

**Meeting Agenda
Graduate Council
Thursday, September 23, 2004
3150 Beardshear Hall
5:15 p.m.**

- 1) **Call to Order**
- 2) **Welcome and Introductions**
 - Continuing Members
 - New Members and Substitutions
- 3) **Introduction and Welcome to Dr. David K. Holger**
 - Associate Provost for Academic Programs
 - Dean, Graduate College
 - Comments from the Provost's Office and the Graduate College
- 4) **Approval of May 6, 2004, Meeting Minutes**
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
 - Requirements for Certificates
- 6) **Old Business**
 - Revision of the Graduate Handbook
 - Are We Completely Done with the Ph. D. Residency Subcommittee Report?
- 7) **New Business**
 - (Please Peruse These Subcommittees and Volunteer Before I Assign.) Subcommittee Assignments/Issues - - Clean Up from AY 03-04
 - Clean Up/Finish TA Training Report from 03-04
 - Mentoring Report from 03-04 - - Take to Next Level
 - Subcommittee Assignments/Issues for AY 04-05
 - Interdepartmental Programs - - Strengthen Old and Develop New Ones
 - Graduate Student Recruitment
 - Graduate Admissions Standards and Structure
 - Speakers and Awards
 - Graduate Student Wellness (Joint with GPSS)
 - Outcomes Assessment
- 8) **Other Business**
- 9) **Adjourn**
- 10) **Next Meeting: October 21, 2004, 5:15 p. m., 3150 Beardshear Hall**

Graduate Council Minutes

September 23, 2004

Present: Brooks, Ellis, Gemmill, Gladon (Chair), Hamrick, Hoffman, Iverson, Jackson, Kaiser, Kruempel, Loyanchan, Minion, Muench, Pate, Payne, Picasso, Ravichandran, Vann, Werner-Wilson, Woods, Zimmerman

Absent: Holger, King, Larson

Previous Minutes

After a minor correction, the Graduate Council approved the May 6, 2004 meeting minutes as amended.

Welcome from Dr. Gladon

Dr. Gladon welcomed the new members and returning members of the Council to the first meeting of the year. He also clarified the substitution rules for Council meetings.

Catalog and Curriculum Committee

Dr. Kruempel indicated that the catalog is in its latter stages of review and change. The Graduate College curriculum section is also scheduled for review at the first meeting of the Catalog and Curriculum Committee. *Graduate Certificate Issue*—The Graduate Council had approved that all certificate programs require students to meet a minimum of 12 credits in order to complete a graduate certificate. One program—Power Systems Engineering—had prior to this Council action required only 9 credits for a certificate completion.

The Graduate Council approved the following motion: *All certificate programs require 12 credits. Students who have applied and been accepted to the Power Systems Engineering program by the Graduate College prior to the first day of classes of the Spring 2005 semester will be grandfathered in at the old 9-credit limit. Students joining the program after that date will have to complete 12 credits for the certificate.*

Old Business

Revision of the Graduate College Handbook—Dr. Payne indicated the Web site for the review of the handbook (www.grad-college.iastate.edu/about/handbook.html)--is ready for Council members to access. Deadline for comments and changes is October 15, 2004. If the requested changes are minor, the handbook will go to press soon thereafter. Otherwise, the changes will come back to the Council for review.

Ph.D. Residency Committee—The only thing needed to complete this report is an electronic copy, which Dr. Gemmill will provide to Dr. Payne for the record.

New Business

TA Training Report Completion—Dr. Payne was requested to mail to each Council member a copy of the last version of the TA Training Report, so that it can be discussed at the October meeting.

Mentoring Report—Dr. Holger had requested that this report be taken to the next level, and Dr. Gladon requested that Dr. Muench from the previous committee remain to assist in that effort (see complete committee below).

Subcommittee Assignments—The following 2004-05 subcommittees with members and chairs are listed below:

Mentoring	Interdepartmental Programs	Graduate Student Recruiting	Admissions Standards/Structures
Chris Minion (chair)	Chris Minion (chair)	Roberta Vann (chair)	Douglas Gemmill (chair)
Joseph Muench	Valentin Picasso	Swathi Ravichandran	Clive Woods
Michael Pate	Jeff Zimmerman	Neal Iverson	Florence Hamrick
Shannon Ellis	Mark Kaiser	Ronald Werner-Wilson	Tom Loynachan
George Jackson (ex officio)	Michael Pate	George Jackson (ex officio)	Swathi Ravichandran
Speakers/Awards	Outcomes Assessment	Student Wellness	
Dave Holger/Carolyn Payne (chair)	Ronald Werner-Wilson (chair)	Paul Larson (chair)	
Florence Hamrick	Michael Pate	Joseph Muench	
Valentin Picasso	Mark Kaiser	Clive Woods	
Douglas King			
Roberta Vann			

Other Business

The 2003-04 annual report was amended after minor changes were noted. It was approved as amended.

The meeting adjourned at 6:30 p.m. The next meeting will be October 21 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

**Meeting Agenda
Graduate Council
Thursday, October 21, 2004
3150 Beardshear Hall
5:15 p.m.**

- 1) **Call to Order**
- 2) **Introductions and Welcome of New Members**
 - Introductions of Continuing Members
 - Welcome to and Introduction of New Members and Substitutions
- 3) **Introduction and Welcome to Dr. David K. Holger**
 - Associate Provost for Academic Programs**
 - Dean, Graduate College**
 - Comments from the Provost's Office and the Graduate College
- 4) **Approval of September 23, 2004, Meeting Minutes**
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
 - No Report This Time
- 6) **Old Business**
 - Status of the Revised Graduate Handbook
 - Clean Up/Finish Action Items 3 to 6 of TA Training Report from 03-04
- 7) **New Business**
 - Subcommittee Assignments/Issues and Updates on Progress
 - Mentoring
 - Interdepartmental Programs - - Strengthen Old and Develop New Ones
 - Graduate Student Recruitment
 - Graduate Admissions Standards and Structure
 - Speakers and Awards
 - Graduate Student Wellness (Joint with GPSS)
 - Outcomes Assessment
- 8) **Adjourn**
- 9) **Next Meeting: November 18, 2004, 5:15 p. m., 3150 Beardshear Hall**

Graduate Council Minutes

October 21, 2004

Present: Ellis, Gemmill, Gladon (Chair), Hamrick, Hoffman, Holger, Iverson, Jackson, Kaiser, King, Kruempel, Loyanchan, Minion, Muench, Pate, Payne, Picasso, Rajaram, Ravichandran, Vann, Werner-Wilson, Woods

Absent: Larson, Zimmerman

Previous Minutes

The Graduate Council approved the September 23, 2004 meeting minutes.

Welcome from Dr. Gladon

Dr. Gladon welcomed the new members and returning members of the Council.

Comments from Graduate College

Dr. Holger, the new Associate Provost for Academic Programs and Dean of the Graduate College was welcomed by all Council members. He indicated to the Council that he was interested in making sure that the university valued graduate education and would look for better funding opportunities. Another one of his goals would be to better integrate college and graduate education issues. For that purpose, he has created a group of college associate deans to meet periodically and discuss graduate issues. He revealed that his other goals included improving the university IT infrastructure and gaining more funding and recognition for interdepartmental programs.

Dr. Holger also shared some information from the CGS Survey on International Applications. Even though there was a drop in international graduate applications nationwide, Iowa State's drop was more than the national average. He indicated that there are several other events happening in the area of international graduate education that the Council should be aware of. One is the activity of European universities, through the Bologna Accords. As a part of those accords, several European universities are developing three-year undergraduate degree programs in the next few years. Iowa State will need to consider if we will accept students into our graduate programs from these new three-year degree programs. Also, he informed Council members that the President has agreed to pay the \$100 SEVIS fee for all future degree-seeking international students who come to Iowa State. This year the money will come from the President's Office, and in the future there will be a budgeted amount added to admission and international accounts under Tom Hill's area as well as a budgeted amount added to the Graduate College.

Dr. Holger reminded Council members about the new FLSA rules, which will require programs to monitor the work activity of administrative graduate assistants. Additionally, the university will soon undertake a large funding campaign, and he reminded members to include graduate education items on that campaign as it is discussed in departments around the university. Finally, Dr. Holger indicated that he wants the Graduate Council and the Graduate and Professional Student Senate to work on a joint project involving sick leave and other leave issues for graduate students.

Catalog and Curriculum Committee

Dr. Kruempel indicated that several program changes and additions will appear this year before the Council for approval. He also presented statistics from a recent Faculty Senate Curriculum Committee report. Over 470 courses in the catalog have not been taught from Fall 2001 through Spring 2004 and over 100 haven't been taught since Fall 1997. Programs will be asked why the 470 courses have not been taught and must present a reasonable argument if they wish to keep them in the catalog for 2005-07.

Old Business

Revision of the Graduate College Handbook—Dr. Payne received minor comments from members about the handbook. The handbook copy was approved. The Graduate College will finalize the text and put the new handbook on the web and print departmental copies by December.

TA Training Report Completion—After a discussion about the wording of the action items, the recommendations were tabled until the November meeting. Members will be sent a working copy, and they need to get comments back soon to Dr. Gladon. He will draft a revised version for the November meeting.

The meeting adjourned at 6:40 p.m. The next meeting will be November 18, 2004 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

**Meeting Agenda
Graduate Council
Thursday, November 18, 2004
3150 Beardshear Hall
5:15 p.m.**

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of October 21, 2004, Meeting Minutes (C. Payne)**
- 4) **Comments from the Provost's Office and Graduate College (C. Payne)**
 - Change in Academic Probation Policy
 - Graduate Program Enhancement Opportunities (email from D. Holger)
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
 - Proposal for a Double-degree Program:
 - M.S. in Information Assurance and Master of Public Administration
 - Proposal for a Concurrent Degree Program in Mechanical Engineering:
 - Bachelor of Science and Master of Science in Mechanical Engineering
- 6) **Old Business**
 - Status of the Revised Graduate Handbook (C. Payne)
 - Clean Up/Finish Action Items 2 to 6 of TA Training Report from 03-04
- 7) **New Business**
 - Subcommittees: Updates on Progress
 - Mentoring
 - Interdepartmental Programs - - Strengthen Old and Develop New Ones
 - Graduate Student Recruitment
 - Graduate Admissions: Standards and Structure
 - Speakers and Awards
 - Graduate Student Wellness (Joint with GPSS)
 - Outcomes Assessment
- 8) **Adjourn**
- 9) **Next Meeting: January 20, 2005, 5:15 p. m., 3150 Beardshear Hall**

Graduate Council Minutes

November 18, 2004

Present: Ellis, Gemmill, Gladon (Chair), Hamrick, Hoffman, Iverson, Jackson, Kaiser, Kruempel, Loyanchan, Minion, Muench, Pate, Payne, Picasso, Rajaram, Ravichandran, Vann, Woods, Zimmerman

Absent: Holger, King, Larson, Werner-Wilson

Guests: Doug Jacobson, Adin Mann

The Council members acknowledged a happy birthday to Dr. Loyanchan.

Previous Minutes

The Graduate Council approved the October 21, 2004 meeting minutes.

Comments from Graduate College

Dr. Payne briefed the Council members on the need for a new probation status change—Starting Fall 2004, the Graduate College would like to allow first-term, degree-seeking graduate students a one-term grace period before they are placed on probation. A first-term student who receives less than a 3.00 gpa for his/her first term will be first sent a warning letter in order to allow time to improve the gpa. The Council approved the suggestion unanimously.

Because of the new tuition scholarship program, Dr. Payne indicated that no new PACE (Premium for Academic Excellence) awards will be made. Commitments already made to students for Fall 2004, Spring 2005, and Summer 2005 will be honored, but the program will be dissolved starting Fall 2005. Additionally no new ABD (all but dissertation) awards will be made after Spring 2005.

Dr. Payne also reviewed the status of the electronic tuition scholarship system. Programmers at Administrative Technology Services (ATS) have finished developing a completely electronic system for scholarship awards starting Fall 2005. Testing is currently underway in the Graduate College.

Finally, the Graduate College will continue the policy of allowing students who received tuition scholarship support in the fall and spring to receive an assessment of in-state tuition and fees if they are not on assistantship during the summer.

Catalog and Curriculum Committee

Double-Degree Program in Information Assurance and Public Administration—Dr. Doug Jacobson described the proposed M.S./M.P.A. double-degree program in Information Assurance and Public Administration that was recently approved by the Graduate Catalog and Curriculum Committee. After a discussion, the proposal was approved by the Graduate Council.

Concurrent Degree in Mechanical Engineering—Dr. Adin Mann described the proposed B.S./M.S. Concurrent program in Mechanical Engineering that was recently approved by the Graduate Catalog and Curriculum Committee. After discussion, the proposal was approved by the Graduate Council.

Dr. Kruempel told the Council about committee actions on the new interdepartmental program in Nutritional Sciences. More information will be forthcoming.

Old Business

Revision of the Graduate College Handbook—Dr. Payne indicated that the new handbook has gone to press and copies should be sent to departments by December 1.

TA Training Report Completion—Sections 2-6 of the TA Training Report were approved with the following text:

- 2) *All departments and interdepartmental programs that have teaching assistants and sponsor an approved departmental teacher training program must document their individual programs for teaching assistant training, document their methods of assessing the teacher training program, and document the results of the assessment of the training program.*
- 3) *The assessment information gathered from item 2 above will be used in developing a new Graduate College program that will competitively fund grants for the development and implementation of courses or programs that provide teacher training to graduate assistants. These courses or programs may be housed within departments, interdepartmental programs, colleges, the Graduate College, or the Center for Excellence in Learning and Teaching (CELT), depending on the scope or focus of each course or program.*
- 4) *The Graduate College should seek funds to foster the development of courses or programs in #3 above. The Graduate College should also assess the efficiency and value of courses in providing effective teacher training for graduate teaching assistants.*
- 5) *The Graduate College should provide funds for the development of a website that will serve as a clearinghouse for information, opportunities, and resources on effective teaching for graduate assistants and other interested ISU parties to consult.*
- 6) *The Graduate College should sponsor the development of a list of: 1) departmental and interdepartmental program contacts who are involved in teacher training courses or programs for graduate students, and 2) faculty members and others who would agree to serve as resources for graduate students who seek information on improving their teaching as graduate assistants.*

New Business—Updates on Subcommittee Progress

Mentoring—No report.

Interdepartmental Programs—Dr. Holger met with the committee and discussed the charge. He is looking for funding through reallocation and incentive budgeting possibilities. The committee was invited to attend the monthly meetings of the interdepartmental chairs with Dr. Holger.

Graduate Student Recruiting—The committee met and drafted an action plan. Members are planning a questionnaire for graduate students and a survey of faculty and DOGEs. The group also plans to meet with staff in graduate admissions.

Speakers and Awards—The committee met and reviewed theses to submit to the MAGS Thesis Award Competition.

Graduate Student Wellness—No report.

Outcomes Assessment—No report.

The meeting adjourned at 6:50 p.m. The next meeting will be January 20, 2005, at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

**Meeting Agenda
Graduate Council
Thursday, January 20, 2005
3150 Beardshear Hall
5:15 p.m.**

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of November 18, 2004, Meeting Minutes (C. Payne)**
- 4) **Comments from the Provost's Office and Graduate College (C. Payne)**
New Forms Processing Initiative in the Graduate College
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
Proposal to Merge Animal Nutrition and Nutrition Graduate Majors into a New
Major Titled Nutritional Sciences
- 6) **Old Business**
Status of the Revised Graduate Handbook (C. Payne)
- 7) **New Business**
Subcommittees: Updates on Progress
Mentoring
Interdepartmental Programs - - Strengthen Old and Develop New Ones
Graduate Student Recruitment
Graduate Admissions: Standards and Structure
Speakers and Awards
Graduate Student Wellness (Joint with GPSS)
Outcomes Assessment
- 8) **Adjourn**
- 9) **Next Meeting: February 17, 2005, 5:15 p.m., 3150 Beardshear Hall**

Graduate Council Minutes

January 20, 2005

Present: Gemmill, Gladon (Chair), Iverson, Jackson, King, Kruempel, Loyanchan, Minion, Muench, Payne, Rajaram, Ravichandran, Vann, Woods, Werner-Wilson

Absent: Ellis, Hamrick, Hoffman, Holger, Kaiser, Pate, Picasso, Zimmerman

Guests: Steve Nissen, Lee Alekel

Previous Minutes

The Graduate Council approved the November 18, 2004 meeting minutes.

Comments from Graduate College

Dr. Payne introduced a new Graduate College initiative. For several years, the Graduate College has provided a status screen on AccessPlus for students to find out where they are in their graduate programs. The Graduate College would now like to take that system to the next step—allow electronic forms processing and routing for the various activities a student might be involved in. A new committee is being assembled for oversight and guidance in the implementation of the project. Doug Gemmill and Rajeev Rajaram volunteered to be the Graduate Council representatives for the committee.

Catalog and Curriculum Committee

New Interdepartmental Nutritional Sciences Major--Dr. Steve Nissen from Animal Science and Dr. Lee Alekel from Food Science and Human Nutrition described the proposed interdepartmental major that was recently approved by the Graduate Catalog and Curriculum Committee. In order to restructure graduate nutrition studies at ISU, the program plans to drop the existing majors in Animal Nutrition (Animal Science Department) and Nutrition (Food Science and Human Nutrition Department) and create a new interdepartmental Nutritional Sciences major. After a discussion, the proposal was approved unanimously by the Graduate Council.

Dr. Kruempel told the Council that the committee is working with several post-audit reports and a proposal to restructure the Master of Architecture 100-credit degree.

Old Business

Revision of the Graduate College Handbook—Dr. Payne indicated that the new handbook went out to programs and departments in early December.

New Business—Updates on Subcommittee Progress

Mentoring—The committee met this week and discussed its charge. It plans to work on a web site for the mentoring area.

Interdepartmental Programs—The committee met this week and discussed the list of questions and comments to send to program chairs for soliciting information about the various issues that chairs find important. The committee also plans to see that interdepartmental programs are mentioned in strategic plan and funding reallocation discussions.

Graduate Student Recruiting—Members are refining a questionnaire for graduate students and considering a sampling of opinions about recruiting from faculty and DOGEs.

Admissions—The group met with staff in graduate admissions in December. Based on various discussions, the group narrowed its scope of consideration to the quartile ranking issue and GRE/TOEFL scores.

Speakers and Awards—No report.

Graduate Wellness—No report.

Outcomes Assessment—The committee met and plans to consult with Mary Huba. The committee is still narrowing its scope.

The meeting adjourned at 6:00 p.m. The next meeting will be February 17, 2005 at 5:15 in 3150 Beardshear Hall.

Carolyn Payne, secretary

**Meeting Agenda
Graduate Council
Thursday, February 17, 2005
3150 Beardshear Hall
5:15 p.m.**

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of January 20, 2005, Meeting Minutes (C. Payne)**
- 4) **Comments from the Provost's Office and Graduate College (C. Payne)**
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
Proposal to Establish a Graduate Certificate Program in Systems Engineering
Resource Person is Doug Gemmill
- 6) **Old Business**
- 7) **New Business**
Subcommittees: Updates on Progress
Mentoring
Interdepartmental Programs
Graduate Student Recruitment
Graduate Admissions: Standards and Structure
Speakers and Awards
Graduate Student Wellness (Joint with GPSS) - - Richard J. Gladon
Outcomes Assessment
- 8) **Adjourn**
- 9) **Next Meeting: March 24, 2005, 5:15 p.m., 3150 Beardshear Hall**

Graduate Council Minutes

February 17, 2005

Present: Ellis, Gemmill, Gladon (Chair), Hamrick, Hoffman, Iverson, King, Kruempel, Loyanchan, Minion, Muench, Pate, Payne, Woods, Werner-Wilson

Absent: Holger, Jackson, Kaiser, Picasso, Rajaram, Ravichandran, Vann, Zimmerman

Previous Minutes

The Graduate Council approved the meeting minutes for January 20, 2005.

Graduate Catalog and Curriculum Committee

Dr. Kruempel told the Council that several post-audit reports are in process and will be coming before the committee soon.

Graduate Certificate in Systems Engineering—Dr. Gemmill served as resource person for a proposal to add a Graduate Certificate Program in Systems Engineering. After his presentation and a discussion, the proposal was unanimously approved.

Old Business

There was no old business to report.

New Business—Updates on Subcommittee Progress

Mentoring—Dr. Minion, chair, reported that the committee is assembling last year's report into an html format. The committee will contact the Graduate College to place the work on the Graduate College web site as soon as the format is finalized.

Interdepartmental Programs—Dr. Minion, the committee chair, reported on a recent survey that was distributed to DOGEs about issues regarding interdepartmental programs. Only a few surveys have been returned and final analysis will occur after more responses are received. Dr. Minion also plans to attend the monthly Interdepartmental Chairs meetings or send a member of his committee to the meetings.

Graduate Student Recruiting—Dr. Vann, the committee chair, was absent but members indicated that the committee is still drafting a survey for students that will seek answers to why graduate students pick ISU. A survey is also being developed to send to faculty and DOGEs.

Speakers and Awards—Dr. Payne asked for faculty members of her committee to volunteer for committees that will choose several awards in the next few months. Dr. King volunteered for the Zaffarano Prize Committee, Dr. Hamrick volunteered for the Margaret Ellen White Award Committee, and Dr. Vann was volunteered for the Karas Award Committee.

Graduate Wellness—Dr. Muench was recently appointed chair of the committee with Drs. Loyanchan and King being added as additional members. The committee will work with the Graduate College to identify student members.

Outcomes Assessment—Dr. Werner-Wilson reported that the committee met and plans to soon schedule a meeting with the Center for Excellence in Teaching. The committee is still narrowing its focus and direction.

The meeting adjourned at 6:15 p.m. The next meeting will be March 24, 2005, at 5:15 p.m. in 3150 Beardshear Hall.

Carolyn Payne, secretary

Graduate Council Meeting Agenda
Thursday, March 24, 2005
3150 Beardshear Hall, 5:15 p.m.

- 1) **Call to Order**
- 2) **Approval of Agenda**
- 3) **Approval of February 17, 2005, Meeting Minutes (C. Payne)**
- 4) **Comments from the Provost's Office and Graduate College (C. Payne)**
 - Waive Residency Requirements for EL PS. PhD program (pp. 31-32, Graduate College Handbook)
 - Remove Requirement for Entire Committee to Sign Document for 6-Month Rule Waiver Request on Final Oral (p. 30, Graduate College Handbook)
 - Regulations about Distance Members at an Exam (p. 47, Graduate College Handbook)
- 5) **Graduate College Catalog and Curriculum Committee Report (K. Kruempel)**
 - Proposal to Change Requirements of 60-Credit and 100-Credit Master of Architecture Degree Programs - - **See E-mail from K. Kruempel on March 8**
 - Resource Person is . . .
 - Proposal to Establish a New Major within the Master of Fine Arts: Major in Creative Writing and Environment - - **See Two E-mails from K. Kruempel on February 28.**
There are Two Large PDF Files.
 - Resource Person is Sheryl St. Germain
 - Report of Activities of Graduate College Catalog and Curriculum Committee
- 6) **Old Business**
- 7) **New Business**
 - Subcommittees: Updates on Progress
 - Mentoring
 - Interdepartmental Programs
 - Graduate Student Recruitment
 - Graduate Admissions: Standards and Structure
 - Speakers and Awards
 - Graduate Student Wellness (Joint with GPSS)
 - Outcomes Assessment
- 8) **Adjourn**
- 9) **Next Meeting: April 21, 2005, 5:15 p.m., 3150 Beardshear Hall**

Graduate Council Minutes

March 24, 2005

Present: Ellis, Gemmill, Gladon (Chair), Hamrick, Hoffman, Iverson, Jackson, Kaiser, King, Kruempel, Loyanchan, Minion, Pate, Payne, Picasso, Ravichandran, Vann, Woods, Werner-Wilson, Zimmerman

Absent: Holger, Muench, Rajaram

Guests: Thomas Leslie, Architecture, and Mary Swander, English

Announcement

Valentin Picasso recently won the Clarence J. Jack Fund for Excellence in Agriculture Fellowship from the College of Agriculture. The Council congratulates this achievement.

Previous Minutes

The Graduate Council approved the meeting minutes for February 17, 2005.

Comments from the Graduate College

Dr. Payne presented three handbook issues from the Graduate College.

Residency Requirements for PhD Waiver Request—The Department of Educational Leadership and Policy Studies (ELPS) sent a memo to the Graduate College asking to eliminate the residency requirements for its PhD students. Last year, the Graduate Council voted to allow individual programs to petition the Graduate Council to waive the residency requirements for their PhD students (*Graduate College Handbook, 2004-2005*, pp. 31-32). Because no one was available from ELPS to attend the Graduate Council during this meeting, the Council decided to table the request until the next meeting and discuss the review procedures for these requests.

After discussion, the Council recommended that each petitioning program must provide the Council in advance a written petition. The program should include sufficient details to justify their request, including information on what effects the change will have on the program and how the program would ensure uniformity and quality without a PhD residency requirement. A representative from the program must appear before the Council to defend the petition and answer questions about the proposal from Council members.

Elimination of Committee Sign-off for a Request for Final Examination Less Than Six Months after the Preliminary Examination (Graduate College Handbook, 2004-2005, p.30)—Presently, the student, major professor, all committee members, and the program's DOGE must sign the request to waive the six month rule. After discussion, the Council voted to change the rule to have the student, major professor, and DOGE of the program sign the request before it reaches the Graduate College. The change motion was approved, with one person opposed.

Distance Members Wording (Graduate College Handbook, 2004-2005, p. 47)—A discussion about committee members who cannot attend the preliminary or final oral examination resulted in keeping the rules the same but changing the handbook language for clarity. The new language will be presented at a future Council meeting.

Graduate Council Minutes
March 24, 2005 Meeting
Page 2

Graduate Catalog and Curriculum Committee

Dr. Kruempel brought two proposals before the Council that had been approved at recent Graduate Catalog and Curriculum meetings.

Master of Architecture Program Requirement Changes—Dr. Thomas Leslie served as the resource person for a proposal that covers both the 100 credit and 60 credit versions of the Master of Architecture degree. The current program requires a thesis and a final oral exam. The request was to remove the requirement for the thesis and to not have a creative component, but to require a comprehensive design studio that takes the place of the creative component. Also, there would not be a final oral examination. After a discussion, the changes in the program were approved by the Graduate Council. Implementation and monitoring issues will be resolved by the Graduate College and the program.

Master of Fine Arts in Creative Writing and Environment—Dr. Mary Swander served as the resource person for the proposal that was recently approved by the Graduate Catalog and Curriculum Committee. Because so many students in creative writing wish to obtain the terminal degree of a Master of Fine Arts, the present creative writing specialization in English is no longer as attractive an alternative for Iowa State graduate students. This new degree will eventually replace the area of specialization in English. After a discussion, the proposal was approved by the Graduate Council. It must now move to the Faculty Senate and the Board of Regents for final approvals.

Dr. Kruempel indicated that his committee is also reviewing several post-audit reports to the Board of Regents; a new area of specialization in Community Development, which is a part of the Great Plains IDEA concept; and the issue of compressed courses.

Old Business

There was no old business to report.

New Business—Updates on Subcommittee Progress

Mentoring—Dr. Minion, committee chair, reported that the committee is working on the final web document to place on the Graduate College web site. He plans a final report at the April meeting.

Interdepartmental Programs—Dr. Minion, the committee chair, reported that he plans to attend the monthly Interdepartmental Chairs meetings or send a member of his committee to the meetings and continue to work with Dr. Holger on important funding and other issues for interdepartmental programs.

Graduate Student Recruiting—Dr. Vann, the committee chair, indicated that the committee is working on the the survey for students and department chairs. She will have a final report for Phase I of the committee's work at the April meeting.

Graduate Admissions: Standards and Structures—Dr. Gemmill reported that the committee was working with the results of the recent DOGE's survey. The committee plans to canvas Peer 11 institutions and will present a report on its work to date at the April meeting.

Speakers and Awards—Dr. Payne indicated that the Margaret Ellen White Review Committee and the Zaffarano Awards Review Committee will be meeting within the next week to decide award winners. There were no Karas Award nominations this year.

Graduate Wellness—Dr. Muench, who was recently appointed chair of the committee, met with the members and a staff person from the Graduate College to identify several issues of concern to students. Since this committee had a late start, it will probably continue its primary work next year.

Outcomes Assessment—Dr. Werner-Wilson reported that the committee had met with Dr. Mary Huba and Dr. Corley Brooke. The committee plans to present a series of its recommendations at the meeting in April.

Graduate Council Minutes
March 24, 2005 Meeting
Page 3

Dr. Gladon asked that each committee chair plan to present a final report at the April meeting. The Graduate Council must also elect a new chair for next year at the April meeting. Dr. Payne will provide Council members with a list of members who are eligible to serve as new chair before the next meeting.

The meeting adjourned at 7 p.m. The next meeting will be April 21, 2005, at 5:15 p.m. in 3150 Beardshear Hall.

Carolyn Payne, secretary

Graduate Council Minutes

April 21, 2005

Present: Gladon (Chair), Hamrick, Hoffman, Holger, Iverson, Jackson, Kaiser, Kruempel, Loynachan, Minion, Muench, Paty, Picasso, Vann, Werner-Wilson, Woods, Zimmerman
Absent: Ellis, Gemmill, King, Payne, Rajaram, Ravichandran

Call to Order

The meeting was called to order by the president and the agenda for the meeting was approved.

Previous Minutes

The minutes from the March 24th Council meeting were approved.

Comments from the Graduate College

Dave Holger made comments on four issues:

- The tuition fund is fully funded for next year and year end funds have been approved by the President for use.
- The international office has been split into 2 areas—one dealing with the reception of international scholars and the academic programs. Though this will probably have no major immediate impact on the graduate college, it will enhance how we treat international scholars. International academic program will now include not just undergraduates, but also graduates and faculty going abroad. An external review is planned.
- The summer rule for graduate stipends is treated differently by different departments. Though there is no change in the official policy for this summer, Holger suggested we need to make honest policy for future.
- Admissions standards will be increasing focus of the Graduate College.

Graduate Catalog and Curriculum Committee

Ken Kruempel commented briefly on three matters:

- A change in policy from 2000 re a consortium agreement with Kansas State. (see Krumpel email from April 19.) The graduate curriculum committee decided to remove 12-credit exception. Kruempel asked if the Council wanted to take any action and it did not.
- A problem in the recently approved MFA in Creative Writing which requires fewer than the 60 hour minimum now required of all MFAs at the university. It appeared to be not minimum as indicated in catalog/handbook, but was tradition. MFA will have 54. In comparison with other MFAs at the U of I; the 54 credit hours seems appropriate. No one on Council expressed a problem except to note that wording should be changed in handbook.
- Compressed time courses

Old Business

Committee reports were presented and approved by the Council from all sub-committees as follows:

Mentoring (Chris Minion)

This was the continuing work of previous committee. It is the revised plan for a website on mentoring to be set up by the Graduate College. After suggesting various editing changes, the committee report was unanimously approved.

Interdepartmental Graduate Programs (Chris Minion)

Based on a survey and interviews with department chairs of interdepartmental programs it appears that programs fit in with the current strategic plan, need to be strengthened, and need clear goals set for the future. After suggesting certain edits, the report was unanimously approved.

Recruitment (Roberta Vann)

The report suggested that recruiting practices are diverse and the college would benefit from DOGEs sharing their ideas. Recruiting would likely benefit from central support in maintaining attractive and current websites and in coordinating outreach to colleges and high schools. Other recommendations included increased support for outstanding candidates and continuing efforts to bring stipends and workloads in line with those at peer institutions. The Council recommended that the committee be continued and that the student survey, piloted this year, be conducted in the future. The report was unanimously approved.

Outcomes Assessment (Ron Werner-Wilson)

The committee recommended that the Learning Assessments page for the Graduate College be updated, that the committee charge be revised, that a position be established in the Provost's Office to coordinate outcomes assessment. The subcommittee will continue to gather information on outcomes assessment and Pate and Werner-Wilson will attend the Alverno Assessment Institute in June. The report was unanimously approved.

Admission Standards (Florence Hamrick presented in the absence of committee chair, Doug Gemmill)

The committee met with relevant Graduate College personnel, conducted a survey of DOGES, and determined the admission standards of our peer 11 group. Recommendations included 1) requesting that the quartile information from applications be discussed within each graduate program and considering the possibility of replacing this with the GPA to be consistent with other institutions. 2) having the Grad Admissions office look at responses to the survey which DOGES offered for improving the admission process, 3) continuing the committee for the 05-06 academic year to examine the consequences of the Bologna Declaration or 3-year programs from the UK and elsewhere. The report was unanimously approved.

Speakers and Awards (Payne)

There was no report from this committee, but Dave Holger announced that Bruce Thompson would be speaking at commencement.

Graduate Student Wellness (Joe Muench)

Key issues were maternity leave, catastrophic illness, safety issues, mental illness, and the need for vacations. Peer 11 schools were surveyed, but little was found with the exception of Ohio State. The committee suggested that graduate input was needed. The report was unanimously approved.

Closing

Gladon requested that committee chairs email their final corrected versions of their reports to Carolyn Payne and said that the committee would not meet in May unless an agenda item

emerged. The next meeting is tentatively set for the 3rd week in September. The meeting was adjourned at 7:15 p.m.

Graduate Council Annual Report for 2004 - 2005

The Graduate Council met seven times during the 2004 - 2005 academic year on the following dates: September 23, October 21, November 18, January 20, February 17, March 24, and April 21. Minutes of the meetings and complete subcommittee reports are on file and available by contacting Dr. Carolyn Payne in the Graduate College Office. They also are available on the Graduate College web site.

The Graduate Council for 2004 - 2005 consisted of 15 faculty members, four graduate students, three *ex officio* representatives from the Graduate College, one *ex officio* member representing the Faculty Senate, and one *ex officio* member from the Graduate Catalog and Curriculum Committee. They were as follows:

Faculty

Doug Gemmill
Richard Gladon
Florence Hamrick
Neal Iverson
Mark Kaiser
Douglas King
Paul Larson (Never attended; left university)
Tom Loynachan
Chris Minion
Joseph Muench
Michael Pate
Roberta Vann
Ronald Werner-Wilson
R. Clive Woods
Jeffrey Zimmerman

Graduate Students

Rajeev Rajaram
Shannon Ellis
Valentin Picasso
Swathi Ravichandran

Graduate College Representatives (ex officio)

David Holger
George Jackson
Carolyn Payne

Faculty Senate Representative (ex officio)

M. Peter Hoffman

Graduate Catalog and Curriculum Committee (ex officio)

Kenneth Kruempel

23 September 2004

Associate Provost/Dean of the Graduate College Holger could not attend the meeting due to a travel conflict. He will extend a warm welcome to the Council at the next meeting.

The Council opened its first meeting by passing a special motion that allowed Power Systems Engineering students admitted before Spring Semester 2005 to complete the associated certificate program with only nine credit hours, rather than the normal 12 credits.

The writers of this edition of the Handbook will take suggestions until 15 October 2005, and at that time, it will go to press.

Council members participated in seven subcommittees for this academic year. These subcommittees are Mentoring, Interdepartmental Programs, Graduate Student Recruitment, Admissions Standards/Structures, Speakers/Awards, Outcomes Assessment, and Student Wellness. The composition of these Subcommittees is recorded in the minutes of the 23 September meeting. Chair Gladon developed a document in which the charge to each subcommittee was identified, and it is presented below.

Charges to Subcommittees of the Graduate Council for 2004 - 2005

Subcommittee: Mentoring. Charge: To take the report from AY 2003-2004 to the next level. The Subcommittee should make sure that there are definable goals and objectives associated with the previous report, and if there are not, then these goals and objectives should be articulated. Next, the Subcommittee should discuss, formulate, and then present to The Graduate Council recommendations that are in the form of action items.

Subcommittee: Interdepartmental Programs. Charge: This Subcommittee should identify what items have made certain interdepartmental programs healthy and strong (e.g., Interdepartmental Plant Physiology Major, Interdepartmental Genetics Major). They also should look at what individual programs might develop synergistic relationships that will make the two or more combined programs stronger than the original programs. This Subcommittee might even suggest ways that grouping into interdepartmental programs can be facilitated.

Subcommittee: Graduate Student Recruitment. Charge: This Subcommittee should identify what departments are very successful at recruiting excellent graduate students, and the Subcommittee should discuss with those departments what it is that they do that has made them so successful. The Subcommittee then should look at which of these facets of recruitment can be adopted at the university level and which of these items should be adopted at a college or departmental level. The final report should contain action items for the Graduate Council to consider for incorporation.

Subcommittee: Admissions Standards/Structures. Charge: This Subcommittee should look at the current system of admissions for graduate school as a whole, and it should look strongly at the standards and structure of the admission process to determine whether or not Iowa State is up-to-date in its requirements for admission. When the Subcommittee does find items that are out-of-date, they should suggest what might be changed to make the admissions process easier and more appropriate.

Subcommittee: Speakers/Awards. Charge: This Subcommittee works to choose the commencement speakers. It also works to determine who wins certain awards that are available to graduate students and faculty members.

Subcommittee: Outcomes Assessment. Charge: This Subcommittee should examine what items might be used by the Graduate College to measure the success of our programs at Iowa State. The first step for this Subcommittee should be to visit the Graduate College website, and there the Subcommittee will find, under the heading "Learning Assessment," that some previous work has been done in this area. After perusal of that website, a second step for this Subcommittee might be to talk to the staff from CELT, and from them, obtain successful instruments that have been used by colleges and departments already. After study of these instruments to determine suitability, the Subcommittee might want to develop the first draft of an instrument that could be used by the Graduate College to assess how well the individual department and the various colleges at Iowa State are preparing its graduates for the professional arena.

Subcommittee: Student Wellness. Charge: This Subcommittee will work with a counterpart committee from GPSS. This Subcommittee should study what factors are necessary for health and wellness in the graduate student body, and it should develop action items for issues that presently are not being addressed. It also should look for issues that are not being met now, but should be met.

21 October 2004

Associate Provost and Dean Holger warmly welcomed the Graduate Council to a new academic year, especially the new members. The Council also welcomed him into his new position as the Dean of the Graduate College. He indicated that the University valued graduate education, and it would try and better integrate college issues with graduate issues. To that end, he has created a group of college associate deans who would meet periodically to discuss graduate issues.

18 November 2004

Dr. Payne briefed the Council about the need for a new probation status change. The Graduate College would like to allow first-term, degree-seeking students a one-term grace period before they were placed on probation, and the Council approved the motion.

The Council approved an M.S./M.P.A. double-degree program in Information Assurance and Public Administration. The Council also approved a B.S./M.S. concurrent degree program in Mechanical Engineering.

Dr. Payne indicated the new Handbook has gone to press and copies would be available soon.

Over the past several meetings, the Council has discussed and then tabled action on the completion of the Teaching Assistant Training Report. After much discussion, the Council approved that Sections 2 to 6 be changed to incorporate the following wordage.

2) All departments and interdepartmental programs that have teaching assistants and sponsor an approved departmental teacher training program must document their individual programs for teaching assistant training, document their methods of assessing the teacher training program, and document the results of the assessment of the training program.

3) The assessment information gathered from item 2 above will be used in developing a new Graduate College program that will competitively fund grants for the development and implementation of courses or programs that provide teacher training to graduate assistants. These courses or programs may be housed within departments, interdepartmental programs, colleges, the Graduate College, or the Center for Excellence in Learning and Teaching (CELT), depending upon the scope or focus of each course or program.

4) The Graduate College should seek funds to foster the development of courses or programs in #3 above. The Graduate College should also assess the efficiency and value of courses in providing effective teacher training for graduate teaching assistants.

5) The Graduate College should provide funds for the development of a website that will serve as a clearinghouse for information, opportunities, and resources on effective teaching for graduate assistants and other interested ISU parties to consult.

6) The Graduate College should sponsor the development of a list of: 1) departmental and interdepartmental program contacts who are involved in teacher training courses or programs for graduate students, and 2) faculty members and others who would agree to serve as resources for graduate students who seek information on improving their teaching as graduate assistants.

20 January 2005

The Council approved a new Interdepartmental Nutritional Sciences Major that linked together the departments of Animal Science and Food Science and Human Nutrition.

Dr. Payne reported that the new Handbook went out to programs and departments in early December.

Updates from several subcommittees showed they have met and are making progress toward their charges.

17 February 2005

The Council approved a graduate certificate program in Systems Engineering.

The subcommittees reported they have been hard at work on their charges. As a special case, the Mentoring Subcommittee has assembled the report from last year and changed it into an html format so that it could be placed on the Graduate College website as soon as it has been finalized.

24 March 2005

Dr. Payne presented three handbook issues from the Graduate College. The Department of Educational Leadership and Policy Studies asked that the Council eliminate the Ph.D. residency requirements for their students. This was tabled until a representative from that program can attend a Council meeting and answer questions the Council may have about waiving this requirement. Subsequently, the Council recommended that each petitioning program must provide in advance a written petition, followed by a representative of the program attending a subsequent meeting in which the issue could be addressed, discussed, and voted upon. The second issue was the elimination of committee sign-off for a request for taking the final oral exam less than six months after the student has passed the preliminary examination. After discussion, the Council approved a change in the rule that the entire committee does not have to sign off, but rather the student, the student's major professor, and the DOGE will have to sign off on the request. The third issue was related to the wording concerning committee members who cannot attend either a preliminary exam or the final oral exam. The Council decided to retain the original rule, but they voted to clarify the wording of the existing rule.

The Council approved several changes in the Master of Architecture degree program requirements. The Council approved removal of the requirement of a thesis and final oral exam, and it approved replacement with a comprehensive final design studio that would take the place of a creative component. The Council also approved that there will be no final oral exam.

The Council also voted to establish a terminal degree program in the Master of Fine Arts in Creative Writing and Environment to replace the creative writing specialization in English.

The subcommittees reported they have been coming along in the completion of their charge. Chair Gladon asked that each subcommittee chair be prepared with a final report for the 21 April meeting so that we may finish our work without a meeting in May.

In addition, a new chair must be elected at the April meeting.

21 April 2005

Associate Provost Holger met with the Council, and he presented and discussed four items.

The representative from the Graduate Catalog and Curriculum Committee commented on three matters, but the Council did not find it necessary to discuss and vote on any of the issues.

Subcommittee reports were presented and voted upon by the Council as follows. Chair Gladon requested that the subcommittees forward electronic copies of their reports to Dr. Payne for archival purposes.

Mentoring: The subcommittee presented a report on the development of a website on mentoring placed within the website of the Graduate College. After some editing changes, the Council approved the final report.

Interdepartmental Graduate Programs: The subcommittee found the programs are within the strategic plan of the University, need to be strengthened, and need to set clear goals for the future. After suggested edits, the Council approved the final report.

Graduate Student Recruitment: The subcommittee found that recruiting practices are diverse and that recruiting would benefit from central support in developing and maintaining a current and attractive website that can be used to draw students to Iowa State. The Council approved the report and recommended that the subcommittee be continued next year.

Outcomes Assessment: The subcommittee made several recommendations, and it will continue to gather information on outcomes assessment. The report was approved unanimously.

Admission Standards/Structures: The subcommittee forwarded several recommendations, and it recommended that the subcommittee be continued into the 2005-2006 academic year to examine the consequences of the Bologna Declaration.

Speakers and Awards: There was no formal presentation by this subcommittee as its work is defined specifically.

Graduate Student Wellness: This subcommittee found that the key issues were maternity leave, catastrophic illness, safety issues, mental illness, and the need for vacations. The subcommittee would like to also get input from graduate students. The report from the subcommittee was approved, and this subcommittee probably will continue into next academic year.

Mark Kaiser was elected Graduate Council Chair for the 2005 - 2006 academic year.

Respectfully Submitted by Richard J. Gladon, Graduate Council Chair, 2004 - 2005
September 2005

**Graduate Council
2004-2005**

Graduate Faculty

Richard Gladon, Chair 2003-06 (Biological & Agricultural Sciences)	Horticulture 222 Horticulture, 1100 gladon@iastate.edu Fax: 4-0730	4-1957
Doug Gemmill 2002-2005 (Physical and Mathematical Sciences & Engineering)	Industrial Manufacturing Systems Engr. 2164, 2019 Black Engineering n2ddg@iastate.edu Fax: 4-3524	4-8731
Florence Hamrick 2002-05 (Social Sciences & Education)	Educational Leadership and Policy Studies 3195, 232A Lagomarcino fhamrick@iastate.edu Fax: 4-4942	4-9628
Neal Iverson 2002-05 (Physical and Mathematical Sciences & Engineering)	Geological and Atmospheric Sciences 3212, 356 Science I niverson@iastate.edu Fax: 4-6049	4-8048
Mark Kaiser 2004-07 (Physical & Mathematical Sciences and Engineering)	Statistics 125 Snedecor, 1210 mskaiser@iastate.edu Fax: 4-	4-8871
Douglas King 2003-06 (Social Sciences & Education)	Health and Human Performance 1160, 248 Forker Building dsking@iastate.edu Fax: 4-8740	4-8429
Paul Larson 2002-05 (Social Sciences & Education)	Logistic Operations & MIS 2063, 300 Carver pdl@iastate.edu Fax: 4-2534	4-3659
Tom Loynachan 2004-07 (Biological & Agricultural Sciences)	Agronomy 1126 Agronomy, 1010 teloynac@iastate.edu Fax: 4-8146	4-3064
Chris Minion 2003-06 (Biological & Agricultural Sciences)	Veterinary Microbiology 1130 Vet Med Fcminion@Iastate.edu Fax: 4-8500	4-6347

Joseph Muench 2002-05 (Arts & Humanities)	Art and Design 3092, 44A Design jmuench@iastate.edu Fax: 4-2725	4-7634
Michael Pate 2004-07 (Physical & Mathematical Sciences and Engineering)	Mechanical Engineering 2028 Black Engineering, 2161 mpate@iastate.edu Fax: 4-	4-9691
Roberta Vann 2002-05 (Arts and Humanities)	English 335 Ross, 1201 rvann@iastate.edu Fax: 4-6814	4-3577
Ronald Werner-Wilson 2004-07 (Social Sciences and Education)	Human Development & Family Studies Ste. 1321 Palmer, 4380 rwwilson@iastate.edu Fax: 4-5464	4-8671
R. C. (Clive) Woods 2004-07 (Physical & Mathematical Sciences and Engineering)	Electrical and Computer Engineering 2128 Coover, 3060 cwoods@iastate.edu Fax: 4-8432	4-3310
Jeffrey Zimmerman 2002-05 (Biological & Agricultural Sciences)	Veterinary Diagnostic & Production Animal Medicine 1250, 2655 Vet Med jjzimm@iastate.edu Fax: 4-3564	4-1073
<u>Graduate Students</u> Rajeev Rajaram (Physical & Mathematical Sciences And Engineering)	Mathematics 479 Carver, 2064 rajeev@iastate.edu	4-1752
Shannon Ellis (Arts and Humanities)	Interdisciplinary Graduate Studies 108 General Services Building, 4001 elliss@iastate.edu	4-9813
Valentin Picasso (Biological & Agricultural Sciences)	Agronomy 1207 Agronomy, 1010 vpicasso@iastate.edu	4-6795

Swathi Ravichandran (Social Sciences & Education)	Foodservice & Lodging Management 7E MacKay, 1120 swathi@iastate.edu	4-4636
--	---	--------

Graduate College Representatives (ex officio)

David Holger Graduate College Dean	2021, 1550 Beardshear dholger@iastate.edu Fax: 4-8844	4-7184
---------------------------------------	---	--------

George Jackson Assistant Dean	2206, Pearson, Room 24 gajacks@iastate.edu Fax: 4-3638	4-1386
----------------------------------	--	--------

Carolyn Payne Assistant to the Graduate Dean	2206, Pearson, Room 10 cspayne@iastate.edu Fax: 4-3003	4-2682
---	--	--------

Faculty Senate Representative (ex officio)

M. Peter Hoffman	3150, Kildee, Room 301 phoffman@iastate.edu Fax: 4-0018	4-5517
------------------	---	--------

Graduate Curriculum & Catalog Committee (ex officio)

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