated that assistantship support tends to trend with graduate enrollment.

## **Report from the Graduate Catalog and Curriculum Committee:**

Ken Kruempel brought forward a proposal for a Ph.D. program in Health & Human Performance. It had previously been approved by the faculty and administration of the College of Education and the GCCC. Jerry Thomas, DEO of Health & Human Performance, presented information supporting this proposal to the Graduate Council. The proposal was moved and seconded by Joanna Courteau and Mack Shelley. It was unanimously approved by voice vote.

A request was made that when proposals are brought forward to the Graduate Council, a summary of previous discussions be included with the supporting materials.

## **Discussion of Subcommittee Activities:**

- Distance Learning – The focus of the committee will be to consider the issue of whether distance and correspondence courses meet the criteria for a graduate degree and to come to an understanding about whether they are acceptable on a p.o.s. They will also consider how to ensure the quality of such programs. A representative from the Master of Science in Agronomy will attend the next meeting of the Graduate Council to discuss the new program.
- Adult Student Well-being – The committee will research what is available in various areas (i.e., childcare, financial aid, support on legal issues, mental health, etc.) and suggest new initiatives. They will also look into what is offered at other universities for comparison.
- Preparing Future Faculty – The committee will try to find ways to improve the preparation of graduate students for employment in university and college careers. The emphasis of programs at some other universities is on the different expectations and culture of non-research intensive institutions. The committee will explore ways both internally and externally to prepare our graduate students to become faculty members and to help develop their teaching skills. The committee will also consider including post-docs in the program if one does develop here. Dr. Mayfield will report back the latest on this issue when he returns from the Council of Graduate Schools Annual meeting.



- Thesis Office Review Committee – The Thesis Office will develop a report on the services they offer and the need for these services. Dr. Mayfield will collect information on how other institutions deal with this issue and what services they offer.
- Certification Guidelines – The committee will propose rules governing the offering of officially-sanctioned graduate certificates. The reasons for having certificates are to enhance marketability and to provide a service (i.e., to the state or to the appropriate constituency). Faculty committees in a disciplinary area propose them within master's and doctoral programs. The number of credit hours needed to receive a certificate are as few as nine or as many as thirty (the average is approximately 18). Motoko Lee indicated that 2 certification programs, the Certificate of Public Management (15 credits) and the Certificate for Special Education (17 credits) parallel master's programs. The credits for both are applicable to a master's degree. This topic will be carried over to the next meeting. Council members were requested to review the outline on certification procedures from the minutes of the May 1998 meeting as preparation for future discussion.

At the next meeting there will be a general discussion led by Doug Finnemore regarding Certification Guidelines and a presentation of the previous recommendations.

The meeting adjourned at 6:35 p.m.

The next meeting is scheduled for:

Monday, December 14, 1998  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

## Graduate Council Minutes

December 14, 1998

Present: Blackmer, Damhorst, Finnemore, Graves, Kienzler, Kruempel, Lee, Lewis, Mayfield, Mills, Palan, Shelley, Vance, Swan, Washburn

Absent: Courteau, Jackson, Hopper, Russell, Shen, Udpa, Wisniewsky

The minutes from the November 30, 1998 meeting will be reviewed at the next meeting.

**Report from the Graduate College:** Due to the length of the presentation the representatives by the Master of Science in Agronomy Professional Degree program and the discussion that followed, there was no report from the Graduate College at this meeting.

**Representatives from the Master of Science in Agronomy Professional Degree Program:** Richard Shibles and Ken Moore attended the meeting and Ken Moore presented information regarding the status of the program. At the current time, there are 12 students in a pilot program. Students in residence and from other distance programs are currently not permitted to take the courses offered in this program. Next fall, the program will be offered only in Iowa, however, they hope to be able to expand the program to other regions in the future.

Because the program has a fixed curriculum with a creative component, argument was made that the traditional p.o.s. committee is not appropriate for this program and the program would like the help of the Graduate Council for determining an appropriate alternative model. It was suggested that a model similar to that of the MBA program might be more suitable. The program needs to have committee involvement only for the development and supervision of the creative component. Because of this, it was argued that delaying the formation of the p.o.s. committee until the creative component phase of the program of study would be very helpful. Because faculty seem to be reluctant to serve on p.o.s. committees for this distance program, developing ways of encouraging or rewarding faculty to serve on p.o.s committees for this distance program may be necessary.

The question also arose as to whether a Master of Science with a non-thesis option is appropriate for this program, or whether a professional degree might be more appropriate. Ideally, a professional degree should be looked on as being as valuable as a Master of Science degree. The value of a professional master's degree needs to be better understood. One proposal was to have different tracks with a single name (i.e., an M.S. with a Professional track as well as a more traditional M.S. degree option).

Discussion ensued regarding the program and its requirements. Concern was voiced that P & S personnel are teaching some of the courses rather than tenure-track faculty, and whether or not standards are being maintained.

It was agreed that rules and regulations need to be arrived at for dealing with the challenges of distance programs in order to ensure their quality.

The subcommittee reviewing distance learning will re-visit this topic.

**Other business:** A representative from the Thesis Office will be in attendance at the next meeting to make a presentation on the services offered by the Thesis Office and the need for them.

At the next meeting there will be a general discussion led by Doug Finnemore regarding Certification Guidelines and a presentation of the previous recommendations.

The meeting adjourned at 6:35 p.m.

The next meeting is scheduled for:

February 2 1999  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Tuesday, February 2, 1999**

**210 Beardshear**

**5:10 p.m.**

- 1. Approval of November and December minutes (attached)**
- 2. Thesis Office Presentation**  
**Denise Rothschild**  
**Carolyn Payne**
- 3. Comments from the Graduate College**
- 4. Discussion of Certification Guidelines**  
**Doug Finnemore**

**Attachments: November and December Graduate Council minutes**

# Graduate Council

## Minutes

February 2, 1999

Present: Blackmer, Damhorst, Finnemore, Graves, Kienzler, Lee, Palan, Russell, Shelley, Shen, Udpa, Vance, Mills, Washburn, Wisniewsky, Swan, Jackson, Mayfield

Absent: Courteau, Lewis, Seagrave

### Minutes:

Dr. Swan brought to the attention of the Graduate Council the omission of Richard Seagrave's name from the list of council members absent from the previous meeting. He is currently Interim Provost and not attending meetings of the Graduate Council. This led to a brief discussion about whether or not his seat should be declared vacant, and whether the Graduate Council should re-write the by-laws regarding vacancies. The discussion and a decision about declaring the seat vacant was tabled.

The minutes from the November 30 and the December 14 meetings were approved.

### Report from the Graduate College:

There was no report.

### Thesis Office Presentation:

Representatives from the Thesis Office, Carolyn Payne and Denise Rothschild were introduced and Denise Rothschild reported on the services provided by the Thesis Office.

Dr. Mayfield reported that the subcommittee responsible for reviewing the Thesis Office will meet in the near future and report their recommendations at a later date.

### Discussion of Certification Guidelines:

Doug Finnemore presented the *Draft Procedures For Beginning A Certificate Program* that was previously developed by the Graduate Council Subcommittee on Certificate Guidelines. A discussion ensued and changes were suggested to streamline the approval process. The committee will review the document and bring it back to the Graduate Council for further discussion at a later meeting.

### Other business:

A request was made that the date of the May meeting of the Graduate Council be changed to a date earlier in the month. It was determined that the meeting will be rescheduled.

The subject of "I" grades converting to "F" grades was brought up for discussion and the issue was tabled.

The Preparing Future Faculty Subcommittee and the Distance Learning Subcommittee will report on their progress at the next meeting.

The meeting adjourned at 6:40 p.m.

The next meeting is scheduled for:

February 24, 1999  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

# DRAFT PROCEDURES FOR BEGINNING A GRADUATE CERTIFICATE

## Introduction

The following material describes the procedures for the review of proposed graduate certificates at Iowa State University. The procedures provide for both faculty and administrative input at all levels. This document describes both the approval process and the information that should be provided in a graduate certificate proposal.

A proposal to establish a new graduate certificate is initiated by graduate faculty members in an academic department or in an academic program. The establishment of a new graduate certificate requires approval by the graduate faculty of a department or program, by the Graduate Catalog and Curriculum Committee, the Graduate Council, and the Graduate Dean.

Candidates for a graduate certificate must be admitted to the graduate certificate program in the Graduate College. All courses for a graduate certificate must be acceptable for graduate credit and each graduate certificate must require at least 9 graduate credits. An academic advisor will be appointed to oversee the certification for each graduate certificate.

If a person who receives a graduate certificate decides to continue for a graduate degree, the person needs to seek admission to that degree program. Credits earned for the graduate certificate may also be used to meet degree requirements for the graduate degree if approved by the Program of Study Committee.

## Program Proposal

The first step in establishing a new graduate certificate is the proposal by an appropriate group of faculty. Outlines for the necessary background information are provided below:

1. Name of the proposed graduate certificate.
2. Name of the departments and/or programs involved.
3. Need for the graduate certificate.
4. Objective of the graduate certificate
5. General description of the graduate certificate.
6. Graduate certificate requirements including:
  - a) prerequisites for prospective students and any special admission standards for candidates.
  - b) courses and seminars.
7. General description of the resources currently available and future resource needs, in terms of:
  - a) faculty members including a brief description of their expertise relating to the graduate certificate;
  - b) effects of any new courses on the work load of the present faculty;
  - c) other resources including graduate assistants, laboratories and other facilities, supplies, etc.
8. Relationship of the proposed graduate certificate to the strategic plans of the department, college and the university.
9. Plan for periodic review of the certificate program.

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Modified by Ken Kruempel 2/22/99

## **Agenda**

### **Graduate Council**

**Wednesday, February 24, 1999**

**210 Beardshear**

**5:10 p.m.**

1. **Approval of February 2 minutes (attached)**
2. **Report From the Graduate Catalog and Curriculum Committee**  
**New Program Proposal: Interdepartmental Graduate Minor in Complex Adaptive Systems**  
**Ken Kruempel, Dr. Mayfield, Dan Ashlock**
3. **Comments from the Graduate College**
4. **Discussion of Certificates**  
**Doug Finnemore**
5. **Discussion Regarding Graduate Council Vacancies/Absentee Members**
6. **Subcommittee Reports**  
**Preparing Future Faculty**  
**Distance Education**

**Attachments: February 2 Graduate Council minutes**  
**Draft Procedures For Beginning A Graduate Certificate**  
**Program Proposal: Complex Adaptive Systems**

# Graduate Council Minutes

February 24, 1999

Present: Blackmer, Finnemore, Graves, Kienzler, Lee, Lewis, Palan, Russell, Shelley, Shen, Udpa, Vance, Mills, Swan, Jackson, Mayfield, Hopper, Kruempel

Absent: Courteau, Damhorst, Lewis, Seagrave, Washburn, Wisniewsky

## Minutes:

The following amendments were made to the minutes from the February 2 meeting:

Present: Hopper was added to the names of those present.

Minutes: First paragraph; last sentence: The discussion and a decision about declaring Dr. Seagrave's seat vacant was deferred until the next meeting.

Other business: Second paragraph: The subject of "I" grades converting to "F" grades was brought up for discussion and the issue was deferred until the next meeting.

The minutes from the February 2 meeting were approved as amended.

## Report from the Graduate College:

Dr. Jackson presented information about the GMAP program and requested that more departments get involved with this effort to reach out to and retain underrepresented students.

## Report from the Graduate Catalog and Curriculum Committee:

A proposed interdepartmental minor in Complex Adaptive Systems was submitted to the Graduate Council for approval. The plan was previously approved by the Graduate Catalog and Curriculum Committee. Dan Ashlock was introduced to the members of the Graduate Council and summarized the proposed minor. It was moved and seconded that the program be approved. The motion was passed unanimously by voice vote.

Ken Kruempel reported that a proposal to revise the Animal Science graduate programs will be presented at the next meeting. A summary of the proposal will be forwarded to members of the Graduate Council, and a copy of the entire proposal will be made available upon request.

## Discussion of Certification Guidelines:

An amended version of the *Draft Procedures for Beginning a Graduate Certificate Program* was brought back to the Graduate Council for further discussion by the Graduate Certificate subcommittee. Several amendments to the wording were made from the floor. It was moved and seconded that the procedures be approved as amended. The motion was passed unanimously by voice vote. The approved policy is attached to these minutes: A summary of the changes will appear in the next issue of RAGE, and the new policy will be included in the next Graduate Handbook.



**Agenda**

**Graduate Council**

**Tuesday, March 30, 1999**

**210 Beardshear**

**5:10 p.m.**

1. **Approval of February 24 minutes (attached)**
2. **Report From the Graduate Catalog and Curriculum Committee**

**Revisions of the graduate majors in Animal Science**

**New Program Proposal: Interdepartmental Graduate Major (M.S. & Ph.D.)  
In Bioinformatics and Computational Biology (BCB)**

**Proposed change in the name of the M.S. major in business from  
“Business Administrative Services” to “Business”**

3. **Comments from the Graduate College**
4. **Graduate Council Election Update**

**Attachments: February 24 Graduate Council minutes  
Procedures For Beginning A Graduate Certificate**

## Graduate Council

### Minutes

March 30, 1999

Present: Blackmer, Damhorst, Finnemore, Graves, Kienzler, Lee, Lewis, Palan, Shen, Vance, Mills, Washburn, Swan, Jackson, Mayfield, Hopper, Kruempel

Absent: Courteau, Russell, Seagrave, Shelley, Udpa, Wisniewsky

#### Minutes:

The minutes of the February 24 meeting were approved.

#### Report from the Graduate College:

Dr. Swan reported that she had been looking at applications/admissions and has some concerns. Last year's applications and admissions were down a little, and we captured fewer of the admissions than we have in the past. In the previous years, our capture rate had been a little over 60%. Last year our capture rate was around 50%. That is a big change for one year and raises some concern about our courting ability, or the attractiveness of our offers. Something is changing to have such a big change in only one year. Council members were asked to go back to their programs and inquire about the experience last year in terms of capture rate (when programs admit students, do they enroll) and think about whether or not programs are doing everything they can this year to get the students they want. So far, our applications are below last year's numbers. Some programs may now be below the numbers of 3-4 years ago. This is an issue that will need to be looked at very carefully. The enrollment in some of our programs is dropping to the point that we may need to start looking at the numbers needed for critical mass. Another issue is quality, are your programs capturing the quality of students that they want? The next two weeks (early April) are the final chance to get those students that we really want. It's important to remember where we are in the cycle and to do every thing that we can to be sure we get the best students.

#### Report from the Graduate Catalog and Curriculum Committee:

Three proposals were brought to the Graduate Council for approval. Each of the proposals was approved by the Graduate Catalog and Curriculum Committee prior to being brought before the Graduate Council.

Proposed revisions of the graduate majors in Animal Science: Graduate Council members received the executive summary for this proposal prior to the March 30 meeting. Jerry Young was introduced to the members of the Graduate Council and served as a resource for any questions that council members might have regarding the proposed changes. It was moved and seconded that the proposal be approved. The motion was passed unanimously by voice vote.

New Program Proposal: Interdepartmental Graduate Major (M.S. & Ph.D.) in Bioinformatics and Computational Biology (BCB): Graduate Council members received the proposal without the appendixes prior to the March 30 meeting. Copies of the proposal with these letters were available for review at the meeting. Drena Dobbs was introduced to the members of the Graduate Council as a resource for any questions that they might have regarding this proposal. It was moved and seconded that the proposal be approved. The motion was passed unanimously by voice vote.

Proposed change in the name of the M.S. major in business from “Business Administrative Services” to “Business: Graduate Council members received a one-page memo describing this request prior to the March 30 meeting. Kay Palan served as a resource for the Graduate Council regarding this issue. It was moved and seconded that the request be approved. The motion was passed unanimously by voice vote.

Ken Kruempel indicated that there were four proposals going forth to the Faculty Senate for approval in a group, the three from tonight and the Complex Adaptive Systems proposal that the Graduate Council previously approved. These proposals will be presented at the April meeting for approval at the May meeting. Two proposals, one for a Ph.D. in Health and Human Performance and one for a B.S. in Applied Physics were presented at the March meeting for approval at the April meeting.

#### **Graduate Council Election Update:**

Dr. Mayfield indicated that letters seeking nominations for Graduate Council members have gone out to all ISU graduate faculty as well as the PACE awards committee and nominations for the Graduate Faculty Membership Committee. He urged council members to remind their colleagues of the important role that the Graduate Council plays and to encourage them to nominate members of the graduate faculty to run for a seat on the Graduate Council.

Dr. Mayfield mentioned that members of the Graduate Council may want to revisit the number of signatures (currently 5) required to nominate a graduate faculty member to run for a seat on the Graduate Council.

The current members of the Graduate Council elect the chair for the next year from among those members whose terms do not end this year. The nominating committee will consist of the outgoing members (outgoing members are: Courteau, Damhorst, Finnemore, Graves, Lee, Seagrave, Mills, Washburn, and Wisniewsky) with Bill Graves as chair. The committee will bring their nominations to the next meeting.

#### **Other business:**

Each subcommittee was reminded of the need to write a report for the last Graduate Council meeting of the year.

The meeting adjourned at 6:15 p.m.

The next meeting is scheduled for:

April 26, 1999  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Monday, April 26, 1999**

**210 Beardshear**

**5:10 p.m.**

- 1. Approval of March 30 minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Discussion Regarding Graduate Council Vacancies/Absentee Members**
- 4. Subcommittee Reports**
  - Distance Learning**
  - Thesis Office Review**
- 5. Graduate Council Election Update**
  - Nominations for membership in Graduate Council**
  - Nominations for chair of Graduate Council**

**Attachments: March 30 Graduate Council minutes**

## **Graduate Council**

### **Minutes**

April 26, 1999

Present: Blackmer, Damhorst, Finnemore, Graves, Lee, Lewis, Palan, Russell, Shelley, Shen, Udpa, Mills, Washburn, Swan, Jackson, Mayfield, Kruempel, Hopper

Absent: Courteau, Kienzler, Vance, Seagrave, Wisniewsky

#### **Minutes:**

The minutes of the March 30 meeting were approved.

#### **Report from the Graduate College:**

Dr. Swan expressed her concern about the number of last minute and unapproved changes in POS committees. The right to confer graduate degrees is granted to ISU by the Board of Regents. It is delegated by the graduate faculty to a group of individuals (the POS committee) to recommend whether or not we grant or deny a degree to an individual. When a graduate degree is conferred, we say that the graduate faculty and the faculty senate grant the degree. It is extremely important that appropriate process is maintained. Lack of regard for the established process compromises the integrity and standards of the graduate faculty.

#### **Report from the Graduate Curriculum and Catalog Committee:**

Ken Kruempel reported on activities of the Graduate Curriculum Committee indicating that they have approved the following items during the spring semester in addition to those previously brought to the Graduate Council for approval:

##### New Areas of Specialization

MBA – Human Resource Management

VCS – Production Animal Medicine

Exercise and Sports Science – (M.S.)

Behavioral Bases of Physical Activities

Biological Bases of Physical Activities

Concurrent B.S./M.S. in Electrical Engineering and Computer Engineering

Non-Thesis M.S. in Veterinary Microbiology

#### **Discussion Regarding Graduate Council Vacancies/Absentee Members:**

Discussion was held regarding whether to change the current policy in the by-laws regarding positions that become vacant, or members that do not attend the meetings of the Graduate Council. Alfred Blackmer indicated that initially, he was concerned with the number of absentee members this semester.

If there had not been enough members in attendance to make quorum, he would have immediately declared the chair(s) of those members that were regularly absent (2 or more consecutive meetings) vacant. Following discussion, it was determined that the policy would remain unchanged at this time.

### **Subcommittee Reports:**

Distance Education: The Distance Education subcommittee brought two proposals to the Graduate Council for consideration.

Proposal 1 was to omit the "Correspondence Coursework: section in the Graduate Handbook, p. 36.

It was moved and seconded that Proposal 1 be accepted as written. The motion passed unanimously by voice vote.

Proposal 2 was to amend the "Transfer Credits" section of the Graduate Handbook, p. 37.

It was moved and seconded that Proposal 2 be accepted as amended. The motion passed unanimously by voice vote.

The amended document as approved follows below:

#### **Transfer, Including Distance Education, Credits**

At the discretion of the POS committee, and with the approval of the program and the Graduate College, graduate credits earned as a graduate student at another institution or through a distance education program offered by another institution may be transferred if the grade was B or better. Such courses must have been acceptable toward an advanced degree at that institution and must have been taught by individuals having graduate faculty status at that institution. If a student wishes to transfer credits from graduate courses taken at or through another university as an undergraduate student, it is that student's responsibility to provide verification by letter from that institution that those graduate courses were not taken to satisfy undergraduate requirements for a degree.

A transcript must accompany the POS in order to transfer credits. The POS committee may ask for other materials, such as a course outline or accreditation of the institution, to evaluate the course. Transfer courses not completed when the POS is submitted must be completed before the term in which the student graduates. A transcript must then be submitted for review and final approval.

Thesis Office Review: Dr. Mayfield distributed a report presenting issues emerging from the Thesis Office review and recommendations of the Thesis Office Review Subcommittee requesting that the members of the Graduate Council read the document for future discussion.

**Graduate Council Election Update:**

Dr. Mayfield indicated that we had enough nominations for the Graduate Council election with the exception of the Physical and Mathematical Sciences and Engineering division. He requested that members of the Graduate Council recommend likely colleagues in those departments not currently represented for nomination.

Nominations were sought for chair of the Graduate Council. Sheldon Shen and Alfred Blackmer were nominated. The election will take place at the May 6 meeting.

The meeting adjourned at 6:30 p.m.

The next meeting is scheduled for:

May 6, 1999  
5:10 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Thursday, May 6, 1999**

**210 Beardshear**

**5:10 p.m.**

1. **Approval of April 26 minutes (attached)**

2. **Comments from the Graduate College**

3. **Subcommittee Reports**

**Preparing Future Faculty  
Adult Student Wellness  
Thesis Office Review**

4. **Graduate Council Election Update**

**Election of Graduate Council Members  
Election of Graduate Council Chair**

**Attachments: April 26 Graduate Council minutes**



# Graduate Council

## Minutes

May 6, 1999

Present: Blackmer, Courteau, Damhorst, Graves, Kienzler, Lee, Lewis, Russell, Shelley, Shen, Vance, Washburn, Swan, Mayfield, Hopper,

Absent: Finnemore, Palan, Seagrave, Udpa, Mills, Wisniewsky, Jackson, Kruempel

### Minutes:

The minutes of the April 26 meeting were approved.

### Report from the Graduate College:

The Spring list of candidates for degrees was presented to the members of the Graduate Council for approval. It was moved and seconded that the Graduate Council accept the list. The motion was unanimously approved by voice vote.

There was a discussion regarding the list and how it should be dealt with in the future. It was moved and seconded that prior to the last meeting of the Graduate Council before commencement, members of the Graduate Council should access the list on the web and bring objections, if any to the meeting. In the absence of any objections, the list of candidates for degree would be automatically approved. The list will be handled in a similar fashion during the summer, with members of the Graduate Council looking over the list of degree candidates on the web, and if there are no objections brought to the chair of the Graduate Council, the list of degree candidates will be approved. The motion was unanimously approved by voice vote.

### Subcommittee Reports:

#### Well-being of Graduate and Adult Students

A report was presented to the members of the Graduate Council by the "Well-being of Graduate and Adult Students" subcommittee. The report was based on the results of a focus group of students at Iowa State University and a survey of graduate dean's offices at five peer institutions regarding issues that they considered most problematic. The subcommittee recommended that this committee be maintained by the Graduate Council next year. The report was endorsed for further consideration next year. The endorsement was accepted unanimously by voice vote.

#### Preparing Future Faculty

The subcommittee's objective was to assess the level of current graduate student interest in a program to prepare them for faculty careers. The subcommittee performed a survey of graduate students at Iowa State University. A report of the survey results and the committee recommendations was presented to the Graduate Council. The report recommended that the subcommittee continue its work next year. The report was endorsed and the topic will be carried forward for further study and action next year. The endorsement was approved unanimously by voice vote.

### **Thesis Office Review**

The subcommittee was charged with reviewing the role and functions of the Thesis Office and make recommendations regarding its findings. Several issues presented themselves during the review. The subcommittee submitted a report to the Graduate Council regarding those issues along with their recommendations. The report was endorsed and the topic will be carried forward further study and action next year. The endorsement was accepted unanimously by voice vote.

Dr. Mayfield made the request that as persons have thoughts regarding the issues revolving around the Thesis Office review e-mail him at [jemayf@iastate.edu](mailto:jemayf@iastate.edu).

### **Graduate Council Election Update:**

Dr. Mayfield notified the members of the Graduate Council that there were now enough nominations from the various divisions to hold the hold the election and that ballots would be received by all graduate faculty by division shortly.

There were several nominations for candidates from the same department received for the election this year. Discussion was held on how we should impart that only one member of a department is permitted to serve on the Graduate Council at one time. It was agreed that we include instructions on the ballot regarding the rule that only one person from one department may serve as a member of the Graduate Council at one time.

There was discussion held regarding the election process. It was agreed that the item will be put forward for further study next year.

### **Election of the Graduate Council Chair:**

Ballots were distributed to the members of the Graduate Council and collected for tallying by Bill Graves, chair of the nominating committee. Sheldon Shen was elected chair of the Graduate Council for the 1999-2000 term.

### **Other Business:**

Alfred Blackmer extended his thanks to the members of the Graduate Council for serving with him this year.

The meeting adjourned at 6:45 p.m.

Mary Anne Harwick, Secretary

## **Annual report of the 1998-99 Graduate Council**

The Graduate Council met monthly from September through May and minutes of these meetings are available. Members of five subcommittees also met informally as needed to prepare information and materials for the monthly meetings. Major activities of the Council were related to projects of the subcommittees and review of proposals for changes in graduate programs. Proposals were reviewed and approved for a new Ph.D. program in Health and Human Performance, a new interdepartmental graduate minor in Complex Adaptive Systems, a new interdepartmental major in Bioinformatics and Computational Biology, a name change for the Master of Science degree offered in the College of Business, and a revision of the graduate majors offered in the Department of Animal Science. Following is a summary of activities related to projects of the subcommittees.

### 1) Graduate Certificate Programs

This subcommittee continued work started last year and addressed the need for recognition of graduate certificate programs for which students need to complete only a few graduate courses on a specific topic. Procedures for review of proposed certificate programs that would be recognized by the Graduate College were developed and presented to the graduate faculty in the April issue of RAGE.

### 2) Distance Education Credit Transfers

The subcommittee continued work from last year and addressed the need to clarify policies related to transfer of credits from distance education courses. The Graduate Council approved two proposals developed by the subcommittee. The first was that the "Correspondence Coursework" section of the Graduate Handbook (p. 36) be deleted. The second was that the "Transfer Credits" section (p. 37) be amended and the section be re-titled "Transfer, Including Distance Education Credits".

### 3) Well-being of Graduate and Adult Students

The subcommittee conducted a survey of a focus group composed of graduate and non-traditional students to determine what they considered to be the most serious problems that they faced. They also surveyed graduate deans of five peer institutions to determine what they perceived as major problems for graduate students at their institutions. The results were presented in a report that included recommendations for improvement of physical facilities, support services, and dissemination of information. The Graduate Council accepted the report and recommended that this topic be given further consideration next year.

### 4) Preparing Future Faculty

The subcommittee examined the possibility of broadening the experiences of graduate students at Iowa State University by instituting a program for preparing future faculty. The subcommittee conducted a survey to determine the level of interest in a future faculty

program among graduate students. The results were assembled into a report indicating that there is significant interest in having such a program at Iowa State University. The Graduate Council accepted the report and recommended that this topic be given further consideration next year.

5) Thesis Office Review

The subcommittee reviewed the role and functions of the Thesis Office. Several issues emerged during the review, and some of these were discussed briefly by the Council. The subcommittee prepared a report that included recommendations for further action. The Graduate Council accepted the report and recommended that this topic be given further consideration next year.

Alfred M. Blackmer  
July 9, 1999

**Graduate Council  
1998-99**

Graduate Faculty

Alfred Blackmer (chair) 1997-00 (Biological & Ag Sciences)	Agronomy 2218 Agronomy ablackmr@iastate.edu Fax: 4-3163	4-7284
Joanna Courteau 1996-99 (Arts & Humanities)	Foreign Languages and Literatures 300F Pearson courteau@iastate.edu Fax: 4-9914	4-7405
Mary Lynn Damhorst 1996-99 (Social Sciences & Education)	Textiles & Clothing 1071B LeBaron mldmhrst@iastate.edu Fax: 4-6364	4-9919
Douglas Finnemore 1996-99 (Physical & Math Sci & Engineering)	Physics & Astronomy A115 Physics finnemore@ameslab.gov Fax: 4-0689	4-3455
William Graves 1996-99 (Biological & Ag Sciences)	Horticulture 129 Horticulture graves@iastate.edu Fax: 4-0730	4-0034
Donna Kienzler 1998-01 (Arts & Humanities)	English 417 Ross Hall dkienzle@iastate.edu Fax: 4-6814	4-3017
Motoko Lee 1997-00 (Social Sciences & Education)	Sociology 320 East Hall mylee@iastate.edu Fax: 4-2303	4-8440
Douglas Lewis 1997-00 (Biological & Ag Sciences)	Food Science & Human Nutrition 1127 Hnsb dslewis@iastate.edu Fax: 4-8181	4-7326
Kay Palan 1998-01 (Social Sciences & Education)	Marketing 300 Carver kpalan@iastate.edu Fax: 4-6060	4-9526
Alan Russell 1997-00 (Physical & Math Sci & Engineering)	Materials Science & Engineering 3053 Gilman russell@ameslab.gov Fax: 4-5444	4-3204
Richard Seagrave 1996-99 (Physical & Math Sci & Engineering)	Chemical Engineering 2162B Sweeney Hall seagrave@iastate.edu Fax: 4-3177	4-0518

Mack Shelley 1998-01 (Social Sciences & Education)	Political Science 543 Ross Hall mshelley@iastate.edu Fax: 4-1003	4-8346
Sheldon Shen 1998-01 (Biological & Agricultural Sciences)	Zoology & Genetics 511 Science II sshshen@iastate.edu Fax: 4-8457	4-8435
Lalita Udpa 1997-00 (Physical & Math Sci & Engineering)	Electrical & Computer Engineering 368 Durham lalita@iastate.edu Fax: 4-1152	4-6576
Judy Vance 1998-01 (Physical & Mathematical Sci & Eng)	Mechanical Engineering 2026 Black Engineering jmvance@iastate.edu Fax: 4-5530	4-9474
<u>Graduate Students</u>		
Lora Lee Gorrell 1998-99 (Arts & Humanities)	History 604 Ross lgorrell@iastate.edu Fax: 4-6390	4-7761
Mark Mills 1997-99 (Physical & Math Sci & Engineering)	Mathematics 400 Carver mmills@iastate.edu Fax: 4-5454	4-1752
Sherry Hawkins 1997-99 (Social Sciences & Education)	Human Development and Family Studies 1092 LeBaron brndilee@iaste.edu Fax: 4-2502	4-6316
Marcy Wisniewsky 1997-99 (Biological & Agricultural Sciences)	Food Science and Human Nutrition 2581 Food Sciences soccerqn@iastate.edu Fax: 4-8181	4-4162
<u>Graduate College Representatives (ex officio)</u>		
Patricia Swan Dean	211 Beardshear pbswan@iastate.edu Fax: 4-6100	4-6344
George Jackson Assistant Dean	222 Beardshear gajacks@iastate.edu Fax: 4-3003	4-1386
John Mayfield Associate Dean	207 Beardshear jemayf@iastate.edu Fax: 4-3003	4-1170
May Anne Harwick Secretary	Graduate College 207 Beardshear mharwick@iastate.edu Fax: 4-3003	4-1170

Faculty Senate Representative (ex officio)

Dave Hopper

Veterinary Diagnostic Laboratory  
1541 Veterinary Medicine  
dlhopper@iastate.edu  
Fax: 4-2315

4-1770

Graduate Curriculum and Catalog Committee (ex-officio)

Kenneth Kruempel

Electrical & Computer Engineering  
1121 Coover  
kruempel@iastate.edu  
Fax: 4-4263

4-7387

**Biological and Agricultural Sciences Division**

(4 representatives)

Alfred Blackmer	Agronomy	May 2000
William Graves	Horticulture	May 1999
Douglas Lewis	Food Science & Human Nutrition	May 2000
Jon Tollefson	Entomology	May 1998

**Physical & Mathematical Sciences & Engineering Division**

(5 representatives)

Douglas Finnemore	Physics & Astronomy	May 1999
Dennis Johnson	Chemistry	May 1998
Alan Russell	Materials Science & Engineering	May 1997
Richard Seagrave	Chemical Engineering	May 1999
Lalita Udpa	Electrical & Computer Engineering	May 2000

**Social Sciences & Education**

(4 representatives)

Sedahlia Crase	HD&FS	May 1998
Mary Lynn Damhorst	Textiles & Clothing	May 1999
Motoko Lee	Sociology	May 2000
Peter Orazem	Economics	May 1998

**Arts & Humanities**

(2 representatives)

Joanna Courteau vacancy	Foreign Lang & Literatures	May 1999
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**Graduate Students**

(4 representatives)

Mark Mills	Mathematics	May 1998
Sherry Washburn-Hawkins	Human Development & Family Studies	May 1998
Marcy Wisniewsky	Food Science & Human Nutrition	May 1998
vacancy	Arts & Humanities	

**Ex-officio**

David Hopper	Faculty Senate
Kenneth Kruempel	Graduate Curriculum & Catalog Committee