Arkansas Tech University
Graduate Council
Minutes of Meeting
January 31, 2008

The Graduate Council met in TOM 12 on Thursday, January 31, 2008 at 4:00 p.m.

Members present were:

Dr. Robert Allen
Mrs. Connie Zimmer
Dr. Kerry Roberts for Dr. Mary Gunter
Dr. John Jackson
Dr. Linda Bean
Lara Russenberger, Student Rep
Jill Hays, Guest

Dr. Peter Dykema
Dr. Tim Carter
Ms. Karen Futterer
Dr. Theresa Herrick
Dr. Eldon Clary, Jr.
Lisa Brennan, Guest

The following members were absent:

Dr. Deborah Wilson
Ms. Tammy Rhodes
Dr. Jan Jenkins
Dr. Michael Keisler
Dr. Shelia Jackson
Dr. Johnnette Moody
Dr. Beth Wilson Gray

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for approval of the minutes from the December 20, 2007 meeting.

Approved by email poll.
NEW BUSINESS

Motion by Dr. Bean with second by Mrs. Zimer to elect new members to the Graduate Faculty. One representative from the School of Education, two representatives from the School of Liberal and Fine Arts, one from the School of Physical and Life Sciences to serve a three-year term (August 2008 to August 2011).

Appointment to Graduate Faculty:

- Dr. Nelson Ramirez, LFA (Regular)
- Teresa Chance (Temporary MPTL 6133, 6253 & EDLD 6402) Education
- Dr. David M. Burner (Temporary) Fisheries & Wildlife
- Dr. Mark Vrtiska (Temporary: Serve on Graduate Committee) F&W
- William E. Harmon (Temporary EMHS 5993) EM/HS
- Annette Stuckey (Temporary – Committee member) EM/HS

Motion was approved.

CURRICULUM

Add FW 5054: Waterfowl Ecology and Management
Add FW 5103: Human Dimensions of Fisheries and Wildlife

Dr. Bean made the motion to approve courses from Fisheries and Wildlife Science. Second was made by Dr. Johnson.

MANAGEMENT

Add FW 5064: Wetland Ecology and Management

Dr. Herrick asked if the assessment of Graduate Courses was being done by a syllabus. It was suggested by some of the present council members and guest to be more objective. Some examples were to integrate courses through assessment, list objectives, learning outcome through surveys and to act as leaders for group projects.

Motion was approved.

Dr. Clary suggested identifying goals through each program and for undergraduates through self study.
Dr. Clary held a discussion on the information he distributed on the Bologna process. In the years to come, 3 year degrees will be more common throughout the universities. University of Washington is practicing this case by case.

Dr. Clary asked the committee to set a regular monthly meeting time and day. A change was made to the 2nd Thursday at 4:00 p.m.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,
Dr. Clary held a discussion on the information he distributed on the Bologna process. In the years to come, 3 year degrees will be more common throughout the universities. University of Washington is practicing this case by case.

Dr. Clary asked the committee to set a regular monthly meeting time and day. A change was made to the 2nd Thursday at 4:00 p.m.

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Jill Hays for Tammy Rhodes
The Graduate Council met in Tomlinson 012 at 4:00 p.m. on February 14, 2008.

Members present were: Eldon Clary, Bob Allen, Connie Zimmer, Linda Bean, Johnnette Moody, Deborah Wilson, Lara Russenberger, Peter Dykema, Michael Keisler, Theresa Herrick

Members absent were: Mary Gunter, Tim Carter, Tammy Rhodes, John Jackson, Beth Wilson-Gray

Guests were: Dr. Larry Morell, Dr. Micheal Tarver, Dr. Dana Ward, and Dr. Nelson Ramirez

I. Minutes for the January 31 meeting were approved with the following correction(s): Dr. Kerry Roberts was a guest rather than member.

II. Information Technology change in admission requirements

A. Item 3 under Unconditional Admission should read: “Applicants must have completed one math course beyond college algebra with a minimum grade of “B”.

B. Under item 4: “Applicants for the CBIT program must have completed a one semester of computer programming course comparable to COMS 2104 with a minimum grade of “B”. Applicants for the IT program must have completed two semesters of computer programming courses comparable to COMS 2014 and COMS 2203 with a minimum grade of “B” in each.

C. The paragraph following Requirement 5 should read: Applicants who fail to satisfy the grade point requirements for unconditional admission or who do not satisfy requirements 2-4 above may be admitted conditionally by the MSIT Graduate Committee to earn a maximum of twelve (12) hours of graduate credit. Conditional admission may require taking one or more undergraduate and/or graduate courses to remove those conditions. Any such courses must be completed with a grade of “B” or better. In addition, if the student was admitted conditionally due to grade point average, the student must earn a 3.0 or better cumulative grade point average in all graduate courses taken for the program by the end of the semester in which the twelfth (12) graduate hours is completed.

Dr. Bean moved to approve the proposal. The second was by Dr. Moody. The motion was approved.

III. Foreign Languages and International Studies

A. SPAN 6016 Thesis Research was renumbered to SPAN 6993

B. The following courses title name changes were submitted

1. SPAN 6881-6 Foreign Language Workshop to Workshop
2. SPAN 6891-4 Foreign Language Independent Study to Independent Theory
3. SPAN 5803 Latin American Film Theory to Film Theory
4. SPAN 6043 Conquest and Chronicles to Seminar in Colonial Spanish-American Literature
5. SPAN 6063 Spanish-American Literature and Culture in Modern Times to Spanish-American Literature and Culture

2/14/04 - do not have record of these minutes being approved.
Make changes without approval amount or per Tammy Rhodes, P(303)238-7162
6. SPAN 6073 Spanish American Short Story to Short Story
7. SPAN 6083 Contemporary Latin American Poetry to Seminar in Poetry
8. SPAN 6093 Latin American Novel to Seminar in Novel

C. Delete the following courses
   1. SPAN 6801 Cultural Immersion and Research
   2. SPAN 6053 Spanish American Modernism 1880-1920

D. Add the following courses
   1. SPAN 5213 Spanish Literature
   2. SPAN 5223 Spanish-American Literature
   3. SPAN 6133 Seminar in Spanish Literature
   4. SPAN 6403 Advanced Spanish Grammar
   5. SPAN 6503 History of the Spanish Language
   6. SPAN 6701 Teaching College Spanish

The motion to approve was by Ms. Zimmer. The second was by Dr. Wilson. The motion was approved.

IV. The status of the two committees was discussed.

V. A discussion of the value of Turnitin.com for theses was held.

VI. The meeting adjourned.
Master of Science in Information Systems

Phone: 701-858-3314 or 1-800-777-0750    Website: www.minotstateu.edu/msis

THIS DEGREE IS OFFERED VIA DISTANCE EDUCATION

Department of Business Information Technology Graduate Faculty:
Business Information Technology Department Chairperson: Dr. Deanna Klein
MSIS and M.Ed. concentration Graduate Program Director: Dr. Lori Willoughby

Professors: Dr. Thomas Seymour, Dr. Lori Willoughby
Assistant Professors: Ms. Kristi Berg, Dr. Deanna Klein

Mission and Goals of the Information Systems Program
The Master of Science in Information Systems graduate is a technologically sophisticated business executive who forecasts information systems needs, develops information systems infrastructures, maintains existing systems, and communicates interdepartmentally. This professional may be an independent contractor consulting in various information systems applications.

Student Learning Outcomes
Graduates of the MSIS program will be able to

1. Demonstrate technology skills at a sophisticated level.
2. Develop information systems infrastructures.
3. Communicate an information systems strategy.
4. Provide information systems consulting services.

Department Admissions Standards
Application Deadline – November 1 and June 1
1. Completion of all admission requirements of the Graduate School at Minot State University.
2. Potential students must possess
   • an undergraduate degree in CIS or MIS
   OR
   • an undergraduate degree in business plus additional undergraduate MIS courses
   OR
   • an undergraduate degree plus experience in MIS and additional undergraduate courses in MIS.
3. In addition, the following admission requirements apply to applicants for the Master of Science in Information Systems
   a. In their statement of purpose applicants should address their professional backgrounds, career goals, how this program fits into their career goals, and their business/technology philosophies. The statement of purpose will measure applicants' organizational and writing skills. The statement of purpose is limited to 1,500 words.

b. An admissions score of at least 400. The score is calculated as follows: statement of purpose (100 pts) plus undergraduate last 60 semester hours GPA x 100 (400 pts) plus the years of professional-level work experience (100 pts max). Applicants are required to submit a resume with the evidence to support the years of professional-level work experience.

c. Applicants must use the MSIS recommendation forms (academic and/or professional) included in the appendix of the graduate catalog and online at www.minotstateu.edu/msis. Applicants must submit three recommendations forms for admission.

4. Recommendation for acceptance from the MSIS Graduate Faculty.

Required Courses
BIT 556 Virtual Business.................................3 SH
BIT 560 Managing the IS Function..........................3 SH
BIT 563 Database Systems and Applications...............3 SH
BIT 564 Analysis and Modeling.............................3 SH
BIT 565 Systems Design..................................3 SH
BIT 566 Knowledge Management..........................3 SH
BIT 570 E-Business Strategy...............................3 SH
BIT 575 Business Network Systems Management...........3 SH
BIT 580 Integrating the Enterprise, IS Function, and IS Technologies..........................3 SH
BIT 582 Professional Consulting in IS........................3 SH
Arkansas Tech University
Graduate Council
Minutes of Meeting
March 13, 2008

The Graduate Council met in Tom 012 on Wednesday, March 13, 2008, at 4:00 p.m. Members present were:

Dr. Linda Bean
Dr. Eldon Clary
Dr. Sheila L. Jackson
Dr. Bob Allen
Ms. Connie Zimmer
Dr. Theresa Herrick

Dr. Deborah Wilson, Dr. Johnette Moody, Dr. Mary Gunter, Dr. Peter Dykema, Ms. Marsha Oels, and Ms. Tammy Rhodes were absent.

Shanel Perrin attended as guest and recorded minutes.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and stated the minutes would be approved by email at a future date from the February 14, 2007.

NEW BUSINESS

Graduate faculty
Dr. Penny Willmering, Regular Graduate Faculty

Motion made by Dr. Herrick,
Seconded by Dr. Jackson,
To approve: Nomination for Regular Graduate Faculty.
Motion carries.

Graduate Council
Dr. Elizabeth Gray resigned her position

OTHER BUSINESS

New Committee
New committee needed for Jim Ed McGee award.
Ms. Connie Zimmer and Dr. Bob Allen nominated to head the committee.
Next meeting scheduled for April 24th 2008.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Shanel Perrin; Secretary, Graduate School
Arkansas Tech University
Graduate Council
Minutes of Meeting
April 10, 2008

The Graduate Council met in Tomlinson 012 on Thursday, April 10, 2008 at 4:00 p.m. Members present were:

Dr. Eldon Clary
Dr. Peter Dykema
Dr. Deborah Wilson
Dr. Linda Bean
Dr. John Jackson

Dr. Mary Gunter
Dr. Theresa Herrick
Ms. Johnette Moody
Ms. Karen Futterer
Ms. Bob Allen

Members absent were: Ms. Marsha Oels, Dr. Sheila Jackson, Dr. Tim Carter; Dr. Michael Keisler, Ms. Lara Russenberger, and Ms. Tammy Rhodes.

Ms. Shanel Perrin attended as guest and recorded minutes.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for approval of the minutes from the February and March meetings.

Motion made by Dr. Wilson,
Seconded by Ms. Zimmer,
To approve minutes.
Motion carried.

New Business

Mr. Lucas Moody and Mr. Mike Lee nominated for Temporary Graduate Faculty.

Motion made by Dr. Bean,
Seconded by Ms. Zimmer,
To approve Lucas Moody and Mike Lee.
Motion carried.

Other Business

Dr. Dykema and Dr. Moody reported updates. New updates targeted for the October meeting.
Motion to adjourn by Dr. Wilson,
Seconded by Dr. Allen,
Motions carried.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Shanel Perrin; Secretary, Graduate School
Arkansas Tech University
Graduate Council
Minutes of Meeting
August 19, 2008

The Graduate Council met in TOM 110 on Tuesday, August 19, 2008, at 2:00 p.m.
Members present were:

Dr. Eldon Clary
Dr. Cheryl Smith
Ms. Connie Zimmer
Dr. Johnette Moody
Ms. Karen Futterer
Dr. Linda Bean

Dr. Peter Dykema
Mr. Richard Ihde
Dr. Shelia Jackson
Dr. Susan Underwood
Dr. Theresa Herrick
Ms. Tammy Rhodes

Dr. Deborah Wilson and Dr. John Jackson were absent. No student representative has been selected for the committee.

CALL TO ORDER/APPROVAL OF MINUTES

No minutes were submitted for approval.

CURRICULUM

Motion by Dr. Herrick, seconded by Dr. Smith, to approve the addition of the following courses to the course descriptions: CHEM 6881-3, Workshop; GEOL 6881-4, Workshop; and PHYS 6881-4, Workshop. The courses are not cross listed. Motion carried.

NEW BUSINESS

Motion by Dr. Herrick, seconded by Dr. Dykema, to table the request to approve Dr. Jackie Paxton to regular graduate faculty. Motion approved.

Motion by Dr. Herrick, seconded by Dr. Dykema to approve the following for faculty to the status of regular graduate faculty or temporary graduate faculty:

Regular Graduate Faculty:
Ms. Linda Self, Nursing Department
Ms. Terri McKown, Nursing Department
Ms. Connie White, Emergency Administration and Management Department
Dr. Michael Garner, Emergency Administration and Management Department
Dr. Christopher Giroir, College Student Personnel Department

Temporary Graduate Faculty:
Ms. Linda Jackson, Curriculum and Instruction Department
Dr. Julia Gist, Nursing Department
Dr. Erin Clair, English Department

Motion carried.

MEETING DATE AND TIME

The Graduate Council will meet on the third Tuesday of the month at 3 p.m. A location will be determined.

September 16
October 21
November 18
December 16

Meeting adjourned at 2:48 p.m.

Respectfully submitted,

Tammy Rhodes
Arkansas Tech University
Graduate Council
Minutes of Meeting
September 16, 2008

The Graduate Council met in TOM 102 on Tuesday, September 16, 2008, at 3:00 p.m.
Members present were:

✔ Dr. Eldon Clary
✔ Dr. Cheryl Smith
✔ Ms. Connie Zimmer
✔ Dr. Johnette Moody
✔ Ms. Karen Futterer
✔ Dr. Linda Bean
✔ Dr. Deborah Wilson
Dr. John Jackson absent

✔ Dr. Peter Dykema
✔ Mr. Richard Ihde
✔ Dr. Shelia Jackson
✔ Dr. Susan Underwood
✔ Dr. Theresa Herrick
✔ Ms. Tammy Rhodes

Yana Braitler student representative

were absent. No student representative has been selected for the committee.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for motion to approve the minutes.
Motion by Jackson seconded by Wilson to approve the minutes from the August 19, 2008, meeting. Motion carried.

CURRICULUM

Motion by Moody seconded by Zimmer, to approve the proposal from the Social Sciences and Philosophy Department to remove the GRE/MAT requirement from the admission requirements.

Motion carried.

NEW BUSINESS

Motion by Zimmer seconded by Dykema, to approve Dr. Jackie Paxton, Education, to the status of regular graduate faculty. Motion carried.

Graduate Faculty Committee report

Dykema discussed faculty status
re-write faculty handbook
handout - proposal from subcommittee
new - review and renewal
Research Course

Undergraduate proposal being submitted

Meeting adjourned at 3:53 p.m.

Respectfully submitted,

Tammy Rhodes

Moody - Goals of Grad Com.
handout
provide comment
Arkansas Tech University
Graduate Council
Minutes of Meeting
October 21, 2008

The Graduate Council met in TOM 102 on Tuesday, October 21, 2008, at 3:00 p.m. Members present were:

Dr. Eldon Clary
Dr. Cheryl Smith
Ms. Connie Zimmer
Dr. Linda Bean
Dr. Peter Dykema
Mr. Richard Ihde

Dr. Shelia Jackson
Dr. Susan Underwood
Dr. Theresa Herrick
Ms. Tanna Bartlett
Dr. Deborah Wilson
Dr. John Jackson

Dr. Johnette Moody, Ms. Karen Futterer, and Ms. Tammy Rhodes were absent.

Guests were Ms. Shanel Smith, Dr. Donna Vocate, and Dr. Joe Stoeckel.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for motion to approve the minutes. Motion by Dr. Herrick, seconded by Dr. Wilson, to approve the minutes from the September 16, 2008, meeting. Motion carried.

OLD BUSINESS CURRICULUM

Motion by Dr. Bean, seconded by Ms. Zimmer, to approve the proposal from the Social Sciences and Philosophy Department requesting to remove the GRE/MAT requirement from the admission requirements. Motion carried.

NEW BUSINESS CURRICULUM

Motion by Dr. Smith, seconded by Dr. Bean, to approve the proposal from Department of Speech, Theatre and Journalism to modify the Master of Arts in Multi-media Journalism as follows: delete 3 hours of elective and add JOUR 5193, Communication Research Methods. Motion carried.

Motion by Dr. Herrick, seconded by Dr. Jackson, to table the proposal from the Department of Computer and Information Science. Motion carried.

Dr. Dykema presented the final subcommittee report for Graduate Faculty. Dr. Bean made a motion, seconded by Dr. Smith to approve the report. After discussion, motion by Dr. Jackson, seconded by Dr. Herrick, to approve the report with amendments. Motion carried.
The subcommittee report of Goals and Objectives for Graduate Program were not presented to the committee because of Dr. Moody’s absence.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Tammy Rhodes
Arkansas Tech University
Graduate Council
Minutes of Meeting
November 19, 2008

The Graduate Council met in TOM 102 on Tuesday, November 18, 2008, at 3:00 p.m. Members present were:

Dr. Eldon Clary
Dr. Cheryl Smith
Ms. Connie Zimmer
Dr. Linda Bean
Mr. Richard Ihde
Dr. Shelia Jackson

Dr. Susan Underwood
Dr. Theresa Herrick
Ms. Tanna Bartlett
Dr. Johnette Moody
Ms. Karen Futterer
Ms. Tammy Rhodes

Dr. Peter Dykema, Dr. Deborah Wilson, and Dr. John Jackson were absent.

Dr. Tom Limperis and Dr. Ursula Chandler were guests.

CALL TO ORDER/APPROVAL OF MINUTES

Dr. Clary called the meeting to order and asked for motion to approve the minutes. Motion by Ms. Zimmer, seconded by Dr. Shelia Jackson, to approve the minutes from the October 21, 2008, meeting. Corrections were discussed to note that Dr. John Jackson was absent. Motion carried to approve minutes with corrections.

NEW BUSINESS

Motion by Dr. Bean, seconded by Dr. Shelia Jackson, to approve the request Dr. Michele Linch to Temporary Graduate Faculty to teach EDLD 6891-4 and EDLD 6113. Motion carried.

CURRICULAR ITEMS

Motion by Dr. Shelia Jackson, seconded by Dr. Bean, to approve the curricular items as a whole by department. Motion carried.

Motion by Dr. Shelia Jackson, seconded by Ms. Zimmer, to approve the proposal from the Department of Foreign Languages as follows: (a) add TESL 6143, Reading for English Language Learners; (b) change TESL 6033, TESOL Methods: Oral Communication, to TESOL Methods: Oral and Written Communication; (c) delete TESL 6043, TESOL Methods: Written Communication; and (d) modify catalog to reflect approved revisions. Motion carried.

Motion by Dr. Smith, seconded by Dr. Shelia Jackson, to approve the proposal from the Department of Mathematics as follows: add MATH 5343: Introduction to Partial
Differential Equations. Motion carried.

Motion by Ms. Zimmer, seconded by Dr. Underwood, to consider the tabled proposal from the Department of Computer and Information Science. Motion carried.

Motion by Dr. Bean, seconded by Dr. Shelia Jackson, to approve the proposals as follows: (a) add INFT 5700, Computer Networks Lab, and make a co-requisite for INFT 5703, Computer Networks; (b) add INFT 6700, Heterogeneous Networks Lab, and make a co-requisite for INFT 6703, Heterogeneous Networks; and (c) modify the catalog description for INFT 5703, Computer Networks. Motion carried.

Motion by Dr. Bean, seconded by Dr. Jackson, to approve the proposals from the Curriculum and Instruction Department requesting to remove the GRE/MAT requirement from the admission requirements. Motion carried.

Dr. Moody presented the subcommittee report of Goals and Objectives for Graduate Program. Motion by Dr. Bean, seconded by Dr. Underwood, to accept the proposal form the subcommittee and send to the program directors for review. Motion carried.

Meeting adjourned at 3:31 p.m.

Respectfully submitted,

Tammy Rhodes