

Agenda
Graduate Council
Wednesday, September 27, 2000
210 Beardshear
5:15 p.m.

- 1. President's Introductory Remarks**
- 2. Approval of the May 4, 2000 Minutes**
- 3. Comments from the Graduate College**
- 4. Report from the Graduate College Curriculum and Catalog Committee**
 - Motion to discontinue the Housing interdepartmental minor
 - Motion to discontinue the specialist degree in School Psychology
 - Guests: Christine Cook (Housing), Doug Epperson (Psychology)
- 5. New Bylaws (Kienzler)**
- 6. Business for the coming year**
 - Unfinished business
 - a. Student well being (Kienzler)
 - b. BS/MS rules (Kruempel, Mayfield)
 - c. Preparing future faculty (Vance)
 - d. Thesis office (Mayfield)
 - e. Graduate recruitment (Palan)
 - Possible new business
 - f. Full funding of graduate student tuition
 - g. Mentoring/internships (Bloedel)
 - h. Termination from the Graduate College at ISU
 - i. Graduate internet courses
 - j. Review of the Graduate English Exam requirement
 - Graduate College Issues (items that the Graduate College will present to the Council)
 - k. Overage course approval process
 - l. Rule requiring six months between the prelim and final defense
 - m. Procedure for approving wording changes in the Graduate Handbook
 - n. Time limits that apply to graduate tuition scholarships
 - o. Grievance procedure wording
 - p. TA and RA vacation and sick leave policy
 - q. S/F grades for R courses

Graduate Council

Minutes

September 27, 2000

Present: Balasubramaniam, Bloedel, Bradshaw, Canfield, Egdorf, Gladon, Guise-Richardson, Hurt, Jackson, Kienzler, Koehler, Kruempel, Mayfield, Minion, Palan, Sacks, Shelley, Shen

Absent: Anderson, Angelici, Payne, Sebranek, Vance, Zelaya

Guests: Sue Crull, Housing
Doug Epperson, Psychology

Minutes:

The following amendment was made to the minutes of the May 4, 2000 meeting of the Graduate Council:

First paragraph, last line in "Comments from the Graduate College": The last half of the last sentence beginning with "and forward it to ..." was deleted and two sentences added. The new sentences read: "The Council voted that full tuition for all graduate students on assistantship is the single issue of most importance to take to the upcoming Presidents Cabinet retreat. This issue is of primary importance for graduate student recruitment."

The amended minutes of the May 4 meeting were approved unanimously.

Comments from the Graduate College:

Dean Bloedel noted that in spite of the demands of the Vice Provost for Research position, he is very interested in graduate education issues and plans to devote time and energy to them. He feels strongly that issues concerning student well-being and student facilities need to be addressed. He expressed concern that graduate education did not seem to be on the "platter" of the decision-making groups such as the Board of Regents and the Iowa Legislature. He intends to make an effort to create visibility of graduate education issues and work hard to create needed visibility. One immediate agenda item is to develop a database of graduate student outcomes including placement and residence location.

Report from the Graduate Curriculum and Catalog Committee:

Dr. Kruempel presented two proposals from the Graduate Curriculum and Catalog Committee.

Proposal for the discontinuation of the interdepartmental minor in Housing. Following discussion, the motion was approved unanimously.

Proposal for the discontinuation of the Specialists degree in School Psychology. Following discussion, the proposal was approved unanimously.

New Business:

Donna Kienzler expressed her view that the current Graduate Council Constitution and By-Laws restrict the effectiveness of the body. She announced the formation of an ad-hoc committee to recommend changes in the governing documents of the Graduate Council. The hope is to develop a structure that does not lose the momentum achieved during the spring term. Kienzler, Mayfield, and Shen will constitute the committee and will report back to the Council.

There was a brief recounting of last year's committee actions and discussion of possible new issues outlined in the agenda. Six committees will be set up this year. They are (with volunteers in parenthesis): Student Well-Being (Egdorf, Guise-Richardson, Jackson, Kienzler), Preparing Future Faculty and Mentoring/Internship Opportunities (Hurt, Gladon, Mayfield, Vance), Recruitment (Canfield, Jackson, Palan, Shelly), Graduate

Internet Courses (Guisse-Richardson, Koehler, Shelley), Procedures for Termination from the Graduate College (Bradshaw, Mayfield, Minion), The Graduate English Exam (Mayfield, Balasubramaniam, Sacks).

Dr. Kienzler will announce the chairs and official committee membership after she has had a chance to contact the Council members not present.

Mayfield indicated that he had a substantial list of issues that needed to be dealt with by the Council but which didn't necessarily seem appropriate for a yearlong committee. For each issue, he will prepare a written proposal for discussion and resolution by the Council as a whole. Dr. Kienzler will establish ad-hoc committees when appropriate.

The meeting adjourned at 6:45 p.m.

The next meeting of the Graduate Council is scheduled for:

October 25, 2000
5:15 p.m.
210 Beardshear

John Mayfield, acting secretary

**Agenda
Graduate Council
Wednesday October 25, 2000
210 Beardshear
5:15 P.M.**

- 1. Approval of the September 27, 2000 Minutes**
- 2. Comments from the Graduate College**
 - James Bloedel
 - John Mayfield – second year TA tuition scholarship
- 3. Report from the Graduate College Catalog and Curriculum Committee**
 - MS in Information Sciences
 - BS/MS recommendations from the GCCC
- 4. New eight year rule for tuition scholarships and other handbook wording changes concerning time limits (Mayfield)**
- 5. Committees (Kienzler)**

Graduate Council Minutes

October 25, 2000

Present: Balasubramaniam, Bloedel, Bradshaw, Egdorf, Gladon, Guise-Richardson, Kienzler, Koehler, Kruempel, Mayfield, Minion, Palan, Payne, Sacks, Sebranek, Shelley, Shen, Vance, Zelaya

Absent: Anderson, Angelici, Canfield, Hurt, Jackson

Guests: G. Premkumar, Logistics, Operations, and Management Information Systems

Previous Minutes

The minutes of the September 27, 2000 meeting were approved unanimously.

Comments from the Graduate College

Dr. Mayfield reviewed the various tuition scholarship awards for graduate assistants (up-to-half tuition award, the PACE award, the ABD award, and the second-year TA award) and explained why the Graduate College is discontinuing the second-year TA award. This award, which was never intended to be permanent, is ending partly because of the lack of funding to adequately cover all four programs. Additionally, Graduate College priorities are shifting toward funding which more directly enables programs to recruit high-quality students.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented a proposal for the MS in Information Systems (MSIS) from the Graduate Curriculum and Catalog Committee. After a presentation from Dr. Premkumar and a general discussion, the proposal was approved unanimously.

Dr. Kruempel also offered the Graduate Curriculum and Catalog Committee's response to three recommendations that were referred to them for comment by the 1999-2000 BS/MS Subcommittee.

The Graduate Curriculum and Catalog Committee agreed with Recommendation 1, to make student records for BS/MS students available to both undergraduate and graduate advisors. Further, the curriculum committee recommended that the Registrar's Office create a special category for these student records so that their records will include courses taken for both degrees or that the courses taken as graduate students will appear on the undergraduate record. Dr. Kruempel indicated that the Registrar thought that this could be accommodated at least on a manual basis while they are revamping their records system.

The Graduate Curriculum and Catalog Committee did not support Recommendation 2, which would allow students to double count for both undergraduate and graduate degrees up to nine credits of 500+ level courses. (Implied in this is that double counting should not be allowed for any student, in or out of the BS/MS program.)

The Graduate Curriculum and Catalog Committee agreed with Recommendation 3, to remove the requirement that graduate courses taken as an undergraduate must be taken as a senior in order to be applied to a graduate program.

After a discussion on each of three recommendations, the Council unanimously approved Recommendations 1 and 3. In the discussion on Recommendation 2 some council members pointed out that double counting might be an attractive recruiting tool for both undergraduate and graduate programs. Recommendation 2 was sent back to a restructured BS/MS Committee (the two original faculty members, Sheldon Shen and Chair Joseph Sebranek, plus a new student member, Catherine Guise-Richardson) to resolve the differences between the recommendations of the original subcommittee and the Graduate Curriculum and Catalog Committee.

Handbook Wording Changes Regarding Time Limits

Dr. Mayfield introduced several potential wording changes to the *Graduate College Handbook* that would provide for more consistency in applying rules and regulations for various degree, credit, and assistantship time limits. After a discussion of the suggested changes, Dr. Mayfield was instructed to come back to the next Council meeting with revised changes based on the comments expressed during the meeting as well as additional comments he may receive from Council members through email or from phone calls.

Committees

Dr. Kienzler announced that all 2000-01 committees were constituted and chairs had been named to each. First progress reports from each chair will be due at the January Graduate Council meeting.

The meeting adjourned at 6:50 p.m.

The next meeting of the Graduate Council is scheduled for:

November 29, 2000
5:15 p.m.
210 Beardshear

Carolyn Payne, secretary

**Agenda
Graduate Council
Wednesday January 24, 2001
210 Beardshear
5:15 P.M.**

- 1. Approval of the October 25, 2000 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Catalog and Curriculum Committee**
- 4. Bachelors/Masters Concurrent Degree recommendation from the Graduate Curriculum and Catalog Committee (Kruempel/Sebranek)**

The Graduate Council subcommittee on Bachelors/Masters programs is recommending to the Graduate Council:

Students in concurrent degree programs may transfer, subject to Program of Study committee approval, up to 6 credits of 500+ level courses used to fulfill the requirements for a Bachelors degree to a Masters degree program of study.

The above recommendation from the subcommittee of the Graduate Council was approved by the Graduate Curriculum and Catalog Committee on December 4, 2000.

- 5. Rule changes, name change, and new Handbook wording for the Graduate Faculty Membership Committee (Mayfield)**
- 6. Committee Reports**
 - Student well-being (Shen)
 - Preparing Future Faculty (Vance)
 - Graduate student Recruitment and Retention (Palan)
 - Graduate Internet Courses (Koehler)
 - Procedures for Termination from the Graduate College (Mayfield)
 - Graduate English Exam (Balasubramaniam)
- 7. Other business**

Graduate Council Minutes

January 24, 2001

Present: Anderson, Batchelor, Bradshaw, Gladon, Hoffman, Hurt, Jackson, Jane, Johnson, Koehler, Kruempel, McClure, Minion, Orazem, Payne, Sacks, Sebranek

Absent: Aley, Balasubramaniam, Bloedel, Chavez, Herwig, Kienzler, Mayfield, Moorman, Palmer

Previous Minutes

The minutes of the November 29, 2001 meeting were approved.

Comments from the Graduate College

Dr. Jackson reported that applications were up as of January 1, 2002; he handed out a report compiled by Pat Parker in the Office of Admissions. Dr. Jackson also mentioned that the Graduate College has hired a graduate assistant to develop a web-based directory of undergraduate research opportunities at ISU. If anyone has information about these kinds of opportunities, please email cspayne@iastate.edu with the information. Dr. Payne reported for Dr. Kienzler that 62 students were enrolled in the first class of PFF. She still needs mentors. If anyone wants to volunteer himself/herself or someone else, please contact Dr. Kienzler at 4-4533.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented a concurrent bachelor's/masters proposal in Accounting for Graduate Council approval. The Council approved the proposal.

He also reminded council members that areas of specialization did not require Council approval, but informed them that an area of specialization, Sports Management, had been approved at the last curriculum meeting for the M.B.A. degree.

Council members were informed that the department courses and programs sections of the Catalog would be due May 3.

Student Outcomes Assessment

Dr. Minion reported to members that a brief discussion had occurred in October about student outcomes assessment. The discussion was tabled until January when members would propose to the Graduate College what should be collected on assessment in the central administration area. After a discussion, one member suggested that the Graduate College contact the Provost's Office to see if graduate assessment goals and criteria were addressed in the North Central Accreditation report from several years ago. If any member has other suggestions about what data the Graduate College should collect, those suggestions should be sent to cspayne@iastate.edu.

Nonmajor Graduate Credit for Concurrent Program Students

Dr. Sebranek presented a proposal to change part of the credit policy for courses taken in concurrent BS/MS programs. Many programs require nonmajor graduate courses at the 300-400 level for their graduate programs of study. Dr. Sebranek suggested that these nonmajor graduate credits become a part of the 6-credits that are allowed to count for both undergraduate credit and graduate credit in a concurrent student's program of study. After discussion, the proposal was approved. The new handbook copy will read as follows:

Students in concurrent degree programs may apply, subject to Program of Study committee approval, up to 6 credits of major or nonmajor graduate credit courses used to fulfill the requirements for a Bachelor's degree to a Master's degree program of study.

Time Limits for Graduate Students

This discussion was tabled until the February meeting.

Graduate English Exam

Dr. Minion changed the charge of the Graduate English Exam Committee. The committee will now decide if the Graduate English Examination will continue after the term of the current English Examiner ends in Spring 2003.

Raising the Minimum TOEFL Scores

The issue of English skills has been a recurring council discussion issue according to Dr. Minion. At the last Graduate Council meeting, during the discussion about using IELTS as an alternate test to TOEFL, several members expressed concerns about the particularly low minimum TOEFL requirement for the Graduate College. The issue was tabled until the January meeting for a more detailed discussion. After a discussion, the Council unanimously approved to raise the Graduate College minimum score to 197 (530 on the paper-based test) beginning Fall 2003.

Committee Reports

The Graduate Handbook Committee has completed its task of reviewing the handbook. Two copies of the handbook (one clean and one marked up with changes) will be sent to council members for review before the February Graduate Council meeting. Council members should come prepared to discuss and vote on the changes at the February meeting.

To keep committees on schedule for the end of the school year, Dr. Minion assigned the following dates for final reports to the Graduate Council:

February 21
Graduate College Handbook

March 14
Recruiting and Retention
TA Training

April 18
Student Well-being
Distance Learning
English Exam

The meeting adjourned at 6:40 p.m. The next meeting will take place on February 21 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

Graduate Council Corrected Minutes

January 24, 2001

Present: Anderson, Edsall, Balasubramaniam, Bradshaw, Egdorf, Gladon, Guise-Richardson, Jackson, Kienzler, Koehler, Mayfield, Minion, Payne, Sacks, Sebranek, Vance,

Absent: Angelici, Canfield, Hurt, Zelaya

Previous Minutes

The minutes of the October 25, 2000 meeting were approved unanimously.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel indicated that a proposal for a new MA program in English in TESL/AL will be presented at the next Graduate Council meeting in February.

Recommendation on Bachelors/Masters Concurrent Degree

Drs. Kruempel (Graduate Curriculum and Catalog Committee) and Sebranek (Subcommittee on Bachelors/Masters concurrent programs) offered the following revised recommendation for MS/BS concurrent programs (revision of a recommendation that was sent back for resolution between these two committees from the October council meeting):

Students in concurrent degree programs may apply, subject to Program of Study committee approval, up to 6 credits of 500+ level courses used to fulfill the requirements for a Bachelors degree to a Masters degree program of study.

The recommendation was approved by the Council.

Graduate Faculty Membership Committee Rule Changes, Name Changes, and New Handbook Copy

After a discussion of the recommendations from the Graduate Faculty Membership Committee, the Council approved a name change of the committee to Graduate Faculty Term Membership Committee, agreed with the new language for the handbook on departmental letters of support, and also approved the new handbook text replacement for term membership (see attached revisions to the handbook). The new form for Graduate Faculty Term Membership was also approved (see attached).

Committee Reports

Graduate Student Well-Being (Shen)—This committee is working on a list of resources for graduate students as well as how to publicize these resources to students. The committee also met with the Dean of Students to discuss the possibility of a graduate student ombudsman created from existing resources.

Preparing Future Faculty (Vance)—In the fall, the committee recommended to Vice Provosts Bloedel and Shapiro a funding plan to hire a part-time assistant or associate dean to work with the Center for Teaching Excellence, the Graduate College, and the Graduate Student Senate to develop a detailed program plan, build the necessary ISU faculty and departmental infrastructure, find interested faculty at neighboring college campuses, line up the first cadre of graduate students, and manage the developing program. The committee met earlier this semester and agreed that the goal for this semester would be to develop a list of faculty who would be interested in either the planning stages of the program or participating in the program after it is established. The committee has developed a PowerPoint slide presentation that will be presented by committee members at each College's executive meeting. The plan is to have a list of interested faculty ready to present to the newly appoint director as soon as he/she has been identified.

Graduate Student Recruitment and Retention (Palan)—The committee is in the process of collecting data from graduate students who chose not to come to Iowa State. The committee will meet after the data has been collected and present the results to the Council.

Graduate Internet Courses (Koehler)—Dr. Koehler indicated that the committee name should be changed to Graduate Distance Learning to better reflect the nature of the committee's focus. The committee members met recently and decided to concentrate on quality issues in the entire area of distance education. It plans to identify some of these programs and meet with Extended and Continuing Education concerning admissions practices and other program concerns.

Procedures for Termination from the Graduate College (Mayfield)—The committee has not met but it plans to in the near future and look at developing a mechanism for terminating students. This committee will also examine issues on time limits for graduate students.

Graduate English Exam (Balasubrananiam)—The committee has just begun discussion about this issue and is in the preliminary data collecting stage. It is looking at pass-fail rates on the English test, plans to examine other tests of writing (GRE, etc.), and intends to respond to comments about the test from some of the departments on campus.

There was no other business.

The meeting adjourned at 6:40 p.m.

The next meeting of the Graduate Council is scheduled for:

February 21, 2001
5:15 p.m.
210 Beardshear

Carolyn Payne, secretary

**Agenda
Graduate Council
Wednesday February 21, 2001
210 Beardshear
5:15 P.M.**

- 1. Approval of the January 24, 2001 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Curriculum and Catalog Committee**
 - MA in TESL/Applied Linguistics**
 - MS and Ph.D. in Foodservice and Lodging Management**
- 4. Changing the term limits for Grad. Council members (Kienzler)**
- 5. Proposed changes in Thesis Office rules and procedures (Mayfield)**
- 6. Discussion of termination/time limits/progress to degree rules and procedures (Mayfield)**
- 7. Committee Reports**
- 8. Other business**

Graduate Council Minutes

February 21, 2001

Present: Anderson, Bloedel, Bradshaw, Edsall, Gladon, Kienzler, Koehler, Kruempel, Mayfield, Minion, Palan, Payne, Sacks, Sebranek, Shen, Zelaya

Absent: Angelici, Balasubramaniam, Canfield, Egdorf, Guise-Richardson, Hurt, Jackson, Vance

Previous Minutes

The minutes of the January 24, 2001 meeting were approved after two corrections were made to the list of those members present and absent.

Comments from the Graduate College

Dr. Bloedel updated the Council on initiatives to fully fund graduate assistant tuition. An ISU Foundation fund-raising initiative has been approved. Approximately \$4 million/year is the goal and because the need is so critical, the foundation will allow spending of capital in order to partially fund the program as soon as possible.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented two proposals for new graduate majors that have been approved by the Graduate Curriculum and Catalog Committee.

Roberta Vann from the Department of English answered questions about a proposal for an M.A. in TESL/Applied Linguistics. She told the Council that this is presently an area of specialization in the English major. However, the current arrangement presents problems for recruiting students since most students around the nation can earn a named degree in this area. After discussion, the proposal was approved unanimously. The Faculty Senate will next consider the proposal in March.

Jeannie Snead and Mary Gregoire from the Hotel, Restaurant, and Institution Management Department were also present to answer questions about a new M.S. and Ph.D. proposal. The program is proposing that the existing major change its name to Food Service and Lodging Management to more accurately reflect national trends. The department is also requesting the removal of the co-major requirement at the Ph.D. level. The Ph.D. major currently requires a student to co-major in a second program in addition to Hotel, Restaurant, and Institution Management. This requirement was created in the 1940s when only one graduate faculty member was active in the program. Additionally, this requirement has negatively affected recruitment to the program since other national programs do not require a student to find a second major outside their area of interest. The proposal was approved unanimously. The Faculty Senate will next consider the proposal in March.

Dr. Kruempel also reported that a proposal for a new M.S. degree in the Veterinary Diagnostic and Production Animal Medicine (VDPAM) program may be presented at the next Graduate Council meeting.

Changing Term Limits for Graduate Council Members

Dr. Kienzler proposed new term limits for Graduate Council members. She proposed a change in the wording in Section E. II. of the Graduate Council Constitution in order to provide continuity and a larger pool of potential members for the Graduate Council. The new wording would read as follows: *"Faculty members of the Graduate Council serve for three-year terms which may be renewed once."* The proposal was approved unanimously. Because this is a constitutional change, the entire graduate faculty must vote on the change in order for it to take effect.

Thesis Office Changes

Dr. Mayfield presented a proposal from the Thesis Office that was developed in response to the Thesis Office Subcommittee report approved last spring by the Graduate Council. In response to the recommendation to relax the rules and regulations, the office agrees to relax most of the rules and regulations that it presently requires of thesis students. The Thesis Office will develop a list of requirements that primarily revolve around formatting and paper requirements specified by the library and the University Microfilms Company. Because this list will be short, the Thesis Office recommends elimination of a required first submission of theses beginning Fall 2001. In the ensuing discussion, several members indicated that they would like to see the finalized list of requirements before discussing the issue in greater detail. Dr. Mayfield was asked to present the list of requirements at the Graduate Council meeting in March. Additionally, the Council wanted to see how the issue of committee signatures on the title page would be addressed.

Discussion of Termination, Time Limits, and Progress to the Degree

Dr. Mayfield posed several questions about the progression of students to the degree. Since some departments and programs do not enforce rules about termination, time limits, and progression to the degree, Dr. Mayfield thought that the Graduate College should set some minimum requirements. He asked for suggestions from the members and promised to convene his subcommittee before the next meeting in March. Ian Zelaya was added to the committee as a student member.

The meeting adjourned without committee reports or other business at 6:55 p.m.

The next meeting of the Graduate Council is scheduled for:

March 21, 2001
5:15 p.m.
210 Beardshear

Carolyn Payne, secretary

**Agenda
Graduate Council
Wednesday March 21, 2001
210 Beardshear
5:15 P.M.**

- 1. Approval of the February 21, 2001 minutes**
- 2. Comments from the Graduate College**
- 3. Discussion of the Graduate English Exam (Sacks)**
- 4. Report from the Graduate College Curriculum and Catalog Committee**
- 5. Proposed ballot (Mayfield)**
- 6. Proposed changes in Thesis Office rules (Mayfield/Payne)**
- 7. Draft report and recommendations from the committee on graduate progress/termination/time limits/appeals (Mayfield)**
- 8. Other committee reports**
- 9. Other business**

Graduate Council Corrected Minutes

March 21, 2001

Present: Anderson, Bradshaw, Edsall, Gladon, Guise-Richardson, Hurt, Kienzler, Koehler, Kruempel, Mayfield, Minion, Payne, Sacks, Shen, Vance, Zelaya

Absent: Angelici, Balasubramaniam, Bloedel, Canfield, Egdorf, Jackson, Palan, Sebranek

Previous Minutes

The minutes of the February 21, 2001 meeting were approved unanimously.

Comments from the Graduate College

Dr. Mayfield updated the Council on several student health insurance complaints about reported delays in claims payments as well as the lack of insurance staff to handle complaints. A new GM Southwest staff person has recently been hired and Dr. Teresa Branch, the Assistant Dean of Students, will handle any complaints graduate students have about the program.

Graduate English Exam Discussion

Dr. Sacks led a discussion with Council members about the Graduate English Exam. His committee is collecting opinions and suggestions from the Council as well as from others on campus. Dr. Virginia Allen, the Graduate English Examiner, was also present for members to question. Dr. Sacks indicated that his committee had identified several options for the exam: *1. Do nothing; 2. Leave the exam requirement but redo the examination itself; 3. Continue the test for diagnostic purposes only, leaving remedies to programs; 4. Require for one group only, such as Ph.D. students; or 5. Eliminate the test altogether.*

Several members questioned the purpose of the exam. Was it a certification of a certain level of proficiency or was it to be a diagnostic tool. One member encouraged very strongly that it be required in the first semester if it is to be useful for diagnostic purposes. Another member suggested that the Graduate College assist in a better method of reporting the results to programs. After a detailed discussion, Dr. Sacks took a straw poll and there was consensus that some kind of test should be given for diagnostic purposes. His committee will continue to gather information from faculty and submit its findings at a later date.

Proposed Ballot for Vote on Council Term Limits

Dr. Mayfield present the draft of a ballot with the revised wording on term limits that was previously approved by the Council. The ballot was accepted and Dr. Mayfield was instructed to send it out to Graduate Faculty.

Proposed Changes in Thesis Rules

Dr. Mayfield presented a document with proposed changes in thesis rules as well as changes to thesis title pages. Each of the following items was approved by voice vote after discussion.

- 1. The Graduate College maintains the expectation that every thesis will reflect professionalism and scholarliness. Absolute requirements are scaled back to those regarding margins, font, text spacing, page numbering, title page and signature page format, and paper (see attached one-page rules listing). The Thesis Manual, in addition to including the requirements, will include suggestions and samples that will help students achieve a professional-looking document.*
- 2) In response to the Graduate Council's concern that all POS Committee members be included on the title page, the title page has been revised so that the names of all committee members are shown and the major professor(s) identified. Students would still have the option of obtaining the full complement of signatures if they wish or if the department or major program requires it. (The approved title page is attached.).*

- 3) *The signature page has been revised and the Graduate College signature has been removed. (The approved signature page is attached.)*
- 4) *The Request for Final Examination must be submitted to the Graduate College at least 3 weeks before the final oral examination date.*
- 5) *Because the requirements will require minimal checking time, the first submission will no longer be required. However, students will be strongly encouraged to submit a document for pre-check after their final orals and before final submission. The thesis reviewer will also be available to students for more intensive help throughout the semester.*

Draft Report on Termination, Time Limits, and Progress to the Degree

Dr. Mayfield distributed a draft document outlining recommendations from his committee. Because there was little time left for discussion, Dr. Mayfield asked that comments be sent to him on the ideas listed and his committee would continue working from those suggestions.

The meeting adjourned without other committee reports or other business at 6:55 p.m.

The next meeting of the Graduate Council is scheduled for:

April 18, 2001
5:15 p.m.
210 Beardshear

Carolyn Payne, secretary

**Agenda
Graduate Council
Wednesday April 18, 2001
210 Beardshear
5:15 P.M.**

- 1. Approval of the March 21, 2001 Minutes**
- 2. Comments from the Graduate College**
- 3. Preparing Future Faculty Final Report (Vance)**
- 4. Report from the Graduate College Curriculum and Catalog Committee**
 - Certificate in Family Financial Planning**
- 5. Handbook and Constitution Changes (Kienzler/Payne)**
- 6. Committee Reports**
 - Graduate Student Recruitment and Retention**
 - Graduate Student Well-Being**
 - Graduate English Exam**
 - Student Progress, Dismissal and Appeals**
- 7. Other Business**

Graduate Council Minutes

April 18, 2001

Present: Anderson, Balasubramaniam, Bloedel, Bradshaw, Edsall, Gladon, Hurt, Kienzler, Koehler, Kruempel, Minion, Palan, Payne, Sacks, Shen, Vance

Absent: Angelici, Egdorf, Guise-Richardson, Jackson, Mayfield, Sebranek, Zelaya

Previous Minutes

The minutes of the March 21, 2001 meeting were approved after a minor spelling correction.

Comments from the Graduate College

Dr. Bloedel announced that a report on 5-year placement statistics for ISU's graduates would be coming soon to each Graduate Council member as well as to DOGEs and other administrators. The Graduate College is also examining its recruiting activities more closely with the intention of forming better partnerships with graduate programs in recruiting the highest quality students to ISU. It was unanimously agreed that John Mayfield would provide cookies and beverages for the last Graduate Council of the year, which will take place on May 2, 2001 (a change from the previously scheduled meeting on May 9) at 5:15 p.m. in Room 210 Beardshear.

Preparing Future Faculty (PFF) Final Report

Dr. Vance presented the final report of her committee. Last fall, the committee met and drafted a plan to create a PFF program at Iowa State. The committee recommended that an administrative person at the associate or assistant dean in the Graduate College be hired to administer the program. This spring the committee visited with colleges to develop a list of faculty who would be interested in either planning or participating in the program. Several interested people from across the university have been identified, and there was widespread support in most of the colleges for this program. The committee recommended that the Graduate College establish an expanded committee to work with the administrative staff in further developing the program.

The Graduate Council approved the creation of a broad-based Graduate College committee constituted of one member from each college, 2 students from GSS, and 1 staff person from CTE to "provide guidance to the administrative staff who will lead the effort to establish a PFF program here at ISU."

The Council heartily applauded the efforts of Dr. Vance and her committee in coming so far in the development of a program plan. Dr. Bloedel indicated that the Graduate College is presently discussing ways to reallocate resources to fund the dean-level position to lead the program. He also thanked the Graduate Student Senate (GSS) for its very strong support as well as the Center for Teaching Excellence (CTE).

The report was approved unanimously with accolades to Dr. Vance and her committee.

Report from Graduate College Curriculum and Catalog Committee

Dr. Kruempel presented a proposal for a graduate certificate for family financial planning from the College of Family and Consumer Sciences.

Dr. Mary Winter from the College of Family and Consumer Sciences answered questions from the Council about the proposal. The certificate would be an 18-credit subset of the Master of Family and Consumer Sciences major and Family Financial Planning specialization. It would satisfy the competency requirements for those students who want to sit for the Certified Financial Planner credential. After discussion, the Council approved the proposal.

Handbook and Constitution Changes

Dr. Payne presented for Dr. Mayfield a requested handbook change that concerned the difficulty of non-voting members being able to attend all committee functions. On p. 34 under **Members of the Committee** heading and **Additional Non-voting Members**, the Graduate College proposed the following sentence change:

Present Wording: These members must attend all oral examinations and sign the report forms.

Proposed: *Non-voting members are invited but not required to attend all committee functions and to sign report forms.*

The Council approved the suggested change to the policy and the handbook copy.

Every year, several members of the Graduate Council must resign and no replacements are designated, making it difficult to maintain a quorum based on the original membership. Dr. Kienzler proposed a change to the Graduate Council Constitution. Under **Section VI. Graduate Council Organization**, she proposed the following:

Present Wording: Ten members of the Graduate Council constitute a quorum.

Proposed: *A majority of the active members of the Graduate Council constitute a quorum.*

The Council approved the suggested change. A ballot will be sent to the graduate faculty.

Committee Reports

Graduate Student Recruitment and Retention

Dr. Palan presented the final report of her two-year committee. Last year, the committee held focus groups with various students, faculty, and administrators, eliciting their ideas about graduate recruiting. The findings were reported to the Council on April 13, 2000. This year, the focus was on collecting data from students who were admitted to ISU but chose to go elsewhere.

Two issues dominated the issue of why students chose to go elsewhere--(1) students believed the university they chose matched better with their research interests, and /or (2) they received a better financial package from their chosen institution.

The committee made the following recommendations, based upon the two year's worth of data collection:

At a minimum, increase financial assistance to graduate students. The best scenario would be to offer full-tuition reimbursement.

Clearly communicate the quality and reputation of our graduate programs.

Develop recruiting plans and dedicate faculty/staff to implementation of plans.

Coordinate communication between all administrative centers involved in graduate student recruitment.

Implement non-traditional delivery of graduate programs when there is a sufficient number of students demanding such delivery, and when the quality and integrity of the program can be maintained.

The committee has finished its work and the report was approved by the Council.

Graduate Student Well-Being Committee

Dr. Shen chaired this committee, also in its second year. The committee created a listing of graduate student services and resources that will be placed on the Graduate College web site and sent to DOGEs and the GSS. The committee also met with the Dean of Student's Office to talk about the establishment of an ombudsman in that office. The Dean of Students, Peter Englin, declined to create the position. The committee also spoke with Telecommunications and discovered that cross listing several services in the phone directory will not be a problem.

The committee report was approved by the Council.

Graduate English Exam

Dr. Balasubramaniam presented his committee's report. It proposed three recommendations:

Modify language in the Graduate College Handbook on page 26.

Present Wording: All degree-seeking graduate students whose native language is English must fulfill an English requirement by passing a machine-scored test of English grammar, usage, spelling, and punctuation before completing 23 credit hours of graduate work at ISU.

Proposed: *All degree-seeking graduate students whose native language is English must fulfill an English requirement by taking a diagnostic English test in their first semester of enrollment at ISU, and follow the course of action recommended by their program.*

Communicate the results of the test to the DOGE promptly.

Constitute a committee and charge it to (a) reassesses the test currently administered to native speakers, (b) suggest improvements and follow-up options, (c) investigate whether the same test can be used for native and non-native speakers, and (d) suggest more effective options for aiding students who demonstrate weakness in English skills on the diagnostic test(s).

Because there was not time to finish this report and others, no actions were taken. The committee report will be continued at the May Graduate Council meeting.

The meeting adjourned without other committee reports or other business at 6:55 p.m.

The next meeting of the Graduate Council is scheduled for:

May 2, 2001
5:15 p.m.
210 Beardshear

Carolyn Payne, secretary

**Agenda
Graduate Council
Wednesday May 2, 2001
210 Beardshear
5:15 P.M.**

- 1. Approval of the April 18, 2001 Minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Curriculum and Catalog Committee**
 - Certificate in Information Assurance**
 - Graduate Major in Veterinary Diagnostic and Production Animal Medicine**
- 4. Committee Reports**
 - Graduate English Exam**
 - Student Progress, Dismissal and Appeals**
 - Internet Courses**
- 5. Election of New President**

Graduate Council Minutes

May 2, 2001

Present: Balasubramaniam, Bloedel, Gladon, Kienzler, Koehler, Kruempel, Mayfield, Minion, Palan, Payne, Sacks, Vance, Allen (Guest)

Absent: Anderson, Angelici, Edsall, Egdorf, Guise-Richardson, Hurt, Jackson, Sebranek, Shen, Zelaya

Previous Minutes

The minutes of the April 18, 2001 meeting were approved.

Comments from the Graduate College

Dr. Mayfield elicited comments from the Council members on current course drop policies for graduate students. Currently, graduate students may drop courses up until the last week of a term. This policy does not coincide with the undergraduate student drop system which provides a shorter time sequence for dropping classes. The Council as a group agreed that the Graduate College should follow the university rules for dropping classes and bring their procedures in line with undergraduate policies and time periods.

Report from Graduate College Curriculum and Catalog Committee

Dr. Kruempel presented two proposals that had been approved by the Graduate College Curriculum and Catalog Committee—a graduate certificate in Information Assurance and a proposal for a M.S. graduate major in Veterinary Diagnostic and Production Animal Medicine.

Dr. Doug Jacobson from the Department of Electrical and Computer Engineering answered questions from Council members about the certificate in Information Assurance. After discussion, the Council approved the proposal.

Dr. Gary Osweiler from the Department of Veterinary Diagnostic and Production Animal Medicine explained the rationale for the master's major and answered questions from Council members. After discussion, the Council approved the proposal. It will be present to the Faculty Senate, Fall 2001.

Committee Reports

Graduate English Exam

Dr. Balasubramaniam continued his report on the English Examination Committee from the last Graduate Council meeting. His committee recommended the following:

All degree-seeking graduate students whose native language is English must fulfill an English requirement by taking a diagnostic English test in their first semester of enrollment at ISU, and follow the course of action recommended by their program.

After a discussion about the examination and a suggestion to continue the committee into next year, his report was approved as presented.

Student Progress, Dismissal, and Appeals

After the presentation of a draft report from Dr. Mayfield, the Council approved Recommendations 1 and 4 of his report so that he could continue to work on the other proposals during the summer. The report was approved as presented.

Distance Learning

Dr. Koehler presented a report from his committee's work with a recommendation to develop Graduate College policies and guidelines for the design and operation of distance graduate programs. Dr. Ann Hill Duin continues

to work closely with the committee on its investigations into this area. The report was approved and the Council voted to appoint Dr. Koehler as chair of the committee for next year.

Election of New President

Chris Minion was elected president of the Graduate Council for the 2001-2002 academic year.

The meeting adjourned for the year at 6:50 p.m. The next meeting will be in the fall of 2001.

Carolyn Payne, secretary

Graduate Council Annual Report 2000-2001

In 2000-2001, the Graduate Council met September 27, October 25, January 24, February 21, March 21, April 18, and May 2; subcommittees were asked to meet in place of the November and December meetings. Minutes of Council meetings and subcommittee reports are on file in the Graduate College office. This year the Council had 14 faculty members, 3 student members, and 6 administrator/ex officio members.

Graduate Council began the academic year by welcoming James Bloedel, the new Dean of the Graduate College and Vice Provost for Research, who strongly supported graduate education issues within the Council and with larger venues such as the Board of Regents. One of his most important announcements to the Council was the approval of an ISU Foundation fund-raising initiative with a goal of \$4 million/year to fully fund graduate-assistant tuition.

Following recommendations of the Graduate Curriculum and Catalog Committee, Graduate Council approved 4 graduate degree programs and 2 graduate certificates:

M.S. in Information Systems

M.A. in TESL/Applied Linguistics

Hold over to 2001 M.S. and Ph.D. in Foodservice and Lodging Management

M.S. in Veterinary Diagnostic and Production Animal Medicine

Graduate Certificate in Family Financial Planning

Graduate Certificate in Information Assurance

Following recommendations from the programs involved and the Graduate Curriculum and Catalog Committee, the Council also voted to discontinue the interdepartmental minor in Housing and the specialists degree in School Psychology.

In other business, Graduate Council voted to approve

- New term limits for Graduate Council members: To provide continuity and a larger pool of potential members, the Council voted to amend Section E II of the Graduate Council Constitution to allow faculty members of the council to renew their three-year term once. This constitutional change was approved by a paper ballot of the entire graduate faculty.
- A new quorum for Graduate Council meetings: To resolve problems that develop during the year when members resign and are not replaced, the Council voted to amend Section VI of the Graduate Council Constitution to set the quorum as a majority of the active members of the Council. This constitutional change was approved by a paper ballot of the entire graduate faculty.
- Changes in thesis rules: 1) to scale back requirements regarding margins, fonts, spacing, page numbers, title and signature page format, and paper; 2) to include the names of all POS Committee members on the title page; 3) to remove the Graduate College signature from the signature page; 4) to move the Request for Final Examination submission date to at least

three weeks before the final oral examination date; and 5) to make the first submission optional although strongly encouraged.

- Handbook change on non-voting POS Committee members: To ease the difficulty of non-voting POS Committee members having to attend all POS committee functions, the Council voted to change the Graduate College policy and handbook so that non-voting members are invited but not required to attend all committee functions and to sign report forms.
- Three recommendations from the 1999-2000 BS/MS Subcommittee (Sebranek, chair; Guise-Richardson, Shen) and the Graduate Curriculum and Catalogue Committee: 1) to make student records for BS/MS students available to both undergraduate and graduate advisors and to create a special category for these students in Registrar records so that their records will include courses taken for both degrees; 2) to allow students to double count for both undergraduate and graduate degrees up to six credits of 500+ level courses; and 3) and to remove the requirement that graduate courses taken as an undergraduate must be taken as a senior to be applied to a graduate program.
- Four recommendations from the Graduate Faculty Membership Committee: 1) to change the name of the committee to Graduate Faculty Term Membership Committee; 2) to add new language on departmental letters of support to the Graduate College Handbook; 3) to replace the current handbook text on term membership with new text; and 4) to make the suggested improvements to the form for Graduate Faculty Term Membership.

All Graduate Council members also participated on at least one of six subcommittees:

Graduate Student Well-Being (Shen, chair; Egdorf, Guise-Richardson, Jackson, Kienzler)

Preparing Future Faculty and Mentoring/Internship Opportunities (Vance, chair; Hurt, Gladon, Mayfield, Zelaya)

Graduate Student Recruitment and Retention (Palan, chair; Canfield, Jackson)

Graduate Distance Learning (Koehler, chair; Anderson, Guise-Richardson)

Graduate Student Progress, Dismissal, and Appeals (Mayfield, chair; Bradshaw, Minion, Zelaya)

Graduate English Exam (Balasubramaniam, chair; Mayfield, Sebranek, Sacks)

The graduate council voted to approve these subcommittee recommendations:

- A recommendation from the Preparing Future Faculty (PFF) Subcommittee to create a Graduate College committee to support an assistant graduate dean to develop a PFF program here at ISU.

- Five recommendations from the Graduate Student Recruitment and Retention Subcommittee: 1) to increase financial assistance to graduate students, moving to full-tuition reimbursement; 2) to communicate more clearly the quality and reputation of our graduate programs; 3) to develop recruiting plans and dedicate faculty/staff to implement those plans; 4) to coordinate communication between all administrative centers involved in graduate students recruitment; and 5) to implement non-traditional delivery of graduate programs when there is a sufficient number of students demanding such delivery, and when the quality and integrity of the program can be maintained. These recommendations were based on data, collected by the subcommittee, which showed that students who were admitted to ISU but chose to go elsewhere for their graduate education had two basic reasons: a) they believed the university they chose better matched their research interests, and b) they received a better financial package from their chosen institution.
- A recommendation from the Graduate Student Well-Being Subcommittee that a listing of graduate student services and resources be placed on the Graduate College web site and sent to DOGEs and the GSS.
- A recommendation from the Graduate English Exam subcommittee that the exam requirement now read: "All degree-seeking graduate students whose native language is English must fulfill an English requirement by taking a diagnostic English test in their first semester of enrollment at ISU, and follow the course of action recommended by their program." The Council agreed this committee should continue its work next year on four points: a) reassess the test currently administered to native speakers, b) suggest improvements and follow-up options, c) investigate whether the same test can be used for native and non-native speakers, and d) suggest more effective options for aiding students who demonstrate weakness in English skills on the diagnostic test(s).
- A recommendation from the Graduate Distance Learning subcommittee that the Graduate College develop policies and guidelines for the design and operation of distance graduate programs. The Council also voted to re-appoint Dr. Koehler as chair of the subcommittee for next year.
- Two recommendations from the Graduate Student Progress, Dismissal, and Appeals subcommittee: 1) To create a system that would classify all past and present students as either active or inactive. Inactive students would not be able to register, but their records would be maintained. Reasons for becoming inactive would be carefully defined and recorded by computer code. 2) To require all graduate programs to develop and maintain a document specifying how adequate progress is defined for that program and exactly what failures would lead to dismissal. These documents will establish benchmarks and spell out program requirements such as a requirement for full admission status after a prescribed number of credits, a required minimum grade point average, a time limit to identify a major professor, a time limit to file a POS form, a time limit for completion of required courses, specific qualifying and/or prelim requirements, a time limit to pass prelims, and a time limit to completion of degree. These documents will need to be approved by program faculty and the Graduate College. Graduate College time limits will represent maximums for all programs.

The Council considered the work of the Graduate Distance Learning; Graduate Student Progress, Dismissal, and Appeals; and Graduate English Exam subcommittees to be incomplete and desired these committees to continue their work next year.

The council also heard information on graduate placement data as well as student health insurance complaints and delayed claim payments. Dr. Teresa Branch, the Assistant Dean of Students, and the new GM Southwest staff person are now handling these insurance problems.

As its final act, the Graduate Council elected Chris Minion chair for next year.

Submitted by Donna Kienzler, Graduate Council Chair 2000-2001
August, 2001

Graduate Council
2000-2001

Graduate Faculty

Donna Kienzler (Chair) ✓ 1998-01 (Arts & Humanities)	English 417 Ross Hall dkienzle@iastate.edu Fax: 4-6814	4-3017
Dean Anderson 1999-02 (Social Sciences & Education)	Health & Human Performance 201 Forker Building deanf@iastate.edu Fax: 4-8740	4-3427
Shanker Balasubramaniam ✓ 2000-03 (Physical & Engineering Science)	Electrical & Computer Engineering 372 Durham shanker@iastate.edu Fax: 4-1152	4-3546
Larry Bradshaw ✓ 1999-02 (Social Sciences & Education)	Industrial Education & Technology 209 Industrial Education II llbradsh@iastate.edu Fax: 4-1123	4-0515
Paul Canfield ✓ 2000-03 (Physical & Engineering Science)	Physics & Astronomy 59 Physics canfield@ameslab.gov Fax: 4-6027	4-6270
Richard Gladon ✓ 2000-03 (Biological & Agricultural Sciences)	Horticulture 222 Horticulture gladon@iastate.edu Fax: 4-0730	4-1957
Doug Hurt ✓ 1999-02 (Arts & Humanities)	History 649 Ross rdhurt@iastate.edu Fax: 4-6390	4-5620
Ken Koehler ✓ 1999-02 (Physical & Math Sci Engineering)	Statistics 120 Snedecor kkoehler@iastate.edu Fax: 4-4040	4-1181
Chris Minion ✓ 2000-03 (Biological & Agricultural Sciences)	Veterinary Microbiology 21 VMRI Bldg. 1 fcminion@iastate.edu Fax: 4-1401	4-6347

Kay Palan ✓
1998-01
(Social Sciences & Education)

Marketing
308 Carver
kpalan@iastate.edu
Fax: 4-6060

4-9526

Paul Sacks ✓
1999-02
(Physical & Math Sci & Engineering)

Mathematics
436 Carver
psacks@iastate.edu
Fax: 4-5454

4-8143

Joseph Sebranek
1999-02
(Biological & 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

Sheldon Shen ✓
1998-01
(Biological & Agricultural Sciences)

Zoology & Genetics
511 Science II
ssshen@iastate.edu
Fax: 4-8457

4-8435

Judy Vance
1998-01
(Physical & Mathematical Sci & Eng)

Mechanical Engineering
2026 Black Engineering
jmvance@iastate.edu
Fax: 4-5530

4-9474

Graduate Students

Diane Egdorf ✓
(Social Sciences & Education)

Human Development & Family Studies
1086 LeBaron
dkegdor@iastate.edu

4-6316

Catherine Guise-Richardson ✓
(Arts & Humanities)

History
612 Ross
caiguise@iastate.edu

4-7761

Ian Zelaya
(Biological & Agricultural Sciences)

Agronomy
2104 Agronomy
iazelaya@iastate.edu

4-8713

Graduate College Representatives (ex officio)

James Bloedel ✓
Dean

211 Beardshear
jbloedel@iastate.edu
Fax: 4-6100

4-1785

George Jackson ✓
Assistant Dean

222 Beardshear
gajacks@iastate.edu
Fax: 4-3638

4-1386

John Mayfield ✓
Associate Dean

207 Beardshear
jemayf@iastate.edu
Fax: 4-3003

4-1170

Carolyn Payne
Assistant to the Graduate Dean

207 Beardshear
cspayne@iastate.edu
Fax: 4-3003

4-2682

Faculty Senate Representative (ex officio)

Robert Angelici

Chemistry
2275 Gilman
angelici@iastate.edu
Fax: 4-0105

4-2603

Graduate Curriculum & Catalog Committee
(ex officio)

Kenneth Kruempel ✓

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

4-7387