

GRADUATE COUNCIL AGENDA
22 September 2005

1. Introduction of Members
2. Introduction of Affiliated Persons
3. Role of the Graduate Council (Dean Holger)
4. Announcements and Information Items
 - 4.1 Potential retreat on graduate education issues in spring (Dean Holger)
 - 4.2 New staff position in Office of the Provost on program assessment (Dean Holger)
 - 4.3 TOEFL changes (Pat Parker)
 - 4.4 Proposal on Electronic Theses and Dissertations (Carolyn Payne)
5. Report of Graduate Catalog and Curriculum Committee (Ken Kruempel)
 - 5.1 General report
 - 5.2 Proposal on MS in Seed Technology and Business
6. Appointment of Committees for 2005-2006
7. Action Items (if not handled under previous topics)
 - 7.1 Direction on electronic theses and dissertations initiative and appointment of Graduate Council representative
 - 7.2 Decision on Graduate Council role in spring retreat
 - 7.3 Table or vote on MS in Seed Technology and Business

Graduate Council Minutes

September 22, 2005

Present: Kaiser (Chair), Bystydzienski, Choi, Clapp, Damhorst, Dickerson, Gladon, Hoffman, Hogben, Holger, Jackson, King, Kruempel, Loynachan, Minion, Payne, Pate, Picasso, Vleck, Werner-Wilson, White, Woods

Absent: Goedeken, Onzere

Guests: Kristin Gerhard, University Library; Sue Jarnagin, Graduate College; Manjit Misra, Seed Science Center; Paul Christensen, Seed Science Center

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 April 21, 2005 Council meeting were approved after minor corrections.

Introduction of Members for 2005-06

Council members were welcomed and introduced to each other.

Role of the Graduate Council

Dr. Holger welcomed the members of the Council and explained the role of the Graduate Council. The Graduate Council speaks on behalf of and votes on policy issues for the graduate faculty. Its advisory role to the Graduate Dean in policy issues is very important, particularly through member service on ad hoc committees created by the Council. Finally, the Graduate Council exhibits a collective good judgment for the improvement and discussion of issues regarding graduate education

Announcements and Information Items

- Dr. Holger asked for feedback about the possibility of a spring retreat. The general consensus was that it was a good idea, but the Council wanted the retreat to be focused on specific goals. Dr. Holger indicated he would come back with a specific agenda and goals for an event.
- Dr. Holger announced the appointment of a new person—Kevin Saunders—in the Office of the Provost. He will oversee the program assessment activities, but his initial task will be to work with the North Central Accreditation activity in Spring 2006. Soon after, he will work with various groups around the university on other assessment activities.
- Dr. Payne promised to send a memo about the new TOEFL examination that was recently distributed to DOGEs. Questions can be brought to the next Council meeting.
- Dr. Payne introduced Kristin Gerhard from the University Library and Sue Jarnagin from the Graduate College. Dr. Payne had distributed by email a proposal to recommend that the Graduate College move to electronic thesis and dissertation submittal. She asked for approval to move towards allowing students to submit their theses and dissertations in an electronic format using tools to be provided by UMI/ProQuest (the present thesis publishing company that Iowa State and most other universities work with). After a brief discussion, a motion was made to support the direction and development of the Electronic Thesis and Dissertation (ETD) proposal and process as presented. It was approved. One faculty member, Chris Minion, and a student, Valentin Picasso, were appointed to an ETD implementation committee to be chaired by Dr. Payne. She will report progress to the Graduate Council and bring policy issues back for votes as needed.

GRADUATE COUNCIL AGENDA

20 October 2005

3150 Beardshear Hall

5:15 p.m.

1. Call to order and approval of 22 September minutes
2. Announcements
 - 2.1 Graduate College Handbook review
 - 2.2 Update on ETD
 - 2.3 TOEFL changes
 - 2.4 Other announcements from Graduate College
3. Report from Graduate College Catalog and Curriculum Committee
4. TA Training Committee
5. Finalization of All Committee Memberships
6. Action Items (if not handled under previous topics)
 - 7.1 Fate of TA Training Committee
7. Adjourn / Time for Committee Initialization?

Graduate Council Minutes

October 20, 2005

Present: Kaiser (Chair), Bystydzienski, Choi, Clapp, Damhorst, Gladon, Hoffman, Hogben, Holger, Kruempel, Loyndachan, Minion, Payne, Picasso, Vleck, Woods
Absent: Dickerson, Goedecken, Jackson, King, Onzere, Pate, Werner-Wilson, White

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 September 22 Council meeting were approved.

Announcements

1. The *Graduate College Handbook* is presently under final review. Dr. Payne gave out the web site address that Graduate Council members could use to review the changes until November 1, 2005. If there are no major changes from Council members, the *Handbook* will be placed on the Graduate College web site sometime in November. There will be no printed copies distributed to programs this year.
2. A brief update was given on the Electronic Thesis and Dissertation (ETD) Project. The committee had met twice since the last Graduate Council meeting and came to several conclusions: both master's and Ph.D. students will submit theses and dissertations to UMI/ProQuest; the fees will be set by the Graduate College with advice from the library and a request for approval will be sent to the Board of Regents for the February Board meeting; and one paper copy of each thesis/dissertation will be provided to the library, produced from the UMI/ProQuest electronic copy. All Council members were invited to an informational session to be given by the Graduate College, the Parks Library and ProQuest on October 28 in the Parks Library.
3. A letter on TOEFL test changes was sent to Graduate Council members earlier, and no questions were raised about the changes.
4. Dr. Holger presented the Graduate Council with the issue that some departments are placing additional departmental restrictions on courses and requirements for students in their departments who participate in interdepartmental programs. After discussion, it was decided that Dr. Holger should take this issue to the Associate Deans for Graduate Education and report back at a future meeting if there are items that need Council action.

Report of the Graduate Catalog and Curriculum Committee

Dr. Kruempel reviewed the role of his committee for the Council members. The committee has recently considered several dual listings and is paying particular attention to the differences between undergraduate and graduate requirements for these courses. Dr. Kruempel also reminded Council members that February 10, 2006 is the date that new programs, mergers, and changes should be through the department, program, and appropriate college approval processes in order to be included in the catalog for 2007-09. The Faculty Senate Curriculum Committee (Dr. Kruempel is chair) has placed these important dates for the next catalog on their web site at: www.iastate.edu/~catalog/fsc/0709catalogdates.doc. The MFA in Creative Writing and the Seed Technology and Business proposals should come before Faculty Senate review in November.

TA Training Committee

A report on TA Training was accepted by the Graduate Council last year, but the action items were not implemented at that time. After a discussion of the report and its implementation, Dr. Holger was charged to address responses to Action Items 1-6. A motion was unanimously passed that he take these items to appropriate bodies to suggest actions and recommendation for implementation. He will bring back to the Council his responses to the items in a future meeting.

Finalization of Subcommittees for 2005-06

Chairs and committee members were finalized as follows:

- Admission Standards—Woods (Chair), Damhorst, Choi, Goedecken, Gladon, Pat Parker (Office of Admissions, ex-officio)
- Recruitment—Werner-Wilson (Chair), Clapp, Hogben, George Jackson (Graduate College, ex-officio)
- Graduate Student Wellness—King (Chair), Choi, Clapp, Woods, Shelley Lott (Graduate College, ex-officio), Natalia Juan (Graduate Student, ex-officio)
- Programs of Study—Pate (Chair), Bystydzienski, Dickerson, Vleck, Lori Meyer (Graduate College, ex-officio)
- Electronic Theses and Dissertations (ETD) Implementation—Payne (Chair), Minion, Picasso, Sue Jarnagin (Graduate College), Kristin Gerhard (Library), Jim Twetten (ITC)
- Postdoctoral Policies and Graduate Stipends—Loynachan (Chair), White, Onzere, Vleck
- Graduate Fellowships/Speakers and Awards—Payne (Chair), Gladon, King, Pate

The Graduate Council adjourned at 6:25 p.m. The next meeting will be November 17, 2005 at 5:15 p.m. in 3150 Beardshear.

GRADUATE COUNCIL AGENDA

17 November 2005

3150 Beardshear Hall

5:15 p.m.

1. Call to order and approval of 20 October minutes
2. Announcements
3. Report from Graduate College Catalog and Curriculum Committee
4. Committee Reports
5. Adjourn

Graduate Council Minutes

November 17, 2005

Present: Kaiser (Chair), Choi, Clapp, Dickerson, Gladon, Goedeken, Hoffman, Hogben, Kruempel, Loynachan, Minion, Onzere, Pate, Payne, Vleck, White, Woods

Absent: Bystydzienski, Damhorst, Holger, Jackson, King, Picasso, Werner-Wilson

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 October 20 Council meeting were approved.

Announcements

1. The *Graduate College Handbook* is presently being placed on the web. It should be available no later than December 1. There will be no printed copies distributed to programs this year.
2. A brief update was given on the Electronic Thesis and Dissertation (ETD) Project. Two representatives were on campus from ProQuest/UMI in late October, and a fees proposal is currently being developed for the Board of Regents. The Graduate College will ask for a \$100 one-time, non-refundable thesis fee for students to be charged at the point that they apply for graduation. That fee will pay for Graduate College thesis review and processing, technical support for preparation and conversion of thesis documents (including workshops, templates, and online training materials), and the costs of providing the library with a bound paper copy of the thesis. Also, thesis/dissertation students will be required to pay ProQuest a \$45/\$55 publication and archiving fee at the point of electronic submission.
3. Dr. Holger wanted the Council to know that he had made some preliminary contacts with CELT about the TA training issues and had also placed it on the agenda for the Associate Deans group. A more detailed report will come after the first of the year.
4. Dr. Payne distributed some materials to Council members about the ongoing Council of Graduate Schools (CGS) PhD completion and attrition project. The Council may wish to discuss how time-to-degree data would be useful to programs (in light of the upcoming National Research Council (NRC) data collection project) and how exit data might be used if instituted centrally in the Graduate College. That discussion will take place after the first of the year.

Report of the Graduate Catalog and Curriculum Committee

Dr. Kruempel mentioned the catalog deadlines for the upcoming cycle, and notified members that a new process will be used in the editing of catalog material. The present PDF document review process will be replaced with a web-based, login review system. He will share more information in the future, but for deadlines, members may consult the Faculty Senate web site at www.iastate.edu/~catalog/fsc/0709catalogdates.doc.

Reports of Subcommittees for 2005-06

- **Admission Standards**—Dr. Woods (Chair) reported that the committee is still investigating the Bologna Accords issues and the quartile ranking issues. The committee plans to meet with Dean Holger and possibly consult with other institutions like University of Iowa to see what they are doing about admission of students from the Bologna Accord countries. After collecting data from the DOGEs about quartile rankings, the committee hopes to have a report with recommendations after the first of the year.
- **Recruitment**—no report at this time.
- **Graduate Student Wellness**—no report at this time.
- **Programs of Study**—no report at this time.
- **Postdoctoral Policies and Graduate Stipends**—Dr. Loynachan (Chair) reported that the committee had met and is working on issues that might affect policies in the future.
- **Graduate Fellowships/Speakers and Awards**—Dr. Payne (Chair) reported that the committee met and evaluated thesis submissions for the MAGS award. A future meeting is planned to discuss the Miller Fellowships and other graduate fellowship programs.

The Graduate Council adjourned at 6:35 p.m. The next meeting will be January 19, 2006, at 5:15 p.m. in 3150 Beardshear.

GRADUATE COUNCIL AGENDA
19 January 2006
3150 Beardshear Hall
5:15 p.m.

1. Call to order and approval of 17 November 2005 minutes
2. Announcements
 - 2.1 CELT programs available to graduate students (Yager)
 - 2.2 Comments on NRC rankings (Holger)
 - 2.3 Comments on new budget models (Holger)
3. Report from Graduate College Catalog and Curriculum Committee
(if needed, Kruempel)
4. Committee on Admissions Standards recommendations (Woods, Parker)
 - 4.1 Issues connected with Bologna Accords and 3 yr degrees
 - 4.2 Issues connected with the use of quartile rankings and admission status
 - 4.3 Issues connected with potential language changes in Grad College Handbook and admissions materials
5. Council of Graduate Schools Completion and Attrition Project
 - 5.1 Use of CGS completion template (if not covered in 2.2 above)
 - 5.2 Use of CGS (or any other) centrally instituted exit survey
6. Committee Updates (if time allows)
7. Action Items (if not previously addressed)
 - 7.1 Approve, table, or re-direct recommendations of committee on Admissions Standards
8. Adjourn

Next Meeting 17 February 2006, 3150 Beardshear Hall

Graduate Council Minutes

January 19, 2006

Present: Kaiser (Chair), Bystydzienski, Choi, Damhorst, Gladon, Goedeken, Hogben, Holger, Jackson, Kruempel, Loynachan, Onzere, Pate, Picasso, Vleck, Werner-Wilson, White

Absent: Clapp, Dickerson, Hoffman, King, Minion, Payne, Woods

Guest: Susan Yager, CELT

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 November 17 Council meeting were approved.

Announcements

1. Dr. Susan Yager from CELT was a guest speaker. Five seminars are being offered this spring semester. They are open to all graduate students, not just faculty or teaching assistants. Dr. Yager wanted to get the word out about these seminars. The five topics will be:
 - a. Balancing Teaching and Your Graduate Career
 - b. Going on the Academic Job Market
 - c. Active Learning
 - d. Teaching Tips
 - e. Turning Points in my Graduate Career
2. Comments on NRC Rankings Project – Dr. Holger reported that a task force comprised of Drs. Brighton, Davis, and Holger are working to report information that will benefit ISU. The NRC taxonomy doesn't always match up with institutional programs, and ISU is not always credited favorably in these types of reports.
3. New budget models – Dr. Holger provided an update on the new budget model initiative. He indicated his plan was to convince the committee that graduate student credit hours are not the same as undergraduate. As the task force develops a model, it may rely on the experiences of University of Minnesota in developing its new budget plan. In the first year of implementation, university programs and departments should not experience radical moving of funds.

Report of the Graduate Catalog and Curriculum Committee

In July 2004, the Department of Industrial Education and Technology merged with the Department of Agricultural and Biosystems Engineering. The faculty recently proposed a name change for the graduate major of Industrial Education and Technology to Industrial and Agricultural Technology. There will not be any areas of specialization under the new major. After a discussion, the name change was approved by the Graduate Council.

Dr. Kruempel also reported on some catalog issues. If there are new programs, changes in name, merged or deleted programs that need Board of Regents approval, the proposals need to be out of the colleges by February 10. He also reminded Council members that May 5th is the deadline for updated courses to be submitted to College Curriculum Coordinators.

Graduate Council Minutes

Page 2

Discussion of Admissions Standards

Since the committee chair was unable to be at the meeting, a general discussion about the primary issues that the committee is working on were discussed. Dr. Holger reported on the 3 year degrees in Europe. He indicated that the committee was thinking that students from Bologna accredited institutions should be considered on a case by case basis at this point.

The committee was also considering whether to eliminate Quartile Rankings. The committee did agree that Admissions will no longer calculate estimated quartile rankings. Admissions will provide rankings if given, but will no longer estimate them. Dr. Gladon pointed out that language changes will need to be made in the *Graduate College Handbook*. The admission statuses of provisional, restricted and full should also be examined. Discussion followed on how to function without quartile rankings. Pat Parker will be asked to attend the next meeting. The full report will also be presented at the next meeting.

Council of Graduate Schools Completion and Attrition Project

Dr. Holger led the discussion. Materials for the Attrition Project were requested to be sent electronically. Exit Survey – Council members looked at long survey, but would probably use short form. Discussion followed if it was a form ISU would like to pursue. Several members felt it was important to give students a chance for feedback at the end of their degree. It was pointed out that the Survey is being used on a trial basis at 6 universities.

Reports of Other Subcommittees for 2005-06

Recruitment—no report at this time.

Graduate Student Wellness—no report at this time.

Programs of Study—no report at this time.

Postdoctoral Policies and Graduate Stipends—no report at this time.

Graduate Fellowships/Speakers and Awards— no report at this time.

The Graduate Council adjourned at 6:40 p.m. Please note that the next meeting will be March 9, 2006, at 5:15 p.m. in 3150 Beardshear.

Minutes compiled by Shelley Lott

GRADUATE COUNCIL AGENDA
March 09, 2006
3150 Beardshear Hall
5:00 p.m. (NOTE TIME CHANGE)

1. Call to order and approval of 19 January 2006 minutes
2. Announcements
 - 2.1 Graduate College Announcements (Holger)
 - 2.2 ETD Update (Payne)
3. Report from Graduate Curriculum and Catalog Committee (Kruempel)
 - 3.1 Consideration of proposal for concurrent BS/MBA program in civil or mechanical engineering (BS) and MBA. (Kruempel and Crum)
 - 3.2 Consideration of proposal for concurrent BS/MS program in Family Finance, Housing and Policy (FFHP) and Human Development and Family Studies (HDFS) (Kruempel)
 - 3.3 Consideration of proposal for certificate in Human Computer Interaction (HCI) (Kruempel and Parkhurst) (see email from Kruempel—February 23, 2006)
4. Committee on Admissions Standards recommendations (Woods, Chair, Parker, guest)
 - 4.1 Issues connected with Bologna Accords and 3 yr degrees
 - 4.2 Issues connected with the use of quartile rankings and admission status
 - 4.3 Issues connected with potential language changes in Grad College Handbook and admissions materials
5. Recruitment Committee—Preliminary Report from Hogben (written copy of report coming within a day or so)
6. Other Committee Updates
 - 6.1 Postdoctoral/Stipends Committee—Loynachan
 - 6.2 Wellness—King
 - 6.3 Program of Study—Pate
7. Action Items (if not previously addressed)
 - 7.1 Concurrent BS/MBA program in item 3
 - 7.2 Concurrent BS/MS program in item 4
 - 7.3 Certificate in HCI
 - 7.3 Recommendations from Admission Standards Committee
 - 7.4 Recommendations from Recruitment Committee
9. Adjourn

Next Meeting April 20, 3150 Beardshear Hall, 5:15 pm

Graduate Council Minutes

March 9, 2006

- Present: Kaiser (Chair), Bystydzienski, Damhorst, Goedeken, Hogben, Hoffman, King, Kruempel, Loynachan, Minion, Pate, Payne, Vleck, Werner-Wilson, White, Woods
- Absent: Choi, Clapp, Dickerson, Gladon, Holger, Jackson, Onzere, Picasso,
- Guests: Michael Crum, Steve Garasky, Derrick Parkhurst, Patricia Parker

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 January 19 Council meeting were approved with a minor change.

Announcements

1. The Graduate College's new alumni brochure was passed around for comments and review.
2. An email announcing the Council of Graduate Schools (CGS) Distinguished Dissertation Award for the Mathematics, Physical Sciences and Engineering, and the Social Sciences disciplines was given to Graduate Council members.

Report of the Graduate Catalog and Curriculum Committee

Dr. Kruempel brought to the Council several recommendations for review.

Proposal for Concurrent BS/MS in Civil or Mechanical Engineering (BS) and Master of Business Administration (M.B.A.)—Dr. Crum from the College of Business was present to answer questions about this concurrent program that was similar to others between the Colleges of Business and Engineering. The proposal was approved unanimously without discussion and will next go to the Faculty Senate for review.

Proposal for Concurrent BS/MS in Family Finance, Housing, and Policy (FFHP) and Human Development and Family Studies (HDFS)—Dr. Garasky presented this concurrent program proposal. There was no discussion or questions, and the proposal was approved unanimously. The proposal will next move to Faculty Senate for review.

Proposal for Certificate in Human Computer Interaction—Dr. Parkhurst served as the resource person for this program. After some discussion about the general nature of the program, the certificate was approved. This is the end of the approval process for this program; Dr. Parkhurst and his staff will meet with the Graduate College to talk about the implementation of the certificate program.

Admissions Standards Committee Recommendations

Dr. Woods presented the Graduate Council with his committee's report on Admissions Standards. The Committee considered whether to eliminate Quartile Rankings. It did agree that Admissions will no longer calculate estimated quartile rankings, but the office will provide rankings if given. The committee recommended that "that the Graduate College will accept a recommendation of

Full Admission for students having a GPA ≥ 3.00 *or* ranking in the top two quartiles of their class. Otherwise, Departments may recommend students not meeting this criterion for Restricted Admission.”

The committee also recommended that “the Admissions Office would no longer *estimate* Quartile rankings for students whose institution does not provide them, but will *continue* to forward official Quartile rankings to DOGEs in cases where they are provided by the student's institution.”

The Admissions Standards committee also considered admissions from countries under the new Bologna Accords. The committee recommended that “until the Bologna Accord is fully operational in 2010, the Graduate College will *not* give blanket approval for admission of students holding 3-year Bologna Accord Bachelor's degrees. The Admissions Office will forward to Departments applications from students holding Bologna Accord Bachelor's degrees with an annotation that Departments need to evaluate the degree in detail and state whether it is, in principle, accepted as comparable to an ISU Bachelor's degree.”

After discussion, the Council approved the report and charged the committee with developing the appropriate admissions status language for the Graduate ~~Council Handbook~~ and other publications. The committee will give those recommendations at the next meeting.

IT A-L
College

Recruitment Committee Preliminary Report

Dr. Hogben sent out the preliminary report. The committee has decided to focus on recruiting underrepresented minority graduate students. The final report will be provided at the last Graduate Council meeting.

Reports of Other Subcommittees for 2005-06

Graduate Student Wellness—no report at this time.

Programs of Study—The committee has met and is concentrating on recommendations for handling the outside member of a POS committee. The final report and recommendations will be presented at the last Graduate Council meeting.

Postdoctoral Policies and Graduate Stipends—The committee has met several times and is considering issues like mentoring, retirement benefits, and other areas of concern. A final report will be forthcoming at the last meeting.

Graduate Fellowships/Speakers and Awards— The new Miller Fellowship recommendations were sent to Council members by email. They will be discussed at the final Graduate Council meeting.

The election of the President for 2006-07 Graduate Council will take place at the last Graduate Council meeting. All Council members will receive a list of those members who are eligible to take the office before the next meeting.

The Graduate Council adjourned at 6:40 p.m. Please note that the next meeting will be May 4, 2006, at 5:00 p.m. in 3150 Beardshear.

GRADUATE COUNCIL AGENDA

4 May 2006

3150 Beardshear Hall

5:00 p.m.

Note Time

1. Call to order and approval of 9 March 2006 minutes
2. Graduate College Announcements
3. Graduate Curriculum report
4. Committee Reports
 - 4.1 Recruitment
 - 4.2 Admissions
 - 4.3 Miller Fellowship
 - 4.4 ETD
 - 4.5 POS
 - 4.6 Postdocs
 - 4.7 Graduate Handbook additions
4. With apologies to Arlo Guthrie, our last order of business will be:
DE-tection, IN-spection and SEE-lection of chair for 06-07

Outcomes
Assessment as agenda topic

Graduate Council Minutes

May 4, 2006

Present: Kaiser (Chair), Choi, Damhorst, Gladon, Goedecken, Hogben (substitute), Holger, Kruempel, Loynachan, Minion, Pate, Payne, Picasso, Vleck, White, Woods
Absent: Bystydzienski, Clapp, Dickerson, Hoffman, Jackson, King, Onzere, Werner-Wilson
Guests: Paul Christensen

Call to Order

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

Previous Minutes

The minutes from the March 9 Council meeting were approved.

Announcements

Dr. Holger indicated that the National Research Council (NRC) doctoral rankings study is underway. The close to final taxonomy as well as draft questionnaires are on the National Academies' website at <http://www7.nationalacademies.org/resdoc/>. The DOGEs are working on which programs will be ranked.

Report of the Graduate Catalog and Curriculum Committee

Dr. Kruempel brought to the Council two certificate requests for review. Dr. Paul Christensen served as the resource contact for the two certificates: *Graduate Seed Science Business Management Certificate* and the *Graduate Seed Science and Technology Certificate*. After a discussion about the nature of the certificates, the audiences they served, and the ethics content in the courses, the proposals were approved by the Council with two oppositions.

Committee Reports

Admissions Standards Committee Recommendations

Dr. Woods presented the Graduate Council with revised catalog copy that had been requested from the approved report in March. The following *Graduate College Handbook* copy from page 1 was approved by Council members:

Admission Categories

Full admission status may be granted to an applicant who either has achieved a grade point average (GPA) of 3.0 or greater (on a 4.0 scale), or ranks in the upper one-half of his or her undergraduate class.

Provisional admission status may be granted to an applicant who satisfies the formal university requirements for full admission status, but who has certain academic background or prerequisite deficiencies to remedy.

Restricted admission status may be granted to an applicant who does not satisfy the formal university requirements for full admission status and/or lacks undergraduate preparation in a field related to the graduate field of study. Restricted admission may also be granted to graduates of non-English-speaking foreign institutions, even if the student meets the university requirements for full admission status.

The Admissions Standards Committee Report

Unfortunately, no one was present to formally present the *Admissions Standards Committee Report*. It was discussed and the report was approved with the provision that Point #1 of the Recommendations be clarified in the fall.

Miller Award Committee Report

The committee presented the possibility of a new award program to start a competition next fall. The report was accepted with an indication to proceed with the new award program.

Programs of Study Committee Report

Dr. Pate presented the committee's suggestion to consider a change in the way outside members are chosen for POS committees. Outside members will be chosen by the committee and approved by the DOGE of the program as usual, but the committee will have more latitude in selection of a person who adds diversity to the committee. The committee provided revised *Graduate College Handbook* copy below to reflect the new policies. The word "major," which is now predefined, was changed to "field of emphasis" in the *Graduate College Handbook* copy. Both the recommendations and handbook copy were approved. The POS committee form will also be changed to allow programs to identify that outside committee member of each POS committee.

From page 38:

Member(s) from Outside the Student's Field of Emphasis. *The outside member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research, or some aspect of intellectual diversity deemed important by the committee and/or major.*

From Page 39:

Doctoral POS Committee Makeup

The POS committee for a doctoral program consists of at least five members of the graduate faculty. It must include at least three members, including the major professor, from within the student's major or program. The committee must include members from different fields of emphasis so as to ensure diversity of perspectives. A term member of the graduate faculty may participate in the direction of a student's dissertation research as a co-major professor if a member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for direction of the dissertation.

Master's POS Committee Makeup

The master's POS committee consists of at least three members of the graduate faculty. It must include two members, including the major professor, from the major or program. The committee must include members from different fields of emphasis so as to ensure diversity of perspectives. A term member of the graduate faculty may participate in the direction of a student's master's research as a co-major professor if a member of the graduate faculty serves as a co-major professor and jointly accepts responsibility for the direction of a program of study.

Additional Handbook Change from Page 38:

When masters or Ph.D. work is administered through a program in which the largest share of course credits is taken, but the research is conducted or shared with another program or major and also supervised by a graduate faculty member in that program, both the masters or dissertation supervisor and a member of the graduate faculty from the program in which the degree will be granted can be designated as co-major professors.

← ***Postdoctoral Policies and Graduate Stipends***

Dr. Loyanchan presented the report from the Postdoctoral Policies and Graduate Stipends Committee. The committee spent most of its time identifying issues that could be developed into future policies for a committee next year. On the postdoctoral side, some of the issues revolved around retirement benefits for postdoctoral associates, clear definitions on current policies that could and should be applied to postdoctoral associate positions (these would be placed in the *Graduate College Handbook*), and developing better communication tools for this group at ISU (using web site, association, or other mechanisms). The committee was satisfied with the present graduate student and postdoctoral stipends and ways they are allocated by the Graduate College. After a discussion, the report was accepted with a charge for next year's committee to formulate policies from the issues that were identified by this committee.

← ***New Handbook Language***

Earlier in the year, the Graduate Council discussed some ideas about assessment and including some new language in the Graduate College Handbook. The following language for the new handbook was approved after a discussion.

Chapter 6. The Graduate Program of Study

The Graduate College Handbook outlines the general requirements for completion of a graduate degree at ISU. Faculty in a major field have the responsibility for establishing educational objectives for their graduate program, including specific course requirements and research requirements appropriate to the master's or Ph.D. programs in the major. These requirements may place additional responsibilities on the student, the major professor, or the student's program of study (POS) committee beyond those listed in the Graduate College Handbook as deemed appropriate to the goals of the major program.

Faculty and graduate students are active participants in the academic programs of Iowa State University. As active participants, they have a collective impact on the success of those programs and of the university in fulfilling its mission. Each graduate program is encouraged to implement a mechanism for responding to feedback from graduate students as a valuable resource for continuing improvement.

POS Committee

New graduate students at ISU may be assigned a temporary academic adviser by the major program in the first semester of the student's residence.

The election of the President for the 2006-07 Graduate Council took place and Mark Kaiser was elected unanimously to serve another term as chair.

The Graduate Council adjourned at 7:15 p.m. The next meeting will take place in Fall 2006.

GRADUATE COUNCIL 2005-2006 Annual Report

The Graduate Council met six times during the 2005-2006 academic year, on 22 September 2005, 20 October 2005, 17 November 2005, 19 January 2006, 9 March 2006, and 4 May 2006. The scheduled meeting in February was canceled due to weather concerns. Minutes from each of these meetings are available from the Graduate College, as are full committee reports that resulted from activities of those groups.

Responsibilities of the Graduate Council

The Graduate Council has historically played two roles, those being the development of policy for the Graduate College, and a serving as a forum for discussion of issues and provision of advice to the Graduate College. While the advisory role of the Council is important, a decision was made that, given the limited amount of time that faculty and other members can devote to the overall enterprise and the relatively small number of meetings during the academic year, the focus of the Council should be consideration of issues that require a policy determination, in terms of developing policy, modifying policy, or determining that no formal policy on the part of the Graduate College is necessary. This focus was reflected in the statement of charges to committees and the resulting reports of those committees.

Committees

The following committees were formed for the 2005-2006 academic year:

1. Admissions Standards: Woods (chair), Damhorst, Minion, Goedeken, Parker (ex-officio).
2. Recruitment: Werner-Wilson (chair), Clapp, Hogben, Jackson (ex-officio).
3. Graduate Student Wellness: King (chair), Choi, Woods, Clapp, Lott (ex-officio).
4. Program of Study: Pate (chair), Bystydzienski, Vleck, Dickerson, Meyer (ex-officio).
5. Electronic Theses and Dissertations: Payne (chair), Minion, Picasso, Jarnagin (non-council member), Gerhard (non-council member), Twetten (non-council member).
6. Postdoctoral Policies: Loynachan (chair), White, Onzere, Vleck.
7. Fellowships and Awards: Payne (chair), Gladon, King, Pate

The statement of charges for these committees is included in this report as Appendix A.

Committee Outcomes

The following is a summary of the outcomes of the 2005-2006 committee reports. The full text of committee reports is available from the Graduate College.

1. Admissions Standards.
 - New language for the Graduate Handbook definitions of admissions categories of Full, Provisional, and Restricted was developed and approved by the Council.
 - A policy change that the Office of Admissions no longer estimate quartile rankings for student applications as of August 1 2006 was recommended and approved by the Council (quartile rankings will continue to be forwarded to programs if they are provided by the undergraduate institution).
 - The committee recommended that no formal policy statement be made at this time regarding applications from Bologna Accord institutions, but that such applications continue to be considered on a case-by-case basis. The recommendation was approved by the Council.
2. Recruitment.
 - The committee recommended that a Graduate Council committee on recruitment be formed to work with the Graduate College in developing a workshop on forming partnerships for the recruitment of under-represented groups and minority graduate students. The recommendation was approved by the Council.
3. Graduate Student Wellness.
 - The committee on Graduate Student Wellness failed to make substantial progress. This committee will be a priority item for the Council in 2006-2007.
4. Program of Study.
 - A policy change was recommended on the requirement of an outside member on POS committees was made to allow programs more latitude in meeting the objective of providing for diversity in specialties on graduate POS committees. This change, and modifications to the Graduate Handbook to effect the change, were approved by the Council.
 - Additional modifications to the Graduate Handbook in descriptions of graduate POS committees to make these descriptions concordant with the new policy were recommended and approved by the Council.
 - The POS committee form was also modified to reflect the above changes in a consistent manner, and these changes were approved by the Council.
5. Electronic Theses and Dissertations.
 - Not strictly a Graduate Council committee, this group was composed of individuals from entities across campus that are involved with, and affected by, changes in the submission of thesis and dissertations (see committee memberships above).
 - Established thesis/dissertation web site through ProQuest/UMI.
 - Determined fee structure for electronic thesis submission costs.
 - Selected six students as pilot testers for Spring 2006 graduation.
 - Developed Graduate College procedures for thesis submission, review, and monitoring of the electronic thesis and dissertation procedure.

6. Postdoctoral Policies

- Identified issues ranging from retirement benefits to the specification of position descriptions (similar to those of faculty) that need policy statements, policy statement clarification, or no change.
- Recommendations of the committee were accepted by the Council as forming the basis for a charge for a follow-up committee in 2006-2007.

7. Fellowships and Awards

- Designed a new program for awarding Miller Fellowships, which was accepted by the Council.
- Developed details of the application process under the new program, including a form to be used by programs in the application process, and this process was approved by the Council.
- The usual set of awards were handled by this committee along with volunteers from the Council at large and a number of other individuals recruited by the Graduate College. The Council established Speakers and Awards as a standing Graduate Council Committee.

Program Approvals

The 2005-2006 Graduate Council approved the following changes in graduate programs and degrees:

1. New degree program Master of Science in Seed Technology and Business (Approved 22 September 2005).
2. Name change for graduate major from Industrial Education and Technology to Industrial and Agricultural Technology (Approved 19 January 2006).
3. New degree program for concurrent Bachelor of Science in Civil or Mechanical Engineering and Master of Business Administration (Approved 9 March 2006).
4. New degree program for concurrent Bachelor of Science and Master of Science in Finance, Housing, and Policy (FFHP) and Human Development and Family Studies (HDFS) (Approved 9 March 2006).
5. New certificate in Human Computer Interaction (Approved 9 March 2006).
6. New certificate in Seed Science Business Management (Approved 4 May 2006).
7. New certificate in Seed Science and Technology (Approved 4 May 2006).

Advisory Actions

The Graduate Council provided advice to the Graduate College on the following issues:

1. Departmental restrictions and requirements for students in interdepartmental graduate programs were discussed. The Council advised the Graduate Dean to present this issue to the Associate Deans for Graduate Education (20 October 2005).

2. Several action items in the report of the 2004-2005 Graduate Council committee on TA training were not implemented. The Council advised the Graduate Dean to bring action items 1-6 of that committee's final report before the appropriate bodies for discussion (20 October 2005).
3. As a result of the report of the Graduate Council committee on recruitment, the Graduate College was advised to continue to hold annual workshops on admissions procedures and effective recruiting strategies. The Graduate College was also advised to compile a list of DOGEs, departmental graduate committee chairs, departmental graduate admission committee chairs, and departmental graduate program staff members.
4. As a result of the report of the Graduate Council committee on postdoctoral policies, the Graduate College was advised to create a postdoctoral web page on the Graduate College site with contact information for individuals with questions about specific issues.
5. Also as a result of the report of the Graduate Council committee on postdoctoral policies, the Graduate College was advised to consider forming a Postdoctoral Association for central representation of postdoctoral scholars at the University. The Graduate College was also advised to consider having a representative from this group join the Graduate Council as either an elected or ex-officio member.

Other Council Actions

1. As a result of discussions focused loosely on the Council of Graduate Schools Completion and Attrition Project (19 January 2006), several members of the Council felt it important to include language in the Graduate College Handbook that encourages programs to implement a mechanism for obtaining and responding to feedback from graduate students concerning the quality of education and preparation they receive. Language to this effect was proposed for the Graduate College Handbook and approved by the Council (4 May 2006).
2. The 2006-2007 chair was elected at the last meeting of the Council (4 May 2006).

Submitted on behalf of the 2005-2006 Graduate Council
Mark Kaiser, Chair
October 2006

Appendix: Graduate Council Committee Charges (2005-2006)

Continuing Committees

1. Admissions Standards

Previous: The 2004-2005 committee accomplished the following tasks:

- 1) Met with personnel from Grad College and Admissions to identify issues
- 2) Conducted a survey of DOGEs on admissions issues
- 3) Collected admission standards of Peer 11 group

Charges for 2005-2006:

- 1) Identify issues in need of Graduate College position related to the Bologna Accords and, if possible, recommend positions to be taken
- 2) Recommendation of whether Graduate Admissions should continue use of quartile ranking of applicants

2. Recruitment

Previous: The 2004-2005 committee accomplished the following tasks:

- 1) Conducted survey of graduate students on effectiveness of recruiting practices
- 2) Interviewed selected DOGEs on effectiveness of recruiting practices

Charges for 2005-2006:

- 1) Identify recruiting activities that could (or should) be administered centrally by the Graduate College
- 2) Recommend (if any) Graduate College programs that could be implemented to enhance recruitment of graduate students from the mid-west region
- 3) Recommend whether Graduate College should administer on-line survey of graduate students developed by previous committee
- 4) Recommend whether Graduate College should pursue development of one or more regional REU programs on a campus-wide or discipline scale

3. Graduate Student Wellness

Previous: Identified several key issues including maternity leave, catastrophic illness, safety issues, mental illness, and vacation policy. Progress was limited due to difficulty in coordinating with GPSS

Charges for 2005-2006:

- 1) Improve coordination of discussion with GPSS and Grad College representative
- 2) Identify specific issues subject to Graduate College policy
- 3) Where possible, recommend policy and compare with those at peer institutions

New Committees

1. Electronic Theses and Dissertations

Need: Less of a committee than the need for one member of Grad Council to serve as a representative in group considering issues connected – assumes Grad Council approval of pursuit of this initiative at first meeting

2. Programs of Study

Need: The official rules for composition and conduct of POS committees is in need of review and possible modification. Issues that arise frequently are questions of inside/outside member composition of the committees given, for example, the advent of interdepartmental programs, and the need (or lack thereof) for attendance at all meetings by all members of the POS committee, given the availability of remote communication connections.

Charges:

- 1) Review Graduate College regulations on composition and conduct of POS committees for Masters and PhD degrees, with particular attention to the role and definition of outside members
- 2) Recommend appropriate changes, if any

3. Postdoctoral Policies and Graduate Stipends

Need: The number of postdoctoral appointments has increased as the pool of PhD graduates increases in certain areas and in response to federally funded programs that involve training grants. While a culture of postdoctoral experience has long existed in some disciplines, it is relatively new to others. Postdoctoral appointees are sometimes caught between the status of graduate student and junior faculty. Relative to stipends, minimum stipends for graduate students are set by the Graduate College but are adjusted by various departments and disciplines. Issues of equity and competitiveness in the recruitment process naturally arise.

Charges:

- 1) Review current policy regarding the status, responsibilities, and standing of postdoctoral appointees
- 2) Recommend appropriate changes, if any
- 3) Formulate recommendations on Graduate College policy regarding minimum graduate stipends
- 4) Identify issues that overlap postdoctoral policy and stipend concerns

4A. Graduate Fellowships (Fall Semester)

Need: The Graduate College has a fair amount of discretion in the management of two funding programs, the Miller Fund and the Boeing Fund. The Miller program has

completed a funding cycle and there is a need to determine the manner in which this program might be managed in the coming years. The Boeing Fund, which is more specific to engineering and computer science disciplines, has built up sufficient resources to require similar guidance at this time.

Charges:

- 1) Recommend policies for management of Miller and Boeing Funds

4B. Speakers and Awards (Spring Semester)

This is a continuing need that arises each year.

Charges:

- 1) Perform regular duties of the speakers and awards committee as determined by the Graduate College
- 2) Recommend whether this should become a standing committee

**Graduate Council
2005-2006**

Graduate Faculty

Mark Kaiser, Chair 2004-2007 (Physical & Mathematical Sciences and Engineering)	Statistics 125 Snedecor, 1210 mkskaiser@iastate.edu Fax: 4- 4040	4-8871
Jill Bystydzienski 2005-2008 (Social Sciences & Education)	Liberal Arts & Sciences 349 Catt Hall, 1300 bystydj@iastate.edu Fax: 4-5104	4-9733
Tara Clapp 2005-2008 (Arts & Humanities)	Community & Regional Planning 377 Design, 3095 tlclapp@iastate.edu Fax: 4-2348	4-7759
Mary Lynn Damhorst 2005-2008 (Social Sciences & Education)	Textiles & Clothing 1068 LeBaron, 1121 mldmhrst@iastate.edu Fax: 4-6364	4-9919
Julie Dickerson 2005-2008 (Physical & Mathematical Sciences and Engineering Division)	Electrical & Computer Engineering 3123 Coover, 3060 julied@iastate.edu Fax: 4-8432	4-7705
Richard Gladon 2003-2006 (Biological & Agricultural Sciences)	Horticulture 222 Horticulture, 1100 gladon@iastate.edu Fax: 4-0730	4-1957

Graduate Council, 2005-2006 (cont.)

Edward Goedecken 2005-2008 (Arts and Humanities)	Library 152 Parks Library, 2140 goedecken@iastate.edu Fax: 4-5525	4-3311
Leslie Hogben 2005-2008 (Physical and Mathematical Sciences & Engineering Division)	Mathematics 488 Carver, 2064 lhogben@iastate.edu Fax: 4-5454	4-8168
Douglas King 2003-06 (Social Sciences & Education)	Health and Human Performance 248 Forker Building, 1160 dsking@iastate.edu Fax: 4-8740	4-8429
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, 1250 fcminion@iastate.edu Fax: 4-8500	4-6347
Michael Pate 2004-07 (Physical & Mathematical Sciences and Engineering)	Mechanical Engineering 2028 Black Engineering, 2161 mpate@iastate.edu Fax: 4- 3261	4-9691
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

Graduate Council, 2005-2006 (cont.)

Wendy White 2005-2008 (Biological & Agricultural Sciences)	Food Science & Human Nutrition 1111 HNSB, 1120 wswwhite@iastate.edu Fax: 4-5390	4-3447
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
Carol Vleck 2005-2008 (Biological & Agricultural Sciences)	Ecology, Evolution, and Organismal Biology 305 Science II, 3220 cvleck@iastate.edu 4-8646	4-8646
<u>Graduate Students</u>		
Christopher Choi	Biomedical Sciences 1222 Vet Med, 1250 chrisc@iastate.edu	4-7252
Sheila Navalía Onzere	Sociology 409B East Hall, 1070 sonzere@iastate.edu	4-9050
Valentin Picasso	Agronomy 1207 Agronomy vpicasso@iastate.edu	4-6795

Graduate Council, 2005-2006 (cont.)

Graduate College Representatives (ex officio)

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

George Jackson Assistant Dean	1137 Pearson, 2206 gajacks@iastate.edu Fax: 4-3638	4-1386
----------------------------------	--	--------

Carolyn Payne Assistant Dean	1137 Pearson, 2206 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)

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