

Agenda
Graduate Council
September 20, 2001
8 Carver
5:15 pm

1. President's Introductory Remarks
2. Approval of the May 2, 2001 minutes
3. Comments from the Graduate College
4. Report from the Graduate College Curriculum and Catalog Committee
5. Business for the coming year
 - Unfinished Business
 - a. Preparing future faculty
 - b. Thesis office
 - c. Student well-being
 - d. Termination from the Graduate College

 - Possible new business
 - a. Full funding of graduate student tuition
 - b. Graduate Distance Learning
 - c. Student recruitment and retention (Graduate College perspective)
 - d. English Exam – Designing a diagnostic exam
 - e. TA training
 - f. Graduate College Issues (items that the Graduate College will present to the Council)
 - g. Other

Graduate Council Minutes

September 20, 2001

Present: Aley, Anderson, Balasubramaniam, Batchelor, Bloedel, Bradshaw, Chavez, Gladon, Herwig, Jackson, Jane, Johnson, Kienzler, Kruempel, Mayfield, McClure, Minion, Orazem, Palmer, Payne, Sebranek

Absent: Hurt, Koehler, Moorman, Sacks

Previous Minutes

The minutes of the May 2, 2001 meeting were approved.

Comments from the Graduate College

Dr. Bloedel indicated that President Geoffroy is interested in seeing more graduate students in proportion to the undergraduate population at Iowa State—up to 20-25% of the total student body (presently that proportion is closer to 16%). The new president is also interested in seeing full tuition awards fully funded for all graduate students on assistantship. Dr. Bloedel indicated that this request is before the fund raising arm of the university but no donor or donors have yet been identified. Dr. Bloedel also indicated that the new request by the Governor for budget reduction is very serious. The situation is under review at the central administrative levels and the university community will receive more information just as soon as the exact details are clarified.

Report from the Graduate College Curriculum and Catalog Committee

Dr. Kruempel indicated that the graduate major in Veterinary Diagnostic and Production Animal Medicine did go before the Faculty Senate and a few changes were suggested.

Dr. Kruempel also reminded Council members that the 2003-2005 Catalog cycle is beginning. Since the courses section of the new catalog is due in May 2002, programs should be reminded that in order to get changes through to the Board of Regents, they should be submitting them to the Graduate Curriculum and Catalog Committee as soon as possible. February 15 is the deadline for changes to be out of the academic and graduate colleges (that means through the Graduate Curriculum and Catalog Committee and the Graduate Council). Programs should also be reminded that if changes are proposed, the Board of Regents will be particularly interested in program costs and how much cooperation is occurring with sister institutions.

Business for the Coming Year

Unfinished Business

- a. *Preparing Future Faculty*—Donna Kienzler has been hired by the Graduate College as a half-time dean to develop the Future Faculty Program for Iowa State. She asked committee members for help in developing seminar topics, becoming and identifying mentors, and encouraging students to apply to the program.
- b. *Thesis Office*—The Council members were reminded that the goal of the recent thesis requirement changes is to move more responsibility for the thesis document from the Graduate College to faculty and programs of study committees. A new thesis reviewer is being hired and the new thesis manual was handed out to Council members. Several Council members suggested that the Graduate College send a memo to DOGEs reminding them of the recent changes and providing a thesis manual for their program.
- c. *Student Well Being Committee*—Last year, this committee produced a listing of resources for graduate students, which was placed on the Graduate College's new web site in the summer. Dr. Mayfield indicated that the Graduate Student Senate really wants to see this committee continue; it would like to see it focused upon childcare.

- d. Termination from the Graduate College—This whole discussion was begun by an examination of the judicial section of the *Graduate College Handbook*. There is also a central administrative directive to develop a student termination policy. Since this topic will be very much involved with the revisions of the *Graduate College Handbook*, it was suggested that the committee become a handbook committee to develop and review policies that affect students in these areas.

Creation of Committees

Based on unfinished business and other discussions, several committees were created for the 2001-2002 year. That listing is attached to the minutes.

The meeting adjourned at 6:45 p.m. The next meeting will be October 18 at 5:15 in 8 Carver Hall.

Carolyn Payne, secretary

Agenda
Graduate Council
October 18, 2001
8 Carver Hall
5:15 pm

1. Approval of the September 20, 2001 minutes *Jlu*
2. Comments from the Graduate College *Donna*
3. Assignment of committee chairs and discussion of committee goals

Graduate Council Minutes

October 18, 2001

Present: Anderson, Balasubramaniam, Bloedel, Bradshaw, Chavez, Gladon, Herwig, Jane, Johnson, Kienzler, Koehler, Mayfield, McClure, Minion, Orazem, Payne,

Absent: Aley, Batchelor, Hurt, Jackson, Kruempel, Moorman, Palmer, Sacks, Sebranek

Previous Minutes

The minutes of the September 20, 2001 meeting were approved.

Comments from the Graduate College

Dr. Bloedel discussed the visit of President Geoffroy and Provost Richmond to the Graduate College on October 10, 2001. A pamphlet detailing activities in the Graduate College that was given to the president and provost will be mailed to each member of the Graduate Council. Dr. Kienzler updated Graduate Council members on the status of the Preparing Future Faculty Program and reminded them about the application deadlines for students. A question from a Graduate Council member about centralization of student outcomes information prompted a discussion. Members are to think of the kinds of information that they think is worth collecting centrally, and a fuller discussion will take place on this topic at the January Graduate Council meeting.

Assignment of Subcommittee Chairs and Discussion of Committee Goals

Student Well Being—Dick Gladon is to serve as chair. Issues will include childcare, health benefits for graduate students and postdoctoral fellows, and the continuing issue of counseling needs for graduate students.

Graduate College Handbook—John Mayfield will serve as chair. This subcommittee will review the substantial changes in the judicial section of the handbook as well as other changes in policies and wording of the handbook.

Distance Learning—Ken Koehler will serve as chair. This subcommittee will address issues such as funding, course design, and quality of distance courses offered. It will continue to work with Ann Hill Duin, Associate Provost and Director of Continuing Education and Communication Services, in developing the issues in this area.

English Exam—Peter Orazem will serve as chair. The subcommittee will particularly examine the change to diagnostic testing for English-speaking graduate students and recommend how this change can best be implemented.

Recruitment and Retention—Joan Herwig will serve as chair. This subcommittee will continue to look at the full tuition remission possibilities for graduate students. The committee will also examine the role of the Graduate College in the recruiting process.

TA Training—Joe Sebranek is to be the chair. This subcommittee will examine the wide discrepancy in TA training across campus and make recommendations on enhancing the quality of the educational experience for both graduate and undergraduate students through TA training.

The times for the council meetings for next semester were approved as follows: January 24, February 21, March 14, and April 18. The meeting adjourned at 6:25 p.m.

The next meeting will be November 29 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

Agenda
Graduate Council
November 29, 2001
3150 Beardshear Hall
5:15 pm

1. Approval of the October 18, 2001 minutes
2. Comments from the Graduate College
3. Report from the Graduate College Catalog and Curriculum Committee
4. IELTS, an alternative to TOEFL
5. Final Oral Exam Report Form
6. Committees (Mayfield)
7. Other

Graduate Council Minutes

November 29, 2001

Present: Aley, Anderson, Batchelor, Bloedel, Bradshaw, Gladon, Jackson, Jane, Johnson, Kienzler, Koehler, Kruempel, Mayfield, McClure, Minion, Orazem, Payne, Sebranek

Absent: Balasubramaniam, Chavez, Herwig, Hurt, Moorman, Palmer, Sacks

Previous Minutes

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

Comments from the Graduate College

Dr. Kienzler reported that 102 students had applied to the Preparing Future Faculty Program. She anticipated that 60 would be invited into the program. Dr. Mayfield handed out a notice from Educational Testing Service (ETS) about the analytical writing measure addition to the GRE General Test in October 2002.

Report from the Graduate Catalog and Curriculum Committee

Dr. Kruempel reported that a concurrent bachelor's/masters proposal in Accounting was approved. The committee also approved a group of areas of specialization for TESL/Applied Linguistics (see attachment).

Dr. Kruempel also reminded Council members that next semester would be a catalog intensive semester as the department courses and programs sections of the Catalog are due May 3.

IELTS, an Alternative to TOEFL

Felicity Douglas, SPEAK/TEACH coordinator in the Graduate College briefly presented materials on the International English Language Testing System (IELTS). This test was recommended by ISU's English Proficiency Evaluation Committee (EPEC) (see attachment). After a discussion, the motion to accept this test in lieu of TOEFL for those students who would like to submit it was approved. The Graduate College was instructed to send out information to programs about the test and its TOEFL score conversion process.

Final Oral Exam Report Form

Dr. Mayfield explained that the preliminary examination has two ways to not pass: not pass with a chance to repeat and not pass with no chance to repeat. He recommended that this same option be provided on the final examination. His recommended wording change to the handbook was:

- *Has not passed but the exam may be retaken at a future date (a written explanation should be provided with the report form).*
- *Has not passed and the exam may not be retaken at a future date. The degree is denied (a written explanation should be provided with the report form).*

A motion was made to approve the recommendation, but several Council members thought that a specific time limit should be added. An amendment to the motion was made that the student would be permitted to retake the exam after two months had elapsed. The amendment was voted on first and approved. The motion was then voted on and approved. The new handbook copy will read:

- *Has not passed but the exam may be retaken. Two months must elapse before the exam may be retaken (a written explanation should be provided with the report form).*
- *Has not passed and the exam may not be retaken at a future date. The degree is denied (a written explanation should be provided with the report form).*

Committees

Dr. Mayfield reported that the handbook committee had met and will be meeting on a regular basis to discuss handbook changes. An issue that needs to be discussed is the issue of time limits. That discussion was tabled until the next meeting.

Other Business

One item that a member wanted to place on the table for a future meeting was the issue of TOEFL scores and the minimum for the Graduate College. An international booklet detailing those scores will be provided at the January meeting.

The meeting adjourned at 6:35 p.m. The next meeting will be January 24 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

Agenda
Graduate Council
January 24, 2002
3150 Beardshear
5:15 pm

1. Approval of the November 29, 2001 minutes
2. Comments from the Graduate College
3. Report from the Graduate College Curriculum and Catalog Committee (Kruempel)
4. Student Outcomes Assessment
5. Minor Graduate Credit (Sebranek)
6. Time Limits for Graduate Students
7. Graduate English Exam
8. Raising the minimum TOEFL score
9. Committee Reports
10. Other

Graduate Council Minutes

January 24, 2002

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

Agenda
Graduate Council
February 21, 2002
3150 Beardshear
5:15 pm

1. Approval of the January 24, 2002 minutes
2. Comments from the Graduate College
3. Recruitment and Retention Committee
4. Graduate Handbook
5. Time Limits for Graduate Students
6. Student Outcomes Assessment
7. Committee Reports
8. Other

Graduate Council Minutes

February 21, 2002

Present: Balasubramaniam, Batchelor, Bloedel, Chavez, Doty, Gladon, Herwig, Hoffman, Hurt, Jackson, Jane, Johnson, Kienzler, Koehler, Kruempel, Mayfield, McClure, Minion, Orazem, Payne, Sacks, Sebranek

Absent: Anderson, Bradshaw, Moorman, Palmer

The Council would like to welcome a new student member, David Doty, from the Graduate Student Senate (representing Electrical and Computer Engineering).

Previous Minutes

After a Council member noted a minor typo, the minutes of the January 24, 2002 meeting were approved.

Comments from the Graduate College

Dr. Mayfield encouraged all council members to attend a Science, Technology and Society-sponsored lecture that would be presented later that night. The speaker will be Leonard Krishtalka, from the University of Kansas.

Report from the Recruitment and Retention Committee

This committee is tabled until next year when it will be reorganized with additional faculty members.

The Graduate College Handbook Committee

After a detailed review of the *Graduate College Handbook*, the Council approved Chapters 1-8. Chapters 9-10 and the Appendices will be reviewed at the March meeting. The new handbook will be placed on the Graduate College web site as text is edited and updated. After approval and appropriate changes are made to the final chapters, print copies of the handbook will be sent to department offices by mid-spring.

The meeting adjourned at 6:40 p.m. The next meeting will convene on March 14, 2002 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

Agenda
Graduate Council
March 14, 2002
3150 Beardshear
5:15 pm

1. Approval of the February 21, 2002 minutes
2. Comments from the Graduate College
3. Report from the Graduate College Curriculum and Catalog Committee (Kruempel)
4. Graduate Handbook (complete discussion on section 9)
5. Committee Reports (TA Training)
6. Other

Graduate Council Minutes

March 14, 2002

Present: Anderson, Balasubramaniam, Bloedel, Bradshaw, Chavez, Herwig, Hoffman, Hurt, Jane, Kienzler, Kruempel, Mayfield, McClure, Minion, Palmer Payne, Sacks, Sebranek

Absent: Batchelor, Doty, Gladon, Jackson, Johnson, Koehler, Moorman, Orazem

Previous Minutes

The minutes of the February 21, 2002 meeting were approved.

Comments from the Graduate College

Dr. Bloedel revealed that Provost Rollin Richmond would be leaving the university in the summer to become president of Humbolt State University in Arcata, California.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel indicated that he was aware of at least two proposals that were circulating in departments. He should have one or more of them to present at the next Graduate Council meeting.

The Graduate College Handbook Committee

After a detailed review of chapters 9-10, the Graduate College Handbook was approved. Dr. Mayfield was instructed to check on several issues dealing with student conduct code and the academic misconduct policy and wording, revise the copy if needed, and send it out for an email vote. [The copy was rewritten, sent to Council members, and voted upon the week of March 22. It was approved by majority vote. For the record, a copy of the proposed wording is attached with these minutes.]

TA Training Committee Report

Dr. Sebranek reported that the TA Training Committee had examined resources in current use this spring term. It will send out a survey to DOGEs and DEOs after spring break and will analyze those results for a more formal report. Dr. Sebranek recommended that the committee continue into the fall in order to analyze the survey in detail as well as present its recommendations to the Council.

The meeting adjourned at 6:40 p.m. The next meeting will take place on April 18, 2002 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

Agenda
Graduate Council
April 18, 2002
3150 Beardshear
5:15 pm

1. Approval of the March 14, 2002 minutes
2. Comments from the Graduate College
 - a. New wording adding residents and interns to the postdoctoral associate employment category
 - b. New wording for predoctoral associates
 - c. Add new faculty categories to those eligible for term graduate faculty status
3. Request for change of POS committee requirements
4. Report from the Graduate College Curriculum and Catalog Committee (Kruempel)
5. Committee Reports (Student Well-Being, Distance Learning, English Exam)
6. Election of Graduate Council President
7. Approval of election for new members
8. Committees for next year
 - a. Graduate student handbook review committee
 - b. Recruiting and retention
 - c. Graduate student outcomes assessment
9. Need for May meeting?
10. Other?

Graduate Council Minutes

April 18, 2002

Present: Anderson, Balasubramaniam, Bloedel, Bradshaw, Chavez, Gladon, Herwig, Hoffman, Hurt, Jane, Johnson, Kienzler, Koehler, Kruempel, Mayfield, Minion, Orazem, Payne, Sacks
Absent: Batchelor, Doty, Jackson, McClure, Moorman, Palmer, Sebranek
Guests: Robert Brown and Patricia Thiel

Previous Minutes

The minutes of the March 14, 2002 meeting were approved.

Comments from the Graduate College

Three action items were presented by Dr. Mayfield.

New wording on postdoctoral research associate category—A proposal to make residents and interns a part of this D-Base category was approved by the Council. The affected changes from the 2002-2003 *Graduate College Handbook* (p. 71) are listed below in bold and with strikeouts:

*Postdoctoral research associates, **residents, and interns** are important members of the ISU community. Presently, about 200 postdoctoral associates and **10-20 residents/interns** work on the campus. Most of ~~them~~ **postdoctoral associates** are involved in research ~~laboratories~~, but a few have other responsibilities such as ~~some~~ teaching or outreach ~~activities~~. **Medical or veterinary residents and interns must hold the appropriate doctoral degree (e.g. MD, DVM, DO) or the equivalent, and are involved with clinical activities, but may also do some formal teaching. Residents and interns are permitted to pursue a graduate degree while on postdoctoral appointment.***

*Postdoctoral research associates, **residents and interns** are D-base employees who are employed at least half-time to perform work that furthers their education.* For this reason, their conditions of employment ~~are more like~~ **is intermediate between those that** of graduate assistants ~~than of~~ **and** faculty or Professional and Scientific employees. ~~For example, in contrast to other positions,~~ **Hiring into D-base positions does not require a specific search. Similarly, the benefits associated with these positions are similar to those of graduate assistants, and** vacation is accrued at the same rate of those who are on Professional and Scientific appointment (P-Base). . .*

*. . . For information about the stipend amounts, benefits, or other information about postdoctoral associates, please contact ~~Shelley Lott in the Graduate College~~ **the Graduate College Classification Officer** (515-294-1277).*

New wording for predoctoral associates—The Council also approved to broaden this category to include D.V.M.s or M.D.s and strike the word research to accommodate the more clinical nature of some appointments in this category. The changed handbook copy (p. 15) is included below:

Predoctoral Research Associate Positions

*Predoctoral ~~research~~ associates are D-base employees who are employed at least half-time to perform work that furthers their education. Most predoctoral associates work for a 1-2 year period. Their appointments, however, are term appointments and must be renewed annually. The benefits associated with these appointments are similar to those of ~~graduate assistants~~ **except that no tuition scholarships are awarded postdoctoral associates.** A predoctoral associate must have completed oral and written preliminary examinations **or possess a D.V.M. (or equivalent) or M.D. degree** and must be registered as a graduate student. . .*

Graduate Council Minutes

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New categories for faculty term membership—The Council voted to add the new lecturer and clinician categories recently approved by the Provost's Office to term membership regulations. The new paragraph and revised wording for the handbook (p. 91) are included below:

The graduate faculty also includes the president, the provost, vice provosts and associate provosts, the dean and associate deans of the Graduate College, deans and associate deans of the other eight colleges, the dean of library services, and the directors and associate directors of research institutes.

Faculty with the rank of senior lecturer and senior clinician are eligible for graduate faculty membership if they meet all qualifications of graduate faculty with the exception of a tenure track appointment. The Graduate Faculty Term Membership Committee must approve recommendations for membership, and may recommend term membership in lieu of full membership.

Other nontenure-track faculty. . .

Graduate Faculty Term Membership

*A Department Executive Officer (DEO) may nominate a non-tenure track faculty at ISU, who otherwise meets the requirements for graduate faculty membership, for Graduate Faculty Term Membership. The nominee should have the highest degree or equivalent in his/her field and should hold a **lecturer, senior lecturer, clinician, senior clinician, affiliate, temporary, visiting, adjunct, or collaborator status** at ISU during the proposed period of term membership.*

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented action items in three areas.

Biorenewable Resources—Dr. Robert Brown, from the Department of Mechanical Engineering, presented information and answered questions about the new M.S. and Ph.D. program in Biorenewable Resources and Technology that had been approved by the Graduate Curriculum and Catalog Committee. After discussion, the Graduate Council approved the creation of the program. Approvals are next needed by the Faculty Senate and the Board of Regents.

Community College Teaching Certificate—The Committee needed more information on this program, so a mail vote will be conducted for consideration of the certificate program later in the summer.

Power Systems Engineering Certificate—This certificate was approved by the Graduate Curriculum and Catalog Committee. Dr. Kruempel answered questions from the Council about the program. After discussion, the Graduate Council approved the certificate program.

Request for Change of Program of Study (POS) Committee Requirements

Dr. Thiel, from the Department of Chemistry, presented a suggestion from members of her faculty to reduce the size of Ph.D. POS committees at Iowa State University. After a discussion by Council members, the proposal was tabled until the fall meeting when the new Council could gather data and consider the issue in much more detail. Dr. Thiel volunteered that her department would be glad to assist the Council in its data gathering activities.

Committee Reports

Student Well-Being—Dr. Gladon said that they would meet before summer's end and have a report to mail to Council members.

Graduate Council Minutes

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Distance Learning—Dr. Kohler submitted a report (see attached) that provided comments on their discussions for the year. This year the committee was primarily concerned with quality and mentoring issues with distance students. Unfortunately, Dr. Ann Hill Duin resigned from the Extended and Continuing Education position, so planned discussions with her were not conducted. Future issues for Council review could include assessment of distance programs, quality of delivery, resource management, and benefits and costs analyses. The report was accepted.

English Sub-Committee—Dr. Balasubramaniam reported that this committee had two charges: 1) to determine if incoming domestic students should be tested for English competency, and 2) ascertain if the current diagnostic test meets the faculty expectations for determining competency (see attached report). An online survey was conducted and the results showed that 57% wanted their students tested (60% of those wanted an online test), but less than half of the faculty found the diagnostic test taken this last year to be an accurate assessment of students' English abilities.

The committee recommended that online methods be used to test English proficiency. It was also recommended to create an online refresher course and set minimum standards for GRE, TOEFL, and GMAT. The committee report was accepted, and one Council member proposed that an online site be identified for students who wish more resources on improving their English skills.

Election of Graduate Council President

Dr. Chris Minion was elected as President for 2002-2003.

Election of New Graduate Council Members

Dr. Mayfield indicated that the new member election will be held before the start of fall term. At the first Council meeting, new members will be formally accepted.

The meeting adjourned at 6:45 p.m. The next meeting will take place in Fall, 2002.

Carolyn Payne, secretary

Graduate Council Annual Report 2001-2002

In 2001-2002, the Graduate Council met September 20, October 18, November 29, January 24, February 21, March 18, and April 18; there was no meeting in May, but the council did handle one item by email. Minutes of Council meetings and subcommittee reports are on file in the Graduate College office. This year the Council had 16 faculty members, 5 student members, and 4 administrator/ex officio members.

The Graduate Council was welcomed to the academic year by James Bloedel, the Dean of the Graduate College and Vice Provost for Research, who reiterated both his and the President's interest in enhancing graduate education and their goal of increasing graduate student enrollment to 20-25% of the student population. Presently graduate students compose approximately 16% of the total student body.

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

- M.S. in Veterinary Diagnostic and Preventive Medicine
- B.S./M.Acc. in Accounting
- M.S. and Ph.D. program in Biorenewable Resources and Technology
- Community College Teaching Certificate
- Power Systems Engineering Certificate

Also noted were new areas of specialization for TESL/Applied Linguistics, and Sports Management (M.B.A. degree).

In other business, the Graduate Council voted to approve the following.

- The International English Language Testing System (IELTS) test was approved as an alternative to the TOEFL exam for non-English speaking foreign students. There was a score conversion table disseminated to the departments.
- The Final Oral Exam Report Form was modified to reflect the committee's wishes regarding failure of the PhD preliminary exam. There are now two options: (1) Has not passed but the exam may be retaken. Two months must elapse before the exam may be retaken (a written explanation should be provided with the report form). (2) Has not passed and the exam may not be retaken at a future date. The degree is denied (a written explanation should be provided with the report form)
- The council approved a change in the graduate credit for nonmajor students in concurrent degree programs. Many programs require nonmajor graduate courses at the 300-400 level for their graduate programs of study, but previously students could not get credit for those courses in their graduate program. The new regulation will allow up to 6 credits of major or nonmajor graduate credit courses be used to fulfill the requirements for a Bachelor's degree to a Master's degree program of study

- The minimum TOEFL score acceptable for admittance to the Graduate College was raised to 197 (530 on the paper-based test) beginning Fall 2003. The previous standard was 500 on the paper-based test.
- The Council voted to add the new lecturer and clinician categories to Graduate Faculty term membership regulations. The new paragraph and revised wording for the handbook are included below:

The graduate faculty also includes ...

Faculty with the rank of senior lecturer and senior clinician are eligible for graduate faculty membership if they meet all qualifications of graduate faculty with the exception of a tenure track appointment. The Graduate Faculty Term Membership Committee must approve recommendations for membership, and may recommend term membership in lieu of full membership.

Other nontenure-track faculty. . .

Graduate Faculty Term Membership

A Department Executive Officer (DEO) may nominate a non-tenure track faculty at ISU, who otherwise meets the requirements for graduate faculty membership, for Graduate Faculty Term Membership. The nominee should have the highest degree or equivalent in his/her field and should hold a **lecturer, senior lecturer, clinician, senior clinician**, affiliate, temporary, visiting, adjunct, or collaborator status at ISU during the proposed period of term membership.

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

Graduate Student Well-Being (Gladon, chair; McClure, Moorman, Jackson)

TA Training (Sebranek, chair; Gladon, Balasubramaniam, Palmer, Kienzler)

Graduate Student Recruitment and Retention (Herwig , chair; Johnson, Jackson)

Graduate Distance Learning (Koehler, chair; Anderson, Orazem, Mayfield)

Graduate College Handbook (Mayfield, chair; Chavez, Jane, Aley, Bradshaw)

Graduate English Exam (Balasubramaniam, chair; Orazem, Batchelor, Minion)

The graduate council voted to approve these subcommittee recommendations:

A revised *Graduate College Handbook* was submitted by Dr. Mayfield and was approved by the Council. The new handbook represented significant changes in a number of important areas including policy changes in chapters 4, 6, 7, and 9. A few of the changes are listed below.

- Residents and interns were added to the D-Base category.

- The Predoctoral Associates category was broadened to include D.V.M.s and M.D.s.
- Students are now placed into either active or inactive status (Chapter 9). Active status is lost whenever the student graduates (for students not continuing their ISU studies), resigns or withdraws from a graduate program, is dismissed from a graduate program for lack of progress, is dismissed for failure to maintain academic standing, is dismissed as an outcome of the student judicial process, fails the final oral exam of the PhD preliminary exam with no opportunity to retake the exam (see above), or there is no registration for two consecutive years. Reinstatement procedures vary depending upon the nature of the inactive status decision.

The Graduate Council accepted the English Proficiency Committee report that included using online methods to test English proficiency, create an online refresher course, and set minimum standards for GRE, TOEFL, and GMAT. A survey of eleven peer institutions showed that only Penn State University tested their students for English proficiency. An online survey was conducted on whether the graduate faculty wanted their students tested for English proficiency. Of the 140 respondents, 57% wanted their students tested, and 60% of those wanted an online test. Less than half of the faculty found the current diagnostic test to be an accurate assessment of students' English abilities. It was noted that few of the faculty participated in the survey suggesting that most faculty do not have a strong opinion on the subject.

Dr. Sebranek reported that the TA Training Committee had examined resources in current use this spring term. A survey was distributed to DOGEs and DEOs after spring break and those results will be analyzed for a more formal report. The committee will continue to Fall, 2002 to analyze the survey in detail as well as present its final recommendations to the Council.

The Distance Learning committee summarized the available resources for graduate student training including The Center for Teaching Excellence, the Teaching Assistant Handbook distributed by the Graduate College, and The Preparing Future Faculty Program. Future issues for Council review will include assessment of distance programs, quality of delivery, resource management, and benefits and costs analyses.

The Council considered the work of the Graduate Recruiting and Retention Committee, the Graduate English Exam Committee, and the Graduate Student Well Being Committee to be incomplete and will continue them next year.

Dr. Thiel, from the Department of Chemistry, presented a suggestion from members of her faculty to reduce the size of Ph.D. POS committees at Iowa State University. After a discussion by Council members, the proposal was tabled until the fall meeting when the new Council could gather data and consider the issue in much more detail.

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

Submitted by Chris Minion, Graduate Council Chair 2001-2002
July, 2002

Graduate Council
2001-2002

Graduate Faculty

Chris Minion (Chair) ✓
2000-03
(Biological & Agricultural Sciences)

Veterinary Microbiology 4-6347
1240, 21 VMRI Bldg. 1
fcminion@iastate.edu
Fax: 4--1401

Dean Anderson ✓
1999-02
(Social Sciences & Education)

Health & Human Performance 4-3427
1160, 201 Forker Building
deanf@iastate.edu
Fax: 4-8740

Shanker Balasubramaniam *absent*
2000-03
(Physical & Engineering Science)

Electrical & Computer Engineering 4-3546
2252, 372 Durham
shanker@iastate.edu
Fax: 4-1152

William Batchelor ✓
2001-04
(Physical & Engineering Science)

Agricultural & Biosystems Engineering 4-9906
3080, 219B Davidson
bbatch@iastate.edu
Fax: 4-6633

Larry Bradshaw ✓
1999-02
(Social Sciences & Education)

Industrial Education & Technology 4-0515
3130, 120 Industrial Education II
llbradsh@iastate.edu
Fax: 4-1123

Frank Chavez ✓
2001-2004
(Physical & Engineering Science)

Aerospace Engineering & Engineering Mech 4-1614
2271, Howe Hall 2249
fchavez@iastate.edu
Fax: 4-3262

Richard Gladon ✓
2000-03
(Biological & Agricultural Sciences)

Horticulture 4-1957
1100, 222 Horticulture
gladon@iastate.edu
Fax: 4-0730

Joan Herwig *absent*
2001-04
(Social Sciences & Education)

Human Development & Family Studies 4-6230
4380, 1352 Palmer
jherwig@iastate.edu
Fax: 4-2502

Doug Hurt ✓
1999-02
(Arts & Humanities)

History 4-5620
1202, 649 Ross
rdhurt@iastate.edu
Fax: 4-6390

Jay-Lin Jane ✓
2001-04
(Biological & Agricultural Sciences)

Food Science & Human Nutrition 4-9892
1061, Food Science, 2312
jjane@iastate.edu
Fax: 4-8181

Ken Koehler ✓
1999-02
(Physical & Math Sci Engineering)

Statistics 4-4181
1210, 120 Snedecor
kkoehler@iastate.edu
Fax: 4-4040

Peter Orazem ✓
2001-04
(Social Sciences & Education)

Economics 4-8656
1070, Heady 267
pfo@iastate.edu
Fax: 4--0221

Joni Palmer *absent*
2001-04
(Arts & Humanities)

Landscape Architecture 4-6764
3094, Design 577
jmpalmer@iastate.edu
Fax: 4-2348

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

Mathematics 4-8143
2064, 436 Carver
psacks@iastate.edu
Fax: 4-5454

Joseph Sebranek ✓
1999-02
(Biological & Agricultural Sciences)

Animal Science 4-1091
3150, 215C Meat Lab
sebranek@iastate.edu
Fax: 4-5066

Graduate Students

Ginette Aley *absent*
(Arts & Humanities)

History 4-1261
1202, 627 Ross
galey@iastate.edu

Jason Johnson ✓
(Biological & Agricultural Sciences)

Plant Pathology 4-3921
1020, 351 Bessey
rotjason@iastate.edu

Chris McClure ✓
(Physical & Mathematical Sci & Eng)

Mathematics
2064, 400 Carver
cmclure@iastate.edu

4-1752

Diann Moorman *absent*
(Social Sciences & Education)

Human Development & Family Studies
1120, 73 LeBaron
dmoorman@iastate.edu

4-6220

Graduate College Representatives (ex officio)

James Bloedel *absent*
Dean

2036, 211 Beardshear
jbloedel@iastate.edu
Fax: 4-6100

4-1785

George Jackson ✓
Assistant Dean

2206, Pearson, Room 24
gajacks@iastate.edu
Fax: 4-3638

4-1386

Donna Kienzler *absent*
Assistant Dean

2206, Pearson, Room 10
dkienzle@mail.adp.iastate.edu
Fax: 4-3003

4-4533

John Mayfield *absent*
Associate Dean

2206, Pearson, Room 10
jemayf@iastate.edu
Fax: 4-3003

4-1170

Carolyn Payne ✓
Assistant to the Graduate Dean

2206, Pearson, Room 10
cspayne@iastate.edu
Fax: 4-3003

4-2682

Faculty Senate Representative (ex officio)

Mark Hoffman ✓

Animal Science
3150, 301 Kildee
phoffman@iastate.edu
Fax: 4-6994

4-5517

Graduate Curriculum & Catalog Committee
(ex officio)

Kenneth Kruempel ✓

Electrical & Computer Engineering
3060, 1124 Coover
kruempel@iastate.edu
Fax: 4-4263

4-7387