

Graduate Council Minutes

September 19, 2002

Present: Ashlock, Chaudhary, Chavez, Gemmil, Hurt, Jackson, Johnson, Kienzler, Kruempel, Larson,
Mayfield, Minion, Muench, Orazem, Payne, Pryor, Zimmerman
Absent: Bloedel, Batchelor, Doty, Gladon (on leave), Hamrick, Herwig, Iverson, Jane
Guests: Virginia Allen

Previous Minutes

The minutes of the April 18, 2002 meeting were approved.

Comments from the President

Dr. Chris Minion, the President, introduced the Council members. The group agreed to meet on the third Thursday of each month (a schedule and updated list of members will be emailed to the group after this meeting).

Comments from the Graduate College

Dr. John Mayfield reviewed the status of several action items that were passed by the Council last year. The Graduate College is still working on the implementation of procedures for moving a student from active to inactive status; the creation of the new categories for lecturer and clinician is still being discussed with the Provost Office; and the issue of health benefits for postdoctoral research associates is still progressing through the administrative system of the university.

Report from the Graduate Curriculum and Catalog Committee

There were no action items to be presented at this meeting.

Old Business

At the April 18 Council meeting, Dr. Patricia Thiel, from the Department of Chemistry, had 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 at that meeting, the proposal was tabled until the fall when the new Council could review the issues. After discussion, the Council decided to table the issue until a more refined proposal could be developed by Chemistry. The Council was particularly interested to see the comparison data on numbers of committee members explained in more detail. (The Department of Chemistry had earlier expressed its willingness to assist in more detailed data collection if the Council wished.)

Issues Needing Urgent Attention

Dr. Mayfield presented three urgent issues for the Council to consider:

1. English Examination for Native English Speakers—No person is available to run the exam and advise students because the Graduate English Examiner is presently on medical leave. Last year, the exam had been changed to a diagnostic examination, but because of budget problems there are no resources to provide remedial courses. Dr. Mayfield suggested the formation of a committee that could present its recommendations by the end of the fall semester.
2. Department/Program Handbooks—Approximately 50% of the departments and programs have submitted their handbooks for review by the Graduate College. A committee is needed to review these and complete a guiding document for departments to develop clear handbooks for students.
3. Outcomes Assessment—Because of the upcoming university accreditation review, the Graduate College will need an outcomes assessment plan. A committee will be needed to assist in reviewing and making suggestions about this plan.

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Committees

Because most of the work of the Graduate Council takes place through its various subcommittees, the following subcommittees were created for the 2002-2003 year:

Graduate English Examination

Jay-lin Jane (Chair)

Joan Herwig

Doug Gemmil

Joseph Muench

Program Handbook

John Mayfield (Chair)

Jeff Zimmerman

Aashish Chaudhary

Paul Larson

Outcomes Assessment

Donna Kienzler (Chair)

Frank Chavez

Peter Orazem

TA Training

Dan Ashlock (Chair)

Jacque Pryor

George Jackson

Flo Hamrick

Other Business

A memo was delivered from Dr. Virginia Allen to the Graduate Council. It will be sent to the chair of the Graduate English Examination Committee. Dr. Allen also volunteered to be a resource if the committee wished to consult with her.

The meeting adjourned at 6:30 p.m. The next meeting date and place will be emailed to committee members.

Carolyn Payne, secretary

**Agenda
Graduate Council
Thursday October 17, 2002
3150 Beardshear
5:15 P.M.**

- 1. Approval of the September 19, 2002 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Catalog and Curriculum Committee**
 - Proposal for a graduate minor in Women's Studies
 - Post audit report for the M.S. in Agronomy
- 4. Discussion of committee goals**
 - Graduate English Exam (Jay-Lin Jane-chair, Doug Gemmil, Joseph Muench, Joan Herwig)
 - TA Training (Dan Ashlock-chair, George Jackson, Florence Hamrick, Jacquie Pryor)
 - Outcomes Assessment (Donna Kienzler-chair, Frank Chavez, Peter Orazem)
 - Program Handbook (John Mayfield-chair, Jeff Zimmerman, Aashish Chaudhary, Paul Larson)
- 5. New Business**
 - Graduate Council By-Laws: Replacement/Substitution process for members
 - New committee: Commencement Speakers
- 6. Other Business**

Graduate Council Minutes

October 17, 2002

Present: Chavez, Gemmill, Hamrick, Herwig, Hoffman, Jane, Johnson, Kruempel, Larson, Mayfield, Minion, Muench, Orazem, Vann
Absent: Ashlock, Bloedel, Batchelor, Chaudhary, Doty, Gladon (on leave), Hurt, Iverson (on leave), Jackson, Kienzler, Payne, Pryor, Zimmerman
Guests Virginia Allen, Sedahlia Crase, Betty Wells (Women's Studies)

Comments from the Graduate College

Mayfield requested that a new committee be formed to suggest speakers for the Graduate Commencement.

Previous Minutes

The minutes of the September 19, 2002 meeting were amended to correct the Spelling of Gimmill, to add "on leave" after Iverson, and to move Johnson from present to absent. The amended minutes were approved.

Report from the Graduate Curriculum and Catalog Committee

Proposal for an interdepartmental graduate minor in Women's Studies was presented to the council. Betty Wells served as a resource person. Following discussion, the proposal was approved.

Post audit report for the M.S. in Agronomy was presented to the council. Following discussion the report was accepted.

Discussion of committee goals

A discussion of committee goals was led by President Chris Minion.

Graduate English Exam for Native English Speakers:

The committee has not met but will meet soon. The goal of the committee is to make a recommendation to the Council on whether the requirement for the English Exam for English speaking students will continue, and if so, in what form.

TA Training: the committee has not yet met. The TA training report from last year's committee will be sent to the Graduate Council members. The goal for this year is to determine if some TA training should be offered centrally through the Graduate College to standardize various aspects of this experience for the student.

Outcomes Assessment: The committee has reacted to the first draft of the Graduate College Assessment Document, and will be asked to react to future documents and planning.

Program Handbooks: The committee has not met. Mayfield promises to call a committee meeting.

Commencement Speaker Committee: Vann, Batchelor, and Johnson were appointed to the new committee.

Old Business: none

New Business

Dr. Virginia Allen delivered two memos to the Graduate Council. It was moved by Chris Minion and seconded by Frank Chavez that the memos be entered into the record. The motion passed unanimously.

Minion raised the issue that the Graduate Council By-Laws need to be revisited. Issues of Council member replacement and Council voting could be improved. Minion will suggest some changes at a future meeting.

Meeting adjourned at 6:45 p.m. The next meeting will be November 21 in 3150 Beardshear Hall at 5:15 PM.

John Mayfield

**Agenda
Graduate Council
Thursday November 21, 2002
3150 Beardshear
5:15 P.M.**

1. Approval of the October 17, 2002 minutes

2. Comments from the Graduate College

3. Committee reports

Graduate English Exam (Jay-Lin Jane-chair)

TA Training (Dan Ashlock-chair)-out of town

Outcomes Assessment (Donna Kienzler-chair)

Program Handbook (John Mayfield-chair)

4. New Business

New committee: Commencement Speakers, change to Graduate Council Awards Committee

Graduate Council By-Laws: Replacement/Substitution process for members

5. Other Business

Graduate Council Minutes

November 21, 2002

Present: Batchelor, Bloedel, Chaudhary, Chavez, Gemmill, Hamrick, Hoffman, Jane, Johnson, Kruempel, Larson, Mayfield, Minion, Muench, Orazem, Payne, Pryor, Vann, Zimmerman

Absent: Ashlock, Gladon (on leave), Herwig, Iverson (on leave), Jackson, Kienzler,

Previous Minutes

The minutes of the October 17 meeting were approved.

Report from the Graduate Curriculum and Catalog Committee

Since members did not have the time to consider the Proposal for the Certificate in Environmental Engineering, the discussion was tabled until the January meeting.

Committee Reports

Graduate English Examination Committee

After Dr. Jayne of the Graduate English Examination Committee presented a report (attached to minutes), the Graduate Council approved the following motion effective immediately:

- *The Graduate English Examination for native speakers of English is no longer required.*
- *The resources currently budgeted for the administration of the Graduate English Examination for native speakers of English will be used to create English/writing courses for graduate students who need help to improve their English writing skills.*
- *Individual programs and departments may choose to assess the writing skills of their native English-speaking students through admissions tools such as the GRE or GMAT or by other assessment methods.*

Outcomes Assessment Committee

Dr. Mayfield reviewed some of the information that was presented at a recent DOGE meeting. The Graduate College will be responsible for appropriate data to present to programs on assessment. It is in the process of developing a plan for what kinds of data are needed and how to distribute them. The Provost Office is preparing a web site, and graduate programs will have the responsibility to provide certain kinds of information requested by that office.

Program Handbook Committee

Dr. Mayfield reported that this committee has met and will develop a checklist to provide feedback to programs on their handbooks.

New Business

Dr. Mayfield announced that the Commencement Speakers Committee has changed its name to the Graduate Council Awards and Honors Committee in order to provide a mechanism for handling and reviewing award competitions that periodically come to the attention of the Graduate College.

The meeting adjourned at 6:30 p.m. The next meeting will take place in 3150 Beardshear at 5:15 p.m. on January 16, 2003.

Carolyn Payne, secretary

Payne, Carolyn

From: Thorson, Linda
Sent: Wednesday, January 15, 2003 1:27 PM
To: Ashlock, Daniel; Batchelor, William; Bloedel, James; Chaudhary, Aashish; Chavez, Frank; Gemmill, Douglas; Gladon, Richard; Hamrick, Florence; Herwig, Joan; Iverson, Neal; Jackson, George; Jane, Jay-Lin; Johnson, Jason; Kienzler, Donna; Kruempel, Kenneth; Larson, Paul; Mayfield, John; Minion, F.; Muench, Joseph; Orazem, Peter; Payne, Carolyn; Peter Hoffman (E-mail); Pryor, Jacquie; Vann, Roberta; Zimmerman, Jeffrey
Subject: Agenda

**Agenda
Graduate Council
Thursday January 16, 2003
3150 Beardshear
5:15 P.M.**

1. Approval of the November 21, 2002 minutes

2. Comments from the Graduate College

3. Report from the Graduate College Catalog and Curriculum Committee

Proposal for a Master of Arts in Rhetoric, Composition and Professional Communication

Proposal for a Master of Science in Enterprise Computing

Proposal for a graduate certificate in Environmental Engineering

Proposal for a graduate certificate in Geographic Information Systems

4. Committee reports

Graduate English Exam (Jay-Lin Jane-chair)

TA Training (Dan Ashlock-chair)

Outcomes Assessment (Donna Kienzler-chair)

Program Handbook (John Mayfield-chair)

5. New Business

Graduate Council By-Laws: Replacement/Substitution process for members

6. Other Business

Graduate Council Minutes

January 16, 2003

Present: Ashlock, Batchelor, Bloedel, Chavez, Gemmill, Gladon, Herwig, Hoffman, Iverson, Jackson, Kienzler, Kruempel, Mayfield, Minion, Payne, Pryor, Vann, Zimmerman

Absent: Chaudhary, Hamrick, Jane, Johnson, Larson, Muench, Orazem

Guests: Helen Ewald, J (Hans) vanLeeuwin, Tim Borich, Ivan Suen

Previous Minutes

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

Comments from the Graduate College

Dr. Mayfield presented an update on the free tuition plan for graduate assistants. He is meeting with a faculty committee, which plans to bring forward recommendations before the end of the spring term. The committee is working on a scheme that will involve contributions from grantees, the university, and students.

Dr. Bloedel reported that there was a very positive discussion about the future of graduate education at a recent President's Council. Dr. Bloedel believes it is imperative to continue pushing the graduate education issue within the university because graduate education is underfunded at this institution. Since the President is interested in increasing the overall ratio of graduate students to undergraduates at Iowa State University, we must see that a portion of the tuition increase goes into funding graduate education.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented four program proposals that had been approved at recent Graduate Curriculum and Catalog Committee meetings.

a) M.A. in Rhetoric, Composition and Professional Communication—Helen Ewald served as resource person. Dr. Ewald presented the proposal and after a discussion, the Council approved the proposal. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

b) Graduate Certificate in Environmental Engineering—Hans vanLeeuwin served as resource person. After a discussion that included a suggested word change from “expected” to “required” in the last sentence of Part 5B of the proposal document, the Graduate Council approved the proposal. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

c) Graduate Certificate in Geographic Information Systems—Tim Borich and Ivan Suen served as resource persons. This interdisciplinary graduate certificate proposal was presented, discussed and approved by the Graduate Council. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

d) M.S. in Enterprise Computing—The Graduate Council approved this proposal after a discussion. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

Committee Reports

TA Training—Dr. Ashlock reported that a committee meeting has been scheduled, and a report will be delivered at the next Graduate Council meeting.

Outcomes Assessment Committee

Drs. Kienzler and Mayfield reviewed some of the information that was presented at a recent DOGE meeting.

Program Handbook Committee

Dr. Mayfield reported that this committee has met and will provide a report in February. About ½ of the graduate programs have turned in their handbooks for review.

New Business

The agenda item about the replacement of Graduate Council members will be discussed at the next meeting.

The Council voted to change the March meeting to March 27 after Spring Break. John Mayfield will take Chris Minion's place at the February meeting.

The meeting adjourned at 6:30 p.m. The next meeting will take place in 3150 Beardshear at 5:15 p.m. on February 20, 2003.

Carolyn Payne, secretary

Future Graduate Council Meetings (all in 3150 Beardshear at 5:15):

February 20
March 27
April 17

**Agenda
Graduate Council
Thursday February 20, 2003
3150 Beardshear
5:15 P.M.**

- 1. Approval of the January 16, 2003 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Catalog and Curriculum Committee**
 - Master of Arts in Teaching-Science Education
 - PhD in Applied Linguistics and Technology
- 4. Committee reports**
 - Graduate English Exam (Jay-Lin Jane-chair)
 - TA Training (Dan Ashlock-chair)
 - Outcomes Assessment (Donna Kienzler-chair)
 - Program Handbook (John Mayfield-chair)
- 5. New Business**
 - Presentation of ideas for how we can offer paid tuition to PhD students on assistantship.
 - Graduate Certificate procedures.
 - Temporary absence policy
- 6. Other Business**

Future Meeting Dates: March 27, April 17

Graduate Council Minutes

February 20, 2003

Present: Ashlock, Batchelor, Bloedel, Chavez, Gemmill, Gladon, Hamrick, Herwig, Hoffman, Iverson, Jackson, Jane, Johnson, Kienzler, Kruempel, Larson, Mayfield, Orazem, Payne, Vann,

Absent: Chaudhary, Pryor, Minion, Muench, Zimmerman

Guests: Tom Andre, Michael Clough, Carol Chapelle

Previous Minutes

The minutes of the January 16 meeting were approved.

Comments from the Graduate College

Dr. Jackson indicated that AGEP (Alliance of Graduate Education for the Professoriate) needs mentors for its summer research program for underrepresented minorities. Dr. Jackson also told the Council that programs are being asked to aggressively go after students who applied to the National Physical Sciences Consortium. A detailed listing of students was recently sent to DOGEs in graduate programs. For more information on these programs, contact Dr. Jackson

Dr. Bloedel reminded Council members that Thelma Harding had scheduled a visit of underrepresented minority undergraduates from Florida A&M and Tuskegee for next week. A schedule will be sent to Council members, who are encouraged to interact with the 30+ students at any of the opportunities provided.

Dr. Mayfield detailed some possible options for funding tuition benefits for graduate students on assistantships. Each plan would be funded by a combination of grant funds and university allocations. One plan detailed costs and benefits for full tuition benefits while the other two options considered full benefits for Ph.D. students and partial benefits for Master's students. Dr. Mayfield solicited comments on these plans as soon as possible because he needs to present recommendations to central administration before the end of spring semester.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented two program proposals that had been approved at recent Graduate Curriculum and Catalog Committee meetings.

a)M.A.T. in Science Education—Drs. Tom Andre and Michael Clough served as resource persons. The two faculty members presented the proposal and after several questions, the Council approved the proposal. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

b)Ph.D. in Applied Linguistics and Technology—Dr. Carol Chapelle served as resource person. The proposal was presented by Dr. Chapelle and discussed and approved by the Graduate Council. The proposal continues through ISU Faculty Senate and Iowa Board of Regents reviews.

Committee Reports

Graduate English Exam—Recently, the committee had contacted Dr. Charles Kostelnik, the Chair of the English Department, and asked him for ideas about providing instruction to students (native speakers of English) who need assistance with their writing skills. Dr. Jane presented the Council with Dr. Kostelnik's response document. After a discussion, the Council asked Dr. Jane's committee to review the responses and provide the Council with recommendations for acting upon Dr. Kostelnik's suggestions.

The meeting adjourned at 6:35 p.m. The next meeting will take place in 3150 Beardshear at 5:15 p.m. on March 27, 2003.

Carolyn Payne, secretary

Future Graduate Council Meetings (all in 3150 Beardshear at 5:15):

April 17

**Agenda
Graduate Council
Thursday March 27, 2003
3150 Beardshear
5:15 P.M.**

- 1. Approval of the February 20, 2003 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Catalog and Curriculum Committee**
MS and PhD in Biomedical Sciences
- 4. Committee reports**
Graduate English Exam (Jay-Lin Jane-chair)
TA Training (Dan Ashlock-chair)
Outcomes Assessment (Donna Kienzler-chair)
Program Handbook (John Mayfield-chair)
- 5. New Business**
Graduate Certificate procedures.
Temporary absence policy
- 6. Other Business**

Future Meeting Date: April 17

Graduate Council Minutes

March 27, 2003

Present: Bloedel, Chaudhary, Gladon, Hamrick, Herwig, Hoffman, Iverson, Jane, Johnson, Kruempel, Larson, Mayfield, Minion, Muench, Payne, Pryor, Vann, Zimmerman

Absent: Ashlock, Batchelor, Chavez, Gemmill, Jackson, Kienzler, Orazem

Guests: Richard Martin

Previous Minutes

The Council approved the minutes from the February 20 meeting.

Comments from the Graduate College

Dr. Mayfield is continuing to develop a plan for tuition funding for graduate assistants. Drs. Bloedel and Mayfield will soon meet with the Provost to decide upon a single recommendation to forward to the President for consideration.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented a program proposal that had been approved at a recent Graduate Curriculum and Catalog Committee meeting.

M.S./Ph.D. in Biomedical Sciences—Dr. Richard Martin served as resource person. Dr. Martin presented the proposal and after several questions, the Council approved it. The proposal will continue through ISU Faculty Senate and Iowa Board of Regents reviews.

Committee Reports

Graduate English Exam—Since the committee is awaiting information from the English department about course offerings in English language skills, it will present its final report on April 17.

TA Training—Dr. Ashlock was unable to attend this meeting, so the final report will be presented at the April 17th meeting.

Outcomes Assessment—The final report will be given on April 17th when Dr. Kienzler can present it.

Program Handbooks—Dr. Mayfield indicated that the committee would meet once more and present its final report on April 17.

New Business

- a) Graduate Certificate approval procedures— There is some indication that certificate approvals will not need to go to the Board of Regents. Dr. Kruempel will bring handbook copy to the Council after the Board of Regents decides on approval procedures at its April meeting.
- b) A draft of a Council absences policy was provided to members. A vote on the recommendations will be held at the next meeting.
- c) The election of the new Council chair will take place at the April meeting. Dr. Mayfield will review member eligibility and distribute a list of candidates before the meeting.

The meeting adjourned at 6:20 p.m. The final scheduled meeting will take place in 3150 Beardshear at 5:15 p.m. on April 17, 2003.

Carolyn Payne, secretary

**Agenda
Graduate Council
Thursday April 17, 2003
3150 Beardshear
5:15 P.M.**

- 1. Approval of the March 27, 2003 minutes**
- 2. Comments from the Graduate College**
- 3. Report from the Graduate College Catalog and Curriculum Committee**
MS & PhD in human Computer Interaction
- 4. Committee reports (Final)**
Graduate English Exam (Jay-Lin Jane-chair)
TA Training (Dan Ashlock-chair)
Outcomes Assessment (Donna Kienzler-chair)
Program Handbook (John Mayfield-chair)
- 5. New Business**
Graduate Certificate procedures (vote)
Temporary absence policy (vote)
Election of Graduate Council President
Committees for Next Year
- 6. Other Business**

Graduate Council Minutes

April 17, 2003

Present: Ashlock, Bloedel, Chaudhary, Chavez, Gemmill, Gladon, Hamrick, Herwig, Hoffman, Iverson, Jackson, Jane, Johnson, Kienzler, Kruempel, Mayfield, Minion, Muench, Orazem Payne, Vann

Absent: Batchelor, Larson, Pryor, Zimmerman

Guests: James Bernard

Previous Minutes

The Council approved the minutes from the March 27 meeting.

Comments from the Graduate College

Drs. Mayfield and Bloedel plan to meet with the Provost on tuition funding for graduate assistants. Dr. Payne reminded members that a web-based graduate student survey was presently underway. The plan is to share the comments made by students with each of the ISU graduate programs. Dr. Mayfield is compiling a response to the Life Sciences Interdepartmental Review that was conducted last fall. Dr. Bloedel commented that at a recent board meeting of the Plant Sciences Institute some very positive comments were made about interdisciplinary programs in general.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel presented a program proposal that had been approved at a recent Graduate Curriculum and Catalog Committee meeting.

M.S./Ph.D. in Human Computer Interaction (HCI)—Dr. James E. Bernard served as resource person. Dr. Bernard presented the proposal and after several questions, the Council approved it. The proposal will continue through ISU Faculty Senate and Iowa Board of Regents reviews.

Committee Reports

Graduate English Exam—The committee presented the following findings from its report: a) the English exam duplicates other entrance-type examinations that test students' English writing ability; b) the diagnostic test was not an accurate assessment of students' writing abilities; c) writing skill varied widely from program to programs; and d) no methods had been developed to help students who failed the English Exam. Starting Spring semester 2003, the English examination was discontinued and the funds that were used to hire the Graduate English examiner will be used to develop courses and other activities to assist students to develop their writing skills. The Graduate College and the English department are discussing possible coursework for students who need writing assistance. The Department of Horticulture also offers a course on publication writing that students can enroll in. The report was accepted.

TA Training—Dr. Ashlock presented the committee's report, making the following recommendations: a) departments should document their current TA training practices and send their practices to the Graduate College; b) the Graduate College should centralize resources on TA Training on its web site; c) all TA Training should be given for graduate credit; more efforts should be undertaken to share resources across graduate programs (e.g., advertising positions widely when possible and open seminars to outside program participants); and d) external and internal funding should be sought for TA Training Resources. The report was accepted.

Outcomes Assessment—Dr. Kienzler presented the final report of this committee. The committee this year provided feedback as the Graduate College began to prepare drafts of assessment documents. These documents included an in-house assessment guideline, a summation of the in-house document that was presented to DOGES for feedback, a draft statement of Graduate College Learning Outcomes, and a draft template for programs to use in the development of their own assessment materials. The committee recommended that this

committee be continued next year to provide faculty interactions with the university assessment activities, to continue to provide feedback for the Graduate College assessment plans, and to review program outcome plans that will be due in the Graduate College next year.

Program Handbooks—Dr. Mayfield indicated that the Graduate College would continue to make an effort to see that all programs have handbooks. Because they are so diverse though, a committee is no longer needed to review the documents.

New Business

- a) Graduate Certificate approval procedures— The Board of Regents does not need to review certificates according to Dr. Kruempel. Copy for the Graduate College Handbook was reviewed and approved with two additions -- change the minimum credit limit for certificates to 12 credits and add Name of Contact person to the background information copy.
- b) Temporary absence policy. The policy was approved after a minor word change.
- c) The election of the new Council President. Dr. Mayfield provided a copy of eligible candidates for President. Roberta Vann was elected President for the 2003-04 academic year.
- d) Four possible committees were recommended for the next year: outcomes assessment, TA Training/Future Faculty, Interdisciplinary Programs, and Awards Committee.

The meeting adjourned at 6:55 p.m. The next meeting will take place in September 2003.

Carolyn Payne, secretary

Graduate Council Annual Report 2002-2003

In 2001-2002, the Graduate Council met September 19, October 17, November 21, January 16, February 20, March 27, and April 17; 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 15 faculty members, 4 student members, and 5 administrator/ex officio members.

The Graduate Council was welcomed to the academic year by John Mayfield, the Associate Dean of the Graduate College, who discussed the activity over the summer in implementing procedures for moving students from active to inactive status. He also discussed the current status of the creation of new categories for lecturer and clinician and the issue of health benefits for post doctoral research associates.

Following recommendations of the Graduate Curriculum and Catalog Committee, Graduate Council approved 7 graduate degree programs and 2 graduate certificates:

- Interdepartmental Graduate Minor in Women's Studies
- M.A. in Rhetoric, Composition and Professional Communication
- M.S. in Enterprise Computing
- M.A.T. in Science Education
- Ph.D. in Applied Linguistics and Technology
- M.S./Ph.D. in Biomedical Sciences
- M.S./Ph.D. in Human and Computer Interaction (HCI)
- Environmental Engineering Graduate Certificate
- Geographic Information Systems Graduate Certificate

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

- The Graduate English Examination for native speakers of English is no longer required. The resources currently budgeted for the administration of the Graduate English Examination for native speakers of English will be used to create English/writing courses for graduate students who need help to improve their English writing skills. Individual programs and departments may choose to assess the writing skills of their native English-speaking students through admissions tools such as the GRE or GMAT or by other assessment methods.
- The Graduate Council Awards and Honors Committee (old Commencement Speakers Committee) will provide a mechanism for handling and reviewing award competitions that periodically come to the attention of the Graduate College.

Graduate Council members participated on four subcommittees:

- TA Training (Ashlock, chair; Pryor, Hamrick and Jackson)

Graduate College Handbook (Mayfield, chair; Zimmerman, Chaudhary, Larson)

Graduate English Exam (Lin, chair; Herwig, Gemmil, Muench)

Outcomes Assessment (Kienzler, chair; Chavez, Orazem)

The graduate council voted to approve these subcommittee recommendations:

Graduate English Exam—The committee presented the following findings from its report: a) the English exam duplicates other entrance-type examinations that test students' English writing ability; b) the diagnostic test was not an accurate assessment of students' writing abilities; c) writing skill varied widely from program to programs; and d) no methods had been developed to help students who failed the English Exam. Starting Spring semester 2003, the English examination was discontinued and the funds that were used to hire the Graduate English examiner will be used to develop courses and other activities to assist students to develop their writing skills. The Graduate College and the English department are discussing possible coursework for students who need writing assistance. The Department of Horticulture also offers a course on publication writing that students can enroll in.

TA Training—Dr. Ashlock presented the committee's report, making the following recommendations: a) departments should document their current TA training practices and send their practices to the Graduate College; b) the Graduate College should centralize resources on TA Training on its web site; c) all TA Training should be given for graduate credit; more efforts should be undertaken to share resources across graduate programs (e.g., advertising positions widely when possible and open seminars to outside program participants); and d) external and internal funding should be sought for TA Training Resources.

Outcomes Assessment—Dr. Kienzler presented the final report of this committee. The committee this year provided feedback as the Graduate College began to prepare drafts of assessment documents. These documents included an in-house assessment guideline, a summation of the in-house document that was presented to DOGES for feedback, a draft statement of Graduate College Learning Outcomes, and a draft template for programs to use in the development of their own assessment materials. The committee recommended that this committee be continued next year to provide faculty interactions with the university assessment activities, to continue to provide feedback for the Graduate College assessment plans, and to review program outcome plans that will be due in the Graduate College next year.

Program Handbooks—Dr. Mayfield indicated that the Graduate College would continue to make an effort to see that all programs have handbooks. Because they are so diverse though, a committee is no longer needed to review the documents.

Other actions

A brief absence or temporary vacancy policy was passed as follows:

- Brief absences and temporary vacancies (not longer than one year) may be filled by the absent member.
- Whenever a council member will be absent for one or more meetings, for up to one

academic year, the seat will be filled by one or more substitutes. The elected council member will name the substitute(s); if this does not happen, the Graduate Council President may do so.

- A substitute member must meet the same qualifications for office as the absent member.
- The absent member or the substitute member will notify the council president of the substitution in writing and the substitution will be announced at the beginning of the meeting.
- If a substitute is designated for more than two consecutive meetings, the council president may ask the substitute to assume appropriate duties.
- All temporary vacancies will expire when the elected council member returns to the Graduate Council or following the election of a permanent replacement and the seating of new members in the Fall.

Possible options for full funding of tuition benefits for graduate students on assistantship were discussed. Although final decisions were not made, options included combining university allocations and grant funds; and full benefits for Ph.D students and partial benefits for M.S. students.

To assist with outcomes assessment, the Graduate College performed a web-based survey for graduate students and had over 900 responses. A final report will be available in the Fall. It is possible that this may be an ongoing process if sufficient resources can be found.

The suggestion by Dr. Thiel from the Department of Chemistry to reduce the size of Ph.D. POS committees at Iowa State University was not acted upon. There was little interest in making this change at the Graduate College, and there was a need for additional information from sister institutions, etc. This issue may be addressed in the coming year.

As its final act, the Graduate Council elected Roberta Vann President for next year.

Submitted by Chris Minion, Graduate Council President 2002-2003
July, 2003

Graduate Council
2002-2003

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Jacqueline Pryor "Jacquie"	Educational Leadership & Policy Studies B6 Memorial Union (Greek Affairs) jpryor@iastate.edu Fax: 4-6331	4-1023
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Graduate College Representatives (ex officio)

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Graduate Curriculum & Catalog Committee
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