Arkansas Tech University
Minutes of
The Graduate Council Meeting
February 15, 2002

The Graduate Council met February 15, 2002 in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Mr. Scott Adams
Dr. Glenn Sheets
Ms. Sara Robison
Dr. Jill Guerra
Dr. Deborah Wilson
Dr. Linda Bean

Dr. Mary Gunter
Mr. James Willcutt
Ms. Jeanne Mahan
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Dana Ward

Members absent: Dr. Joe Stoeckel and Dr. Mary Ann Rollans
Dr. Clary called the meeting to order and asked for approval of the minutes of the December 7, 2001 meeting. Dr. Ken Rogers moved the minutes be approved as distributed; seconded by Dr. Sheila Jackson. The motion passed.

The council took the following action:

1. Proposed changes in the Faculty Handbook (changes are attached)

Motion made by Dr. Ken Rogers to accept the changes as presented.
Seconded by Dr. Jill Guerra. Motion passed.

2. Jim Ed McGee Award

Dr. Clary asked that a committee be formed to review applicants for the Jim Ed McGee Award. The committee will consist of Dr. Sheila Jackson, Dr. Jill Guerra, Dr. Ken Rogers, Mr. Scott Adams and Dr. Eldon Clary.

Other business
Dr. Mary Gunter asked that two faculty members be considered for nomination as Associate Members be placed on the agenda. Mr. James Willcutt made the motion to place on agenda for consideration. Seconded by Mr. Scott Adams. Motion passed.

The faculty members being nominated to Associate Membership are

Dr. Michelle Linch –School of Education
Dr. Jeff Robertson-Physical and Life Sciences

Motion made by Mr. James Willcutt to accept the nominations. Seconded by Dr. Sheila Jackson. Motion passed.

Motion made to Adjourn by Dr. Glenn Sheets. Seconded by Mr. Scott Adams.
Motion passed.
The meeting adjourned at 3:40 p.m.

Respectfully submitted,
Glenn Sheets, secretary
PROPOSED CHANGES TO FACULTY HANDBOOK
CONCERNING GRADUATE FACULTY

1. ADD: (p. 90) The Graduate Faculty is composed of three categories:
   A. Full Members: Tenured faculty who are members of departments that offer the
      masters degree and who meet the standards for appointment to Full Member status are
      eligible for appointment to the Graduate Faculty Full Membership
   B. Associate Members: Non-tenured faculty from departments that offer the
      masters degree and tenured and non-tenured faculty from departments that offer required
      support courses for a masters degree program and who meet the standards for
      appointment to Associate Member status are eligible for appointment to the Graduate
      Faculty Associate Membership
   C. Temporary Members: Part-time faculty and regular faculty not yet eligible for
      the status above may be appointed to the Temporary Graduate Faculty.

1. CHANGE VI. A. 1. b. FROM: The Ph.D. or other terminal degree or such a level of
   distinction as to make the degree irrelevant. TO: The doctorate or other terminal degree
   in the appropriate field or discipline or having a reputation for expertise in the field
   sufficient to stand in lieu of the degree.

2. DELETE VI.A.1.c.

3. CHANGE VI.A.1.d TO VI.A.1.c. and ADD: i.e. presentation of papers and other
   research, publications, and other creative products.

4. CHANGE: VI.A.1.e. TO VI.A.1.d.

5. CHANGE: VI.A.1.f. TO: VI.A.1.e.

6. CHANGE VI.B.1.a. FROM: To hold a master’s degree. TO: Read the same as in
   number 1 above.

7. CHANGE: VI.B.1.b. FROM: as a representative of the major department. TO: as a
   representative of the major or support department.

8. CHANGE: VI.B.3.d. FROM: To serve on special committees of the Graduate
   Council. TO: To serve on standing and special committees of the Graduate Council.

9. CHANGE: VI.C.1.b. FROM: To hold at least a master’s degree. TO: To hold the
   doctorate or sufficient expertise in the course to stand in lieu of the degree.
Arkansas Tech University
Minutes of
The Graduate Council Meeting
March 15, 2002

The Graduate Council met March 15, 2002 at 3:00pm in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Mr. Scott Adams
Dr. Glenn Sheets
Dr. Jill Guerra
Dr. Deborah Wilson
Dr. Mary Ann Rollans
Dr. Linda Bean

Dr. Mary Gunter
Mr. James Willcutt
Ms. Sara Robison
Dr. Sheila Jackson
Dr. Dana Ward
Dr. Joe Stoeckel

Members absent: Dr. Ken Rogers and Ms. Jeanne Mahan
Special guest: Dr. Ursula Chandler

Dr. Clary called the meeting to order and asked for approval of the minutes of the February 15, 2002 meeting. Dr. Sheila Jackson moved the minutes be approved as distributed; seconded by Dr. Deborah Wilson. The motion passed.

The council took the following action:

1. Program Modification: Masters of Arts in Spanish Degree (added agenda item)

Motion by Dr. Deborah Wilson that the proposal be accepted and be placed on the agenda for today’s meeting. Seconded by Dr. Sheila Jackson. Motion was made by Mr. Scott Adams that all courses for this degree must be “B” or better. The motion was amended to delete from the rationale the statement “that TECH does not hire candidates who have C’s on their graduate transcripts. Motion was seconded by Dr. Deborah Wilson. Motion passed.

2. New Graduate Faculty nominations

Motion made by Mr. James Willcutt to accept the following individuals to the Graduate Faculty.

James L. Moses – Social Science and Philosophy; PhD from Tulane Univ.
Erick Blandon – Foreign Language; PhD from Pittsburgh University
Hanna Norton – Speech, Theatre, and Journalism; PhD from Univ. of Georgia

Motion seconded by Mr. Scott Adams. Motion passed.

3. Catalog Revisions for Instructional Technology. (revisions attached)

Motion made by Mr. Scott Adams to accept the proposed changes. Seconded by Dr. Mary Gunter. Motion passed.
4. Graduate Catalog Policy on Academic Probation and Suspension (policy attached)

Motion made by Dr. Deborah Wilson to accept the proposed changes. Seconded by Dr. Jill Guerra. Motion passed.

5. Policy request from Assessment Committee requesting addition to materials submitted for course and program approval

The University Assessment Committee met on March 1, 2002. The committee recommended, and voted unanimously, to ask for the following addition to the procedures for proposal of a new course and a new program respectively:

"Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught." "Each new program proposal must include an assessment plan using the approved University Assessment Form.

Motion by Dr. Glenn Sheets to accept the request as presented. Seconded by Dr. Mary Ann Rollans. Motion passed.

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

The meeting adjourned at 3:45 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
May 9, 2002

The Graduate Council met May 9, 2002 at 2:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Dr. Glenn Sheets
Dr. Jill Guerra
Dr. Linda Bean
Dr. Mary Ann Rollans

Mr. James Willicutt
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Deborah Wilson

Members absent: Ms. Jeanne Mahan, Mr. Scott Adams, Dr. Dana Ward, Dr. Mary Gunter, Ms. Sara Robison and Dr. Joe Stoeckel.

Dr. Clary called the meeting to order and asked for approval of the minutes of the April 19, 2002 meeting. Dr. Sheila Jackson moved the minutes be approved as corrected. Seconded by Dr. Ken Rogers. The motion passed.

The council took the following action:

1. Curriculum Proposal

Add CSP 6893: Independent Study (This is an addition to the College Student Personnel program).

Motion made by Dr. Ken Rogers to accept the proposal as presented. Seconded by Dr. Glenn Sheets. Motion passed.

2. Nomination for Graduate Faculty for Temporary Membership

The following faculty has been nominated for Graduate Faculty as a temporary member.

1. Pam Treece-Temporary in Counseling
2. Karen Thompson-Temporary in the Master in Teaching, Learning and Leadership
3. Alene Bynum-Temporary in Educational Leadership
4. Dr. Gary Biller-Temporary in College Student Personnel
5. Mary Lackie-Temporary in College Student Personnel
6. Dr. Susan Underwood-Temporary in College Student Personnel (Dr. Underwood is currently approved to teach a course. This request is approval to teach additional courses.)

Motion made by Dr. Mary Ann Rollans to accept the nominations. Seconded by Dr. Linda Bean. Motion passed.
3. Other Business

Dr. Deborah Wilson asked about the next step regarding the preparation of the “Thesis Preparation Guidelines”. The Department of Fisheries and Wildlife Biology has some suggestions for inclusion. Dr. Clary suggested the thesis committee work with the departments that require a thesis, collect their recommendations and bring them before the council for discussion.

Motion made to adjourn by Dr. Sheila Jackson. Seconded by Dr. Ken Rogers. Motion passed.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
September 18, 2002

The Graduate Council met September 18, 2002 at 4:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Deborah Wilson
Dr. Dana Ward
Dr. Mary Gunter
Mr. Scott Adams
Dr. Joe Stoeckel

Dr. Glenn Sheets
Dr. Jill Guerra
Dr. Linda Bean
Dr. Mary Ann Rollans
Dr. Jeff Roberston
Ms. Sara Robison

Dr. Clary called the meeting to order and asked for approval of the minutes of the May 9, 2002 meeting. Dr. Deborah Wilson moved the minutes be approved as distributed. Seconded by Dr. Sheila Jackson. The motion passed.

The council took the following action:

1. Establishing a meeting time was discussed. Dr. Linda Bean made a motion that the 3rd Wednesday of each month at 3:00 p.m. be set as the meeting time for the Graduate Council. Seconded by Dr. Sheila Jackson. Motion passed.

2. Nomination for Graduate Faculty and membership status

The following faculty have been nominated for the Graduate Faculty:

Dr. Micheal Tarver-Associate: History Department
Dr. Diana Julian-Temporary: EDLD 7023 and 7013
Alene Bynum-Temporary: EDLD 6023
Nancy Titworth-Temporary: INFT 5053 and 5303
Dr. Winston Simpson-Temporary: EDLD 7023 and 7132
Aimee Lynn Evans-Temporary: Math 6883
Dr. Ron Griffin- Temporary: EDFD 6203

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

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

The meeting adjourned at 4:57 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
October 16, 2002

The Graduate Council met October 16, 2002 at 3:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary
Dr. Glenn Sheets (absent)
Dr. Jill Guerra (absent)
Dr. Linda Bean
Dr. Mary Ann Rollans (absent)
Dr. Jeff Roberston
Ms. Sara Robison
Dr. Joe Stoekel (absent)

Mr. James Willicutt (absent)
Dr. Ken Rogers
Dr. Sheila Jackson (absent)
Dr. Deborah Wilson
Dr. Dana Ward
Dr. Mary Gunter (absent)
Mr. Scott Adams (absent)
Ms. Shebana Rajput

Tammy Rhodes attended in Dr. Sheets absence to record the meeting minutes. Dr. H. Michael Tarver, department head of Social Science and Philosophy Department attended.

Dr. Clary called the meeting to order and asked for approval of the minutes of the September 18, 2002 meeting. Dr. Ken Rogers moved the minutes be approved as corrected. Seconded by Dr. Deborah Wilson. The motion passed.

The council took the following action:

1. Motion by Dr. Ken Rogers, seconded by Dr. Deborah Wilson to accept the following curriculum proposals as a whole. Motioned passed. All proposals approved as presented.

- Add HIST 5073: American Diplomatic History, 1776-1912
- Add HIST 5033: The Frontier in American History
- Add HIST 5133: Latinos in the United States
- Add HIST 5123: African American History
- Add HIST 5143: Native American History
- Add HIST 5083: American Diplomatic History, 1912 to the Present
- Delete HIST 5113: Racial and Cultural Minorities in American History

2. No new business presented.

Motion made to adjourn by Dr. Deborah Wilson. Seconded by Ms. Sara Robison. Motion passed.

The meeting adjourned at 3:25 p.m.

Respectfully submitted on behalf of Glenn Sheets, Secretary

Tammy Rhodes
Arkansas Tech University
Minutes of
The Graduate Council Meeting
November 20, 2002

The Graduate Council met November 20, 2002 at 3:00 p.m. in the Administration Building Boardroom. Members present were:

Dr. Eldon Clary  
Dr. Ken Rogers  
Dr. Sheila Jackson  
Dr. Mary Ann Rollans  
Dr. Mary Gunter  
Mr. Scott Adams  
Dr. Joe Stoeckel  
Dr. Glenn Sheets  
Dr. Jill Guerra  
Dr. Deborah Wilson  
Dr. Dana Ward  
Ms. Sara Robison

Members absent: Dr. Linda Bean, Dr. Jeff Robertson and Ms. Shebana Rajput
Special Guest: Dr. Michael Tarver

Dr. Clary called the meeting to order and asked for approval of the minutes of the October 16, 2002 meeting. Dr. Mary Ann Rollans moved the minutes be approved as distributed. Seconded by Mr. Scott Adams. The motion passed.

The council took the following action:

The following graduate faculty has been nominated for the Graduate Faculty

✓1. Dr. Kim Troboy – Associate Member – Information Technology  
✓2. Dr. Seok Kang – Associate Member – Multi-Media Journalism  
✓3. Dr. Lucia Galleno-Associate Member- Foreign Language

Motion made by Dr. Mary Ann Rollans to approve the nominations. Seconded by Dr. Jill Guerra. Motion passed

✓ B. Curriculum

1. ADD TH 5283: Children's Theatre: Techniques and Practicum

Motion made by Dr. Sheila Jackson to accept the proposal as presented. Seconded by Dr. Deborah Wilson. Motion passed.

✓2. ADD HIST 5013: American Military History  
✓3. ADD HIST 5433: Europe in the Nineteenth Century, 1815-1914  
✓4. Changes in History MA as it will appear in the catalog

Motion made by Dr. Sheila Jackson to accept the proposals with an amendment to the prerequisite for HIST 5013 to read HIST 2013 or equivalent. Seconded by Dr. Ken Rogers. Motion passed.

✓5. ADD SPAN 5803: Latin American Film Theory

Motion made by Dr. Sheila Jackson to accept the proposal as presented. Seconded by Dr. Deborah Wilson. Motion passed. There was concern expressed about the wording
ion the catalog description regarding non-Spanish majors

6. ADD GTED 6833: Current Issues and Trends in Gifted Education
7. Changes in GTED catalog descriptions

Motion made by Dr. Ken Rogers to accept the proposals as presented. Seconded by Dr. Deborah Wilson. Motion passed

Motion made to adjourn by Dr. Glenn Sheets. Seconded by Dr. Deborah Wilson. Motion passed.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,
Glenn Sheets, Secretary