

# **Agenda**

## **Graduate Council**

**September 22, 1999**

**210 Beardshear**

**5:15 p.m.**

- 1. Introduction of members**
- 2. Approval of May 6 minutes (attached)**
- 3. Orientation to work of the Graduate Council**
  - Graduate Council Document and By-laws**
  - Graduate College Handbook**
- 4. Orientation of Graduate Council within the university — Mayfield**
  - Personnel within the Graduate College**
  - Data discussing Graduate Programs at ISU**
- 5. Discussion Topics**
  - Setting up the year's agenda**
  - Review status of last year's work**
- 6. Report from the AAU on Graduate Education — Swan**

**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**  
**AAU Report**

## **Graduate Council Minutes**

September 22, 1999

Present: Shen, Anderson, Bradshaw, Hurt, Kienzler, Koehler, Lewis, Palan, Russell, Sacks, Shelley, Udpa, Vance, Guise-Richardson, Haans, Kelly, Tapp, Swan, Mayfield, Kruempel

Absent: Blackmer, Sebranek, Jackson

### **Introduction of Members:**

Introductions of the members of the 1999-2000 Graduate Council were made.

### **Minutes:**

The minutes of the May 6 meeting were approved.

### **Orientation of the Graduate Council within the university and its work:**

Dr. Mayfield made a presentation to the members of the Graduate Council regarding the relationship of the Graduate College, its staff and the Graduate Council within the university.

He also gave an overview of graduate programs at Iowa State University and presented data about the composition of the graduate student body and enrollment trends, including a breakout of students by college comparing 1998 with 1999. Trends seem to imply that we are losing competitiveness.

### **Discussion Topics:**

The status of the previous year's work by the Graduate Council was reviewed.

Possible topics for this year's agenda were discussed and subcommittee assignments will be made during the October 20 meeting. Three topics initiated by last year's Graduate Council members were recommended for continued work by the council this year. These topics consisted of adult-student well being, thesis office review, and preparing future faculty.

Dr. Mayfield gave some background on these topics to the members of the Graduate Council.

The following topics were brought up as additional possibilities for work by members of the Graduate Council this year:

- Graduate Student Recruitment

- Review status of B.S. – M.S. programs

- No-grade policy

- "I" to "F" policy

- Un-taught catalog courses (Ken Kruempel will be requesting a listing of said courses from the Office of the Registrar in the spring.)

Dr. Shen reported that a member of the faculty of the University of Michigan sent him an e-mail regarding their well being program. They plan on making presentations about their well being program at various institutions. Dr. Shen will try to have their presentation brought to ISU.

**Report from the AAU on Graduate Education:**

Dr. Swan referred to the excerpt from the AAU report on graduate education citing the section on "Recommendations for Best Practices in Graduate Education" that was distributed at the meeting. She would like Graduate Council members to have these principles in mind as benchmarks for improving graduate education.

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

Ken Kruempel reported that a program proposal for a Masters in Accounting would be presented to the Graduate Council at the next meeting.

The next meeting of the Graduate Council is scheduled for:

October 20, 1999  
5:15 p.m.  
210 Beardshear Hall

The meeting adjourned at 6:45 p.m.

Mary Anne Harwick, Secretary

## **Agenda**

### **Graduate Council**

**Wednesday, October, 20, 1999**

**210 Beardshear**

**5:15 p.m.**

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

**Attachments: September Graduate Council minutes**

**Graduate Council  
Minutes**

October 20, 1999

Present: Shen, Anderson, Blackmer, Bradshaw, Hurt, Kienzler, Koehler, Lewis, Palan, Russell, Sacks, Sebranek, Shelley, Udpa, Vance, Guise-Richardson, Haans, Tapp, Swan, Mayfield, Kruempel

Absent: Kelly, Jackson

Guest: Cindy Jeffrey, Associate Professor, Accounting

**Minutes:**

The minutes from the meeting of September 22 were approved.

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

A proposal for a Master of Accounting degree was brought to the Graduate Council for approval. Cindy Jeffrey was introduced to the Graduate Council and served as a resource for questions. It was moved and seconded that the proposal be approved. The motion was approved unanimously by voice vote.

The Master of Family & Consumer Sciences program submitted their five-year post-audit review to the Graduate Curriculum and Catalog Committee where it was approved and will be sent on to the Faculty Senate. A summary of the report will be distributed at the next meeting of the Graduate Council.

Dr. Kruempel also reported that the Graduate Curriculum and Catalog Committee has tentatively approved a practitioner degree for Health & Human Performance, pending the approval of the departments of Educational Leadership & Policy Studies and Curriculum & Instruction.

Dr. Kruempel indicated that this was a catalog year and programs planning to submit a proposal need to receive approval of their proposal by the Graduate Council by the end of March or early April 2000. This gives just enough time for proposals to get through the Faculty Senate this spring and be presented to the Board of Regents during summer. This timeline would allow for inclusion in the catalog.

**Subcommittee topics and assignments:**

The following Graduate Council subcommittees were formed.

Thesis Office Review

Doug Lewis, Chair  
Alfred Blackmer  
Paul Haans  
Joe Sebranek

Preparing Future Faculty

Judy Vance, Chair  
Doug Hurt  
Reuben Tapp  
Dean Anderson

Adult Student Well Being

Donna Kienzler, Chair  
Doug Lewis  
Sheldon Shen  
Catherine Guise-Richardson  
George Jackson

Graduate Student Recruitment

Kay Palan, Chair  
Lalita Udpa  
Larry Bradshaw  
Mack Shelley  
George Jackson  
Reuben Tapp

Status of B.S./M.S. Programs

Joe Sebranek, Chair  
Sheldon Shen  
Carolyn Kelly

Untaught Courses & Undersubscribed Programs

Alan Russell, Chair  
Paul Sacks  
Ken Koehler  
Catherine Guise-Richardson

Dean Mayfield will serve as a resource for all of the subcommittees.

**Comments from the Graduate College:**

Dean Swan distributed a pre-print of an article that will appear in RAGE announcing that the Graduate Council is 100 years old.

**Discussion Topics:**

There was renewed discussion of the "I" to "F" grade policy. It was moved and seconded that this issue be forwarded to the Graduate Curriculum and Catalog Committee. The motion was approved unanimously by voice vote.

The meeting adjourned at 6:30 p.m.

The next meeting is scheduled for:

Wednesday, November 17, 1999  
5:15 p.m.  
210 Beardshear Hall

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Wednesday, November 17, 1999**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of October minutes (attached)**
- 2. Comments from the Graduate College**
- 3. New Business**
  - The granting of temporary Graduate Faculty membership to collaborators**

**Attachments: October Graduate Council minutes**



# Graduate Council Minutes

November 17, 1999

Present: Anderson, Blackmer, Haans, Hurt, Jackson, Kelly, Kienzler, Kruempel, Lewis, Mayfield, Palan, Russell, Sacks, Sebranek, Shelley, Shen, Swan, Udpa, Vance

Absent: Bradshaw, Guise-Richardson, Koehler, Tapp

## Minutes:

The minutes of the October 20 meeting were approved.

## Comments from the Graduate College:

Data regarding a survey of the "Peer 11" regarding credit hours of coursework required for M.S. and Ph.D. candidates was distributed to the members of the Graduate Council for discussion. The requirement for the M.S. appears to be similar at the various institutions, but the requirement for Ph.D. candidates is quite variable. It was determined that this topic should be further explored by the subcommittee for recruitment.

## Report from the Graduate Curriculum and Catalog Committee:

Dr. Kruempel distributed a summary of the post audit review for the Master of Family and Consumer Sciences degree, including statistics about the program, to the members of the Graduate Council.

Dr. Kruempel reported on the work of the Graduate Curriculum and Catalog Committee concerning the "I" to "F" grade policy and the fate of "NR" grades. It was recommended to the Graduate Council by the Graduate Curriculum and Catalog Committee that 599 and 699 level courses be exempt from the automatic "I" to "F" policy. It was moved and seconded that the Graduate Council accept the recommendation of the Graduate Curriculum and Catalog Committee. The motion was approved by voice vote. Dr. Kruempel shared with the Graduate Council information regarding "NR" grades and how they are dealt with by the registrar's office. It was requested by Dr. Kruempel that no action be taken regarding "NR" grades at this time. Dr. Kruempel will bring this issue back to the Graduate Council at a later date.

## New Business:

Dr. Shen distributed a draft of a memo from Bruce Menzel of Animal Ecology to Dean Swan that he had received regarding the granting of full graduate faculty membership to collaborators. Discussion took place regarding this issue. It was moved and seconded that a statement be added to the Graduate Handbook that collaborators on contract with Iowa State University be eligible for graduate faculty membership if they go through the promotion and tenure process and if their contract specifies that they must follow university policy guidelines. The motion was approved unanimously by voice vote.

Dr. Shen reminded the members of the Graduate Council to take a look at the tentative list of candidates for graduation on the web before the next meeting of the Graduate Council. It can be located at <http://www.iastate.edu/~registrar/graduation/cand-f99.html>.

The subcommittee on graduate student recruitment reported that it has met once and will be forming focus groups to further explore recruitment issues. Please forward names of persons involved in recruitment to members of the subcommittee for possible inclusion in a focus group.

The next meeting of the Graduate Council is scheduled for:

December 15, 1999  
5:15 p.m.  
210 Beardshear Hall

The meeting adjourned at 6:20 p.m.

Mary Anne Harwick, Secretary

**Agenda**

**Graduate Council**

**Wednesday, December 15, 1999**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of November minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate Curriculum and Catalog Committee**
- 4. Subcommittee Reports**

**Attachments: November Graduate Council minutes**

# Graduate Council Minutes

December 15, 1999

Present: Anderson, Angelici, Blackmer, Bradshaw, Haans, Hurt, Jackson, Kelly, Kienzler, Koehler, Kruempel, Lewis, Mayfield, Palan, Russell, Sacks, Sebranek, Shelley, Shen, Swan, Vance

Absent: Guise-Richardson, Tapp, Udpa

## Minutes:

The minutes of the November 17 meeting were approved as amended.

The amended minutes read as follows:

...It was moved and seconded that a statement be added to the Graduate Handbook that collaborators on contract with Iowa State University be eligible for graduate faculty membership if they go through the promotion and tenure process...

## Comments from the Graduate College:

Dean Swan noted that concern about post-doctoral appointments and employment conditions for post-docs around the country is increasing. This is partly an academic concern regarding how well they are being treated in comparison to other academic employees and partly it reflects the number of international post-docs and whether or not they are being exploited or whether or not they are replacing US labor. Post-docs across the country are beginning to consider unionization as a possibility.

A continuing major concern is finding employment after the post-doc. Post-docs across the country don't feel that they are getting enough help with their search for employment. At ISU, advisors are expected to assist in the employment search process. The post-docs are also expected to take an active role. Please relay to post-docs that ISU Career Planning and Placement Services is willing to assist them and that attending a career day or employment fair may be beneficial to their employment search.

The Graduate College budgets substantial funding for tuition scholarships. However, we need to manage those funds very carefully, that is why we have a fall deadline set for the end of September and the spring deadline for this term is February 29. Requests for retroactive and late tuition scholarships create problems for the Graduate College in managing these funds and cause problems for departments and students when a tuition scholarship is denied for a student. Please remind departments to make timely assistantship appointments.

Dean Swan expressed to the members of the Graduate Council her enjoyment at having worked with them and that she looks forward to hearing about the good things that are coming out of this year's work.

Dr. Mayfield and Dr. Jackson expressed their appreciation for all of her work for graduate education.

## Report from the Graduate Curriculum and Catalog Committee:

Dr. Kruempel distributed a document to the members of the Graduate Council addressing "NR" grades and presented the recommendation of the Graduate Curriculum and Catalog Committee. It was their recommendation that "NR" courses be left on records permanently. Discussion took place regarding this

issue. It was moved and seconded to accept the recommendation of the Graduate Curriculum and Catalog Committee. The motion was unanimously approved by voice vote.

Dr. Kruempel reported that the Faculty Senate has approved the proposal for the Master of Accounting degree.

The Graduate Curriculum and Catalog Committee will begin working on the next catalog this spring. The deadline for approval by the Graduate Council, of new programs, majors, etc. that will be included in the new catalog is March 31 for presentation to the Faculty Senate for approval in April. Dr. Shen indicated that he would have this information submitted for inclusion in the next issue of RAGE.

#### **New Business:**

Robert Angelici was introduced to the members of the Graduate Council as the Faculty Senate liaison to the Graduate Council.

A tentative list of December 1999 graduates was distributed to the members of the Graduate Council. It was moved and seconded that the tentative list of graduates be approved. The motion was approved unanimously by voice vote.

#### **Committee Reports:**

All committees have met and the following reports were made:

**Student Well-being:** The student well-being committee has met with the Dean of Students and will be holding a summit meeting regarding student well-being on January 5. Carolyn Kelly and Paul Haans were asked to attend this meeting to provide graduate student views on the matters discussed.

**Graduate Student Recruitment:** The committee is forming focus groups that will meet during January and February and are still in need of names. Please recommend the names of persons that have an interest in recruitment. We would like to identify what appear to be common problems. During the next couple of weeks we will begin talking to graduate students to get their perspective as well. A list of persons that have currently been recommended for the focus groups will be supplied to the members of the Graduate Council.

**Preparing Future Faculty:** The committee has met twice and Angela Joyner from the Center for Teaching Excellence has joined their group. The goal of the committee is to have a program proposal that can be presented to the members of the Graduate Council in February on who, how, why, and what a Preparing Future Faculty program should look like. The committee has reviewed the work of last year's committee and has a draft plan that they are working on. The committee is following up on getting in touch with a national PFF program that has a consulting service. Reuben Tapp, the graduate student representative on the committee, brought back some PFF information from a conference that he recently attended.

The next meeting of the Graduate Council is scheduled for:

January 27, 2000  
5:15 p.m.  
144 Durham Center

The meeting adjourned at 6:10 p.m.

Mary Anne Harwick, Secretary

## Agenda

### Graduate Council

Thursday, January 27, 2000

144 Durham Center

5:15 p.m.

1. **Approval of December minutes (attached)**
2. **Comments from the Graduate College**  
Graduate Council Election Procedures
3. **Report from the Graduate Curriculum and Catalog Committee**  
Recommendation from the Graduate Curriculum and Catalog Committee regarding the 22 ISU graduate credit requirement. The Master of Family and Consumer Sciences is proposing an interuniversity area of specialization in Family Financial Planning. This proposal includes a modification of the 22-credit rule.
4. **Committee Reports**
5. **Other Business**

#### **Attachments:**

December Graduate Council minutes

Graduate Council Constitution

Proposal for an Interinstitutional Specialization in Family Financial Planning in the Master of Consumer Sciences

## **Graduate Council**

### **Minutes**

January 27, 2000

**Present:** Angelici, Blackmer, Bradshaw, Guise-Richardson, Kelly, Kienzler, Koehler, Kruempel, Lord, Mayfield, Palan, Russell, Sacks, Shelley, Shen, Tapp, Udpa, Vance

**Absent:** Anderson, Haans, Hurt, Jackson, Lewis, Sebranek

**Guest:** Mary Winter, Associate Dean, Family and Consumer Sciences

#### **Minutes:**

The minutes of the December 15 meeting were approved.

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

Dr. Mayfield introduced Dr. William Lord to the members of the Graduate Council as Interim Dean of the Graduate College.

Dr. Lord noted that budget recommendations would be coming up soon, that he is aware that the various colleges have concerns about being competitive for graduate students, and that Dr. Mayfield has strong feelings about the tuition situation. Dr. Lord requested that members of the Graduate Council communicate to the deans of their colleges that they support Dr. Mayfield's plan to improve the tuition situation.

Dr. Lord reported that the search for a new Vice Provost for Research and Advanced Studies and Graduate Dean is progressing. There are currently three candidates and two alternates for the position. Arrangements are being made for the candidates to be on campus for interviews during the last week of February and early March. There will be opportunities to meet the candidates. Graduate Council members were encouraged to attend.

The issue of COBRA benefits for graduate students was brought to the attention of the Graduate Council. It was noted that the university is required to offer COBRA benefits to graduate students when their employment with the university ends. The university is working towards compliance with this law.

Dr. Mayfield distributed a report of graduate applications as of January 1, which indicates that applications are up more than 40%. One conclusion is that applications are being submitted earlier than in previous years. The big difference this year is that we now have an electronic application. Of the 500 additional applications, 400 were electronic.

Dr. Mayfield distributed the rules for Graduate Council elections to the Graduate Council for discussion. He indicated that these rules are cumbersome and not entirely effective. It was determined that Drs. Koehler, Mayfield, Shen and Udpa would work together to propose changes in the election process.

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

A proposal for an interinstitutional specialization in Family and Financial Planning, which includes a modification of the rule that requires 22 credits be taken at ISU, was presented to the members of the Graduate Council for approval. Dr. Kruempel explained to the members of the Council that generally, new areas of specialization are not brought to the Graduate Council for approval. However, this proposal

includes a modification to the rule that at least 22 graduate credits must be earned at ISU unless specifically noted in the master's degree descriptions in Appendix D of the *Graduate College Handbook*. Mary Winter was introduced to the Graduate Council and answered questions about the proposal. It was moved and seconded that the proposal be approved. The motion was approved by voice vote.

Discussion took place and questions arose regarding how to ensure quality in programs such as these. It was determined that the quality of the institutions involved rather than the number of credits offered at ISU should be the determining factor when considering proposals of this nature. Questions also arose about how off-campus courses are funded and if the fees paid by on-campus graduate students support them. Dr. Mayfield indicated that he would be speaking with persons in Extended and Continuing Education to discuss how they interface with the Graduate College and would attempt to bring this topic into the discussion. It was suggested that next year the Graduate Council form a committee to explore these issues.

Dr. Kruempel brought to the members of the Graduate Council the question of which catalog they most frequently used, the general catalog or the graduate catalog. This question arises because the new catalog cycle has begun and he is trying to determine whether or not separate catalogs should continue to be printed. The graduate student representatives of the Graduate Council will poll Graduate Student Senate members to determine their preference. He also brought up alternative forms of the catalog including CD-ROM. Dr. Kruempel would like to conduct a straw poll of the Graduate Council members at the February meeting regarding whether or not there should be a separate graduate catalog.

#### **Committee Reports:**

**Student Well-being:** The student well-being committee met with campus administrators regarding services that are currently being offered to graduate students. It was determined that there are more services available to graduate students than any of them realized. This led to the conclusion that we need better communication about the available services. The general consensus appears to be that there should be one place for initial contact regarding who faculty members or students should contact for any kind of assistance. The committee will be meeting again and will propose how this would best be accomplished, where it should be located, and who should be responsible for this service.

The next meeting of the Graduate Council is scheduled for:

February 21, 2000  
5:15 p.m.  
210 Beardshear

The meeting adjourned at 6:20 p.m.

Mary Anne Harwick, Secretary



## **Agenda**

### **Graduate Council**

**Monday, February 21, 2000**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of January minutes (attached)**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate Curriculum and Catalog Committee**
- 4. Committee Reports**
  - Graduate Student Well-being
  - Status of BS/MS Programs
- 5. Other Business**

**Attachments:**

January Graduate Council minutes  
Committee reports and recommendations

## Graduate Council

### Minutes

February 21, 2000

Present: Anderson, Guise-Richardson, Haans, Hurt, Kelly, Kienzler, Kruempel, Lewis, Lord, Mayfield, Palan, Russell, Sacks, Sebranek, Shelley, Shen, Tapp, Vance

Absent: Angelici, Blackmer, Bradshaw, Jackson, Koehler, Udpa

#### **Minutes:**

The minutes of the January 27 meeting were approved.

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

The interviews for the graduate dean candidates are currently planned to take place after spring break. Three candidates will be interviewed. There will be a time scheduled for the members of the Graduate Council and DOGEs to meet the candidates. Dr. Mayfield encouraged Graduate Council members to attend these meetings and to pose questions relating to graduate education. Evaluations of the candidates will be solicited. The itineraries for the candidates will be circulated when they become available.

Dr. Mayfield indicated that applications continue to be up this year. As of January 1, applications were up 40%, and as of February 1, they were up 30%.

Recommended changes to the rules for election of Graduate Council members were distributed for discussion. The changes in the election rules would need to be approved by the graduate faculty. It is planned that the proposed changes, if approved, would be distributed as a part of the current year's election ballot. It was moved and seconded that holding an election on the changed wording be accepted. The motion was passed unanimously by voice vote.

A question arose during the discussion on how the numbers of faculty representatives were allotted to each division. Dr. Mayfield indicated that this was mandated by the Graduate Council, and could be reviewed by the Graduate Council. Dr. Kienzler requested that the number of graduate faculty in each division be provided in order to determine whether or not there is a logical basis for the number of representatives allotted to each division.

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

The university is in the process of creating the new catalog and work is currently in progress on the section pertaining to courses and programs. Because the catalog will be completed electronically, someone in each department or major should be aware of where to go to access these materials and know the deadlines, so that they can edit the information on a web page. The rules governing the front part of the catalog, which contains a section on the Graduate College, is due in October.

Dr. Kruempel conducted a straw poll on the preferences of the members of the Graduate Council concerning a separate graduate catalog. The council was divided equally. The graduate student representatives of the council polled other graduate students and found that their opinions were equally divided as well.

There is a proposal coming to the Graduate Curriculum and Catalog Committee regarding a graduate certificate program in Community College Leadership from the College of Education. Another proposal coming to the committee concerns a BS/MS degree program from the department of Animal Science. Dr. Kruempel has heard of two or three additional proposals for new majors. To be included in the next catalog, all proposals

need to have Graduate Curriculum and Catalog Committee and Graduate Council approval by the end of March. Faculty Senate approval must be obtained by the end of the spring semester in order to be forwarded to the Board of Regents for approval in the summer.

The Graduate Curriculum and Catalog Committee is also taking a look at the dual listed courses (300/500 level). The committee has definite reservations for dual listing 300 and 500 level courses. There are currently 70 courses of this nature. Because of the wide difference in graduate student and sophomore backgrounds, the question is whether these can be good experiences for graduate students. The Graduate Curriculum and Catalog Committee has invited two of the departments offering these courses to speak about their experiences so that the committee can better understand how these courses function and why they are important to the curriculum.

### **Committee Reports:**

Student Well-being Committee: The committee presented a report to the members of the Graduate Council with the following two recommendations:

- 1) Identification of a person to serve as a facilitator for the non-academic services and as a contact point for referrals.
- 2) Creation of better communications concerning the various services available for graduate students.

The recommendation of the committee is that the person be housed within and funded by the Dean of Students Office.

Another meeting will be scheduled with the Dean of Students, Dr. Lord, Dr. Mayfield, and the Graduate Student Well-being committee. The committee will report back to the Graduate Council after the meeting has been held.

The following amendments to the wording of the report were recommended:

- 1) To add "Sheldon Shen" to the list of committee members.
- 2) Replace "coordinator" with "facilitator" where it appears in the report (2 instances).
- 3) Replace "thirty" percent with "twenty" percent (recommendation number 2, item b).
- 4) Replace "Catalogue" with "Handbook" (recommendation number 2, item b).
- 5) To change the second instance of "c." to "d." (recommendation number 2).
- 6) Add ", and various Graduate Student Organizations" (recommendation number 2, item e).

It was moved and seconded that the amended report be accepted. The motion was unanimously approved by voice vote.

BS/MS Programs Committee: The committee presented a report and their recommendations to the Graduate Council. After a discussion, Dr. Kruempel requested that the report be referred to the Graduate Curriculum and Catalog Committee for its input and recommendation. It was moved and seconded that the Graduate Council accept Dr. Kruempel's recommendation. The motion was unanimously approved by voice vote.

The next meeting of the Graduate Council is scheduled for:

March 22, 2000  
5:15 p.m.  
210 Beardshear

The meeting adjourned at 6:45 p.m.

Mary Anne Harwick, Secretary

## **Agenda**

### **Graduate Council**

**Wednesday, March 22, 2000**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of February minutes**
- 2. Committee Report**  
    Preparing Future Faculty
- 3. Comments from the Graduate College**  
    Tuition Scholarship Issues
- 4. Report from the Graduate Curriculum and Catalog Committee**  
    Proposal for a Graduate Certificate in Community College Leadership  
    Proposal for a BS/MS degree program in the department of Animal Science (involving all  
    of their graduate majors)
- 5. Committee Report**  
    Untaught Courses & Undersubscribed Programs (see attached "Sunset" committee report)
- 6. Other Business**

**Attachments (in order of presentation):**

- February Graduate Council minutes
- Preparing Future Faculty committee report
- Proposal for a Graduate Certificate in Community College Leadership
- Proposal for a BS/MS degree program in the department of Animal Science (involving all  
of their graduate majors)
- "Sunset" committee report

## Graduate Council

### Minutes

March 22, 2000

Present: Bradshaw, Guise-Richardson, Haans, Jackson, Kienzler, Koehler, Kruempel, Lewis, Lord, Mayfield, Russell, Sacks, Sebranek, Shen, Tapp, Udpa, Vance

Absent: Anderson, Angelici, Blackmer, Hurt, Kelly, Palan, Shelley

#### Minutes:

The minutes of the February 21 meeting were approved.

#### Comments from the Graduate College:

Dr. Lord reported that budget hearings are currently taking place. The Graduate College has several items for discussion at the budget hearing with the Provost. Dr. Lord indicated that he would be including issues that are of importance to the Graduate Council.

Dr. Mayfield brought the tuition scholarship practice up for discussion. Dr. Mayfield has been pushing forward a plan to increase funding for graduate students. He questioned whether there should be a cut-off point for students receiving the tuition scholarships that the Graduate College funds. He would like to revise the current practice so that there is a sixteen-semester cap on receiving a tuition scholarship. A student would remain eligible for an assistantship after the term of eligibility for a tuition scholarship was past. After some discussion, Dr. Mayfield agreed to draw up a proposal of how the sixteen semesters would be calculated. He will also investigate whether the 5-year rule is or is not enforced, and if it is not enforced, report why it is not.

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

A proposal for a certificate in Community College Leadership submitted by the department of Educational Leadership and Policy Studies and the Higher Education Program was presented. Dr. Kruempel briefly explained the proposal for the certificate program. Discussion took place regarding the proposal. It was moved and seconded that the proposal be approved. The motion was unanimously approved by voice vote.

A proposal for a Concurrent Undergraduate/Graduate Degree Program (BS/MS) from the department of Animal Science was presented. Dr. Sebranek served as a resource for questions regarding the proposal. It was moved and seconded that the proposal be approved. The motion was unanimously approved by voice vote.

Dr. Kruempel reminded members of the Council that the deadline for program proposals for approval by the Graduate Council in order to be included in the 2001-2003 catalog cycle is March 31. Proposals may still be completed and presented to the Board of Regents for approval after that date; however, they will not appear in the upcoming catalog.

#### Committee Reports:

Preparing Future Faculty Committee: This is the second year that this committee has explored the possibility of a preparing future faculty program at Iowa State University. Last year's committee conducted a survey querying graduate students about their interest in a preparing future faculty program. The results of the survey showed that there was great interest in having such a program at Iowa State University. This year, the committee developed a plan illustrating what a program of this type would look like. The committee presented a report as a recommendation to the Graduate Council. Discussion took place. Both the Center for Teaching

Excellence and the Provost have expressed interest in this type of initiative. It was moved and seconded that the Graduate Council approve the report. The motion was approved unanimously by voice vote.

Student Well-being Committee: The committee met with Drs. Lord and Mayfield of the Graduate College, and Dean MacKay of the Dean of Students Office. At this meeting, it was determined that the committee will compile a list of services available to graduate students and forward it to the Dean of Students Office. A member of the Dean of Students Office staff will be designated as the initial point-of-contact for graduate students. This person will refer students to the appropriate service and oversee advertisement activities of services available to graduate students.

Untaught Courses and Undersubscribed Programs Committee: The committee presented a report as a recommendation to the Graduate Council for approval. A report released by the Office of Institutional Research and the Office of the Registrar on courses not taught and numbers of degree seeking students at Iowa State University was included with the committee report and recommendations. Dr. Russell will draft a memo to college curriculum committee chairs, which will be copied to DOGEs and DEOs requesting that departments "show cause" why courses untaught during the period of fall 1997 – spring 2000 should remain in the catalog. It was moved and seconded that the report be approved by the Graduate Council. The motion was approved unanimously by voice vote.

#### **Other Business:**

Dr. Shen announced to the members of the Graduate Council that the meetings of the two remaining candidates for the position of Vice Provost for Research and Advanced Studies and Graduate Dean with the Graduate Council and DOGEs were rescheduled. They will now take place on Thursday, March 30, at 8:30 a.m., and on Tuesday, April 4, at 8:30 a.m. Both meetings will be held in the Ensminger International Conference Room, 1204 Kildee Hall. It is hoped that as many members of the Council as possible attend these meetings.

Dr. Jackson is to host the Diversity Forums for each of the candidates and extends his invitation to all members of the Council who are available to attend. The Diversity Forums are on Thursday, March 30, at 1:30 p.m., in 107 Beardshear, and Tuesday, April 4, at 1:30 p.m., in 107 Beardshear.

Dr. Kienzler requested that the figures of graduate faculty per division be provided to the members of the Graduate Council. Council members would like to determine whether the allocation of Council members per division was divided appropriately according to the number of faculty in each division.

The next meeting of the Graduate Council is scheduled for:

April 17, 2000  
5:15 p.m.  
210 Beardshear

The meeting adjourned at 6:45 p.m.

Mary Anne Harwick, Secretary

## **Agenda**

### **Graduate Council**

**Monday, April 17, 2000**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of March minutes**
- 2. Comments from the Graduate College**
  - Report on Number of Faculty by Division
  - Tuition Scholarship Plan
- 3. Report from the Graduate Curriculum and Catalog Committee**
  - Proposal for a Master of Science degree with a major in Information Assurance
  - Proposal for Master of Science and Ph.D. degrees with a major in Sustainable Agriculture
  - Proposal for a Master of Fine Arts degree with a major in Integrated Visual Arts
- 4. Committee Reports**
  - Thesis Office Review
- 5. Other Business**

#### **Attachments**

- March Graduate Council minutes
- Proposal for a Master of Science degree with a major in Information Assurance
- Proposal for Master of Science and Ph.D. degrees with a major of Sustainable Agriculture
- Proposal for a Master of Fine Arts degree with a major in Integrated Visual Arts
- Report on Number of Faculty by Division
- Thesis Office Review committee report

## Graduate Council

### Minutes

April 17, 2000

Present: Anderson, Angelici, Blackmer, Guise-Richardson, Haans, Hurt, Kelly, Kienzler, Koehler, Kruempel, Lord, Mayfield, Palan, Sacks, Sebranek, Shelley, Shen, Tapp

Absent: Bradshaw, Jackson, Lewis, Russell, Udpa, Vance

Guests: Michael Bell, Sociology  
Michael Dyrenfurth, Industrial Education & Technology  
Steve Herrnstadt, Art & Design  
Doug Jacobson, Electrical & Computer Engineering  
Matthew Liebman, Agronomy  
Ingrid Lilligren, Art & Design

#### Minutes:

The following amendment to the minutes from the March 22 meeting of the Graduate Council was made:

Other business: Third paragraph: **Dr. Kienzler...**

The minutes of the March 22 meeting were approved as amended.

#### Comments from the Graduate College:

Dr. Lord reported that the Provost has prepared a tentative list of items, including tuition scholarships, for exclusion from funding cuts that may be necessary.

Dr. Mayfield reported the total number of faculty by division and the ratio of Graduate Council faculty representatives per total faculty in each division. The Arts and Humanities division has the highest ratio of faculty per representative. He also reported that the five-year limit on graduate assistantship support is not enforced and brought a possible plan for a sixteen-semester cap on tuition scholarships. After discussion, the Council concluded that a committee should develop consistent policies for duration of assistantship support, tuition scholarship benefits and degree time limits. The committee will also recommend consistent wording for the Graduate Handbook. The committee will work over the summer and bring recommendations to the Council at the September meeting of the Graduate Council. Dr. Mayfield, Dr. Shen and Carolyn Kelly agreed to serve on the committee.

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

Dr. Kruempel presented three proposals to the Graduate Council for approval.

Proposal for a Master of Science degree with a major in Information Assurance: Doug Jacobson briefly explained the proposal to the members of the Council and served as a resource for questions. After discussion of the proposal, it was moved and seconded that the Council approve the proposal. The motion was approved unanimously by voice vote.

Proposal for Master of Science and Ph.D. degrees with a major in Sustainable Agriculture: Michael Bell and Matthew Liebman briefly described the proposal and served as resources for questions. After discussion, a motion was made and seconded that the Graduate Council approve the proposal. The motion was unanimously approved by voice vote.



Proposal for a Master of Fine Arts degree with a major in Integrated Visual Arts: Steve Herrstadt and Ingrid Lilligren briefly explained the proposal and served as resources for questions. After a discussion about the proposal, there was a motion made and seconded to approve the proposal. The proposal was unanimously approved by voice vote.

Dr. Kienzler requested that curriculum plans be included in future proposal summaries that Dr. Kruempel prepares for Council members.

**Committee Reports:**

Thesis Office Review Committee: The committee presented a report to the Graduate Council that included various options concerning the future operations of the Thesis Office. Discussion began regarding the report. Because of the late hour, further discussion of this topic was deferred until the May meeting of the Graduate Council.

**Other Business:**

Dr. Shen requested that nominations for the position of chair of the Graduate Council for the 2000-2001 term be given to Dr. Mayfield, Mary Anne Harwick, or himself before the May 4 meeting. The new chair will be elected at that time.

The next meeting of the Graduate Council is scheduled for:

May 4, 2000  
5:15 p.m.  
210 Beardshear

The meeting adjourned at 7:00 p.m.

Mary Anne Harwick, Secretary

## **Agenda**

### **Graduate Council**

**Thursday, May 4, 2000**

**210 Beardshear**

**5:15 p.m.**

- 1. Approval of April minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate Curriculum and Catalog Committee**
  - Proposal for a graduate certificate in Advanced Dietetics Management
  - Proposal for a graduate certificate in Advanced Medical Nutrition Therapy
  - Proposal for a graduate certificate in Dietetics Communication and Counseling
- 4. Committee Reports**
  - Thesis Office Review
  - Graduate Student Recruitment (see attached "Graduate Student Recruitment and Retention Committee" report)
  - Preparing Future Faculty Report on the Jerry Gaff Visit
- 5. Other Business**
  - Election of chair of the Graduate Council
  - Nominations for Graduate Council membership

#### **Attachments**

- April Graduate Council minutes
- Ballot for Chair of the Graduate Council
- Graduate Student Recruitment and Retention Committee report
- Proposal for a graduate certificate in Advanced Dietetics Management
- Proposal for a graduate certificate in Advanced Medical Nutrition Therapy
- Proposal for a graduate certificate in Dietetics Communication and Counseling

## **Graduate Council**

### **Minutes**

May 4, 2000

Present: Anderson, Angelici, Blackmer, Guise-Richardson, Kelly, Kienzler, Kruempel, Lord, Mayfield, Palan, Russell, Sacks, Shelley, Shen, Tapp, Udpa, Vance

Absent: Bradshaw, Haans, Hurt, Jackson, Lewis, Koehler, Sebranek

Guests: Nancy Brown, Department of Hotel, Restaurant and Institution Management

#### **Minutes:**

The following amendment was made to the minutes from the April 17 meeting of the Graduate Council:

Comments from the Graduate College: Second paragraph: Drs. Mayfield, **Kienzler, Koehler, Shen, and Carolyn Kelly**...

The minutes of the April 17 meeting were approved as amended.

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

Dr. Lord announced that pending the approval of the Board of Regents, Dr. James Bloedel is to be the new Vice Provost for Research and Advanced Studies and Dean of the Graduate College effective September 1, 2000. Dr. Lord made the request that Council determine the single issue that is of the most importance to graduate education (i.e.: graduate student recruitment, tuition scholarships, etc.) and forward it to him for presentation at the upcoming President's Cabinet retreat.

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

Dr. Kruempel presented Council members with proposals for the three certificate programs listed below:

Advanced Dietetics Management  
Advanced Medical Nutrition Therapy  
Dietetics Communication and Counseling

Dr. Nancy Brown briefly explained the proposals and served as a resource for questions of Council members. Discussion took place regarding each of the proposals.

It was moved and seconded that the proposal for a certificate program in Advanced Dietetics Management be approved. The motion was unanimously approved by voice vote.

It was moved and seconded that the proposal for a certificate program in Advanced Medical Nutrition Therapy be approved. The motion was approved unanimously by voice vote.

It was moved and seconded that the proposal for a certificate program in Dietetics Communication and Counseling be approved. The motion was approved unanimously by voice vote.

Dr. Kruempel reported that proposals for nine new programs were presented at the last meeting of the Faculty Senate. Three of these proposals were for new graduate programs (Master of Science degree with a major in

Information Assurance, Master of Science and Ph.D. degrees with a major in Sustainable Agriculture, and Master of Fine Arts degree with a major in Integrated Visual Arts). The Faculty Senate approved all three of the graduate programs and they will be forwarded to the Board of Regents for approval. If the Board of Regents approves them, they will be included in the new catalog.

### **Committee Reports:**

Thesis Office Review Committee: Further discussion took place regarding the report that was presented by the committee to the Council at the April 17 meeting. In response to the report, the following recommendations were made:

- 1) to minimize thesis style and formatting requirements and study a reduction of the thesis fees. It was moved and seconded that the recommendation be approved. The motion was unanimously approved by voice vote.
- 2) to require all members of the POS committee to sign the signature page of the thesis. It was moved and seconded that the recommendation be accepted. The motion was unanimously approved by voice vote.
- 3) for there to be a provision ensuring that the thesis can still be completed and signed when circumstances prevent all members from being physically present to sign the signature page. It was moved and seconded that the recommendation be approved. The motion was approved unanimously by voice vote.
- 4) for the date of graduation to be recorded as the date that the Graduate College certifies that all requirements have been completed. It was moved and seconded that the recommendation be approved. The motion was approved unanimously by voice vote.

The committee will continue its work next year.

Graduate Student Recruitment Committee: The committee presented a report to the Graduate Council including information gathered from focus groups consisting of administrators, faculty and staff. The committee recommends that they continue their work on this issue next fall. They plan to conduct focus groups with graduate students and to compare the results with the data collected this year. Dr. Mayfield requested that next year the committee work closely with the staff of the Graduate College. It was moved and seconded that the recommendation be approved. The motion was unanimously approved by voice vote.

Preparing Future Faculty Committee: The committee reported on the April 6-7 visit of Jerry Gaff, Director of the national Preparing Future Faculty program and Vice President of the Association of American Colleges and Universities. The visit included meetings with various groups including the Provost, the Wakonse Fellows and graduate students. The Provost stated that a preparing future faculty program is important and it should be explored further. The next step will be to develop a more detailed plan and present it to the new graduate dean. Dr. Gaff stressed the importance of partnerships with other institutions.

### **Other Business:**

The tentative list for May 2000 graduates was presented to the Graduate Council for its approval. After a brief discussion, it was moved and seconded that the tentative list of graduates be approved. The tentative list was unanimously approved by voice vote.

Dr. Mayfield reported the number of nominations for Graduate Council membership was insufficient and requested that members of the Graduate Council submit nominations for Council membership. After a sufficient number of nominees have been received, election ballots will be distributed to the graduate faculty by division.

Ballots for the position of chair of the Graduate Council for the 2000-2001 term were distributed to Council members. Dr. Mayfield and Mary Anne Harwick collected the ballots and tallied the results. Dr. Kienzler was elected to serve as chair of the Graduate Council for the 2000-2001 term.

The members of the Graduate Council thanked Dr. Shen for serving as chair of the Graduate Council for the term of 1999-2000.

The meeting adjourned at 6:45 p.m.

Mary Anne Harwick, Secretary

## Annual Report of the 1999-2000 Graduate Council

The Graduate Council met in the academic year on August 25, September 22, October 20, November 17, December 15, January 27, February 21, March 22, April 17 and May 4. Minutes of these meetings are recorded in the Graduate College office.

### Council Members for 1999-2000

Dean Anderson	Health & Human Performance	
Alfred Blackmer	Agronomy	
Larry Bradshaw	Industrial Education & Technology	
Doug Hurt	History	
Donna Kienzler	English	
Ken Koehler	Statistics	
Douglas Lewis	Food Science & Human Nutrition	
Kay Palan	Marketing	
Alan Russell	Material Science & Engineering	
Paul Sacks	Mathematics	
Joseph Sebranek	Animal Science	
Mack Shelley	Political Science	
Sheldon Shen	Zoology & Genetics	
Lalita Udpa	Electrical & Computer Engineering	
Judy Vance	Mechanical Engineering	
Robert Angelici	Faculty Senate Representative	ex officio
Mary Anne Harwick	Graduate College	ex officio
George Jackson	Graduate College	ex officio
Kenneth Kruempel	Graduate Curriculum & Catalog Cm	ex officio
John Mayfield	Graduate College	ex officio
Patricia Swan/William Lord	Graduate College	ex officio

The Graduate Council through the recommendation of the Graduate Curriculum and Catalog Committee approved the following graduate degree programs:

- Master of Science in Information Assurance
- Master of Science and Ph.D. programs in Sustainable Agriculture
- Master of Fine Arts in Integrated Visual Arts
- Master of Accounting
- Master of Family and Consumer Sciences
- BS/MS program in Animal Sciences

the following certificates:

- Certificate in Community College leadership
- Certificate in Advanced Dietetics Management
- Certificate in Advanced Medical Nutrition Therapy
- Certificate in Dietetics Communication and Counseling

the following transcript policies:

- 500 and 600 level courses with NR grades be kept on the permanent record
- 599 and 699 courses be exempt from the automatic I to F policy

In other business the Graduate Council approved changes in the Graduate Handbook to allow collaborators on contract with Iowa State University be eligible for graduate faculty membership

if they go through the departmental promotion and tenure process, and simplified the election process for graduate faculty members of the Graduate Council.

The Graduate Council members subdivided into subcommittees to consider the following six topics (subcommittee chair) and a brief summary of the subcommittee report.

**Adult student well being (D. Kinzler)** The Adult Student Well-Being subcommittee presented a report with two recommendations of (1) Appointment of an individual to act as facilitator of non-academic services for graduate students and as a contact point for referrals. This individual would be a staff member in the Dean of Students Office. (2) Creation of better communications about existing services for graduate students by creating a listing of the services in booklet form, entry in the Graduate Handbook, links on the Graduate College www page, and distributed to DOGEs and the Graduate Faculty. Subsequently implementation of the recommendations were discussed at a meeting attended by Kathy MacKay (Dean of Students), Drs. Lord and Mayfield (Graduate College) and members of the subcommittee. A decision was made to create the listing of services for graduate students as an initial step.

**Thesis office review (D. Lewis)** This subcommittee presented several options for the graduate Council consideration. The most feasible appear to be downsize by simplifying the thesis requirements. The overwhelming sentiment of the council is that the major advisor and POS committees need to take greater responsibilities to ensure the quality of the thesis and its presentation. The rules designed to make theses look similar would be relaxed. The thesis office primary responsibility will be to enforce requirements for the first few pages of a thesis. The graduation date would also be changed to reflect completion of successful thesis defense and submission. This change would spread the workload for the thesis office.

**Preparing future faculty (J. Vance)** The PFF committee brought in Jerry Gaff from the national PFF program. This visit was sponsored by the Center for Teaching Excellence and the Provost Office, which have expressed interest in this initiative. The subcommittee developed a plan illustrating what a program of this type would look like at Iowa State University. The plan was approved and forwarded to the Provost office for action. A more detailed plan needs to be formulated and presented to the new Graduate College Dean.

**Status of B.S.-M.S. programs (J. Sebranek)** The BS/MS Program subcommittee presented a report with several recommendations of (1) Creation of a new category of student records in the registrar's office for students in concurrent BS/MS program. (2) Students in concurrent degree programs may apply up to 9 credits of 500+ level courses used to fulfill BS degree requirements to MS degree program of study. (3) Elimination of the requirement that graduate courses taken as an undergraduate must be taken as a senior in order to be applied to graduate degree requirements. These recommendations met some sharp critical evaluations of possible misuse and interpretation of interfering with departmental issues. Since these recommendations could possibly mean changes in curricula and the graduate catalog, it was recommended that the subcommittee recommendations be forwarded to the Graduate Curriculum and Catalog Committee for its input and recommendation.

**Graduate recruitment (K. Palan)** The subcommittee conducted a number of focus groups of faculty and staff, who are actively involved in graduate student retention and recruitment. It was felt that the major issue is recruiting domestic students, which is not unique to Iowa State University. Suggestions include staffing to call prospective students, interviewing and centralize the recruiting process.

**Untaught course & program reviews (A. Russell)** The committee studied the concern that majors graduating very small numbers of students are an inefficient use of resources and found that there are 20 majors at Iowa State University that have graduated five students or fewer during the past three years. However, these majors reside in departments with large, thriving graduate programs and the consensus opinion was that these majors represent a “no cost” option for the department and no significant problem exists. A report released by the Office of Institutional Research and Office of the Registrar list a number of courses in the catalog that are not actually taught, thus amounting to “false advertising”. A memo was sent to the appropriate college curriculum committee to ask departments with 10% or more untaught courses to “show cause” why the untaught courses should not be deleted from the 2001-3 catalog listing.

Some of the subcommittees will need to be reconvened in the next Graduate Council. These include the Adult student well being and Preparing future faculty for implementation of their respective programs, and the Thesis office review to determine necessary resources. Other subcommittees may be needed to consider web guidelines for Internet classes and time requirements for both assistantships and completion of degree programs.

Submitted by Sheldon S. Shen, Chair  
July 26, 2000



**Graduate Council  
1999-2000**

Graduate Faculty

Sheldon Shen (chair) 1998-01 (Biological & Agricultural Sciences)	Zoology & Genetics 511 Science II sshshen@iastate.edu Fax: 4-8457	4-8435
Dean Anderson 1999-02 (Social Sciences & Education)	Health & Human Performance 201 Forker Building deanf@iastate.edu Fax: 4-8740	4-3427
Alfred Blackmer 1997-00 (Biological & Agricultural Sciences)	Agronomy 2218 Agronomy ablackmr@iastate.edu Fax: 4-3163	4-7284
Larry Bradshaw 1999-02 (Social Sciences & Education)	Ind. Ed. & Technology 209 Industrial Education II lbradsh@iastate.edu Fax: 4-1123	4-0515
Doug Hurt 1999-02 (Arts & Humanities)	History 649 Ross rdhurt@iastate.edu Fax: 4-6390	4-5620
Donna Kienzler 1998-01 (Arts & Humanities)	English 417 Ross Hall dkienzle@iastate.edu Fax: 4-6814	4-3017
Ken Koehler 1999-02 (Physical & Math Sci Engineering)	Statistics 120 Snedecor kkoehler@iastate.edu Fax: 4-4040	4-4181
Douglas Lewis 1997-00 (Biological & Agricultural 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
Paul Sacks 1999-02 (Physical & Math Sci & Engineering)	Mathematics 436 Carver psacks@iastate.edu	4-8143

Joseph Sebranek 1999-02 (Biological and Agricultural Sciences)	Animal Science 215C Meat Lab sebranek@iastate.edu Fax: 4-5066	4-1091
Mack Shelley 1998-01 (Social Sciences & Education)	Political Science 543 Ross Hall mshelley@iastate.edu Fax: 4-1003	4-8346
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>		
Catherine Guise-Richardson (Social Sciences & Education)	Textiles & Clothing 1052 LeBaron caiguise@iastate.edu	4-2628
Paul Haans (Physical & Math Sci & Engineering)	Civil & Constructional Engineering 24 Town Engineering haans@iastate.edu	4-8628
Carolyn Kelly (Arts & Humanities)	English 206 Ross Hall cakelly@iastate.edu	4-4601
Rueben Tapp (Biological & Agricultural Sciences)	Sociology 415A East Hall revtapp@iastate.edu	4-8010
<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
Mary Anne Harwick Secretary	207 Beardshear mharwick@iastate.edu Fax: 4-3003	4-1170

Faculty Senate Representative (ex officio)

To be named

Graduate Curriculum and Catalog Committee (ex-officio)

Kenneth Kruempel

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4-7387