Arkansas Tech University
Graduate Council
Minutes of Meeting
October 18, 2011

The Graduate Council met in TOM 102 on Tuesday, October 18th at 3 p.m. Graduate Council members include the following:

Dr. Mary Gunter, Chair
Dr. Mary Ann Rollans
Dr. Cheryl Smith
Ms. Connie Zimmer
Dr. John Jackson
Dr. Linda Bean, Vice Chair
Dr. Nelson Ramirez
Dr. Richard Ihde

Dr. Susan Underwood
Dr. Deborah Wilson
Dr. Matt Brown
Dr. Sean Huss
Dr. Annette Holeyfield
Mr. Donald Minster, Student Representative
Ms. Tammy Rhodes, Secretary

Dr. Sean Huss, Ms. Tammy Rhodes and Mr. Donald Minster were absent.

Call to Order/Approval of Minutes:

Dr. Gunter called the meeting to order and indicated a quorum was present for the meeting and business could be conducted.

Dr. Gunter asked for approval of the minutes from September 20, 2011. Dr. Rollans made a motion, seconded by Dr. Wilson, to approve the minutes. Motion carried.

Faculty Approval:

Dr. Bean made a motion, seconded by Dr. Wilson, to approve all requests for Renewal of Membership of Regular Graduate Faculty. Motion carried.

The following nominations were approved:

Regular Faculty:
Dr. Ernest J. Enchelmayer, Department of English – College of Arts and Humanities

Dr. Underwood questioned Dr. Fisher’s nomination because there is no master’s program currently offered for the art department. Dr. Wilson said Dr. Fisher teaches courses for the Fine Arts component of the MLA program. Dr. Rollans commented that Dr. Fisher’s graduate faculty status would allow further development of graduate arts courses for the launch of a future program.

Dr. Bean made a motion, seconded by Dr. Wilson, to approve all requests for Nominations for Membership of Regular Graduate Faculty. Motion carried.
The following nominations were approved:

**Regular Faculty:**
Dr. Joshua Fisher, Department of Art – College of Arts and Humanities
Dr. Helga Wendelberger, Department of English – College of Arts and Humanities

Dr. Underwood made a motion, seconded by Ms. Zimmer, to approve all requests for Nominations for Membership of Non-Regular Faculty. Motion carried.

**Non-Regular Faculty:**
Dr. Steve Edward Lochmann, Department of Biological Sciences – College of Natural and Health Sciences

**Updates:**
Dr. Gunter reported on National League for Nursing Accrediting Commission (NLNAC) visit to Graduate College. She said the NLNAC wanted the approved faculty list and procedures on the admissions process. They also wanted to review the admission records and procedures. Dr. Gunter felt it would be a good idea to preview the self-study guide prior to future visits by all accreditation committees.

Ms. Courtney Mullen went over the progress on the Graduate Assistant Handbook. She and Steven Higgins, Graduate College GA, are preparing a draft for the Graduate Council’s review. She briefly went over the Table of Contents. Dr. Gunter asked that if anyone felt there should be an addition to the handbook to email her. Dr. Rollans asked what the procedure was for a GA to make-up time due to absences over an extended period of time. Dr. Gunter responded it was at the department’s discretion how time would be made-up and there was not a set procedure. Dr. Wilson asked for a section for Graduate Assistants that taught. Dr. Gunter said they would look into adding it to the handbook.

Dr. Gunter reported on the progress of the Program Director meetings. Dr. Gunter wanted everyone to know she was addressing Program Directors in smaller groups to discuss the issues with each individual department such as faculty renewals and catalog changes. There will be a meeting with all the Program Directors on November 29th at 3:00 pm.

Dr. Gunter went over the date changes on the Thesis Timeline. The Electronic Submission is still in the works.

**Other Business:**

Doctoral Status - Dr. Gunter stated they are in the process of reviewing the people ADHE submitted for the Role and Scope visitation team.

Dr. Wilson made a motion, seconded by Dr. Rollans, to adjourn. Meeting adjourned at 3:30 pm.
Addendum to the Minutes:

The following proposals were emailed out to all Graduate Council Members on October 20, 2011 for an electronic review to meet ADHE deadline:

- Request for course addition of Fisheries and Wildlife 6033 requested by Dr. John Jackson
- Request for course addition of Fisheries and Wildlife 6043 requested by Dr. John Jackson
- Request for course addition of Fisheries and Wildlife 6101 requested by Dr. John Jackson
- Request for new program in Master of Science in Fisheries and Wildlife Science (non-thesis option) CIP Code 03.0601 requested by Dr. John Jackson

On October 31, 2011 electronic approval submissions were tallied. All proposals were approved.

Respectfully submitted,

Michelle McMinn