Arkansas Tech University
Minutes of
The Graduate Council Meeting
January 15, 2003

The Graduate Council met January 15, 2003 at 3:00 p.m. in Ross Pendergraft Library room 325. Members present were:

Dr. Eldon Clary
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Deborah Wilson
Dr. Dana Ward
Dr. Mary Gunter

Dr. Glenn Sheets
Dr. Jill Guerra
Dr. Linda Bean
Dr. Joe Stoeckel
Dr. Jeff Roberston
Ms. Sara Robison

Members absent: Dr. Mary Ann Rollans, Mr. Scott Adams, and Shebana Rajput

Dr. Clary called the meeting to order and asked for approval of the minutes of the November 20, 2002 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:

A. Curriculum
   1. Add HIST 5513: History of Science

Motion made by Dr. Ken Rogers to accept the proposal as presented. Seconded by Dr. Mary Gunter. Motion passed.

B. Removal from Graduate Faculty
   ✓1. Dr. Carol Crawford
   ✓2. Stephen Hornor
   ✓3. Nita Herrick
   ✓4. Vicki Kiehl

Motion made by Dr. Linda Bean to accept the proposal to removed the named faculty from the graduate faculty. Seconded by Dr. Deborah Wilson. Motion passed.

C. Added agenda item

Motion made by Dr. Ken Rogers to accept the addition of a new agenda item for the addition of new temporary graduate faculty. Seconded by Dr. Mary Gunter. Motion passed.

Motion made by Dr. Joe Stoeckel to accept Mr. Chris Horton as a temporary member of the graduate faculty in Physical and Life Sciences. Seconded by Dr. Jill Guerra. Motion passed.

Motion by Dr. Joe Stoeckel to accept Mr. Gary Hartman as a temporary member of the graduate faculty in Physical and Life Sciences. Seconded by Dr. Linda Bean. Motion passed.
Motion made to adjourn by Dr. Sheila Jackson. Seconded by Dr. Deborah Wilson. Motion passed.

The meeting adjourned at 3:25 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
Arkansas Tech University
Minutes of
The Graduate Council Meeting
March 26, 2003

The Graduate Council met March 26, 2003 at 3:00 p.m. in the boardroom of the administration building. Members present were:

Dr. Eldon Clary
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Deborah Wilson
Ms. Shebana Rajput
Dr. Mary Gunter

Dr. Glenn Sheets
Dr. Jeff Robertson
Dr. Linda Bean
Dr. Joe Stoeckel
Ms. Sara Robison

Members absent: Dr. Mary Ann Rollans, Mr. Scott Adams, Dr. Dana Ward and Dr. Jill Guerra

Special guest: Dr. Larry Morell

Dr. Clary called the meeting to order and asked for approval of the minutes of the January 15, 2003 meeting. Dr. Sheila Jackson moved the minutes be approved as distributed. Seconded by Ms. Sara Robison. The motion passed.

The council took the following action:

A. Curriculum
   1. Add COUN 6891-4: Independent Study

Motion made by Dr. Linda Bean to accept the proposal as amended. A statement will be added to the course description “may be repeated for a maximum of 4 hours”.
Seconded by Dr. Sheila Jackson. Motion passed.

   2. Add INFT 5981-3: Special Topics
   3. Add INFT 5104: Programming Methods

Motion made by Dr. Ken Rogers to accept both proposals with the statement “maybe repeated for a maximum of six hours “ added to the course description for INFT 5981-3.
Seconded by Dr. Sheila Jackson. Motion passed.

   4. Policy on “R” grade

Motion made by Dr. Ken Rogers to the table the motion. Seconded by Dr. Mary Gunter.
Motion to table passed.

Dr. Clary, Chair of the graduate council will ask the Department of Curriculum and Instruction in the School of Education to develop a plan to ensure that the EDFD 6993 Project in Educational Research course is more in line with other graduate capstone courses in the awarding of the semester grade of “R”.

B. Appointment of Jim Ed McGee Committee

Dr. Clary appointed Dr. Ken Rogers, Dr. Jeff Robertson, and Dr. Deborah Wilson to serve on the Jim Ed McGee award committee to review the applicants for the award.
Dr. Rogers will serve as chair of the committee.

Motion made to adjourn by Dr. Sheila Jackson. Seconded by Dr. Deborah Wilson. 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 26, 2003

The Graduate Council met March 26, 2003 at 3:00 p.m. in the boardroom of the administration building. Members present were:

Dr. Eldon Clary
Dr. Ken Rogers
Dr. Sheila Jackson
Dr. Deborah Wilson
Ms. Shehana Rajput
Dr. Mary Gunter

Dr. Glenn Sheets
Dr. Jeff Robertson
Dr. Linda Bean
Dr. Joe Stoeckel
Ms. Sara Robison

Members absent: Dr. Mary Ann Rollans, Mr. Scott Adams, Dr. Dana Ward and Dr. Jill Guerra
Special guest: Dr. Larry Morell

Dr. Clary called the meeting to order and asked for approval of the minutes of the January 15, 2003 meeting. Dr. Sheila Jackson moved the minutes be approved as distributed. Seconded by Ms. Sara Robison. The motion passed.

The council took the following action:

A. Curriculum
   1. Add COUN 6891-4: Independent Study

Motion made by Dr. Linda Bean to accept the proposal as amended. A statement will be added to the course description "may be repeated for a maximum of 4 hours". Seconded by Dr. Sheila Jackson. Motion passed.

   2. Add INFT 5981-3: Special Topics
   3. Add INFT 5104: Programming Methods

Motion made by Dr. Ken Rogers to accept both proposals with the statement "maybe repeated for a maximum of six hours " added to the course description for INFT 5981-3. Seconded by Dr. Sheila Jackson. Motion passed.

   4. Policy on "R" grade

Motion made by Dr. Ken Rogers to the table the motion. Seconded by Dr. Mary Gunter. Motion to table passed.
Dr. Clary, Chair of the graduate council will ask the Department of Curriculum and Instruction in the School of Education to develop a plan to ensure that the EDFD 6993 Project in Educational Research course is more in line with other graduate capstone courses in the awarding of the semester grade of "R".

B. Appointment of Jim Ed McGee Committee

Dr. Clary appointed Dr. Ken Rogers, Dr. Jeff Robertson, and Dr. Deborah Wilson to serve on the Jim Ed McGee award committee to review the applicants for the award.
Dr. Rogers will serve as chair of the committee.

Motion made to adjourn by Dr. Sheila Jackson. Seconded by Dr. Deborah Wilson. Motion passed.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
Arkansas Tech University  
Minutes of  
The Graduate Council Meeting  
April 16, 2003

The Graduate Council met April 16, 2003 at 3:00 p.m. in the boardroom of the administration building. Members present were:

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

Members absent: Ms. Shebana Rajput, Dr. Jeff Robertson, Dr. Linda Bean and Dr. Joe Stoeckel

Dr. Clary called the meeting to order and asked for approval of the minutes as distributed for the March 26, 2003 meeting. Dr. Ken Rogers moved the minutes be amended to include Ms. Sara Robinson as a member of the Jim Ed McGee Award Committee (her name was left off by mistake). Seconded by Dr. Sheila Jackson. The motion passed.

The council conducted the following business:

1. Report from the Jim Ed McGee Award Committee

Dr. Rogers reported on the results of the applicants for the Jim Ed McGee Award. By unanimous decision Susie McPherson has been selected to receive the award.

2. Discussion of the grade of “R” and EDFD 6993

It was decided to leave the present grading options in place for this course.

3. Addition of an agenda item

Dr. Clary asked that an business item be added to the agenda

Motion made by Mr. Scott Adams to add the agenda item. Seconded by Ms. Sara Robinson. Motion passed.

4. Nomination of temporary graduate faculty

Motion made by Dr. Deborah Wilson to accept the nomination of Karen Endel to serve as temporary graduate faculty for the MTLL program. Seconded by Mr. Scott Adams. Motion passed.

Motion made to adjourn by Dr. Deborah Wilson. Seconded by Mr. Scott Adams. Motion passed.
The meeting adjourned at 3:35 p.m.

Respectfully submitted,
Glenn Sheets, Secretary
GRADUATE COUNCIL MINUTES
SEPTEMBER 26, 2003

The Graduate Council met in the Board Room of the Administration Building on Friday,
September 26, 2003 at 3:00 p.m. Members present were:

Dr. Dana Ward                Dr. David Hoelzeman
Dr. Deborah Wilson           Dr. Gwen Morgan
Dr. Jeff Robertson           Dr. Mary Ann Rollans
Dr. Mary Gunter              Dr. Michael Keisler
Dr. Shelia Jackson           Dr. Eldon Clary
Guests included Dr. Ursula Chandler and Dr. David Underwood.

New Business
M/S by Gunter/Jackson to approve SPAN 6283: Seminar in Spanish. Add to course
description: “The course may be repeated if the topic changes.” Motion carried

M/S by Jackson/ Wilson to approve a change in catalog eliminating the thesis option for
College Student Personnel. M/S to table by Jackson/Morgan Motion carried

M/S by Rollans/Wilson to all the Miller Analogy Test as well as the GRE for admission
to the College Student Personnel program. Motion carried

M/S Gunter/Morgan to allow the transcript for Instructional Improvement majors to
identify TESOL as a concentration for those completing 12 hours of ESL English
courses. Motion carried

M/S by Jackson/Rollans to approve the policy for a second master’s degree:
“Subject to the approval of the advisor, program director, and graduate dean, a graduate
student may be allowed to apply 6 or 9 semester hours from a master’s degree to a second
master’s degree. If the second master’s degree requires 30 hours, a maximum of 6 hours
may be applied to the second degree. If the second master’s degree requires 36 hours or
more, a maximum of 9 hours may be applied to the second master’s degree.

Any courses applied to the second master’s degree must meet the requirements for the
degree and must not be more than six years old at the time of the completion of the
second degree. All remaining courses applied to meet the requirements for the second
master’s degree must be taken in residence at Arkansas Tech University. Approval for
applying these courses must be received at the beginning of the second master’s degree
program.” Motion carried

M/S by Morgan Wilson to approve the following for graduate faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Middleton</td>
<td>Temporary</td>
</tr>
<tr>
<td>Pete Kelly</td>
<td>Temporary</td>
</tr>
<tr>
<td>Randy Powell</td>
<td>Associate</td>
</tr>
<tr>
<td>Andrew Geyer</td>
<td>Associate</td>
</tr>
</tbody>
</table>
Motion carried

M/S by Ward/Rollans to set the Graduate Council meeting time at 3:00 on the 3rd Friday of the month. Motion carried

M/S by Wilson/Jackson to adjourn Motion carried
GRADUATE COUNCIL MINUTES
OCTOBER 17, 2003

The Graduate Council met in the Board Room of the Administration Building on Friday, October 17, 2003 at 3:00 p.m. Members present were:

Dr. Mary Ann Rollans  
Dr. Mary Gunter  
Dr. Ken Rogers  
Dr. Gwen Morgan  
Dr. Eldon Clary

Dr. Linda Bean  
Dr. Joe Stoeckel  
Dr. Deborah Wilson  
Dr. Dana Ward  
Dr. Jeff Robertson

M/S by Rollans/Wilson to approve the minutes. Motion carried

Old Business
M/S by Rogers/Bean to retain the thesis option for College Student Personnel. Motion carried

New Business
M/S by Rogers/Gunter for Dr. Steve Sutton and Dean Lori LeBahn to become temporary graduate faculty to teach CSP 6113 and CSP 6033 respectively. Motion carried

M/S by Rogers/Bean for Dr. Clary to propose a draft for a Graduate Academic Appeals Committee parallel to the undergraduate Academic Appeals Committee for the next graduate council meeting. Dr. Clary proposes that the Graduate Dean appoints one faculty member from each school, Graduate Council will appoint one faculty member from each school and one student will be appointed from each school by program directors to serve on the committee. Motion carried

M/S by Rollans/Wilson to adjourn. Motion carried
GRADUATE COUNCIL MINUTES
NOVEMBER 18, 2003

The Graduate Council met in Tomlinson Room 102 on Tuesday, November 18, 2003, at 4 p.m.
Members present were:

Dr. Eldon Clary  
Ms. Tammy Rhodes  
Dr. Mary Ann Rollans  
Dr. Jeff Robertson  
Dr. Mary Gunter  
Dr. Dana Ward  
Dr. Joe Stoeckel  
Dr. David Hoelzeman  
Dr. Gwen Morgan  
Dr. Deborah Wilson  
Dr. Shelia Jackson  
Dr. Michael Keisler

Dr. Glenn Sheets, Dr. Carl Brucker, and Dr. Ursula Chandler were guests.

M/S by Rollans/Wilson to approve the minutes from the October 17, 2003, meeting. Motion carried.

M/S by Rollans/Stoeckel to approve the addition of an internship fee of $25 per hour to COUN6302 School Counseling Internship, COUN6304 Internship, and EDLD6552/6554 Administrative Internship. Motion carried.

M/S by Hoelzeman/Wilson to allow repeat credit and minor course description change for FW 6001 Graduate Seminar in Fisheries and Wildlife Biology. Motion carried.

M/S by Morgan/Wilson to approve deletion of FW 5053 Fish and Wildlife Administration. Motion carried.

M/S by Wilson/Gunter to approve deletion of the following courses:

ENGL5223 Young Adult Literature
ENGL5233 Literary Criticism
ENGL5443 Early British Novel
ENGL5453 Chaucer
ENGL5463 Shakespeare

Motion carried.

M/S by Wilson/Jackson to approve the additional of SPAN6003 Introduction to M.A. in Spanish and deletion of LA 6013 Introduction to the Liberal Arts from the Spanish curriculum. Motion carried.

M/S by Rollans/Gunter to approve the additional of a Master of Arts program in TESOL. Motion carried.
M/S by Rollans/Morgan to approve the addition of the following courses for the Master of Arts program in TESOL:

TESL6003 Linguistics
TESL6013 Modern English Grammar and Usage
TESL6023 Language and Society
TESL6033 TESOL Methods: Oral Communication
TESL6043 TESOL Methods: Written Communication
TESL6053 TESOL Assessment Strategies
TESL6066 Public School Experience
TESL6076 Intensive English Internship
TESL6086 Overseas Internship
TESL5023 TESOL Second Language Acquisition
TESL5703 TESOL Methods: Teaching English as a Second Language
TESL5713 TESOL Assessment
TESL5723 TESOL Teaching People of Other Cultures

Motion carried with the following corrections:

Course number for TESL5023, TESL5703, TESL5713, and TESL5723 changed to 6000 level courses because no corresponding 4000 level TESL courses exist. The corrections were approved as follows:

TESL5023 changed to TESL6033
TESL5703 changed to TESL6703
TESL5713 changed to TESL6713
TESL5723 changed to TESL6723

M/S by Rollans/Jackson to approve new guidelines for students choosing the Thesis option.

M/S by Rollans/Gunter to approve temporary graduate faculty status to the following instructors:

Ms. Amy Pennington - CSP 6081
Ms. Claudia Annette Lemley - EDM6163/LBMD6013
Dr. Donna Gordy - EDLD courses

Adjourn at 5:20 p.m.