Non-regular Faculty Nominations
Approved
April 15, 2014

College of Arts and Humanities
Museum
  • Ms. Judith Stewart-Abernathy

College of Education
College Student Personnel
  • Dr. Sarah Chase
  • Ms. Lindsey Ingmire
  • Ms. Linda Jackson

Graduate College
Center for Leadership & Learning
  • Ms. Keri Rathbun
APPLICATION FOR RENEWAL OF MEMBERSHIP TO REGULAR GRADUATE FACULTY
ARKANSAS TECH UNIVERSITY

Candidate: Judith C. Stewart-Abernathy

Department & College: Arkansas Tech University Museum, Arts & Humanities College

Current Academic Rank: Museum Director (unclassified staff) Year joined ATU faculty: Hired 12/1989

☑️ I am applying for renewal of membership to Regular Graduate Faculty.

Summary of relevant qualifications for past six years – completed by applicants for renewal:

Masters-Arthropology, focus archeology US 1985 University of Arkansas, Fayetteville

Productive Scholarship and/or Professional Activities
A summary statement for the past six years must be included (attached additional page, if necessary):

Submitted as part of Nov 2013 application, which has been approved. Copy attached.

Involvement in Graduate Program
A summary statement for the past six years must be included (attach additional page, if necessary):

You already approved my membership is non-regular faculty on 12-10-2013 for the next two years. This application is for approval to serve as a thesis committee chair for Ellen Watts, a graduate student who will be using Museum collections for her thesis.

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: [Signature] Date: 4-14-2014
Dean of College: [Signature] Date: 4-15-14
Graduate Dean: [Signature] Date: 4-17-14

Date Approved by Graduate Council: 4-15-14

*To serve as Thesis Committee Member Only*
April 14, 2014

TO: Dr. Jeffery Woods, Dean
    Arts & Humanities College

FR: Judith Stewart-Abernathy
    Museum Director

RE: Submission of Graduate Faculty membership form to allow service as thesis committee chair

Attached please find a copy of the “Application for Renewal of Membership to Regular Graduate Faculty Arkansas Tech University” form. I was approved in December 2013 using a version of this form for teaching the MUSM/HIST/ANTH 5403 Introduction to Museum Methods course. This second application, as per advice from Dr. Gunter, is submitted for approval to serve as thesis committee chair.

In early April I met with Ellen Watts, a graduate student who wants to prepare her thesis using selected Museum collections. This was at the suggestion of her advisor, Dr. Deborah Wilson. Ms. Watts prepared an abstract for her thesis work, which I have approved. Dr. Wilson has also now approved the abstract, and Ms. Watts is ready to fill out paperwork to conduct her thesis work. Dr. Wilson suggested it would best serve Ms. Watts if I was her thesis committee chair.

Dr. Gunter has requested I try to get the signed Application form to her by early tomorrow for her meeting with the committee to review the form, which also meets tomorrow. This would best serve the need for Ms. Watts to submit her paperwork for her thesis in a timely manner.
Jeffrey Woods

From: Judith Stewart-Abernathy
Sent: Tuesday, April 15, 2014 2:24 PM
To: Jeffrey Woods
Subject: Your request re my degree

April 15, 2014

TO: Dr. Jeffrey Woods, A&H Dean
Arts and Humanities College
FR: Judith Stewart-Abernathy, Museum Director

For the majority of museum and historic preservation professionals, a BA in public history, museum studies, art history, history or some appropriate field is the highest degree required. There is lots of on-going on the job training through internships, apprenticeships, and conference and online workshops.

For most museum directors, a master’s degree will be the terminal degree required. The relatively small number of doctoral degrees found in the museum profession are mostly for specialized curatorial positions in zoology, botany, archeology/anthropology, and so on, and these cluster in particularly large or large university-based museums with large research and teaching collections.

Sincerely,

Judith
Judith C. Stewart-Abernathy, Museum Director
Arkansas Tech Museum, Arkansas Tech University
Techionery-Museum, 1502 North El Paso Avenue
Russellville, Arkansas 72801
http://www.atu.edu/museum
479-964-0831

This e-mail is confidential and may be legally privileged. Electronic mail is not a confidential form of communication, and in order to ensure confidentiality and protect your privacy, confidential information cannot be provided through e-mail. The information contained in this e-mail message and any attachment(s) may be protected by State and Federal laws governing disclosure of private information. This e-mail is for the intended recipient only. If you have received this message in error, please notify the sender immediately and then delete the message from your system. Access, disclosure, copying, or distribution of this message by anyone other than the intended recipient is prohibited. If you are not the intended recipient, you are hereby notified that reading, copying or distribution of this transmission or the information herein by anyone other than the intended recipient is strictly prohibited.
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:
Regular Graduate Faculty
☐ Tenured  ☐ Non-Tenured
☐ Part-time  ☑ Adjunct  ☐ Non-Regular Faculty

Non-Regular Graduate Faculty

Indicate semester(s):
☑ Fall  ☑ Spring  ☑ Summer I  ☑ Summer II

For non-regular faculty, identify the course(s) to be taught:
CSP 6883: Special Problems; CSP 6083: Practicum I; CSP 6093: Practicum II; CSP 6043: American College Student

Name of Candidate: Dr. Sarah Chase

Department & College: College Student Personnel/College of Education

Current Academic Rank: ____________________________  Year joined ATU faculty: ____________________________

Degree  Year  Institution
BA, BS, or:
BS—Bus. Administration  1998  Black Hills State University

MA, MS, MED, or:
MS—Student Personnel Services  2003  South Dakota State University

Ph.D.—Higher Ed & Student Affairs  2013  University of Northern Colorado

The Higher Learning Commission of the North Central Association expects “graduate faculty to possess terminal degrees appropriate to the instruction they provide,” and “graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field.”

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: [Signature]  Date: 02/18/2014

Dean of College: [Signature]  Date: 02/18/2014

Graduate Dean: [Signature]  Date: 04/15/14

Date Approved by Graduate Council: 04/15/14
PROFESSIONAL EXPERIENCE

Graduate Advisor, Professional MBA Program

*Colorado State University, Fort Collins Colorado*

- Serve as primary academic advisor to 65 on-campus professional MBA students and on a team of 3 advisors who serve approximately 1,100 online MBA students
- Serve as liaison between CSU’s Professional Veterinary Medicine Program and CSU’s College of Business to advise students pursuing joint degrees in veterinary medicine (DVM) and business (MBA)
- Develop academic plans, assist with course scheduling and submission of graduate school forms, and perform registration overrides
- Provide guidance and support to students on academic probation or who have been dismissed, including advocating on the student’s behalf when appropriate
- Support recruitment and retention efforts and provide input on curricular issues, planning and website content
- Represent the College during orientation and registration programs, information sessions and recruiting activities
- Assist with coordinating MBA commencement-related activities, including regalia distribution, awards, and special recognition events

Director, McNair Scholars Program

*University of Northern Colorado, Greeley Colorado*

- Coauthored 2 successful $1.1 million grant proposals for the UNC Ronald E. McNair Postbaccalaureate Achievement Program (2007 and 2012)
- Ensured efficient administration (fiscal management, student records management, personnel management, organizational structure and coordination with other programs) of the Ronald E. McNair Postbaccalaureate Achievement Program, an undergraduate research program designed to prepare first-generation/low-income and underrepresented students for doctoral study and careers in the professoriate
- Planned, developed and assessed an academic research seminar series, a 6-week residential Summer Research Internship, and other scholarly activities
- Provided direct administrative and managerial supervision, hiring, direction, evaluation and support of full and part-time staff members
- Ensured that program objectives stated in the federal TRiO proposal were met and evaluation of each objective was completed
- Established strong contact, constructive relationships, and good coordination with other university offices, academic departments, and administrative units
- Provided information to potential participants, parents, faculty, and staff regarding UNC and the McNair Scholars Program
- Oversaw an annual budget of over $280,000 and ensured compliance with federal grant guidelines
- Supported students through sibling death, parental suicide, eating disorders, traumatic brain injury, and other challenges occurring prior to involvement with McNair
- Supported alumni in continuing education, applying for assistantships, and identifying career options
- Collaborated with faculty mentors to ensure appropriate student success and progress
- Collaborated with community colleges to recruit and serve incoming transfer students
- Implemented recruitment strategies including marketing, hosting open houses, and soliciting faculty recommendations
- Coordinated selection process including evaluating applications, conducting interviews, and selecting participants
- Coordinated campus visits to regional graduate programs including organizing tours and meetings with faculty
- Conducted focus groups and assessments to evaluate and improve the McNair Scholars Program
Career Counselor  
*Black Hills State University, Spearfish South Dakota*  
2000-2003  
- Counseled undeclared students on college major choice and career planning  
- Assisted undergraduates with career development strategies and academic advising  
- Coordinated student employment and internship programs  
- Presented workshops regarding job search techniques, resume & cover letter writing, interviewing skills, and obtaining internships  
- Taught students to use FOCUS Assessment and Myers-Briggs Type Indicator for personal career planning  
- Coordinated and promoted campus Summer Fun Job Fair annually  
- Collaborated with local Job Service personnel to implement student employment component within the community  
- Worked 25% time providing career counseling/resume critique/job search assistance for participants in the BHSU Student Support Services/TRiO program (first-generation, low-income, and underrepresented undergraduates)

New Student Orientation Coordinator  
*Black Hills State University, Spearfish South Dakota*  
2000-2003  
- Organized and developed comprehensive student orientation program for freshmen and transfer students, including summer pre-registration dates and 3-day New Student Days campus activities  
- Communicated and collaborated with academic deans, senior administrators, faculty advisors, staff, students employees, and guests to ensure successful pre-registration and orientation experience for approximately 800 new students each summer  
- Oversaw selection, training, and development for over 30 student orientation assistants annually

Admissions Coordinator  
*National American University, Rapid City South Dakota*  
1999-2000  
- Initiated contact with high school students through college fairs and high school visits  
- Informed prospective students and their families about the university enrollment process during individual home visits  
- Prepared students for successful enrollment into private university  
- Developed and maintained strong relationships with high school counselors  
- Conducted campus tours and utilized working knowledge of university programs, admissions requirements, and financial aid process  
- Provided caring atmosphere and service to prospective and enrolled students and their families  
- Assisted with student orientation sessions

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**GRANTS**

2012

2007

University of Northern Colorado: Provost’s Diversity in Educational Research Initiative grant. Awarded $5,000 in support of dissertation research entitled *A Phenomenological Exploration of the Mentoring Relationship as Experienced by First-Generation McNair Scholars and Their First-Generation Faculty Mentors*.  
2007

University of Northern Colorado: Graduate Student Association grant. Awarded $600 to present at national conference for National Association of Student Personnel Administrators in Washington, DC.  
2006

S. Chase, p. 2
**TEACHING EXPERIENCE**

**McNair Summer Research Internship**, University of Northern Colorado  
*Summers 2006 - 2012*  
- Co-taught 60-hour, 6-week workshop to 15 undergraduate students  
- Instruction included graduate school test preparation, GRE verbal and analytical writing preparation, graduate application and admissions processes, and preparing to present at research conferences

**McNair Research Seminar II (HESA 432)**, University of Northern Colorado  
*Spring 2006*  
- Co-taught 2-credit multidisciplinary research course to 15 undergraduate students  
- Curriculum included theory; reliability and validity; qualitative, quantitative and humanities methods; data collection and analysis; writing abstracts, methods, results, and discussion; presenting poster and oral presentations; and preparing manuscripts  
- Guided students from multiple disciplines through quantitative, qualitative, and humanities research processes  
- Assessed student work using APA, MLA, and Chicago styles

**First Year Experience (FYE/ID 108)**, University of Northern Colorado  
*Fall 2004*  
- Taught 1-credit introduction course to 20 freshman students from multiple disciplines including nursing and business  
- Curriculum included: transitioning into the academic community, critical thinking and problem solving skills, technology, library and campus resources, career and major/minor exploration, developing a 4-year academic plan, and responsible decision-making.

**PRESENTATIONS**

- Guest Lecturer for Prof. F. Guido-DiBrito. HESA 651: *Philosophical, Historical, and Cultural Foundations of Student Affairs in Higher Education*. University of Northern Colorado  
  *November 2010*

- Guest Lecturer for Prof. F. Guido-DiBrito. HESA 696: *Special Topics in Higher Education and Student Affairs*. University of Northern Colorado  
  *November 2010*

- Presenter, University of Northern Colorado Diversity in Educational Research Colloquium: *A Phenomenological Exploration of the Mentoring Relationship as Experienced by Faculty from First-Generation Backgrounds*  
  *April 2008*

- Moderator, University of Northern Colorado Diversity in Educational Research Colloquium: *AASCU Hispanic/Latino Student Success Graduation Outcomes Study: Lessons Learned and Implications*  
  *April 2007*

- Co-Presenter, National Association of Student Personnel Administrators National Conference: *From Protégé to Mentor: The Journey of Mentoring in Student Affairs*, with K. Rodriguez  
  *March 2006*

- Presenter, University of Northern Colorado Research Day: *Protégé to Mentor: The Journey of Mentors in Student Affairs*  
  *April 2005*

- Co-Presenter, University of Northern Colorado Research Day: *Mentoring New Student Affairs Professionals*, with K. Black & R. Couture  
  *April 2004*

- Co-Presenter, SD College Personnel Association Mid-Winter Conference: *Staying High Touch in a High Tech World*, with H. Johnson & D. Sawyer  
  *January 2003*

- Co-Presenter, South Dakota College Personnel Association Mid-Winter Conference: *Creativity and You—Seeing Beyond the Institutional Borders of Your Mind*, with H. Johnson  
  *February 2002*
PROFESSIONAL ACTIVITIES

Commissioner, UNC Equity & Diversity Council 2008-2012
University Appeals Readers, UNC Office of Student Engagement & Dean of Students 2009-2012
Chairperson, UNC TRIO Day Event Planning Committee 2011
Research Judge, UNC Embracing Community Together Forum 2009, 2010
Secretary, UNC Professional Administrative Staff Council 2007-2009
Member, UNC Student Success Advisory Council 2006-2008
Participant, UNC Student Services Assessment Institute 2007-2008
Graduate Student Representative, UNC Academic Planning Committee 2006
Reviewer, *The Qualitative Report* 2005
Member, UNC Campus Retention Committee 2003-2005
Member, UNC Campus Advising Committee 2003-2005
Member, UNC Faculty Advising Core 2005
Chairperson, BHSU Orientation Committee 2001-2003
Member, BHSU Health Awareness Committee 2001-2003
Co-Coordinator, BHSU Habitat for Humanity Spring Break Service Trip 2002, 2003
Advisor, BHSU Bacchus Peer Educators 2002-2003
Member, BHSU Academic Honor Code Review Committee 2003
Chairperson, BHSU Fireside Chat Committee 2000-2001

PROFESSIONAL AFFILIATIONS

Council for Opportunity in Education Institutional Member 2006-2012
National Association of Student Personnel Administrators 2003-2008
Phi Kappa Phi Honor Society 2003-2008
ACPA/College Student Educators International 2005-2007
National Association of Colleges and Employers 2000-2003
Rocky Mountain Association of Colleges and Employers 2001-2003
South Dakota College Personnel Association 2000-2003

EDUCATION

**Doctor of Philosophy**
University of Northern Colorado, Greeley, Colorado 2010
Higher Education & Student Affairs Leadership, Minor: Applied Statistics & Research Methods
Dissertation: *First-Generation Faculty: A Phenomenological Exploration of Their Motivations for Mentoring First-Generation Students*
*Graduate Dean’s Citation for Outstanding Dissertation
*Graduate Dean’s Citation for Excellence

**Master of Science**
South Dakota State University, Brookings, South Dakota 2003
Counseling & Human Resources Development, Emphasis: Student Personnel Services

**Bachelor of Science**
Black Hills State University, Spearfish, South Dakota 1998
Business Administration

S. Chase, p. 4
SELECTED LECTURES & WORKSHOPS

- Academic Writing & Academic Integrity
- Funding your Education
- Presenting at Research Conferences
- Finding a Research Mentor
- Choosing College Programs & Advisors
- Graduate School 101
- Writing Your CV
- Writing Effective Resumes & Cover Letters
- Writing Winning Scholarship Essays
- Interning w/ the US Department of Education

OTHER RELEVANT EXPERIENCE

Graduate Assistant, McNair Scholars Program 2005-2006
University of Northern Colorado, Greeley Colorado

- Provided general academic programming support to professional staff
- Assisted in instruction of research and GRE-preparation seminars
- Presented career and graduate school related information to undergraduate scholars

Graduate Assistant for Undeclared Advising, College Transition Center 2003-2005
University of Northern Colorado, Greeley Colorado

- Advised a caseload of 75-100 undeclared, pre-business, and pre-nursing students each semester
- Discussed resources and provided guidance and support to students on academic probation
- Met with advisees a minimum of 3 times per academic year to facilitate academic success and academic progress
- Met with parents of students on academic probation to address concerns and adhered to federal FERPA guidelines
- Assisted with development and implementation of campus Major Fair annually
- Developed curriculum and taught freshmen seminar course (FYE 108)
- Assisted with training and supervision of approximately 20 student peer advisors annually

Intern, Federal Student Aid Program Summer 2004
U.S. Department of Education, Washington, DC

- Completed 10-week internship with Federal Student Aid (FSA) Program eLoans team
- Reviewed federal reports and presented recommendations for future implementation to eLoans managers
- Compiled information and documentation on top federal loan programs
- Participated in Business Process Improvement study with members of 5 federal departments (USDA, VA, ED, SBA & HUD)
- Assisted with development of eLoans project documents

Office Assistant for Federal TRiO Programs 1997-1998
Black Hills State University, Spearfish South Dakota

- Assisted directors, staff, and office managers with annual reports, monthly newsletters, and clerical duties
- Served as student representative on search-and-screen committee and student retention committee
- Maintained contact information for Upward Bound and SSS program participants
- Nominated twice for BHSU Student Employee of the Year

S. Chase, p. 5
February 18, 2014

TO:       Dr. Mary Gunter, Dean of the Graduate College
          Members of the Graduate Council
FR:       Dr. Christopher L. Giroir, CSP Department Head
RE:       Graduate Faculty Nomination for 2014-15 CSP instructors

Attached you will find a request to award non-regular, graduate faculty status for Dr. Sarah Chase, who we have selected to teach graduate CSP courses starting in the Fall, 2014.

Dr. Chase has a vast array of experience working in a variety of student affairs functional areas, thus bringing a wealth of practical work knowledge to her virtual classroom. Dr. Chase has taught at the undergraduate level and has been invited in to be a speaker for a variety of graduate courses in the past at The University of Northern Colorado. The CSP Department would like Dr. Chase to serve as an adjunct instructor teaching primarily in our electives and in a few core classes: CSP 6883—Special Problems Course; CSP 6133—Ethical Leadership; and CSP 6083/6093—Practicum I & II. Her educational background, scholarly activities, and work experiences are outlined in the attached vita for your review. I am also including documentation to verify the successful completion of the required criminal background check.

Please do not hesitate to contact me should you have any questions or concerns regarding Dr. Chase and our request to grant her graduate faculty status. I do appreciate your consideration of our request.
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:
Regular Graduate Faculty
☐ Tenured  ☐ Non-Tenured  ☐ Part-time  ☑ Adjunct  ☐ Non-Regular Faculty

Non-Regular Graduate Faculty

Indicate semester(s):
☑ Fall  ☑ Spring  ☑ Summer I  ☑ Summer II

For non-regular faculty, identify the course(s) to be taught:
CSP 6083 and CSP 6093--Practicum I and II

Name of Candidate: Lindsey Ingmire

Department & College: College Student Personnel/College of Education

Current Academic Rank: ____________________________ Year joined ATU faculty: ____________________________

Degree                Year                Institution
BA, BS, or
BA--Spanish          2006                Arkansas Tech University
MA, MS, MED, or
MS--CSP              2010                Arkansas Tech University

Doctorate

The Higher Learning Commission of the North Central Association expects "graduate faculty to possess terminal
degrees appropriate to the instruction they provide," and "graduate faculty and graduate students to be engaged
in scholarship involving research and practice as appropriate to the discipline or field."

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation
should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head: ____________________________ Date: 02/18/14

Dean of College: ____________________________ Date: 02/18/14

Graduate Dean: ____________________________ Date: 4.15.14

Date Approved by Graduate Council: 4.15.14
PERSONAL INFORMATION

I am a first generation college student and understand the terror of feeling lost, alone, and uninformed. It is my passion to work with faculty, staff, and directly with students to make the transition to college as simple and informative as possible for all students. That is why being a Bridge to Excellence mentor is so important to me and why I have continued to serve my students in that capacity since 2009. I am goal oriented, organized, and hard-working. I have excellent interpersonal and communication skills and am diligent to accomplish my tasks correctly and efficiently.

EDUCATION

*Arkansas Tech University*
Master’s of Science, College Student Personnel (2010)


EXPERIENCE

*Academic Advisor, Academic Advising Center, Arkansas Tech University*
August 2008-Present

Meet with over 700 students of all ages, ethnicities, and backgrounds every semester to help them discover their life, career, and personal goals; utilizing the counseling skills attained from the CSP Master’s program for first-year issues including homesickness, culture shock, academic probation/suspension, and academic success among many others. Ensure that the courses they select each semester are in congruence with their goals and are allowing them to make continued progress towards their degrees. Collaborate across campus with faculty and staff to guide students to making informed decisions toward degree requirements. Meet with first-time freshmen and their parents. Advise students as to classes for their degree program.

Mediate between faculty and students using our Early Warning Program. Utilize Internet Native Banner and Self-Service Banner. Perform degree audits. Supervised and trained practicum students. Oversee assessment efforts using TracDat and QuestionPro. Update the office website and publications released by the office on a semester-by-semester basis.
**EMPLOYMENT DURING COLLEGE:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Position</th>
<th>Location</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2005-Dec 2006</td>
<td>Bilingual Sales Representative</td>
<td>The Corner Stone, Russellville, AR</td>
<td>• Developed retail sales training and customer service skills</td>
</tr>
<tr>
<td>Oct 2004-Aug 2005</td>
<td>Bilingual Sales Representative</td>
<td>Cellular and Pager Warehouse, Russellville, AR</td>
<td>• Developed retail sales and customer service skills</td>
</tr>
</tbody>
</table>
| Oct 2005-May 2005  | Private Spanish Teacher         | Home School Coop Classes, Russellville, AR | • Assisted in the learning process of children three to ten years of age  
                                 |                                 |                                 | • Invented creative games and teaching tools |
                                 |                                 |                                 | • Presented classes on an ESL based system |
TEACHING EXPERIENCE

Arkansas Tech University, Russellville, Arkansas
College Student Personnel, Practicum I Course (Spring term 2012, Summer I term 2012, Fall term 2012, Spring 2013, and Fall 2013)

Arkansas Tech University, Russellville, Arkansas
Principles of College Success Course (Fall term 2011)

Arkansas Tech University, Russellville, Arkansas
Principles of College Success Course (Spring term 2009)

SKILLS AND QUALIFICATIONS

Bilingual-Spanish, over 10 years of fluency

Academic advising and career counseling

Proficiency in INB, Argos, Xtener, and Microsoft Office

PROFESSIONAL AFFILIATIONS

Member, NATIONAL ACADEMIC ADVISING ASSOCIATION (NACADA)
Secretary, Arkansas Academic Advising Network (ARKAAN); appointed for the 2011-2013 term
Board of Directors, Dover Area Chamber of Commerce Scholarship
Hiring Committee, Student Support Services Program Director
Bridge to Excellence mentor (2009-present)

PRESENTATIONS

Academic Advising presentations/workshops, Principles of College Success/Orientation to the University classes (August 2008-present)

Student Success presentation/workshop, Student Support Services (September 2012)

Orientation, Faculty break-out session, Undeclared Students (August 2013)
References

Ms. Linda Clarke
Arkansas Tech University
Director, Academic Advising Center
Rothwell Hall, Suite 107
106 West O Street
Russellville, AR 72801
479.964.0843
lclarke@atu.edu

Mrs. Shauna Donnell
Director of Enrollment Management
Admissions Office
Doc Bryan Student Services
1605 Coliseum Dr.
Russellville, AR 72801-8819
(479) 968-0404
sdonnell@atu.edu

Mr. Will Cooper
Student Development Specialist
Student Success Center
Doc Bryan Building-Room 219
1605 Coliseum Drive
Russellville, AR 72801
(479) 968-0334
wcooper@atu.edu

Dr. Chris Giroir
Head and Associate Professor of College Student Personnel
College Student Personnel
Crabaugh Building
1310 N El Paso Ave
Russellville, AR 72801-8807
(479) 880-4047
cgiroir@atu.edu

Dr. Susan Underwood
Associate Professor of College Student Personnel
College Student Personnel
Crabaugh Building
1310 N El Paso Ave
Russellville, AR 72801-8807
(479) 964-3251
sunderwood@atu.edu
February 18, 2014

TO: Dr. Mary Gunter, Dean of the Graduate College
Members of the Graduate Council

FR: Dr. Christopher L. Giroir, CSP Department Head

RE: Graduate Faculty Nomination for 2014-15 CSP instructors

Attached you will find a request to renew non-regular graduate faculty status for the following individuals who we have selected to teach graduate CSP courses in the upcoming future. Lindsey Ingmire and Linda Jackson have assisted the CSP department in the past and have the professional experience and credentials to teach their assigned courses.

Lindsey Ingmire will be asked to teach our CSP practicum courses (CSP 6083 and CSP 6093). Although Ms. Ingmire does not hold her terminal degree, she has served as a practicum site host and has supervised numerous practicum students in the past as an instructor for this course. Having a professional currently working in the field of student affairs allows our students to get first-hand experience and tips on how to be successful in the field. She holds her MS degree in College Student Personnel from Arkansas Tech University and currently works as an academic advisor in the ATU Advising Center. As her resume indicates, she has been working in the field for over 7 years and she is keeping current by seeking ways to enhance her professional development in the field.

Linda Jackson will also be asked to teach our Counseling College Student Course (CSP 6073) and an elective CSP course entitled, Academic Advising (CSP 6163). If there is a need, she may assist with supervising/teaching our CSP practicum courses (CSP 6083 & CSP 6093). Mrs. Jackson does not hold her terminal degree, however she does hold two graduate degrees (Counseling and CSP) which I feel makes her qualified to teach these graduate CSP courses. In addition to having the educational credentials, Mrs. Jackson has worked in the field of student affairs, primarily in academic advising, which is the subject of our CSP 6163 course she is scheduled to teach this upcoming fall semester. She has also served as a past CSP practicum course instructor and students have given her high remarks for her guidance and teaching abilities in these courses. Currently, Mrs. Jackson is a visiting instructor in CSP where she teaches and oversees the CSP 1013 undergraduate academic success course and supervises the GA’s teaching that course.

Please do not hesitate to contact me should you have any questions or concerns regarding any of these two adjuncts. I do appreciate your consideration of granting them non-regular graduate faculty status.
NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY AND REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:

Regular Graduate Faculty
☐ Tenured ☐ Non-Tenured

Non-Regular Graduate Faculty
☐ Part-time ☑ Adjunct ☐ Non-Regular Faculty

Indicate semester(s):
☑ Fall ☑ Spring ☑ Summer I ☑ Summer II

For non-regular faculty, identify the course(s) to be taught:
CSP 6083/6093--Practicum I and II; CSP 6073--Counseling College Students; CSP 6163--Academic Advising

Name of Candidate: Linda H. Jackson

Department & College: College Student Personnel/College of Education

Current Academic Rank: Visiting Instructor Year joined ATU faculty: 2010

Degree Year Institution
BA, BS, or
BA--Psychology 1989 Idaho State University

MA, MS, MED, or
MS--CSP & Master's in Counseling 2006/1992 Arkansas Tech University/Idaho State University

Doctorate

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Dean of College: [Signature] Date: 02/18/14

Graduate Dean: [Signature] Date: 04/15/14

Date Approved by Graduate Council: 04/15/14
EDUCATION

Master of Science
December, 2006

College Student Personnel
Arkansas Tech University, Russellville, AR

Master of Counseling
May, 1992

School Counseling (CACREP accredited program)
Idaho State University, Pocatello, ID

Bachelor of Arts
May, 1989

Psychology
Idaho State University, Pocatello, ID

TEACHING EXPERIENCE

Visiting Instructor in College Student Personnel (CSP) 1/2010-Present
Department of College Student Personnel
College of Education
Arkansas Tech University

• Teaching graduate CSP 6073 (Counseling with College Students). Adapted course work from a previous instructor, created assessments, discussion questions, and videos to present course content.

• Teaching graduate CSP 6163 (Academic Advising). Created course work and selected textbook, created assessments, PowerPoint presentations, discussion questions, assignments, and videos to present course content.

• eTech Course Developer. Invited to develop a new course for the eTech program, an online version of the CSP 1013 (Principles of Collegiate Success) course.

• Teaching graduate Practicum I and II, Counseling with College Student and Academic Advising courses in CSP using mixed technology with Blackboard & face to face formats. Developed syllabi, assignments, assessments, PowerPoint lectures, providing supervision, directing discussion boards, responding to journaling, providing feedback and support.

• Teaching CSP 1013 (Principles of Collegiate Success). Responsible for development of class activities, assessments, materials, selecting a textbook, classroom behavior management, grading as well as providing a mentoring relationship to students.

• Mentoring graduate assistants in methods of college teaching.

• Supervising graduate assistants who assist in teaching, curriculum development, and maintaining my grade book on Blackboard.

• Contributing to the creation of the departmental graduate level comprehensive exam question, in the concentration area of student development and counseling, and serving as an evaluator of student responses.

• Serving on departmental search committees.
TEACHING EXPERIENCE (continued)

Visiting Lecturer in EDFD
Foundations, Taiwanese Cohort Program
College of Education
Arkansas Tech University

- Taught two courses for the Educational Foundations Taiwanese Cohort graduate program. Selected textbook, developed curriculum and assessments, and provided lectures to students in this program.
- Contributed to students understanding of American culture and public school operations.
- Provided students with field experience by visiting both Russellville Middle School & Russellville High School, where they talked with teachers, counselors, principals and interacted with students.
- Courses included:
  - EDFD 6073 — Guidance in Education
  - EDFD 6883 — Human Development

Visiting Lecturer in CSP (Adjunct)
Department of College Student Personnel
College of Education
Arkansas Tech University

- Taught Principles of Collegiate Success (CSP 1013) to primarily freshmen students. Teaching 4 sections each semester.
- Responsible for refining and further development of course materials, creating exams and quizzes, reporting grades to the Registrar, and successful classroom behavior management.
- Worked as a mentor and source of support for students.
- Utilized Blackboard for grade storage and communication with students.
- Worked successfully with many kinds of students: from freshmen to seniors, nontraditional, multicultural and international students.

SUMMARY OF TEACHING EXPERIENCE

Graduate Courses:
CSP 6163 – Academic Advising
CSP 6073 – Counseling with College Students
CSP 6083 – Practicum I
CSP 6093 – Practicum II
EDFD 6883 – Human Development
EDFD 6073 – Guidance in Education

Undergraduate Courses:
CSP 1013 – Principles of Collegiate Success
PROFESSIONAL EXPERIENCE

Coordinator of CSP 1013 (Principles of Collegiate Success) 8/2010- present
Department of College Student Personnel
College of Education
Arkansas Tech University
• Providing oversight of CSP 1013 Instructors and materials, these instructors consist of graduate assistants, practicum students and adjunct faculty.
• Providing updates on class materials, organizing and conducting regular meetings, providing additional materials and announcements through upkeep of Blackboard site.

Academic Advisor, Summer position 5/2005-6/2009
Academic Advising Center
Arkansas Tech University, Russellville, AR
• Advised and enrolled incoming freshmen of all majors during the summer.
• Mentored new faculty summer advisors by answering questions and supporting their efforts.

Academic Advisor, Full Time position 8/2001-7/2004
Academic Advising Center
Arkansas Tech University, Russellville, AR
• Advised, enrolled, and altered schedules for undecided students during each academic year.
• Communicated with faculty and staff on behalf of students, provided information to students, faculty, and staff within the boundaries of FERPA requirements.
• Helped students understand the procedures of the university.
• Worked to help students decide on a major and to help them understand their own developmental and environmental needs.
• Guided students to tutors and help labs when they were struggling in their studies.
• Provided help to students and staff through the Early Warning System.

School Counselor 8/1992-6/1999
Snake River Public School District
Blackfoot, Idaho
• Provided counseling for grades K – 6 in the district.
• Taught monthly classroom guidance units, provided individual and group counseling, provided referrals and resources for staff, students, and parents.
• Coordinated with staff for students with special needs, participated in IEP meetings for Special Education and 504 meetings, mediated during parent-teacher conferences when requested.
• Member of the district’s Multi-Disciplinary Team.
SERVICE

Professional:
National Association of Student Personnel Administrators (NASPA)
- Program Reviewer:
  - 2010 National Conference (Chicago, IL)
  - 2009 National Conference (Seattle, WA)
- Member of NASPA
- Member of NACADA

Department of College Student Personnel (ATU):
- Chair of the GA Selection Committee. (Spring 2012 – to Present)
- CSP 1013 Instructor Training Meetings (1 ½ days) (Fall 2012, Fall 2013)
- CSP 1013 Instructor Training Meeting (1 day) (Fall 2011, Spring 2012)
- Created the Comprehensive Exam Question for Counseling & Student Development (2011, 2012)
- Read/Assessed Comprehensive Exam Question on Counseling & Student Development (2010-2013)
- CSPSA Development Workshop (Spring 2011): presented information entitled, “Choosing a Practicum: Tips Sheet”.
- CSP 1013 Instructor Workshop (Fall 2010): prepared & conducted the fall CSP 1013 instructor workshop before classes began.

Search Committees:
Member of Search Committees for:
- GA Selection Committee, Chair (2012- present)
- CSP Department Head (2012)
- Assistant Professor of College Student Personnel (2011)
- Director of Student Support Services (SSS) Program (2010)
- CSP Departmental secretary (2009)
- Assistant Professor of College Student Personnel (2008)
- Assistant Professor of College Student Personnel (2007)
- Academic Advisor (2002)

University Committee (ATU):
- New Faculty Committee (Fall 2011- 2013): Selected to be a member of the New Faculty Committee beginning in Fall 2011 for a three year commitment. Assisted in leading discussions and tours of campus for the new faculty members. Contributed in the planning of the next year’s meeting. Created and delivered a presentation for the Sept. 2011 meeting on Academic Advising issues for new faculty. Coordinating a second meeting for the New Faculty Reunion Lunch held in October.
Community Service:

- **Career Expo (Pottsville High School) (2010 & 2012)**: created and presented program on college survival at request of Pottsville High School. “College Survival: How to Keep Your Scholarship & Still Have a Life.”

Other Service:

- **New Professionals Mentor for NASPA Region IV-West (2013)** - provided mentoring to students who attended this regional conference.
- **Bridge to Excellence Mentor (2004-2008)** – Participated in Arkansas Tech’s freshmen retention program by mentoring freshmen students.

SCHOLARLY WRITING

- Jackson, L. (2011). *Staying Safe on Campus*. Slide show & materials to be used in both the CSP 1013 & Tech 1001 classes (not published).

- Underwood, S., Jackson, L. (2009). It Takes a Campus to Retain a Student. Accepted for publication by the *Student Affairs Professionals Working with and in Academic Affairs Newsletter*.

PRESENTATIONS

- **NASPA Region IV West Conference, Denver, CO (Fall 2011):**
  - Underwood, S., Jackson, L. (2011). Developing Professionals Through Student Affairs Practicums. Assisted in development of the questionnaire used to gather data for the presentation, assisted in the development of the PowerPoint slide presentation, presented the presentation with Dr. Underwood.

- **Advising Tips for New Faculty (2011):**
  - Jackson, L. (2011). New Faculty “Reunion” Meeting. Presented tips for the new faculty on Advising at Arkansas Tech University. Demonstrated the Advisors use of Banner and provided information on the “little known” rules & regulations regarding Advising.

- **CSP 1013 Instructor Workshop (2010):**
  - Jackson, L. (2010). CSP 1013 Instructor Workshop. Conducted the Fall 2010 instructor workshop, using a PowerPoint presentation and other materials, as well as providing a guest speaker from Career Services.

- **CSP 1013 Instructor Workshop (2011):**
o Jackson, L. (2010). CSP 1013 Instructor Workshop. Conducted the Fall 2011 instructor workshop, using a PowerPoint presentation and other materials, coordinated guest speakers from Career Services and Student Services' Alcohol and Other Drug programs coordinator.

INVITED PRESENTATIONS

- Freshmen Honors Registration – Parents Meeting (2013):

- Student Support Services (2013):

- CSPA Professional Development Workshop (2011):
  o Jackson, L. (2011). “Choosing a Practicum: Tips Sheet.” Provided information and “tips sheet” on how to select and benefit from a graduate practicum experience for the CSPA’s professional development workshop.

- Career Expo, Pottsville HS (2010 & 2012):

PROFESSIONAL DEVELOPMENT ACTIVITIES

- 11/2013. NASPA Region IV-West conference. Attended this conference to increase knowledge in student affairs topics and to provide a mentoring experience to student attendees.

- 4/2013. ArkAAN Conference. Attended this Academic Advising conference to maintain awareness of current trends in this field.

- 2/2013. “ARBUG” Conference. Attended this conference to increase knowledge of current Blackboard usage and updates.


- 3/ 2012. NACADA – Region 7, South Central Regional Conference. Attending this conference with ATU Academic Advising Center staff.

2/2010. “Identifying and Managing Classroom Aggression and Violence”, attended online seminar with other College of Education faculty and staff. Presented by Magna Publication, sponsored by the Center for Teaching and Learning at Arkansas Tech University, Russellville, AR.

11/2009. “Linda Wong: Twelve Principles of Memory”, viewed and participated in online seminar sponsored by Cengage Learning, Arkansas Tech University, Russellville, AR.

9/2009. “Veterans in the Classroom: What Faculty Need to Know,” attended online seminar with other College of Education faculty and staff. Presented by Paper-clip Communications, sponsored by Student Services at Arkansas Tech University, Russellville, AR.


NOMINATION FOR MEMBERSHIP TO GRADUATE FACULTY
AND
REQUEST FOR APPROVAL TO TEACH CLASSES FOR GRADUATE CREDIT
ARKANSAS TECH UNIVERSITY

Recommended as member of:

Regular Graduate Faculty
☐ Tenured  ☐ Non-Tenured

Non-Regular Graduate Faculty
☐ Part-time  ☑ Adjunct  ☐ Non-Regular Faculty

Indicate semester(s):
☐ Fall  ☐ Spring  ☑ Summer I  ☐ Summer II

For non-regular faculty, identify the course(s) to be taught:
COUN 6003-TC1 School Organization and Leadership
COUN 6253-TC1 Assessment and Career/Academic Advising

Name of Candidate:  Keri Rathbun

Department & College:  Center for Leadership and Learning

Current Academic Rank:  Ed.S. to be completed 12-14  Year joined ATU faculty: 2013

Degree  Year  Institution
BA, BS, or  Bachelor of Music Ed.  1994  University of Central Arkansas
MA, MS, MED, or  MED--Coun  2004  Arkansas Tech
Doctorate  2011  ATU

The Higher Learning Commission of the North Central Association expects "graduate faculty to possess terminal degrees appropriate to the instruction they provide," and "graduate faculty and graduate students to be engaged in scholarship involving research and practice as appropriate to the discipline or field."

For nominated faculty not holding the doctorate or not holding the doctorate in the field taught, documentation should be attached describing the special expertise held by the nominee in lieu of the doctorate.

All nominees attach curriculum vitae which includes scholarship qualifications.

Department Head:  [Signature]  Date:  3-11-14

Dean of College:  [Signature]  Date:  4-15-14

Graduate Dean:  [Signature]  Date:  4-15-14

Date Approved by Graduate Council:  4-15-14
Keri Ann Rathbun

215 Sweetgum Lane
Greenwood, Arkansas 72936
479-414-3085
krathbun@fortsmithschools.org

Current Position:
July 2008-Present
Assistant Principal
Kimmons Junior High School
Fort Smith Public Schools

Objective:
To obtain a teaching position in a post-secondary institution

Education:
Enrolled in Educational Specialist program
December 2014, completion date
Arkansas Tech University, Russellville, AR

Completed the licensure program in Educational Leadership
May 2011
Arkansas Tech University, Russellville, AR

Master of Education
May 2004
Arkansas Tech University, Russellville, AR

Bachelor of Music Education
December 1994
University of Central Arkansas, Conway, AR

Associate of Arts
May, 1992
Westark Community College (UAFS), Fort Smith, AR

Licensure:
Vocal Music (K-12)
Guidance and Counseling (K-12)
Building Level Administration (P-12)
National Board for Professional Teaching Standards Certification in School Counseling
Professional:
Fort Smith Public Schools (August 2000 to Present)
3205 Jenny Lind Road, P.O. Box 1948, Fort Smith, Arkansas 72903

Position: Assistant Principal
School: Kimmons Junior High (2011-Present)
Principal: David Watkins

Position: Counselor
School: Northside High School (2008-2011)
Principal: Jim Garvey, Martin Mahan
(479)783-1171

Position: Counselor
School: Kimmons Junior High (2004-2008)
Principal(s): Jim Garvey, Martin Mahan
(479)785-2451

School: Morrison Elementary, Sunnymede Elementary
Principal(s): Sandy Pfeuffer, Lynda Fulmer

School: Sunnymede Elementary
Principal: Lynda Fulmer
TO: Graduate Council
FROM: Dr. Mona Chadwick, Ed.D.
RE: Proposal for Adjunct Position for Keri Rathbun
DATE: February 26, 2014

I am writing a memo in support of the nomination of Keri Rathbun for an Adjunct teaching position at the Center for Leadership and Learning (CLL). Keri graduated from Arkansas Tech University (ATU) with a Master of Education in Counseling in May of 2004. She has served the Ft. Smith School District as Northside High School counselor from July 2008 until May 2011. Keri completed the licensure program for the principal leader in May 2011. She is now working at Kimmons Junior High as Assistant Principal.

I have known Keri since the fall semester of 2009. The work she produced during the five years that I have known her has been excellent, demonstrating quality far above the average. Her practical experience as both counselor and principal leader will be a great asset to the CLL and the principal and counselor candidates. Keri is Nationally Board certified in School Counseling. In addition, Keri will graduate from the Educational Specialist’s program at Arkansas Tech in December 2014 and obtain superintendent licensure.

I feel that Keri will be just as meticulous with her work as an Adjunct as she was in her classwork at ATU. I highly recommend Keri for the position of Adjunct at the Center for Leadership and Learning. Thank you for your consideration.