Arkansas Tech University
Minutes of
The Graduate Council Meeting
February 7, 2001

The Graduate Council met on February 7, 2001 at 3:00 p.m. in the Administration Building Boardroom. The following members were present:

Dr. Eldon Clary
Dr. Mary Gunter
Dr. Deborah Wilson
Dr. Annette Holeyfield
Ms. Sara Robison
Ms. Laura Dobbins

Dr. Ken Rogers
Dr. Theresa Herrick
Mr. James Willcutt
Dr. Glenn Sheets
Mr. Scott Adams

The following member(s) were absent: Dr. Hilda Turner

Dr. Clary called the meeting to order and asked for approval of the minutes of the December 8, 2000 meeting. Mr. Scott Adams moved that the minutes be approved as distributed; Dr. Deborah Wilson seconded the motion. The motion passed.

The council took the following action:

1. Additions of footnote to graduate catalog in the description of the graduate degree requirements for Secondary Education--Physical Education. Footnote reads "Prerequisites for individual courses may be found in the course description section of this catalog"

Additions of prerequisites for the following courses:
PE 6083 Research Design and Statistics (add prerequisite PE 4523 Measurement and Evaluation in Health and Physical Education or approval of department head)

Addition of prerequisite for PE 6073 Exercise and Sport Behavior (add prerequisite PE 4513 Organization and Administration of Health and Physical Education or approval by department head)

Addition of prerequisites for PE 6053 Biomechanics (add prerequisites PE 2653 Anatomy and Physiology, PE 3663 Kinesiology, algebra or general mathematics, and physical science or physics, or approval by department head).

Addition of prerequisites for PE 6043 Psychology of Motor Learning (add prerequisites PE 2653 Anatomy and Physiology, PE 3663 Kinesiology, or approval by department head).

Addition of prerequisites for PE 6033 Exercise Physiology (add prerequisites PE 4033 Basic Exercise Physiology, PE 2653 Anatomy and Physiology, PE 3663 Kinesiology, or approval by department head).
Addition of prerequisites for PE 6023 Curriculum Development in Physical Education (add prerequisites—three credit hours of pedagogy methodology or approval by department head).

Addition of prerequisites for PE 6013 Principles of Physical Education (add prerequisites PE 2523 Foundations of Health and Physical Education, PE 4103 Principles and Methods of Adapted Physical Education, and three credit hours of physical education pedagogy methodology, or approval by department head).

Motion by Dr. Ken Rogers to approve the course prerequisites. Motion seconded by Dr. Deborah Wilson. Motion passed.

2. Deletion of PE 5703 Advanced Athletic Training

Motion made by Dr. Glenn Sheets to approve the course deletion. Motion seconded by Mr. Scott Adams. Motion passed.

3. Course deletion of the following courses (have not been offered in the past 3 years)

EDMD 6343: Advanced Television Production
ELED 6503: Math/Elementary School
ELED 6703: Trends/Issues Language Arts Elementary
PSY 5003: Psychology of Death and Dying
SOC 6023: Seminar in Sociology and Education
JPN 6882-3: Independent Study
FR 6892-6894: Independent Study
HIST 5803: Global Studies in Modern Times
JPN 6893-4: Independent Study
LA 6813: Sci/Tech/Human Values
ART 6263: Survey/Photojournalism
MUS 6231: Applied Voice
HIST 5003: Contemporary American, 1929-Present
ENGL 6056: Arkansas Writing Project
MUS 6103: Hist. Am. Music/Jazz/Folk
MUS 6232: Applied Voice
BIOL 5044: Identification of Woody Plants
MATH 6113: Finite Mathematics
MATH 6153: Content and Methods of Teaching Secondary Math
MATH 6133: Advanced Abstract Algebra

Motion made by Dr. Glenn Sheets to table the item of business to enable time to study the accuracy of the list. Motion seconded by Dr. Mary Gunter. Motion passed.
4. Graduate Faculty Additions as Associate Member Status
David Middleton (Computer Science)
Larry Morrell (Computer Science)
Judith Stewart Abernathy

Graduate Faculty Additions as Temporary Member Status
Renee Robinson
James Lily
Cathy Baker
Ken Wester

Motion made by Dr. Ken Rogers to accept the named faculty to the graduate faculty at
the recommended status. Seconded by Mr. Scott Adams. Motion passed.

Other discussion items:

Report from Mr. Willcutt on Graduate Council composition. Mr. Willicutt made a brief
recommendation but stated that his committee will further review the composition and
give a report at the next meeting.

Dr. Clary asked for a report from the committee that is reviewing the "Instructions for
the preparation of the Master’s Thesis". Dr. Rogers stated that the committee would be
ready to report to the council at the next meeting.

The council asked Dr. Clary that in a future meeting they would like to review how
graduate assistants are selected, distributed, and what is required to be a graduate
assistant. Dr. Clary did state he would be contacting the department heads about how
many graduate assistants they needed and to provide a justification of need. This will
be an item for discussion in an upcoming meeting.

Motion to adjourn by Mr. James Willicutt. Seconded by Mr. Scott Adams.
Motion passed.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Glenn Sheets
Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
March 7, 2001

The Graduate Council met on February 7, 2001 at 3:00 p.m. in the Administration Building Boardroom. The following members were present:

Dr. Eldon Clary
Dr. Deborah Wilson
Dr. Theresa Herrick
Ms. Sara Robison
Mr. James Willcutt

Dr. Mary Gunter
Dr. Ken Rogers
Dr. Glenn Sheets
Mr. Scott Adams
Ms. Laura Dobbins

The following member(s) were absent: Dr. Hilda Turner and Dr. Annette Holeyfield

Dr. Clary called the meeting to order and asked for approval of the minutes of the February 7, 2001 meeting. Dr. Glenn Sheets moved that the minutes be approved as distributed; Dr. Deborah Wilson seconded the motion. The motion passed.

The council took the following action:

1. Proposal for a M. A. degree in Spanish

Motion made by Mr. James Willcutt to accept the new M. A. degree in Spanish with an amendment to include the GRE test as an option to the Millers Analogy Test and to add oral comprehensive exams to go with the written comprehensive exams for the non-thesis option in the degree requirements. Motion seconded by Mr. Scott Adams. Motion passed.

2. Course deletion of the following courses (have not been offered in the past 3 years)

EDMD 6343: Advanced Television Production
ELED 6503: Math/Elementary School
ELED 6703: Trends/Issues Language Arts Elementary
PSY 5003: Psychology of Death and Dying
SOC 6023: Seminar in Sociology and Education
JPN 6882-3: Independent Study
FR 6892-6894: Independent Study
JPN 6893-4: Independent Study
LA 6813: Sci/Tech/Human Values
ART 6263: Survey/Photojournalism
MUS 6231: Applied Voice
HIST 5803: Global Studies in Modern Times
ENGL 6056: Arkansas Writing Project
MUS 6103: Hist. Am. Music/Jazz/Folk
MUS 6232: Applied Voice
BIOL 5044: Identification of Woody Plants
MATH 6113: Finite Mathematics
MATH 6153: Content and Methods of Teaching Secondary Math
MATH 6133: Advanced Abstract Algebra
SOC 6881-3 Workshop
SOC 6893: Independent Study
RS 6893: Independent Study
POLS 6881-3: Workshop
PE 6103: Trends/Issues in Physical Education

Motion made by Mr. James Willicutt to delete courses as listed. Motion seconded by Mr. Scott Adams. Motion passed.

3. Graduate Faculty-Removal of Stephen Hornor from Graduate Faculty Status

Motion made by Dr. Glenn Sheets to accept the removal of Stephen Hornor from the graduate faculty as recommended. Seconded by Mr. James Willicutt. Motion passed.

4. Change wording under Degree Admission for the MSIT on item 2 from: Applicants must have a background comparable to COMS 1003 and COMS 2003 TO Applicants must have a background comparable to COMS 1403 and COMS 1203.

Motion made by Dr. Ken Rogers to change the wording as stated, seconded by Dr. Theresa Herrick. Motion passed.

Other business items:
Mr. Willcutt presented a recommendation from his committee regarding composition of the Graduate Council composition. The recommendation is as follows:
Each school will elect one representative.
Any school offering a graduate degree will elect an additional representative.
Any school offering five or more graduate degrees will elect an additional representative.
No school will have more than three elected representatives.

Motion made by Dr. Deborah Wilson to accept the recommendation. Seconded by Dr. Ken Rogers. Motion passed. The recommendation will now be forwarded to the Vice-President for Academic Affairs.

Report from the Thesis Committee—Dr. Deborah Wilson reported that the Thesis committee has no report at this time.

An added item to the agenda was the nomination to add Dr. Jill Guerra to the Graduate Faculty. Motion made by Mr. James Willicutt to add Dr. Guerra to the Graduate Faculty. Seconded by Dr. Glenn Sheets. Motion passed.

Motion to adjourn by Mr. James Willicutt. Seconded by Dr. Glenn Sheets. Motion passed.
The meeting adjourned at 3:45 p.m.

Respectfully submitted,
Glenn Sheets
Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
August 2, 2001

The Graduate Council met on August 2, 2001 at 2:00 p.m. in the Administration Building Boardroom. The following members were present:

Ms. Laura Dobbins
Dr. Eldon Clary
Dr. Mary Gunter
Mr. Scott Adams
Mr. James Willcutt
Dr. Glenn Sheets

Dr. Deborah Wilson
Dr. Annette Holeyfield

The following member(s) were absent: Ms. Sara Robison, Dr. Ken Rogers and Dr. Theresa Herrick

Dr. Clary called the meeting to order and asked for approval of the minutes of the March 7, 2001 meeting. Dr. Annette Holeyfield moved that the minutes be approved as distributed; Dr. Deborah Wilson seconded the motion. The motion passed.

The council took the following action:

1. Addition of a new course COUN 6233 School Counseling Programs. Motion made by Dr. Annette Holeyfield to accept the course addition with modifications to the course syllabus as suggested by the council. Seconded by Dr. Deborah Wilson. Motion passed.

Motion to adjourn by Dr. Eldon Clary. Seconded by Dr. Glenn Sheets. Motion passed.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Glenn Sheets
Secretary
Arkansas Tech University  
Minutes of  
The Graduate Council Meeting  
September 7, 2001

The Graduate Council met on September 7, 2001 at 3:00 p.m. in the Administration Building Boardroom. All members were present:

Dr. Eldon Clary  
Dr. Mary Gunter  
Dr. Deborah Wilson  
Mr. Scott Adams  
Mr. James Willcutt  
Dr. Glenn Sheets  
Ms. Sara Robison  
Dr. Sheila Jackson  

Dr. Dana Ward  
Ms. Jeanne Mahan  
Dr. Jill Guerra  
Dr. Joe Stoeckel  
Dr. Linda Bean  
Dr. Mary Ann Rollans  
Dr. Ken Rogers

Dr. Clary introduced the new members of the graduate council.

Dr. Clary called the meeting to order and asked for approval of the minutes of the August 2, 2001 meeting. Mr. Scott Adams moved that the minutes be approved as distributed; Mr. James Willcutt seconded the motion. The motion passed.

The council took the following action:

1. Determination of length of terms for the three new school representatives. The three new members drew for length of term.

Dr. Mary Ann Rollans (School of Community Education/Professional Development--3 year term  
Dr. Joe Stoeckel (School of Physical and Life Science)--2 year term  
Dr. Ken Rogers (School of Liberal and Fine Arts)--1 year term

2. Nominations for Graduate Faculty. The following members were nominated for the graduate faculty:

A. Full Members
   1. Dr. Peter Dykema - Social Science and Philosophy  
   2. Dr. Carey Roberts - Social Science and Philosophy  
   3. Dr. Jorge Camacho - Foreign Languages & International Studies  
   4. Rocio Zalba - Foreign Languages & International Studies  
   5. Dr. Kandis Croom - Counseling  
   6. Dr. Roger Fang - Information Technology  
   7. Johnette Moody - Information Technology

B. Temporary Members
   1. Dr. Susan Underwood - Curriculum and Instruction
2. Donna Rogers - Information Technology
3. Dr. Barbara Wood - Educational Leadership
4. Dr. Brenda Sellers - Educational Leadership
5. Ms. Kay Adams - Information Technology

Motion made by Dr. Ken Rogers to accept the faculty as nominated. Seconded by Mr. Scott Adams. Motion passed.

3. Approval of meeting date and time

Motion made by Mr. James Willicutt for the graduate council to meet the third Friday of each month at 3:00. Seconded by Mr. Scott Adams. Motion passed.

4. Item of information

Dr. Clary mentioned that ATU had forty-one graduate assistants this year. ATU has been approved by the state legislature to have as many as fifty. ATU has made attempts to increase the number of graduate assistants each year.

5. Adjourn

Motion to adjourn by Dr. Mary Ann Rollans. Seconded by Dr. Sheila Jackson. Motion passed.

The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Glenn Sheets
Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
October 19, 2001

The Graduate Council met on October 19, 2001 at 3:00 p.m. in room 102 in Tomlinson Hall.

The following members were absent: Dr. Deborah Wilson, Dr. Glenn Sheets, Ms. Jeanne Mahan, and Dr. Mary Ann Rollans

Members present:

Dr. Eldon Clary
Dr. Mary Gunter
Mr. Scott Adams
Mr. James Willcutt
Ms. Sara Robison
Dr. Sheila Jackson

Dr. Dana Ward
Dr. Jill Guerra
Dr. Joe Stoeckel
Dr. Linda Bean
Dr. Ken Rogers

Special guests in attendance: Dr. Jack O'Reilly, Dr. Dennis Fleniken, Dr. Rebecca Shopner and Dr. Kandis Croom.

Dr. Clary called the meeting to order and asked for approval of the minutes of the September 7, 2001 meeting. Dr. Sheila Jackson moved that the minutes be approved as distributed; Mr. James Willcutt seconded the motion. The motion passed.

The council took the following action:

1. Nominations for graduate faculty
   The following members were nominated for the graduate faculty.

   A. Jeffrey Woods, PhD from Ohio University in History
   B. Guiming Wang, PhD from Oregon State University in Wildlife Science

Motion made by Mr. James Willcutt to accept the faculty as nominated. Seconded by Dr. Mary Gunter. Motion passed.

2. Approval of syllabi

   A. Educational Leadership
   1. EDLD 6313: Principles of Curriculum for School Leaders
   2. EDLD 6992: Professional Portfolio
   3. EDLD 7003: Seminar in Systems Issues
   4. EDLD 7101: Administrative Internship in Educational Facilities
   5. EDLD 7112: Advanced Legal Issues
   6. EDLD 7143: School Accountability Systems
   7. EDLD 7201: Administrative Internship – Finance
   8. EDLD 7202: Administrative Internship in School Accountability Systems
B. Counseling
   1. COUN 6133: Principles of Curriculum Development
   2. COUN 6143: Organizational Change and the Role of School Counseling
   3. COUN 6152: Professional Portfolio
   4. COUN 6243: Group Counseling Strategies in the Schools
   5. COUN 6254: Assessment and Career/Academic Advising
   6. COUN 6263: Teaming, Collaboration, and Advocacy
   7. COUN 6302: School Counseling Internship

C. Teaching, Learning and Leadership
   1. MTLL 6133: Basic Elements of Curriculum
   2. MTLL 6143: Organizational Change and the Role of the Master Teacher
   3. MTLL 6152: Professional Portfolio for the Master Teacher
   4. MTLL 6212: Communication, Advocacy, and Policy Development for the Master Teacher
   5. MTLL 6232: Reflective Practice: Analysis of Teaching and Learning for the Master Teacher
   6. MTLL 6242: Cognitive Coaching and Mentoring for the Master Teacher
   7. MTLL 6253: Advanced Curriculum Design Practicum for the Master Teacher
   8. MTLL 6271: Resource Acquisition for the Master Teacher
   9. MTLL 6282: Evaluation of Classroom Learning for the Master Teacher

Motion made Dr. Joe Stoeckel to approve the syllabi with the following modifications: change the course title of EDLD 7201 from Internship to Administration Internship-Finance; change title on syllabus of EDLD 6313 from Principles of Curriculum Development to Principles of Curriculum for School Leadership; change justification and feasibility of course EDLD 6992, Professional Portfolio, wording from school counselors to school leaders. Seconded by Mr. Scott Adams. Motion passed.

Motion made by Dr. Linda Bean to adjourn. Seconded by Dr. Mary Gunter. Motion passed.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,
Ms. Diana Evans for Glenn Sheets
Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
November 16, 2001

The Graduate Council met November 16, 2001 at 3:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Mr. Scott Adams
Mr. James Willicut
Dr. Mary Ann Rollans
Ms. Sara Robison
Dr. Jill Guerra
Dr. Mary Gunter
Dr. Joe Stoeckel
Dr. Glenn Sheets
Ms. Jeanne Mahan
Dr. Ken Rogers
Dr. Sheila Jackson

Members absent: Dr. Deborah Wilson, Dr. Dana Ward and Dr. Linda Bean

Dr. Clary called the meeting to order and asked for approval of the minutes of the October 19, 2001 meeting. Dr. Ken Rogers moved that the minutes be approved as distributed; seconded by Dr. Sheila Jackson. The motion passed.

The council took the following action:

1. The following individuals were nominated for the graduate faculty

   a. Donna White; English, Ph.D. from University of Minnesota
   b. Paolo Gemme; English, Ph.D. from Penn State University
   c. Brad Vice; English, Ph.D. from University of Cincinnati

Motion made by Mr. James Willicut to accept the faculty as nominated. Seconded by Mr. Scott Adams. Motion passed.

2. Curriculum Changes

   a. Add FW 5014: Forest Ecology and Management
      Motion made by Dr. Ken Rogers to add FW 5014 to the curriculum. Seconded by Mr. Scott Adams. Motion passed.

   b. Add FW 5881-4: Advanced Topics
      Motion made by Dr. Sheila Jackson to add FW 5881-4 but amend the course description to include “maybe repeated for credit if course content varies.” Seconded by Mr. Scott Adams. Motion passed.

   c. Delete HIST 5883: Historiography
      Motion made by Dr. Ken Rogers to delete HIST 5883 from the curriculum. Seconded by Dr. Glenn Sheets. Motion passed.

   d. Change catalog description of ENGL 5093: Seminar: Creative Writing
      Motion by Mr. James Willicut to accept the change in catalog description as presented for ENGL 5093. Seconded by Ms. Sara Robison. Motion passed.
e. Add ENGL 5223: Young Adult Literature
Motion made by Mr. Scott Adams to add ENGL 5223 to the curriculum as presented.
Seconded by Dr. Mary Ann Rollans. Motion passed.

f. Delete ENGL 6996: Thesis Research
Motion made by Dr. Ken Rogers to table the motion to delete ENGL 6996 from the curriculum. Seconded by Mr. James Willcutt. Motion passed.

Motion made by Dr. Mary Ann Rollans to adjourn. Seconded by Dr. Glenn Sheets. Motion passed.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,
Glenn Sheets
Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
December 7, 2001

The Graduate Council met December 7, at 2:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Mr. Scott Adams
Dr. Mary Ann Rollans
Ms. Sara Robison
Dr. Jill Guerra
Dr. Deborah Wilson

Dr. Linda Bean
Dr. Joe Stoeckel
Dr. Ken Rogers
Dr. Shelia Jackson
Dr. Dana Ward

Members absent: Mr. James Willcutt, Dr. Mary Gunter, Dr. Glenn Sheets, and Ms. Jeanne Mahan

Special guests: Dr. David Underwood, Dr. Carl Brucker, and Ms. Tammy Rhodes (acting as secretary in Dr. Glenn Sheets absence)

Dr. Clary called the meeting to order and asked for approval of the minutes of the November 16, 2001 meeting. Dr. Jill Guerra moved the minutes be approved as distributed; seconded by Dr. Linda Bean. The motion passed.

The council took the following action

Motion made by Dr. Deborah Wilson to bring the proposal from the English Dept tabled from the previous meeting back to the table; seconded by Dr. Mary Ann Rollans.

1. Proposal from the English Dept to reduce the number of hours required for completion of the thesis option in the M.A. in English from 6 to 3 and permission to delete ENGL 6996: Thesis Research.

Motion made by Dr. Ken Rogers to table the proposal from the English Dept; seconded by Mr. Scott Adams.

2. Proposed program of M.S. in College Student Personnel and Course additions for the MS in College Student Personnel

CSP 6013 American Higher Education in Transition
CSP 6023 Introduction to College Student Personnel Work
CSP 6033 Theory and Practice in College Student Personnel
CSP 6043 The American College Student
CSP 6053 Legal Issues for Professionals in College Student Personnel
CSP 6063 Special Topics: College Student Personnel Capstone Seminar
CSP 6073 Counseling with College Student
CSP 6113 Research Design and Analysis

CSP 6081-3 Practicum I
CSP 6091-3 Practicum II
CSP 6096 Thesis
CSP 6123 Assessment and Evaluation in Higher Education
CSP 6133 Ethical Leadership in Higher Education

Motion made by Dr. Ken Rogers to accept the proposal for the additional program and course additions. Seconded by Mr. Scott Adams. Motion passed.

3. Nomination for Graduate Faculty
   1. Dr. David Underwood (Ph.D. from Indiana University in Educational Psychology and Counseling)
   2. Dr. R. Keith Williams (Ed.D. from University of Memphis in Educational Leadership)

Motion made by Dr. Joe Stoeckel to accept the nomination. Seconded by Dr. Linda Bean. Motion passed.

Motion made by Dr. Mary Ann Rollans to adjourn. Seconded by Dr. Joe Stoeckle. Motion passed.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,
Glenn Sheets
Secretary