

**Agenda
Graduate Council
Thursday September 18, 2003
3150 Beardshear
5:15 P.M.**

- 1. Welcome and introductions of council members and substitutes.**
- 2. Approval of the April 17, 2003 minutes**
- 3. Comments from the Graduate College**
- 4. Report from the Graduate College Catalog and Curriculum Committee**

5. Old Business

Follow-up on status of Grad English support, change in handbook?

6. New Business

Meeting time

Election to replace Frank Chavez

Possible issues for AY03-04: PhD residency, permit to graduate with F or I not on POS, TOFEL requirement for non-degree applicants, English exam for internationals with degree from US institution, update 3.0 GPA for admission, co-major POS representation rules, tuition scholarships, mentoring.

Establishment of AY03-04 Committees

TA training

Outcomes Assessment?

Honors and awards?

Graduate College Handbook approval

7. Other Business

Future Meeting Date: October 16?

Graduate Council Minutes

September 18, 2003

Present: Anex (for Batchelor), Gemmill, Gladon, Hamrick, Hoffman, Iverson, Jane, Kruempel, Larson, Mayfield, Muench, Schroeter (for Orazem), Payne, Vann (President)

Absent: Ashlock, Bloedel, Jackson, Kienzler, King, Minion, Zimmerman

Previous Minutes

The Council approved the minutes from the April 17, 2003 meeting.

2002-03 Annual Report

Two changes were recommended for the 2002-03 Annual Report. The date was changed to 2002-03 and Donna Kienzler's name was added to the TA Training Committee.

Comments from the Graduate College

Dr. Mayfield reported on the status of the graduate tuition scholarships plan. He reported that he is recommending full tuition for Ph.D. students and half-tuition for master's students. The current plan is to have grants pay for half of the benefit at each level. Dr. Mayfield plans to present a detailed proposal at a meeting of the college deans on October 20. Dr. Mayfield encouraged Council members to make their views known to their college deans before that meeting.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel reported that he had selected all but one of his college representatives for the Committee. Several proposals for new certificates and programs are awaiting committee discussion this fall. Dr. Kruempel also reminded Council members that deadlines for the next cycle of catalog materials will be due for Graduate Curriculum and Catalog Committee review in early spring 2004.

Old Business

Graduate English Status—Dr. Vann reported that the Department of English will offer an experimental course for native-English-speaking students who wish assistance in developing writing skills. This course offering was part of an agreement to provide writing assistance after the English Exam for native English speakers was discontinued last spring.

New Business

Graduate Council Meeting Time—Meeting time for the Graduate Council will be the third Thursday (5:15-6:30 p.m.) of each month during the fall and spring semesters. The only change was from March 18 to March 25 because of ISU's Spring Break. The dates for the meetings are as follows: October 16, November 20, December 11, January 15, February 19, March 25, and April 15. If an additional meeting is needed, a message will be sent to members.

Election of Replacement for Frank Chavez—An appointment will be made by the President of the Council after a solicitation of interest is issued.

New Committees for 2003-04--Four committees were created with the following membership. Additions will be made after students are named to the Council. Chairs will be appointed and given their charges after all members are added.

PhD Residency	Mentoring	TA Training	Speakers, Honors, and Awards
Florence Hamrick	Peter Orazem	Dan Ashlock	Robert Anex
Neal Iverson	Joseph Muench	Richard Gladon	Jay-lin Jane

Doug Gemmill			
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Graduate College Handbook Revisions—Revisions were handed out for review and approval. The Council decided that each member was to review the handbook and provide comments to Carolyn Payne by September 26. If the comments are minor, the handbook will be printed within the next few weeks.

The meeting adjourned at 6:30 p.m. The next meeting will take place on October 16, 2003.

Carolyn Payne, secretary

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

- 1. Introduction of new members, guests, and substitutes.**
- 2. Approval of the September 16th, 2003 minutes**
- 3. Comments from the Graduate College**
- 4. Report from the Graduate College Catalog and Curriculum Committee**
Proposal for linked B.S./M.S. in Diet and Exercise
- 5. Old Business**
Report from the Graduate College on Outcomes Assessment
- 6. New Business**
English exam for internationals with degree from US institution: Presentation by Susan Benner, ESL Testing Coordinator, Dept. of English
- 7. Other Business**
Mandates and tentative schedules for sub-committees.

Future Meeting Dates: November 20th and December 11th? 2003

Graduate Council Minutes

October 16, 2003

Present: Anex (for Batchelor), Ashlock, Bloedel, Gemmill, Gladon, Hamrick, Hoffinan, Iverson, Jackson, Jiang, Kienzler, King, Kruempel, Mayfield, Minion, Muench, Schroeter (for Orazem), Omidvar, Payne, Ramos, Sun, Vann (President), Zimmerman

Absent: Jane, Larson

Guests: Rick Sharp, Susan Benner, John Schuh

Introduction of New Council Members

The new student members of the Council were formally introduced: Yu Jiang, Iraj Omidvar, Amy Ramos, and Jin Sun.

Previous Minutes

The Council approved the minutes from the September 18, 2003 meeting.

Comments from the Graduate College

Dr. Bloedel updated members on the status of the tuition scholarship proposal. The plan is to be discussed with the Council of Deans next week. The present model requires grants to pay half of the tuition benefit. The recommendation is that all Ph.D. and M.F.A. students will receive a full-tuition benefit while master's students will receive a half-tuition benefit. There will be a phase in period so that the benefit will apply to all new grants.

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.

Linked B.S./M.S. in Diet and Exercise—Dr. Rick Sharp served as resource person. The program would be linked in the sense that a student cannot get one degree without the other. Students will be admitted their junior year, and the master's portion will require 38 credits. During the discussion, Dr. Ashlock suggested that Math 181 be substituted for Math 165 in the proposal. After discussion, the Council approved the proposal. It will now continue through ISU Faculty Senate and Iowa Board of Regents reviews.

Old Business

Outcomes Assessment Report from the Graduate College—Dr. Mayfield handed out a document with the text for the Graduate College web page on Outcomes Assessment. This web page is being created in the Graduate College and soon programs will be asked for a link to their own assessment information. The document also included some sample statements that programs are welcome to use.

New Business

English Examination for international students with degrees from U.S. institutions—Susan Benner, ESL Testing Coordinator, presented a proposal to eliminate the Graduate English Examination for international students who graduate from U.S. institutions. After discussion, the proposal was approved. Dr. Mayfield asked Susan to provide a listing of eligible students each term to the Graduate College.

Other Business

A new sheet with Graduate Council sub-committees was distributed and students indicated their preferences for committee assignments. The new sub-committee listing is as follows:

PhD Residency	Mentoring	TA Training	Speakers, Honors, and Awards
Doug Gemmill, Chair	Peter Orazem, Chair	Richard Gladon, Chair	John Mayfield, Chair
Florence Hamrick	Joseph Muench	Dan Ashlock	Robert Anex
Neal Iverson	Chris Muench	Paul Larson	Jay-lin Jane
Jeff Zimmerman	Jin Sun	Iraj Omidvar	Doug King
Yu Jiang			Amy Ramos

Sub-committees must meet before the next Graduate Council meeting.

The meeting adjourned at 6:25 p.m. The next meeting will take place on November 20, 2003.

Carolyn Payne, secretary

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

- 1. Introduction of guests, and substitutes.**
- 2. Approval of the October 16th, 2003 minutes.**
- 3. Comments from the Graduate College**
- 4. Report from the Graduate College Catalog and Curriculum Committee**

Proposal for Graduate Certificate in Forensics

Proposal for double degree : MBA/MS in Information Systems

Proposal for Graduate Certificate in Gerontology
- 5. Reports from the sub-committees:**
 - a. Ph.D. residency
 - b. Mentoring
 - c. T.A. training
 - d. Speakers and awards
- 6. Old Business**
- 7. New Business**
- 8. Other Business**

Next Meeting Date: December 11, 2003

Graduate Council Minutes

November 20, 2003

Present: Ashlock, Bloedel, Gemmill, Gladon, Hoffman, Iverson, Jackson, Jane, Jiang, Kruempel, Mayfield, Minion, Muench, Orazem, Payne, Sun, Vann (President), Zimmerman

Absent: Anex (for Batchelor), Kienzler, King, Schuh (for Hamrick), Larson, Omidvar, Ramos

Guests: Ronald Ackerman, Lynn Clark, Linda Wild, Mary Winter

Previous Minutes

The Council approved the minutes from the October 16, 2003 meeting.

Comments from the Graduate College

Dr. Bloedel continued to update members on the status of the tuition scholarship proposal. The plan is to be discussed with the Council of Deans on December 3. Dr. Bloedel also announced that as of July 1, 2004 the administration of the Graduate College will move to the Office of the Provost. An evaluation of services of the Graduate College will take place early next year, and the Provost will make a determination from that review what changes (if any) will be made.

Report from the Graduate Curriculum and Catalog Committee

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

Graduate Certificate in Forensic Sciences—Dr. Clark and Ms. Wild served as resource persons. This 12-credit certificate would help university programs in the physical, biological, and mathematical sciences recruit high-quality students who are increasingly interested in this popular interdisciplinary area of study. Two groups of students are being allowed in the program—non-degree seeking and not currently enrolled as well as degree-seeking and currently enrolled graduate students. It is expected that new non-degree seeking students can apply directly to this program and currently enrolled students may add this certificate to their current majors. Degree-seeking students will be allowed to take the certificate courses on a pass-not pass basis since courses will be outside their major areas of concentration. After discussion, the certificate was approved by the Graduate Council. The program will not need further approval through the university or Board of Regents.

MBA/MSIS Double Degree Program—Mr. Ackerman served as a resource person. This 60-credit double degree combines the broad-based MBA and the more technical MSIS into a single two-year program. The main target of the new program is the IS professional who might wish to return for a combined MBA and information system advanced degree program. After discussion, the double degree was approved by the Graduate Council. The program will not require further approval through the university or Board of Regents.

Graduate Certificate in Gerontology—Dr. Winter served as a resource person. The 21-credit certificate is to provide a credential to those students who wish one in gerontology but do not need a master's degree (many will already have a master's degree). After discussion, the certificate was approved by the Graduate Council. The program will not require further approval through the university or Board of Regents.

Reports from Sub-Committees

PhD Residency—Dr. Gemmill (chair) reported that the committee had met. It is presently checking with ISU peer institutions about their Ph.D. residency requirements. The sub-committee will compile that data and present it at the next Graduate Council meeting.

Mentoring—Dr. Orazem (chair) reported that the committee will meet before the next Graduate Council meeting.

TA Training—Dr. Gladon (chair) indicated that the committee would meet before the next Graduate Council meeting.

Speakers, Honors, and Awards—Dr. Mayfield (chair) reported that the committee has already met and reviewed candidate theses for the Midwestern Association of Graduate Schools master's thesis competition.

Old Business

There was no old business.

New Business

There was no new business.

Other Business

It was decided that there would be no December Graduate Council meeting.

The meeting adjourned at 6:20 p.m. The next meeting will take place on January 15, 2004.

Carolyn Payne, secretary

Agenda
Graduate Council
Thursday, January 15, 2004
3150 Beardshear
5:15 P.M.

1. Approval of the November 20th 2003 Council minutes.
2. Comments from the Graduate College
 - a. Tuition scholarship plans and current status
 - b. Drafts of new statements and rules for council discussion (and possible approval)
 - c. News of Graduate College review
3. Report from the Graduate College Catalog and Curriculum Committee
4. Reports from the sub-committees:
 - a. Ph.D. residency
 - b. Mentoring
 - c. T.A. training
 - d. Speakers and awards
5. Old Business
6. New Business
7. Other Business

Next Meeting Date: Feb. 19, 2004

Graduate Council Minutes

January 15, 2004

Present: Anex (for Batchelor), Bloedel, Gemmill, Gladon, Hoffman, Iverson, Jackson, Jane, Jiang, Kruempel, Larson, Mayfield, Minion, Orazem, Payne, Schuh (for Hamrick), Sun, Vann (President),

Absent: Ashlock, Kienzler, King, Muench, Omidvar, Ramos, Zimmerman

Guests: None

Previous Minutes

The Council approved the minutes from the November 20, 2003 meeting.

Comments from the Graduate College

Dr. Mayfield reported that the Provost approved a graduate tuition scholarship plan and will shortly notify the university community. The program will include grant and institutional matches that provide full tuition benefits for PhD and MFA assistantship students. Master's assistantship students will receive a half-tuition benefit. An implementation committee has been appointed with Dr. Mayfield representing the Graduate College. Dr. Mayfield also reported that his goal is to notify programs about their specific allocations for next year sometime in late January.

Dr. Mayfield provided sections of the *Graduate College Handbook* that may be affected by the new methods of handling tuition scholarships, including a new statement about summer support and use of university facilities. If there are comments on these sections, please contact Dr. Mayfield.

Dr. Bloedel and Dr. Mayfield reported that the Graduate College will move to the Office of the Provost for reporting purposes as of July 1, 2004. Certain processes in the Graduate College are presently undergoing a review with the help of CIRAS. Dr. Mayfield also requested that any recommendations from Council committees that might include requests for resources (e.g., TA Training) should be presented to the Council early in the year so that they can be included in future Graduate College plans and/or requests to the Provost.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel reported that on February 2 catalog materials for review and editing will be on the web at <http://www.public.iastate.edu/~catalog/fsc/homepage.html>. Dr. Kruempel reminded Council members that proposals for new programs, to merge programs, to change the name of a program, or to discontinue a program all require approval at several levels at ISU including the Faculty Senate and approval by the Board of Regents. In order for such changes to be included in the next catalog proposals need to have approval by the college (including the Graduate Council for the Graduate College if the proposal involves a Graduate Program), by February 13.

Reports from Sub-Committees

PhD Residency—Dr. Gemmill (chair) handed out a listing of comments about residency from peer land-grant universities. He asked Council members to contact him with their specific comments. The sub-committee will meet again and come forward with its recommendations at a future Council meeting.

Mentoring—Dr. Orazem reported that the committee had met. They are now looking at several ways to proceed. For example, they are examining the data from the Graduate Student Survey and have a list of Margaret Ellen White nominees so that they might conduct further study in the mentoring area. They will meet again and submit their progress report at a future meeting.

TA Training—Dr. Gladon (chair) indicated that the committee would meet soon and provide a preliminary report at the next Graduate Council meeting.

Speakers, Honors, and Awards—Dr. Mayfield (chair) indicated that there was no report.

Old Business

There was no old business.

New Business

There was no new business.

Other Business

There was no other business.

The meeting adjourned at 6:15 p.m. The next meeting will take place on February 19, 2004 at 5:15 in Room 3150 Beardshear.

Carolyn Payne, secretary

Payne, Carolyn S [G COL]

From: Thorson, Linda A [G COL]
Sent: Monday, February 16, 2004 3:17 PM
To: Anex, Robert P [A B E]; Ashlock, Daniel A [MATH]; Batchelor, William D [A B E]; Bloedel, James R [PRV/R]; Coppoc, James; Gemmill, Douglas D [IMSE]; Gladon, Richard J [HORT]; Hamrick, Florence A [EL PS]; Hoffman, Mark P [AN S]; Iverson, Neal R [GE AT]; Jackson, George A [G COL]; Jane, Jay-Lin [FSHNA]; Jiang, Yu; Kienzler, Donna S [ENGL]; King, Douglas [HHP]; Kruempel, Kenneth C [E CPE]; Larson, Paul D [LOMIS]; Mayfield, John [GDCBS]; Minion, F. C [V MPM]; Muench, Joseph L [ART]; Orazem, Peter F [ECONS]; Payne, Carolyn S [G COL]; Ramos, Amy; Schuh, John H [EL PS]; Sun, Jin; Vann, Roberta [ENGL]; Zimmerman, Jeffrey J [VDPAM]
Subject: February Meeting Agenda and Minutes

Agenda
Graduate Council
Thursday, February 19, 2004
3150 Beardshear
5:15 P.M.

1. Approval of January 15th 2004 Council minutes.
2. Comments from the Graduate College.
 - a. Tuition scholarship update
 - b. News of Graduate College Review
3. Report from the Graduate College Catalog and Curriculum Committee
 - a. Proposal to discontinue the M.S. in Industrial Relations.
 - b. Proposal to discontinue the M.S. and Ph.D. in Biomedical Engineering.
 - c. Proposal for an Integrated BS in Engineering/MBA Concurrent Program
4. Reports from Council sub-committees
 - a. Ph.D. residency
 - b. Mentoring
 - c. T.A. training
 - d. Speakers and awards
5. Old business.
6. New business.

Next Council Meeting:?



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KB)

Linda Thorson

Graduate Council Minutes

February 18, 2004

Present: Bloedel, Gemmill, Hoffman, Iverson, Jackson, Jane, Jiang, King, Kruempel, Larson, Mayfield, Minion, Muench, Orazem, Payne, Schuh (for Hamrick), Vann (President), Zimmerman

Absent: Anex (for Batchelor), Ashlock, Coppoc, Gladon, Kienzler, Ramos, Sun

Guests: Anthony Hendrickson

Previous Minutes

The Council approved the minutes from the January 15, 2004 meeting.

Comments from the Graduate College

Dr. Mayfield reported that the process for implementing the tuition scholarship program is continuing. The plan calls for a benefit of 62.5% for Fall 2004, then 75% the next year, and finally 100% the third year for Ph.D. students and certain terminal master's students in Design. The President did put some additional money into the program to assist the grant side of the program. Basically, grant-funded students will be funded and non-grant funded students will be budgeted.

The review process is continuing. Certain processes in the Graduate College are presently undergoing a review with the help of CIRAS. Meetings with the more programmatic areas (recruiting, PFF, SPEAK-TEACH, and interdepartmental programs) are soon to be scheduled.

Report from the Graduate Curriculum and Catalog Committee

MBA/Engineering Concurrent Programs—Dr. Hendrickson served as the resource person. This program would allow a student to complete both an MBA and Engineering degree in 10 semesters. After discussion, the proposal was approved with 2 dissenting votes. The proposal will next move to the Faculty Senate and the Board of Regents.

Discontinuation of Industrial Relations Interdepartmental Program—Dr. Orazem served as the resource person. Because of the changing priorities in the area, Dr. Orazem recommended that this interdepartmental program be discontinued. After discussion, the proposal was approved. The proposal will next move to the Faculty Senate and the Board of Regents.

Discontinuation of Biomedical Engineering Program—Dr. Mayfield served as the resource person. Because no new students have been admitted for several years and because faculty in both colleges (Engineering and Veterinary Medicine) are no longer interested in continuing the program, Dr. Mayfield recommended that this program be discontinued. After discussion, the proposal was approved. The proposal will next move to the Faculty Senate and the Board of Regents.

Reports from Sub-Committees

PhD Residency—Dr. Gemmill (chair) provided the committee's three recommendations to consider about Ph.D. residency—eliminate the Ph.D. residency requirement but allow individual programs to have their own requirements (the majority of the committee favored this plan); have a university-wide Ph.D. residency requirement but allow certain programs to opt out of it; or, keep the present system. The Council decided to look in more detail at several issues, such as getting comments from others on campus and eliciting a response from the University of Iowa. The residency issue will be revisited at the March meeting.

Mentoring—Dr. Orazem reported that the committee had met and decided to eliminate using the survey data for their committee evaluation. The committee plans to focus on faculty who are known for good mentoring (Margaret Ellen White nominees, for example). It is presently working with responses from faculty and will prepare a document for the Council. It may also create a mentoring handbook or publication for faculty.

TA Training—Dr. Gladon (chair) indicated that the committee would meet soon and provide a report at the next Graduate Council meeting.

Speakers, Honors, and Awards—Dr. Mayfield (chair) announced that the Outstanding Dissertation Award publicity will be going to programs soon. Since Spring commencement is also coming, the committee will soon need to choose a speaker.

Old Business

The next Graduate Council meeting is March 25 even though Dr. Mayfield will not be present.

New Business

There was no new business.

Other Business

There was no other business.

The meeting adjourned at 6:30 p.m. The next meeting will take place on March 25, 2004 at 5:15 in Room 3150 Beardshear.

Carolyn Payne, secretary

Agenda
Graduate Council
March 25, 2004
3150 Beardshear
5:15 p.m.

1. Approval of the minutes from the council meeting on January 15, 2004.
2. Curriculum Committee Business
 - A. Consideration of proposal for name change for Water Resources - M.S. and Ph.D.
 - B. Curriculum Committee update.
3. Graduate College Business
 - A. Consideration of G.A. description in Graduate Handbook.
 - B. Graduate College update.
4. Subcommittee Business
 - A. Ph.D. residency : Consideration of responses from other faculty to the council, and vote of recommendation to the College.
 - B. Mentoring: update from committee
 - C. T.A. Training: Update from the committee
 - D. Speakers and Awards: Update
5. Other business
6. Plans for the remainder of the year.

Next meeting: April 15th, 2004 in Room 3150 Beardshear.

Graduate Council Minutes

March 25, 2004

Present: Ashlock, Gemmill, Gladon, Iverson, King, Minion, Muench, Orazem, Payne, Hamrick, Vann (President), Zimmerman

Absent: Anex (for Batchelor), Bloedel, Coppoc, Hoffman, Jackson, Jane, Jiang, Kienzler, Kruempel, Larson, Mayfield, Ramos, Sun

Guests: William Crumpton

Previous Minutes

The Council approved the minutes from the February 18, 2004 meeting after changes were made to the language in the Ph.D. residency statements.

Report from the Graduate Curriculum and Catalog Committee

Name Change for the Water Resources Program—Dr. Crumpton served as the resource person. This program would like to change its name to Environmental Sciences because that is more appropriate for the national student community. After discussion, the proposal was approved. The proposal will next move to the Faculty Senate and the Board of Regents.

Graduate College Business

GA Description in Handbook—The Council discussed a draft handout on graduate assistantship language that will appear in the *Graduate College Handbook*. Council members expressed concerns about the language on hourly status, particularly for students who are at the university in the summer. Because some students have no credible classes to take in the summer, they will be forced into a hardship without some kind of hourly pay possibility. Several Council members wanted to leave open the possibility of hourly positions in these circumstances. Under the section on Teaching Assistantships, the second sentence (starting: The TA's fractional. . .) needs more explanation.

Graduate College Review—Dr. Payne reported that the process for implementing the tuition scholarship program is continuing. She also indicated that the Graduate College review process is still under way. Meetings with the programmatic areas (recruiting, PFF, SPEAK-TEACH, and interdepartmental programs) were recently held and more discussions will soon take place. Council members requested that they be informed with news about the Graduate College review as it becomes available.

Reports from Sub-Committees

PhD Residency—Dr. Gemmill (chair) had provided the committee's three recommendations to consider about Ph.D. residency last month. Option 2—Maintain the University PhD residency requirement, but if individual programs wish to revise these requirements they can petition the Graduate Council, including justification regarding why the residency requirement is not necessary for their program—was unanimously approved by the Graduate Council.

Mentoring—Dr. Orazem (chair) reported that the committee is working on a brochure for mentoring and will have a final report at the April meeting. There was some discussion on how to use this brochure, and a suggestion was made to place it on a web site where it can be easily obtained.

TA Training—Dr. Gladon (chair) indicated that the committee has met and will provide a report at the next Graduate Council meeting.

Speakers, Honors, and Awards—No report.

Old Business

There was no old business.

New Business

Dr. Ashlock reported that he will need to be replaced on the Council since he has taken a position at the University of Guelph. Dr. Vann indicated that the Council will need to also choose a new President at the next meeting.

Other Business

Dr. Minion suggested that the Council members need to become aware of creative funding mechanisms that are being created in programs and colleges because of budget issues.

The meeting adjourned at 6:20 p.m. The next meeting will take place on April 22, 2004 at 5:15 in Room 3150 Beardshear.

Carolyn Payne, secretary

**Agenda
Graduate Council
April 15, 2004
3150 Beardshear
5:15 p.m.**

1. Approval of the minutes from the council meeting on March 25, 2004.
2. Curriculum Committee Update (Ken Krumpel)
3. Discussion and consideration of revised wording of GA documents (see attached)
4. Discussion of recommendation re policy on co-major professors in interdisciplinary programs.

Current policy: a student co-majoring in two subjects needs two co-major professors (one for each major).

J. Mayfield's **recommendation:** the same person, if a faculty member in both majors, be allowed to serve as major professor for both majors.

5. Subcommittee Business: Final Reports, including specific recommendations for action
 - A. Mentoring (Peter Orazem)
 - B. T.A. Training (Richard Gladon)
6. Election of Council President for 2004-05 academic year.
7. Update from the Provost on changes to occur in the Graduate College (Provost Ben Allen). (Scheduled for 6:30 p.m.)

Graduate Council Minutes

April 15, 2004

Present: Anex (for Batchelor), Ashlock, Gemmill, Hamrick, Hoffman, Iverson, Jackson, Jane, K. Thomas (for King), Kruempel, Minion, Orazem, Payne, Sun, Vann (President), Zimmerman

Absent: Bloedel, Coppoc, Gladon, Jiang, Kienzler, Larson, Mayfield, Muench, Ramos

Previous Minutes

The Council approved the minutes from the March 25, 2004 meeting.

Report from the Graduate Curriculum and Catalog Committee

Dr. Kruempel indicated that the Graduate Curriculum and Catalog Committee approved two new areas of specialization for the Master of Business Administration. These were *International Business* and *Supply Chain Management*. They are now in effect.

Graduate College Old Business

GA Description in Handbook—The Council again discussed a draft handout on graduate assistantship language that will appear in the *Graduate College Handbook*. After detailed discussion, particularly on the hourly issue, the Graduate Council unanimously rejected the wording in the document because, in their opinion, it adversely affected students in the summer. They requested that the issue be discussed further by Dr. Mayfield through email or at a May meeting (May 6, 2004).

Recommendation for Co-major Professor Change

The current policy on co-major professors for a committee is that a student co-majoring in two subjects needs two co-major professors (one for each major). The changed policy as approved unanimously by the Graduate Council is now as follows:

The same person, if a faculty member in both majors, will be allowed to serve as major professor for both majors.

Reports from Sub-Committees

Mentoring—Dr. Larson, substituting for Dr. Orazem (chair), reported that the committee had finished its brochure for mentoring. Suggestions were made to make the report available to DOGEs, provide a copy on the Graduate College's Web site, file copies with Center for Teaching Excellence, and provide copies to the Preparing Future Faculty Program. The Graduate Council accepted the committee report.

TA Training—Since Dr. Gladon (chair) was not present, the report will be delivered at the Graduate Council meeting in May.

Speakers, Honors, and Awards—No report.

Old Business

There was no old business.

New Business

Dr. Richard Gladon was chosen President of the Graduate Council for 2004-05, contingent upon his approval when approached by Dr. Vann.

Other Business

Dr. Benjamin Allen met with the Graduate Council for an update on the Graduate College reorganization. He indicated that the Graduate College will report to the Provost starting July 1, 2004. The decision was driven by the budget reversion problems, but this also allows reporting lines to be brought closer to the Provost. There

will be an associate provost (one full-time or two half-time positions) to oversee undergraduate and graduate programs. He distributed a copy of the job description that will appear soon in university announcements. He emphasized the importance of interdisciplinary programs and also stressed that he depended upon the Graduate Council to provide advice for the direction of graduate education on campus. He also reported that the Preparing Future Faculty Program would move from the Graduate College to an expanded Center for Teaching Excellence.

The meeting adjourned at 6:50 p.m. The next meeting will take place on May 6, 2004 at 5:15 in Room 3150 Beardshear.

Carolyn Payne, secretary

Agenda
Graduate Council
May 6, 2004
3150 Beardshear
5:15 p.m.

1. Approval of the minutes from the council meeting on April 15, 2004.
2. Consideration of request from Food Service and Lodging Management for Ph.D. residency modification. (Presented by Dr. Mary Gregoire, Dept. Head AESHM)
3. Graduate College Business
 - A. Continued consideration of G.A. description in Graduate Handbook.
 - B. Graduate College update. ~
4. Subcommittee
 - A. T.A. Training: Report from T.A. Training Committee (Richard Gladon)
 - B. Update from Speakers and Awards
5. Any other remaining business for the academic year.

Graduate Council Minutes

May 6, 2004

Present: Ashlock, Gemmill, Gladon, Hamrick, Hoffman, Iverson, Jane, Jiang, Kruempel, Mayfield, Minion, Orazem, Payne, Vann (President), Zimmerman

Absent: Anex (for Batchelor), Bloedel, Coppoc, Jackson, Kienzler, King, Larson, Muench, Ramos, Sun

Guest: Mary Gregoire, Department of Foodservice and Lodging Management

Previous Minutes

After a minor correction, the Council approved the minutes from the April 15, 2004 meeting.

Consideration from FLM for Ph.D. Residency Modification

Dr. Gregoire served as the resource person for the following recommendation:

that the Ph.D. residency requirements in the Foodservice and Lodging Management program be modified to include a 13-month consecutive summer, fall, spring, and summer sequence in which students are enrolled in at least 24 hours of coursework at Iowa State.

After discussion, the recommendation was approved. Additionally, Council members suggested that the approval process and specific procedures for residency modifications be discussed at one of next year's Council meetings.

Graduate College Business

- A. *GA Description in Handbook*—The Council again discussed a draft handout on graduate assistantship language that will appear in the *Graduate College Handbook*. After detailed discussion, particularly on the hourly issue, the Graduate Council voted unanimously to remove any wording in the assistantship text about hourly employment for graduate assistants. The Council then moved to approve the amended handbook copy. The motion carried with one person opposed. The amended copy is attached.
- B. *Graduate College Information*—Dr. Mayfield recommended that the ballot for new Graduate Council members be sent from the Graduate College in mid-May and have a return deadline of August 30. This recommendation was approved.

TA Training Report

Dr. Gladon, Chair of the TA Training Committee, presented the committee's final report (attached) with several action items.

After discussion, Action Item 1 was changed to the following:

All graduate assistants involved in undergraduate teaching must enroll in and complete a central university teacher training seminar. Appointment to a graduate assistantship involved in undergraduate teaching shall be contingent upon completion of this central university training seminar. Exceptions to attendance in the College Teaching Seminar must be negotiated beforehand with a representative of the Office of the Associate Dean of the Graduate College.

Action Item 1 was approved as amended by Council members.

After discussion, Action Item 2 was changed to the following:

All departments that have teaching assistants must document their individual programs for teaching assistant training, document their methods of assessment of the training program, and document the results of the assessment of the training session by the participants. This information will be needed for accreditation review, and therefore, must be provided to the Office of the Associate Dean of the Graduate College.

Action Item 2 was approved as amended by Council members.

A motion was made to table Action Items 3-6 and reconsider them at a Council meeting next year. This motion was approved. The Teaching Assistant Training Report (excluding Action Items 3-6 and with the amendments to Action Items 1 and 2) was then approved by Council members.

The meeting adjourned at 7:00 p.m. The next meeting will take place in Fall semester 2004.

Carolyn Payne, secretary

**Graduate Council Annual Report
2003-2004**

The Graduate Council met 8 times during the 2003-2004 academic year on the following dates: September 18th, October 16^h, November 20th, January 15th, February 18th, March 25th, April 15th, and May 6th. Minutes of the meetings and sub-committee reports are on file and available by contacting Carolyn Payne in the Graduate Office and are also available on the Graduate College web site.

Council members included 14 faculty, 4 graduate students, and 5 ex officio representatives from the Graduate College and one ex officio member from the Graduate Curriculum and Catalog Committee. They were as follows:

Faculty

Daniel Ashlock,
Robert Annex (substituting for William Batchelor)
Doug Gemmill
Richard Gladon
John Schuh (substituting for Florence Hamrick through March
Neal Iverson
Jay-Lin Jane
Douglas King
Chris Minion
Joseph Muench
Peter Orazem
Roberta Vann
Jeffrey Zimmerman

Graduate Students

Yu Jiang
Iraj Omidvar
Amy Ramos
Jin Sun

Graduate College Representatives (ex officio)

James Bloedel
George Jackson
Donna Kienzler
John Mayfield
Carolyn Payne

Faculty Senate Representative (ex officio)
M. Peter Hoffman

Graduate Curriculum and Catalog Committee (ex officio)
Kenneth Kruempel

The Council opened its first meeting with a welcome from Associate Dean, John Mayfield, who reported on the status of a partially grant-funded graduate tuition scholarship plan providing Ph.D. students full tuition and half-tuition for master's students. A gradual phase-in plan was approved in January 2004.

Following recommendations of the Graduate Curriculum and Catalog Committee, the Graduate Council approved 3 new programs; each of these new programs combined or linked existing programs. The Council also approved two new graduate certificates, one program name change, and voted to discontinue two programs. These are listed below:

New Programs

Linked B.S./M.S. in Diet and Exercise
MBA/MSIS combined degree
MBA/Engineering concurrent programs

New Certificates

Graduate Certificate in Forensic Sciences
Graduate Certificate in Gerontology

Name Change

Water Resources to Environmental Sciences

Discontinued Programs

Industrial Relations Interdepartmental Program
Biomedical Engineering Program

Council members took part in four sub-committees:

Ph.D. residency (Chair: Gemmill; Hamrick/Shuh, Iverson, Hamrick, and Zimmerman)

Mentoring (Chair: Orazem; Members: Minion, Muench, Jin Sun)

TA Training (Chair: Gladon; Members: Ashlock, Larson, Coppoc, Kienzler (ex officio))

Speakers, Honors, and Awards (Chair: Mayfield; Members: Annex, Jane, King)

The Council heard and discussed committee recommendations and took the action detailed below under each heading:

Ph.D. Residency

Because of a growing number of on-line and absentee graduate programs across the country, the Council agreed we needed to address what will almost certainly be a growing issue. Based on data gathering from Iowa State faculty and the policies of other universities, Dr. Gemmill, the Committee Chair, provided the Council with three recommendations to consider: 1) Eliminate the University PhD residency requirement, 2) Maintain the residency requirement, but allow individual programs to petition the Graduate Council for possible exceptions, 3) Maintain the residency requirement, but allow candidates to petition the Council for exceptions.

Council Action: The Council unanimously approved option 2, maintaining the University Ph.D residency requirement, but if individual programs wish to amend these requirements, they may petition the Graduate Council, including a justification as to why the requirement is not needed for their program.

In May, the Foodservice and Lodging Management Program ask for approval from the council to modify their residency to a 13-month consecutive summer, fall, spring, and summer sequence in which students are enrolled in at least 24 hours of coursework at Iowa State. The recommendation was approved. Council members suggested that the approval process and specific procedures for residency modifications be discussed in 2004-05.

Mentoring

The goal of this subcommittee was to address a recognized problem in the Graduate College: According to Dr. Mayfield, graduate students too often indicate dissatisfaction with the quality of mentoring they receive at ISU. The goal of the subcommittee was not to summarize published works on mentoring, but rather to supplement those guides with observations by recognized faculty on mentoring and by current graduate students who are presently engaged in this master-apprentice relationship on a day-to-day basis. The committee prepared a summary of this advice from faculty at Iowa State who are well-regarded for their mentoring and from selected Iowa State graduate students.

Dr. Larson, substituting for Dr. Orazem (chair), shared the report with council members. Suggestions were made to make the report available to DOGEs, provide a copy on the Graduate College's Web site, file copies with Center for Teaching Excellence, and provide copies to the Preparing Future Faculty Program.

Teaching Assistant Training

The foundation of this report was based on a 2002-03 survey of graduate students (N=798 respondents), 43 % of whom held a teaching assistantship. Of these, 30 % had received

no training and of the 70% who had, almost one-third regarded their training as fair or poor. The committee report recommended a number of specific actions detailed in the report. Recommendations are summarized here:

- 1) Training for all Teaching Assistants.
- 2) Documentation of departmental training procedures.
- 3) Utilization of the above procedures to establish improved training.
- 4) Graduate College exploration of funding to develop, provide, and assess the efficiency and value of modular courses for effective college teaching by graduate assistants.
- 5) Graduate College development of a website that will be a clearinghouse of information on collegiate teaching by graduate teaching assistants.
- 6) Graduate College coordination of department faculty and other contacts who could help implement a new and improved plan for training of graduate teaching assistants.

After discussion, the council amended and approved two action items:

1) All graduate assistants involved in undergraduate teaching must enroll in and complete a central university teacher training seminar. Appointment to a graduate assistantship involved in undergraduate teaching shall be contingent upon completion of this central university training seminar. Exceptions to attendance in the College Teaching Seminar must be negotiated beforehand with a representative of the Office of the Associate Dean of the Graduate College.

2) All departments that have teaching assistants must document their individual programs for teaching assistant training, document their methods of assessment of the training program, and document the results of the assessment of the training session by the participants. This information will be needed for accreditation review, and therefore, must be provided to the Office of the Associate Dean of the Graduate College.

The Council voted to table action items 3-6 and discuss these next year. The Teaching Assistant Report was approved as amended (excluding recommendations 3-6).

In other business, the council approved two proposals:

- A proposal from English to eliminate the English Language Placement Exam requirement graduate students who are non-native speakers of English, but who hold degrees from U.S. institutions. (The Graduate English Exam for native-speakers of English was eliminated the previous year).
- A recommendation to change the requirement for students with co-majors, currently required to have two different major professors. The council recommended allowing the same person, if a faculty member in both majors, to be allowed to serve as the major professor in both areas.

The council also provided feedback to the Graduate College regarding:

- Graduate College Handbook copy, including the statement regarding summer support
- Graduate College websites, including the Outcomes Assessment site.

In its April meeting the Council voted to elect Richard Gladon Council President for the 2004-05 academic year. The Council concluded its year at the May meeting with an update on the reorganization of the Graduate College from Dr. Benjamin Allen, Provost. Beginning July 1, the Graduate College will report to the Provost. The Provost explained that though the decision was driven by the budget reversion problems, it allows reporting lines to be brought closer to the Provost. An associate provost (one full-time or two half-time positions) will oversee undergraduate and graduate programs; the Provost shared a job description for this position. He emphasized the importance of interdisciplinary programs and stressed that he depended upon the Graduate Council to provide advisory advice for the direction of graduate education on campus. He also reported that the Preparing Future Faculty Program would move from the Graduate College to an expanded Center for Teaching Excellence.

Submitted by Roberta Vann, Council President 2003-04.
August 2004

Graduate Council
2003-2004

Graduate Faculty

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Daniel Ashlock 2002-2005 (Physical and Mathematical Sciences & Engineering)	Mathematics 2274 Howe Hall, 2624 danwell@iastate.edu Fax: 4-5454	4-8479
William Batchelor (Robert Anex) 2001-04 (1 year) (Physical & Engineering Science)	Agricultural & Biosystems Engineering 3080, 219B Davidson (100 Davidson) bbatch@iastate.edu (rpanex@iastate.edu) Fax: 4-6633	4-9906 (4-1434)
Doug Gemmill 2002-2005 (Physical and Mathematical Sciences & Engineering)	Industrial Manufacturing Systems Engineering 2164, 2019 Black Engineering n2ddg@iastate.edu Fax: 4-3524	4-8731
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Neal Iverson 2002-05 Physical and Mathematical Sciences & Engineering Division)	Geological and Atmospheric Sciences 3212, 356 Science I niverson@iastate.edu Fax: 4-6049	4-8048

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John Mayfield 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)

Graduate Curriculum & Catalog Committee
(ex officio)

Kenneth Kruempel	Electrical & Computer Engineering 3060, 1124 Coover kruempel@iastate.edu Fax: 4-4263	4-7387
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