Arkansas Tech University
Graduate Council
Minutes of Meeting
February 21, 2005

The Graduate Council met in RPL 325 on Monday, February 21, 2005, at 3:30 p.m. Members present were: Dr. Eldon Clary, Dr. Linda Bean, Dr. Gwen Morgan, Dr. David Hoelzeman, Dr. Jan Jenkins, Dr. Michael Keisler, Ms. Tammy Rhodes, and Ms. Marci Minor. Dr. Ken Rogers, Dr. Jeff Robertson, Dr. Shelia Jackson, Dr. Deborah Wilson, and Dr. Joe Stoeckel were absent. Dr. Ursula Chandler, Dr. Larry Morell, Dr. Roger Fang, and Ms. Jessica Lambert were guests.

Dr. Clary called the meeting to order and asked for approval of the minutes from the November 15, 2004, meeting. Motion by Dr. Bean, seconded by Dr. Gunter, to approve the minutes. Motion carried.

Dr. Clary presented the following for approval as temporary graduate faculty:

Michael Alan White – Temporary by Fishery and Wildlife
Jeffery Quinn – Temporary by Fishery and Wildlife
Sheryl Cox – Temporary by Math-Science Institute
Karron Watts – Temporary by Math Science Institute
Dr. Angie Howard – Temporary Counseling

Motion by Dr. Bean, seconded by Ms. Minor, to approve the following graduate faculty as a group for temporary graduate faculty. Motion carried.

The following actions were taken on curricular items:

SCHOOL OF LIBERAL AND FINE ARTS

Motion by Dr. Rollans, seconded by Dr. Keisler, to approve the request by the Department of Foreign Languages to drop the GRE requirement for the Master of Arts in Spanish. Dr. Chandler requested the committee also consider the request for the Master of Arts in Teaching English to Speakers of Other Languages. Motion by Dr. Morgan, seconded by Dr. Keisler, to amend the request to drop the GRE requirement for the Master of Arts in Spanish and Master of Arts in Teaching English to Speakers of Other Languages. Motion carried.

SCHOOL OF SYSTEMS SCIENCE

Motion by Dr. Bean, seconded by Dr. Hoelzeman, to accept the following course deletions, additions, and changes and program modifications. Motion carried.

Course deletions, additions, and changes:

1. Delete INFT 5104, Programming Methods, from the course descriptions.

2. Add the following new courses to the course descriptions:

   √ INFT 5103, Software Development;
   √ INFT 5403, Introduction to Information Technology and Systems;
   √ INFT 5413, Computer Systems and Architecture;
3. Add prerequisites to the following courses:

✓ INFT 5303, Developing and Administering Web Sites, add prerequisites: INFT 5103, Software Development, and INFT 5403, Introduction to Information Technology and Systems;
✓ INFT 5203, Database Systems, add prerequisite: INFT 5403, Introduction to Information Technology and Systems;
✓ INFT 5703, Computer Networks, add prerequisites: INFT 5403, Introduction to Information Technology and Systems, and INFT 5413, Computer Systems and Architecture;
✓ INFT 6203, Database Development and Administration, add prerequisites: INFT 5103, Software Development, and INFT 5203, Database Systems;
✓ INFT 6303, Design of Web-Based Information Systems, add prerequisites: INFT 5103, Software Development, INFT 5203, Database Systems, and INFT 5303, Developing and Administering Web Sites; and

✓ Allow INFT 6993, Internship, to be offered for variable credit INFT 6991-3, Internship, and change the course description to read as follows: Approval by the MSIT Graduate Committee or instructor. This course can be repeated up to a total of 6 credit hours. The internship will require the equivalent of a total of four hours per week of direct client interaction per credit hour earned.

✓ 5. Change the course numbers for INFT 6503, The UNIX Operating System, to INFT 5503; and INFT 5013, Decision Support Systems, to INFT 6013.

Program modifications:

✓ 1. Change the title of the Instructional Technology Option to Computer-Based Instructional Technology and the Information Science Option to Information Technology. Change the program description for both options.

✓ 2. Modify the Unconditional and Conditional Admission requirements.

✓ 3. Change the degree requirements in Information Technology to the following:

Information Technology Core Requirements (18 hours)

INFT 5203, Database Systems
INFT 5303, Developing and Administering Web Sites
INFT 5703, Computer Networks
Plus completion of 9 semester hours from the following courses:
INFT 5103, Software Development
INFT 5503, The UNIX Operating System
INFT 5403, Introduction to Information Technology and Systems
INFT 5413, Computer Systems and Architecture

Computer-Based Instructional Technology Option (18 hours)
EDFD 6003, Educational Research
EDMD 6133, Production of Instructional Materials
EDMD 6313, Instructional Design and Product Development
EDFD 6313, Principles of Curriculum Development
EDMD 6513, Computer Based Instruction
INFT 3 hours elective (6000 level)
Plus successful completion of written comprehensive examinations on the completed INFT 5000- and 6000-level course work.

Information Technology Option (18 hours)

Completion of 9 semester hours of the following courses and one of the three options:
INFT 6023, Database Development and Administration
INFT 6303, Design of Web-Based Information Systems
INFT 6403, Information Systems Analysis and Design
INFT 6703, Heterogeneous Networks

Option I (Comprehensive Examinations):
9 hours of INFT 6000-level elective courses
The successful completion of written comprehensive examinations on the completed course work.

Option II (Internship):
3-8 hours of INFT 6000-level elective courses (depending on the internship)
1-6 hours of INFT 6991-3, Internship

Option III (Thesis):
3 hours of INFT 6000-level elective courses
6 hours of INFT 6973, Thesis Research in Information Technology I, and INFT 6983, Thesis Research in Information Technology II

SCHOOL OF EDUCATION

Motion by Dr. Bean, seconded by Dr. Hoelzman, to approved the request for a $25 per credit hour fee for EDLD 7101, Administrative Internship in Educational Facilities; EDLD 7201, Administrative Internship in District Level Finance; and EDLD 7202, Administrative Internship in School Accountability Systems. Motion carried.

New Business:

Dr. Clary asked for a recommendation for day and time of future meetings. Motion by Dr. Morgan, seconded by Ms. Minor, to set the future meetings for the 3rd Monday of the month at 3 p.m. Motion carried.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Tammy Rhodes, Secretary
Arkansas Tech University
Graduate Council
Minutes of Meeting
May 12, 2005

The Graduate Council met in RPL 325 on Thursday, May 12, 2005, at 2:00 p.m. Members present were: Dr. Eldon Clary, Dr. Linda Bean, Dr. Gwen Morgan, Dr. David Hoelzeman, Dr. Jan Jenkins, Dr. Michael Keisler, Ms. Tammy Rhodes, Dr. Ken Rogers, Dr. Jeff Robertson, and Dr. Shelia Jackson. Dr. Deborah Wilson, Dr. Joe Stoeckel, and Ms. Marci Minor were absent. Dr. Mary Ann Rollans, Dr. Ed Leachman, and Mr. Richard Idhe were guests.

Dr. Clary called the meeting to order and asked for approval of the minutes from the February 21, 2005, meeting. Motion by Dr. Rogers, seconded by Dr. Jackson, to approve the minutes. Motion carried.

Dr. Clary presented a nomination for Dr. V. Carol Smith as temporary faculty by the Center for Leadership and Learning. Motion by Dr. Bean, seconded by Dr. Morgan, to approve the nomination. Motion carried.

Dr. Clary asked for a correction on acceptable IELTS scores. In a previous meeting, Dr. Clary recommended a score of 6.5 to correlate with the 550 on the TOELF. Dr. Clary obtained tables showing the correct score to correspond with the 550 is 6.0. Motion by Dr. Rogers, seconded by Dr. Bean to correct the score. Motion carried.

The following action was taken on curricular items:

SCHOOL OF COMMUNITY EDUCATION

Motion by Dr. Gunter, seconded by Dr. Jenkins, to accept approve the proposal to add the Master of Science degree in Emergency Management Homeland Security and approve the following new courses:

**EAM 4003/EMHS 5003 Principles and Practice of Disaster Relief and Recovery.**
Prerequisites or corequisites: EAM 1003 and 1013 or consent of instructor. EMHS 5003 is open to Emergency Management graduate students only. Recovery issues are studied and how they relate to ethical, medical, and economic and environmental considerations; initial, short-term, and long-term recovery efforts and group exercises; and documentation and record-keeping. Graduate students are assigned additional readings and will complete a special project to demonstrate a broad understanding of the principles and practice of disaster relief and recovery.

**EMHS 5043 Disaster and Emergency Management Ethics.** Prerequisites or corequisites: EAM 1003 and 1013 or consent of instructor. EMHS 5043 is open to Emergency Management graduate students only. The course will involve a study of a variety of types of ethical theory (teleological, deontological, distributive theories of justice, natural law), a review of specific ethical dilemmas per disaster phase, professional ethics, overcoming biases, avoiding discrimination, and developing sensitivity. Detailed ethical case studies will be conducted.
(Bhopal, Chernobyl, Three-Mile Island, Love Canal, Exxon Valdez). Graduate students will develop a comprehensive analysis of the cases studied.

EMHS 5053 Community Management of Hazardous Materials. Prerequisites or acceptable equivalencies: EAM 1003 and 1013 or consent of instructor. EMHS 5053 is open to Emergency Management graduate students only. The course addresses chemical properties of hazardous materials and wastes; legal requirements for their handling, storage, transportation, and disposal; and methods for protecting employees, facilities, and the community. Graduate students will complete a special project that demonstrates a broad understanding of the principles of community management of hazardous materials.

EMHS 5991-3 Special Problems and Topics. Prerequisites or acceptable equivalencies: EAM 1003 and 1013 or consent of instructor. EAM 4991-3 is open to Emergency Administration and Management junior and senior students only. EMHS 5991-3 is open to Emergency Management graduate students only. The topics will vary to reflect the continual changes in the emergency management field. This course may also serve as an independent study course upon recommendation of the advisor and approval by the dean. Graduate students will be assigned additional readings and projects of concentration to demonstrate a broad understanding of the special problem or topic being investigated or studied.

EMHS 6003 Design and Management of Preparedness and Mitigation Systems. This course reviews the needs for well-structured design and management processes for preparedness and mitigation systems. Students will study the underlying concepts for the design and management processes and the best practice methods currently used to implement these concepts in the public and the private sectors. The course includes a special project in which students will develop an actual design and management approach for a public or private sector organization's preparedness and mitigation system.

EMHS 6013 Technology for Comprehensive Emergency Management. This course covers the technologies that are applied during each of the phases of emergency management. Typical technologies reviewed include information management, message handling, Geographic Information Systems (GIS), the Global Positioning System (GPS), material release modeling, situational analysis, and hazard analysis tools. Students will research products in each technology category. This course includes a special project in which students develop an exercise that integrates and demonstrates several technologies in a comprehensive emergency management approach.

EMHS 6023 Risk and Vulnerability Assessment for Business and Industry. This course covers the hazards and threats businesses and industry face to their security, safety, and business continuity. The scope of threats and businesses studied ranges from local to international. Students will research methods business and industry use to assess their risks and vulnerability and best practices disaster recovery and business continuity plans. A student project will include identifying the threats faced by a specific business and developing a risk and vulnerability assessment that addresses the business continuity needs of the business.
EMHS 6033 Foundations of Leadership. This course is an introduction to past and present models of leadership. Topics will include the current context for leadership and personal leadership styles. Students will examine moral frameworks for leadership and decision-making as well as leadership domains and the synthesis of leadership development. Case studies will explore leadership in practice in both the public and private sectors as it relates to emergency management.

EMHS 6043 Contemporary Issues in Emergency Management. This course emphasizes and analyzes the practical aspects of problems facing the emergency manager. Topics will include compliance issues confronting the modern professional with regard to Homeland Security, the National Incident Management System, the National Response Plan and other national initiatives. Students will analyze and discuss current trends and issues facing emergency management both professionally and legislatively as well as problems, innovations, and proposed changes that will affect the future of emergency management.

EMHS 6053 Legal Issues in Emergency Management. This course allows students to research, analyze and discuss relevant state and federal statutes which affect emergency management. Emphasis will be placed on the legal obligations of the emergency management professional using case studies and contemporary examples. Students will explore the legal implications of mitigation and preparedness efforts as well as those facing responders before, during, and after a disaster. The course will also familiarize students with legal resources available for future reference and research.

EMHS 6891-3 Independent Study. Prerequisite: Permission of advisor who will direct the independent study. Open to graduate students who wish to pursue individual study or investigation of some facet of knowledge which complements the purpose of the University’s graduate program. Students will be required to plan their studies and prepare formal written reports of their findings. The selected topic may not constitute any duplication of study leading to the accomplishment of a thesis.

EMHS 6881-3 Workshop. Prerequisite: Permission of the instructor. The workshop will require the equivalency of fifteen clock hours of instruction per credit hour.

Motion carried.

New Business:

No new business discussed.

Meeting adjourned at 2:35 p.m.

Respectfully submitted,

Tammy Rhodes, Secretary
Arkansas Tech University
Graduate Council
Minutes of Meeting
July 14, 2005

The Graduate Council met in RPL 325 on Thursday, July 14, 2005, at 2:00 p.m. Members present were: Dr. Eldon Clary, Dr. Mary Ann Rollans, Dr. Mary Gunter, Dr. Michael Keisler, Ms. Tammy Rhodes, Dr. Jeff Robertson, Dr. Jan Jenkins, Dr. Deborah Wilson, and Dr. Shelia Jackson. Dr. David Hoelzeman, Dr. Ken Rogers, Dr. Gwen Morgan, Dr. Linda Bean, Dr. Joe Stoeckel, and Ms. Marci Minor were absent. Dr. Daniel Martin was a guest.

Dr. Clary called the meeting to order and asked for approval of the minutes from the May 12, 2005, meeting. Motion by Dr. Jackson, seconded by Dr. Wilson, to approve the minutes. Motion carried.

Dr. Clary presented a nomination for Mr. Jeffrey Quinn as temporary faculty for Fisheries and Wildlife. Motion by Dr. Wilson, seconded by Dr. Rollans, to approve the nomination. Motion carried.

The following action was taken on curricular items:

DEPARTMENT OF BEHAVIORAL SCIENCES

Motion by Dr. Jenkins, seconded by Dr. Gunter, to accept the proposal to add the Master of Science degree in Psychology and approve the following new courses:

Course Descriptions:

PSY: 4013/5013 History of Psychology
Prerequisites: PSY 2003 or Graduate standing. A survey of the developments in psychology from the ancient Greeks to the emergence of psychology as a modern experimental science.

PSY 4033/5033 Psychological Tests and Measurements
Prerequisites: Twelve hours of psychology, Psy 2053, or graduate standing. Theory of Psychological testing, statistical procedures, and training in administration, scoring, and profiling of various tests of ability, achievement, interests, and personality. $20 testing fee.

PSY(SOC)4043/5043 Social Psychology
Prerequisites: nine hours of Psychology/Sociology, permission, or graduate standing. The study of how individuals are influenced by the actual or implied presence of other persons. Emphasis on attitudes, social cognition, social influence, aggression, altruism, self, and other perception.

PSY 4053/5053 Psychology of Perception
Prerequisites: Nine hours of psychology, consent, or graduate standing. The study of general perceptual process. While the main senses will be covered, emphasis will be placed on visual functioning. The role of perception in organismic adaptation will be explored.
PSY 4073/5073 Cognitive Psychology
Prerequisites: 60 hours including nine hours of psychology, permission of instructor, or graduate standing. A study of the basic principles of mental processes, and their influences on behavior. Specifically, the course focuses on the conscious and unconscious processes involved in the acquisition, storage, transformation, and use of knowledge.

PSY 5991-4/6891-4 Special Problems in Psychology
Prerequisites: Eighteen hours of psychology and prior permission of instructor. Independent work under individual guidance of a faculty member.

PSY 6013 Advanced Statistics
Prerequisite: PSY 2053 or equivalent and graduate standing in psychology or instructor and graduate director permission. An advanced study of the concepts and techniques in descriptive and inferential statistics. Emphasis on the application of statistics in psychological research.

PSY 6023 Research Design
Prerequisite: PSY 6013 or equivalent and graduate standing in psychology or instructor and graduate director permission. An advanced treatment of the design and analysis of psychological research. Emphasis on the logical foundations of experimental design.

PSY 6033 Personality Testing
Prerequisite: PSY 6013 or equivalent and graduate standing in psychology or instructor and graduate director permission. Application of selected assessment devices. Emphasis on various objective tests including theoretical assumptions, scaling techniques, profile interpretation, and critical research topics.

PSY 6043 Psychopathology
Prerequisite: Graduate standing in psychology or instructor and graduate director permission. Surveys classical and contemporary trends and theories of psychopathology; including methods, validity and utility of classificatory schemes; properties of various disorders as well as related assessment and treatment procedures.

PSY 6053 Advanced Developmental Psychology
Prerequisite: Graduate standing in psychology or instructor and graduate director permission. Evaluation and assessment of the logical and empirical adequacies of modern theories of psychological development in relation to the maturation process of individuals.

PSY 6063 Advanced Physiological Psychology
Prerequisite: Graduate standing in psychology or instructor and graduate director permission. An in-depth analysis of topics in physiological psychology. Emphasis is placed upon functional neuroanatomy of mammals to provide for understanding of systems for neural control of perception, orientation, motivation, learning, and complex processes.

PSY 6073 Personality Dynamics and Theories
Prerequisite: Graduate standing in psychology or instructor and graduate director permission. An examination of selected writings and research of major personality theorists.
PSY 6083 Seminar in Psychology
Prerequisites: PSY 6013, PSY 6023, 9 hours of PSY at the 5000-6000 level, graduate director permission. Concentrated analysis of a particular problem in psychology. Emphasis is placed upon the evaluation of current research and theory in the development of research ideas by the student. Topics to be determined by the Graduate faculty Committee and the Director of the Graduate Program in Psychology.

PSY 6091-6 Advanced Field Placement
Prerequisites: Successful completion of 30 graduate hours in psychology, 6 hours of thesis, and mutual consent of the faculty Advisor, Department, and industry supervisor.
The course is a jointly supervised field placement in an area diagnostic, or treatment facility. Emphasis is on an integration of theory, methods, and graduate training, with on-the-job experience. The placement is designed for students who are considering work in facilities which provide psychological and or/social services. The purchase of Professional Liability Insurance is required.

PSY 6993-6 Thesis Research
Prerequisite: Graduate standing in psychology or instructor and graduate director permission.
Directed research on a thesis topic selected by the student in consultation with a supervising professor.

Motion carried.

No new business discussed.

Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Tammy Rhodes, Secretary
Arkansas Tech University
Graduate Council
Minutes of Meeting
September 27, 2005

The Graduate Council met in RPL 325 on Tuesday, September 27, 2005, at 3:00 p.m. in Pendergraft 325. Members present were:

Dr. Eldon Clary, Dr. Shelia Jackson, Dr. Robert Allen, Dr. David Hoelzeman, Dr. Gwen Morgan, Dr. Jan Jenkins, Dr. Joe Stoeckel, Dr. Linda Bean, Dr. Mary Ann Rollans, Dr. Mary Gunter, Dr. Michael Keisler, Dr. Peter Dykema, Ms. Tammy Rhodes were present. Dr. Deborah Wilson, Dr. Gwen Morgan, and Ms. Marci Minor were absent.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for approval of the minutes from the July 14, 2005, meeting. Motion by Dr. Jackson, seconded by Dr. Jenkins, to approve the minutes. Motion carried.

NEW BUSINESS

Dr. Clary presented nominations for temporary faculty for the following: Lydia McDonald, College Student Personnel; Kate Brugh, Theatre; and Sheila Hunt, Curriculum and Instruction. After discussion, motion by Dr. Jenkins, seconded by Dr. Bean, to approve Kate Brugh as temporary faculty. Motion carried. Motion by Dr. Bean, seconded by Dr. Gunter, to approve Lydia McDonald and Sheila Hunt as temporary faculty. Motion carried.

MEETING DATE AND TIME

After discussion, motion by Dr. Allen, seconded by Dr. Rollans, to approve the third Tuesday of each month at 4 p.m. for the meeting date and time for Graduate Council. Motion carried.

Meeting adjourned at 3:25 p.m.

Respectfully submitted,

Tammy Rhodes, Secretary
Arkansas Tech University
Graduate Council
Minutes of Meeting
October 18, 2005

The Graduate Council met in RPL 325 on Tuesday, October 18, 2005, at 4:00 p.m. in Pendergraft 325. Members present were:

Dr. Shelia Jackson, Dr. Robert Allen, Dr. David Hoelzeman, Dr. Gwen Morgan, Dr. Jan Jenkins, Dr. Linda Bean, Dr. Mary Ann Rollans, Dr. Michael Keisler, Dr. Peter Dykema, and Dr. Deborah Wilson were present. Dr. Eldon Clary, Dr. Joe Stoeckel, Dr. Mary Gunter, Ms. Tammy Rhodes, and Ms. Marci Minor were absent.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Rollans called the meeting to order while having the acting committee chair, Tammy Rhodes, participating through a telephone connection. Dr. Rollans, speaking for Tammy Rhodes, asked for approval of the minutes from the September 27, 2005, meeting. Dr. Morgan indicated that she was not able to attend the September 27th meeting. Motion by Dr. Jackson, seconded by Dr. Rollans, to approve the minutes with corrections. Motion carried.

NEW BUSINESS

Motion by Dr. Wilson, seconded by Dr. Allen, to allow the new version of the TOEFL Internet-based Testing (iBT) be used for determining English proficiency for international students. Motion carried.

Dr. Wilson presented Dr. Daniel Enchelmayer as a nomination for regular graduate faculty in the English Department. After discussion, motion by Dr. Jackson, seconded by Dr. Wilson, to approve nomination. Motion carried.

The recommendation was made to conduct business through an email vote when the agenda contains one or two items or hold items for the next meeting if immediate action is not required.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Tammy Rhodes, Secretary