

Graduate Council Minutes  
December 10, 2013 at 10 am  
Graduate School Conference room, Library 6<sup>th</sup> floor  
Present: Drs. Ontko, Sustich, Schmidt, Holman, Gilbert, Fowler, Hansen, Welsh  
Cliff, Jones, Green, McKay, McLean and Ms. Finch, Tejada, and Shelton

Business

Degree Deletion-MSE Business Technology **APPROVED**  
GPA requirement for non-COB students **APPROVED**

Music

Bulletin Change Music Department **APPROVED**

Nursing

Remove prerequisite from DPEM 6553 Leading Hospital Response To Mass Casualties  
**APPROVED**

Temporary Faculty Approval **ALL APPROVED**

Joan Burcham  
Brent Cox  
Matthew DeGarmo  
Tiffany Felty  
Charles Hannah  
Phillip Hestand  
Lori Hoggard  
Marko Korkeskoski  
Connie Ryan  
William Smith  
Sharon Travis  
Ray Winters

Program Graduate Faculty Standards

Engineering **TABLED**  
SCCT **APPROVED**  
MSN **APPROVED**  
DPEM **APPROVED**  
Music **APPROVED**  
Heritage Studies **APPROVED**

## Program and/or Course Deletion Proposal-Bulletin Change Transmittal Form

**Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

**Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to [mmcginnis@astate.edu](mailto:mmcginnis@astate.edu)

### Program and/or Course Deletion

Please complete the following and attach a copy of the catalogue page(s) showing what changes are necessary.

Not Applicable

**Department Curriculum Committee Chair**

**COPE Chair (if applicable)**

Not Applicable

**Department Chair:**

**General Education Committee Chair (If applicable)**

**College Curriculum Committee Chair**

**Undergraduate Curriculum Council Chair**

**College Dean**

**Graduate Curriculum Committee Chair**

**Vice Chancellor for Academic Affairs**

**1. Program and/or Course Title, Prefix and Number**

Master of Science in Education in Business Technology

**2. Contact Person** (Name, Email Address, Phone Number)

Dr. Russell Jones, [rjones@astate.edu](mailto:rjones@astate.edu), 972-3988

**3. Last semester student can graduate with this degree and/or last semester course will be offered**

August 2014

**4. Student Population**

a. The program and/or course was initially created for what student population?

Secondary education majors that currently held a BSE in Business Education

b. How will deletion of this program and/or course affect those students?

There are currently 6 students in the program, with one just admitted for the Spring 2014 semester. Only one of the other five are currently active in the program and has 12 hours. The COB will continue to offer the required courses for one year and inform currently enrolled students of the necessity to take these courses within that timeframe.

5.

a. How will this affect the department?

Only one faculty member teaches in this program, which accounts for 50% of his course load. That person will be reassigned to courses currently covered by adjuncts..

b. Does this program and/or course affect another department? Yes

c. If yes, please provide contact information from the Dean, Department Head, and/ or Program Director whose area this affects.

College of Education

6. (For courses only) Will another course be substituted? Yes/No

If yes, what course?

Enter text...

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**Remove reference to the degree on page 68 of the current bulletin and delete the following from pages 74-75 of the current bulletin:**

**~~MASTERS OF SCIENCE IN EDUCATION, BUSINESS TECHNOLOGY~~**

~~The M.S.E. in Business Technology is a degree that is designed to enable students to extend, reinforce, and advance their technology and educational skills for the purpose of enhancing their educational careers. Students seeking admission into the MSE, in Business Technology degree must meet the admission requirements of the Graduate School. In addition, a student must have completed the requirements for a valid teaching license or they must complete the MSE Degree in Business Technology disclaimer form, which allows the student to waive the valid teaching license requirement. The disclaimer form is available in the CIT department office (BU204).~~

For unconditional admission, academic proficiency must be established through satisfaction of one of the following formulas:

- ~~A minimum undergraduate GPA of 2.75 and a minimum scaled MAT score of 350. Also, when the undergraduate GPA is multiplied by 200 and added to the MAT score, the total is at least 950.~~
- ~~A minimum undergraduate GPA of 2.75 and a minimum composite GRE score of 280. Also, when the undergraduate GPA is multiplied by 200 and added to the GRE score, the total is at least 880.~~

For conditional admission, academic proficiency must be established through satisfaction of the following formula:

~~A minimum undergraduate GPA of 2.50 AND either a minimum scaled MAT score of 350 or a minimum composite GRE score of 280. Any student granted conditional admission status will be advanced to Unconditional Admission Status at such time as the student completes 9 graduate semester hours in the M.S.E. program of study with cumulative graduate GPA of 3.0 or higher. Students who fail to remove conditional status upon completing 12 semester hours of graduate work in the program will be dropped from the program.~~

### **Program of Study for the MSE Degree with a Major in Business Technology**

Major Field Core

BTEC 6613, Business Technology Applications

BTEC 6683, Seminar for Business Technology

One course to be selected from the following: BTEC 6523, Instructional Strategies I

BTEC 6453, Instructional Strategies II BTEC 6603, Instructional Strategies III

12 hours of electives from graduate level courses approved by the Graduate Programs Director

NOTE: Students admitted conditionally may not take graduate courses in the COB that are part of the MBA/MACC program. Students admitted unconditionally may take up to nine hours of courses in these programs, if other prerequisites are met.

Professional Education Courses

ELFN 6773, Introduction to Statistics and Research

Either

ELFN 6763, Philosophies of Education, or PSY 6513, Advanced Educational Psychology

Choice of

Either (whichever not taken to meet requirement above) PSY 6513, Advanced Educational Psychology, or

ELFN 6763, Philosophies of Education ELCI 6063, Curriculum Management ELCI 6423, Middle

School Curriculum

ELCI 6523, Secondary School Curriculum

**Minimum hours required for this program: 30**

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## Bulletin Change

Please attach a copy of all catalogue pages requiring editorial changes.

ENTER DATE...

**Department Curriculum Committee Chair**

ENTER DATE...

**COPE Chair (if applicable)**

ENTER DATE...

**Department Chair:**

ENTER DATE...

**General Education Committee Chair (If applicable)**

ENTER DATE...

**College Curriculum Committee Chair**

ENTER DATE...

**Undergraduate Curriculum Council Chair**

ENTER DATE...

**College Dean**

ENTER DATE...

**Graduate Curriculum Committee Chair**

ENTER DATE...

**Vice Chancellor for Academic Affairs**

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### 1.Contact Person (Name, Email Address, Phone Number)

Dr. Russell Jones, [rjones@astate.edu](mailto:rjones@astate.edu), 870-972-3988

### 2.Proposed Change

Require all students who enroll in COB graduate courses to meet the minimum GPA required of COB students.

### 3.Effective Date

8/15/2014

### 4.Justification

Both the COB and the AACSB review committee believe that entrance requirements into a program should be used for the purpose of increasing a student's change of success in completing a program. The COB has set a standard it believes necessary to indicate a student has sufficient knowledge to successfully complete the required coursework. By allowing students from

outside the COB to enroll in the same courses without meeting those minimal levels is both unfair to that student and others enrolled in the course who were required to meet that standard.

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On page 70 of the current bulletin, change:

~~Non-degree candidates cannot enroll in College of Business graduate courses unless they meet all the admission requirements of the degree candidate. Students who are admitted to Master's degree programs outside the College of Business will not be permitted to take more than nine semester hours of 6000-Level College of Business graduate courses unless they meet all the admission requirements of the degree candidate.~~

TO:

Non-degree candidates cannot enroll in College of Business graduate courses unless they meet all of the admission requirements of degree candidates. Students admitted into graduate programs outside of the College of Business will not be permitted to enroll in non-foundation graduate courses within the College of Business unless they either meet the minimum GPA requirement required for admission into the program OR have maintained an overall graduate GPA of 3.00 or higher since admission at Arkansas State.

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**College Curriculum Committee Chair**

ENTER DATE...

**Undergraduate Curriculum Council Chair**

ENTER DATE...

**College Dean**

ENTER DATE...

**Graduate Curriculum Committee Chair**

ENTER DATE...

**Vice Chancellor for Academic Affairs**

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### 1.Contact Person (Name, Email Address, Phone Number)

Dr. Ed Owen, [eowen@astate.edu](mailto:eowen@astate.edu), 972.3862

### 2.Proposed Change

The Graduate Curriculum Committee of the Department of Music recommends the following change to the course description for MUS 6523, Choral and Opera Literature:

A study of the development in style, form, structures, and techniques in choral music from the Renaissance to the present and in opera music from the sixteenth through the twentieth centuries.

### 3.Effective Date

Spring 2014

#### 4. Justification

Medieval period is covered in Graduate Theory I and Pedagogy/Performance for Vocal Performance and Choral Conducting students.

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be the graduate section of the current undergraduate course, MUS 3533.

#### MUS 5412 Form and Analysis

Analysis of basic and larger forms of music. Additional requirements will consist of analysis of scores appropriate to the major performance area.

#### MUS 6212 Introduction to Research, Writing, and Bibliography in Music

An introduction to bibliography of music resources and its application in research and writing.

#### MUS 6413 Graduate Theory I

Styles of the Medieval, Renaissance, and Baroque periods examined through parametric analysis.

#### MUS 6423 Graduate Theory II

Styles, forms, and compositional techniques of the Classic, Romantic, and Twentieth Century periods examined through parametric analysis.

#### MUS 6433 Advanced Conducting

An advanced study of conducting techniques combined with practical score reading application. This course is for the experienced choral and/or instrumental conductor.

#### MUS 6513 Symphonic and Chamber Literature

A study of the development in style, form, structure, and instrumental techniques in symphonic and chamber music extending from its beginnings to the twentieth century.

#### MUS 6523 Choral and Opera Literature

A study of the development in style, form, structures, and techniques in choral music from the **medieval period Renaissance** to the present and in opera music from the sixteenth through the twentieth centuries.

#### MUS 6662 Music Education Research Project

This course is a culmination of the MME body of work for students not choosing the Thesis option. In consultation with music faculty advisors, a research topic is chosen that is meaningful to the music education profession. This capstone project should be of the highest professional quality, demonstrate breadth of competence and the growth achieved through MME degree coursework, and meet the rigorous scholarship demands of academia. Prerequisite: All MME coursework and any remediation(s) must be completed with a minimum grade of "B" in all coursework and a cumulative GPA of 3.0 as well as successful completion of comprehensive exams prior to course enrollment.

#### MUS 680V (1-3 hours) Independent Study

#### Music Education

#### MUED 5623 Music in the Elementary School

The emphasis is placed on current philosophies and practices in curriculum planning for the elementary school. Non-music ma



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jors who have had some experience with classroom music may be accepted via permission of professor.

MUED 5642 Piano Pedagogy

Prerequisite: Master's level piano performance or piano performance and pedagogy major, or non-major with the completion of the Piano Pro

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ficiency exam, or with permission of instructor. Offer as needed. Emphasis on teaching piano to children from preschool through grade 12.

MUED 5651 Instrument Repair

A laboratory approach to the maintenance and repair of wind instruments.

MUED 612V (1-2 hours) Pedagogy and Performance

The study of the literature

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: December 2, 2013

On Campus

Off Campus

Instructor Name: Joan L. Burcham

Faculty Position: Temporary Instructor

College: College of Engineering

Department: \_\_\_\_\_

EGRM 6013 Quality Control and  
Course Prefix(es) Improvement; EGRM 6043 Operations  
Number and Title: Research; EGRM 6003 Engineering  
Statistics

Requested Duration: 3 Years

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other  
Experience and  
Qualifications  
(Optional):

The Department and College have reviewed this instructor's credentials  
and approve him/her to teach the courses listed above.

Date: 12/2/2013

Originator: Brandon Kemp

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: 12/2/13

College Dean: David B. Bentley

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

## JOAN L. BURCHAM

102 Garrett Circle  
Martin, TN 38237  
(731) 571-8017  
jburcham@utm.edu

### EDUCATION

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<b>Mississippi State University</b> <i>Master of Science in Industrial Engineering</i> <i>Bachelor of Science in Industrial Engineering</i>	Mississippi State, MS May 1985 August 1983
<b>Northwest Alabama Junior College</b> <i>Associate of Science</i>	Phil Campbell, AL May 1980

### WORK EXPERIENCE

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<b>University of Tennessee at Martin Business Affairs</b> <i>Coordinator I</i>	Martin, TN March 2013 – present
<ul style="list-style-type: none"><li>Analyze contractual requirements and establish billing procedures that meet university and sponsor requirements.</li><li>Single point of contact for veterans, students sponsored by foreign governments, and return to work programs.</li><li>Compare term courses and fees to sponsor approved courses and budgets; report deviations to students and sponsors.</li></ul>	
<b>University of Tennessee at Martin Computer Store</b> <i>Assistant Manager</i>	Martin, TN August 2007 – February 2013
<ul style="list-style-type: none"><li>Balanced budgets for the UT Martin Computer Store and Digital Printing Services for income, expense, and accounts receivable.</li><li>Made daily deposits using Banner Student Information System, returned refunds, and maintained payroll deductions.</li><li>Oversaw the tagging procedures and scheduling of installation of all hardware.</li><li>Verified the correctness of invoices and product reception; entered the invoices into IRIS document management system.</li></ul>	
<b>University of Tennessee at Martin College of Agriculture &amp; Natural Resources</b> <i>Instructor</i>	Martin, TN January 2006 – May 2006
<ul style="list-style-type: none"><li>Taught Computer Applications in Interior Design; focused on teaching students a basic working knowledge of AutoCAD to design floor plans, interior and exterior spaces for residential and commercial use in interior design.</li></ul>	
<b>Campus Book Mart</b> <i>Manager</i>	Starkville, MS 1995 – 2002
<ul style="list-style-type: none"><li>Hired, trained, supervised, scheduled, and motivated a 35-member team of full and part-time associates.</li><li>Managed day-to-day activities of the sales floor; ensured proper merchandising processing and display; oversaw and monitored loss prevention programs; responsible for daily deposits and withdrawals and balancing of all accounts.</li><li>Implemented internet store and website for Starkville, Oxford, and Hattiesburg stores.</li></ul>	
<b>Mississippi State University Industrial Engineering Department</b> <i>Instructor</i>	Mississippi State, MS 1995
<ul style="list-style-type: none"><li>Taught 3120 Work Methods and Work Methods Lab; focused on analysis of work tasks, ergonomic design principles for manual work design, work place design and work environment design, work measurement and design of wage payment plans.</li></ul>	
<b>Hartmarx Corporation, York Shirtmakers</b> <i>Head Engineer</i>	Belton, SC 1986 – 1989
<ul style="list-style-type: none"><li>Led team of 5 engineers in total plant redesign, which included a new plant layout, reengineered workstations, and installation of new rates for each job throughout the plant. Managed day-to-day activities of the production floor.</li><li>Purchased computer-automated workstations for improvement of quality and cost reduction through decreased manufacturing time.</li><li>Implemented a statistical quality control program to improve quality throughout the manufacturing of products.</li><li>Installed computerized payroll system, including computerized bundle tracking system for inventory control.</li><li>Trained floor supervisors in use of computer systems for inventory control and cost maintenance of their departments.</li><li>Created and implemented training facility with 3 training instructors and 30 employees training to increase production output of the plant. These projects helped to improve the quality of the manufactured product by 85%, decreased work-in process from 6 weeks to 4 days, reduced manufacturing time by 30%, and doubled plant production.</li></ul>	

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: November 19, 2013

On Campus

Off Campus

Instructor Name: Brent Cox

Faculty Position: Assistant Professor

College: Nursing and Health Professions

Department: Disaster Preparedness & Emergency Management

DPEM 611V Seminar Topics in DPEM  
Course Prefix(es) DPEM 6543 Pandemic Planning  
Number and Title: DPEM 6553 Leading Hospital  
Response to Mass Casualties

Requested Duration: 3 years

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other Experience and Qualifications (Optional): Brent Cox is in his second year of a doctoral program at Colorado Technical University. His doctorate will be a Doctorate of Management in Homeland Security. He has multiple certifications from FEMA that qualify him to teach the assigned courses. In the case of DPEM 6553, he is the only current faculty with FEMA certification for this class. Please see attached CV.

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11-19-13

Originator: *Brent Cox*

Date: 11/19/13

Department Chair: *Deborah Jensen*

Date: 11/19/13

College Dean: *[Signature]*

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

# Curriculum Vitae

## I: Name

Bobby Brent Cox, CHEP

## II: Credentials

Masters of Science in Homeland Security and Emergency Management  
Bachelors of Science in Emergency Administration Management  
Associates of Applied Science in Criminal Justice  
Certified Healthcare Emergency Professional  
HAZMAT Technician  
Basic Disaster Life Support Instructor  
Advanced Disaster Life Support Instructor  
Law Enforcement Certification  
FEMA Professional Development Series  
CPR Instructor  
Incident Command System Curricula Instructor  
WMD Standardized Awareness Instructor  
Homeland Security Exercise and Evaluation Program Instructor  
Crisis Prevention Intervention Instructor  
Drug Abuse Resistance Education Instructor  
Hospital Emergency Response Team Instructor  
Certified Healthcare Security Supervisor  
Certified Healthcare Safety Officer

*See continued education outlining all certifications. Completed 1895 hours of training*

## III: Current Faculty Appointment

Assistant Professor of Nursing

## IV: Current and Previous Employment

### Arkansas State University

August 2011 to Present      *Professor of Emergency Management and Disaster Preparedness*

### Arkansas Methodist Medical Center

April 2006 to August 2011      *Director of Security and Emergency Management. Responsible for ensuring personal safety and security of patients, visitors and employees and protection of property and assets; develop, evaluate, implement, and maintain security, safety and emergency preparedness programs, policies, and procedures; provides ongoing education and monitor activities to ensure compliance with all legal requirements; exercises independent judgment in the course of carrying out overall responsibilities. Coordinates Emergency Preparedness Programs; designs, implements and monitors security and emergency management policies; and serves as liaison between AMMC and public law enforcement, fire, safety, and other appropriate emergency agencies.*

- January 2003 to  
April 2006
- Arkansas Methodist Medical Center**  
*Security.* Oversee all off duty officers working for the Hospital; set schedules; investigate all crimes that occurred on Hospital property.
- August 2001 to  
April 2006
- Paragould Police**  
*Patrolman.* Patrol the city limits of Paragould, AR; answer emergency and non-emergency calls such as but not limited to, domestic disputes, traffic violations, suicide attempts, burglaries, and medical emergencies; arrest suspects based on probable cause or an issued warrant; collect information and write reports, investigate misdemeanor crimes; control the scene of traffic accidents and other crime scenes; DARE Instructor; Field Training Officer.
- December 1997 to  
August 2001
- Greene County Sheriff's Department**  
*Criminal Investigator-Juvenile Division.* Investigated all juvenile and sex-related crimes: assisted other investigators with their work load; testified in court; spoke to community groups of all ages about Arkansas State Laws, drugs, and alcohol-related topics; participated in "Lunch Buddy Program" with local Elementary Schools.
- Deputy.* Patrolled Greene County; answered emergency and non-emergency calls; arrested subjects based on probable cause or an issued warrant; collected information and wrote reports; controlled the scene of traffic accidents; member of the Greene County Entry Team.
- Dispatcher.* Operated the Arkansas Crime Information Center Terminal; managed emergency 911 calls; wrote reports; filed and located warrants; collected bond and citation payments; directed deputies to proper locations; answered phones.
- Sgt. Detention Officer.* Managed jailers on duty; booked, fingerprinted, and filed inmate paperwork; made decisions regarding the safety of inmates; performed all other responsibilities of jailor.
- Jailor.* Cared for essential needs of inmates, including food, medical attention, and escorting inmates to their designated location; maintained security of inmates and the Greene County Jail premises.

## V: Education

Arkansas Tech University, Russellville  
Masters of Homeland Security Emergency Management (May 2012)  
Bachelors of Science in Emergency Administration Management

Black River Technical Center  
Associates of Applied Science in General Education  
Associates of Applied Science in Criminal Justice

**VI: Awards and Honors**

Outstanding achievement award in Criminal Justice  
Volunteer Award from Project Head Start  
Arkansas DARE Instructor of the year  
Arkansas's DWI enforcer of the year  
Arkansas's Seatbelt Enforcer of the year

**VII: Professional and Community Services (Memberships & Offices)**

International Association of Emergency Management  
International Association of Hospital Safety and Security  
Greene County Blue Ribbon Jail Committee  
Paragould Young Professionals  
Training Officer for Northeast Arkansas Hospital Emergency Preparedness Committee (2010-2011)  
Loose Caboose Festival President (2007-2009)  
Greene County Community Fund Board (2000-2005)

**VIII: Continued Education**

Associate of Applied Science Criminal Justice  
Associate of Applied Science General Education  
Bachelors of Science Emergency Administrative Management  
Basic Police Training  
Professional Development Series  
Homeland Security Exercise and Evaluation Program Train the Trainer  
L449 Incident Command System Curricula Train the Trainer  
Hospital Emergency Response Train the Trainer  
AWR160-1 WMD Standardized Awareness Training/Train the Trainer  
Standardized School Crisis Training for Staff  
Crisis Prevention Intervention Instructor  
Advanced Disaster Life Support Instructor  
Drug Abuse Resistance Education Instructor  
Smarter Better Chances Instructor  
IS100 Intro to Incident Command System  
IS100HC Intro to Incident Command System for Health Care  
IS100LE Intro to Incident Command System for Law Enforcement  
IS15 Special Events Contingency Planning  
IS55 Household Hazardous Materials  
IS120.A Intro to Exercises  
IS130 Exercise Evaluation and Improvement Planning  
IS139 Exercise Design  
IS200HC Applying ICS to Healthcare Organizations

IS230	Principles of Emergency Management
IS235	Emergency Planning
IS240	Leadership and Influence
IS241	Decision Making & Problem Solving
IS242	Effective Communication
IS244	Developing and Managing Volunteers
ICS 300	ICS 300 Incident Command for Expanding Incidents
IS301	Radiological Emergency Response
IS340	Hazardous Material Prevention
ICS 400	Advanced ICS Command & General Staff
IS700	Intro to National Incident Management System
IS701	NIMS Multi-Agency Coordination System
IS702	NIMS Public Information Systems
IS703	NIMS Resource Management
IS800B	National Response Framework, An Introduction
IS808	Emergency Support Function #8 Public Health
IS836	Nuclear Radiological Incident Annex
IS1900	National Disaster Medical System Federal Coordinating
AWR160	WMD Standardized Awareness Training Program
G241	Decision Making & Problem Solving
	2007 Arkansas Emergency Preparedness Forum
	2008 Arkansas Emergency Preparedness Forum
	2009 Arkansas Emergency Preparedness Forum
	6th Annual 2009 State Preparedness Conference
	Advanced Healthcare Security and Safety
	ATOD Prevention
	Basic Disaster Life Support
	Basic Healthcare Security and Safety
	Basic School Resource Officer
	Be A Winner Drug Education
	Beginning Access
	Beginning Excel
	Changes and Challenges for Environment of Care 2008
	Chemical Agent
	Chemical Weapons Familiarization
	Circle of Resource Entanglements Grant
	Criminal Nuisance Abatement
	Criminal Procedure update
	Crisis Communications
	DARE Elementary School
	DARE Phase 2 update
	Defensive Driving
	Dispatchers Role in Officer Safety
	Domestic Violence
	Drug Trends In America
	DWI Standardized Field Sobriety Testing
	Emergency Use Authorization
	Expandable Baton
	Facilitation Skills Training
	Field Training Officer



Frontline Leadership  
Fundamentals of Healthcare Emergency Management  
Gang Trends  
Hazardous Materials Operations  
Health and Safety Certification  
Healthcare Leadership and Administrative Decision Making  
Homeland Security Exercise and Evaluation Program  
Hospital Emergency Response  
Hospital Emergency Command System  
Incident Response for Emergency Managers  
Intermediate Access  
Intermediate Excel  
Jailer Trainer  
Level 1 Terminal Operator  
Level 2 Terminal Operator  
Management Development  
Managing Dispatch Stress  
Member of International Association of Healthcare Security and Safety  
Music and Your Kids  
Narcotics Update/Overview  
Oleorisin Capsicum Spray  
Pandemic Influenza Planning and Preparedness  
Patrol Safety Hand Signals  
PPCT Defensive Tactics  
PXL 500 Installation and Operation  
Radar/Lidar Operator  
Radar/Lidar Operator Update  
Severe Weather Storm Spotter  
Street Development Hands On Narcotics Training  
Supervisory Healthcare Security and Safety  
Using power Point for Interactive Education  
Value Based Service Leadership  
Winning With Difficult People  
WMD Emergency Responder Hazardous Materials Technician  
Crisis Communications Workshop  
Hospital Emergency Preparedness Forum  
FEMA Initial Ethics Orientation  
Haz-Mat Technician

IS33

**IX: Other**

Greene County Tech School District 's Emergency Management Committee's Security Specialist  
Disaster Preparedness Presentation to Paragould Civitan  
Disaster Preparedness Presentation to AMMC Mash students  
Emergency Management training for all Greene County Tech employees  
Church Deacon  
Sunday School Director  
WOW Soccer Director

100

ARKANSAS STATE UNIVERSITY

Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11-14-2013

On Campus

Off Campus

Instructor Name: Matthew Jordan Joseph DeGarmo

Faculty Position: Full-time Instructor

College: Humanities and Social Sciences

Department: Criminology, Sociology & Geography

Course Prefix(es) SOC 6513 Seminar in Institutional & Number and Title: Community Corrections

Requested Duration: 1 semester (Spring 2014)

A CURRENT VITA MUST ACCOMPANY THIS FORM

Other Experience and Qualifications (Optional):

Matthew has completed the coursework and qualifying exams for his PhD in Criminal Justice/ Criminology, and has submitted a draft of his dissertation to his committee at Washington State University. The defense of his Dissertation is scheduled for January 31, 2014.

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11/19/2013

Originator: Gretchen J. Hill  
Acting Chair, Criminology, Sociology + Geography

Date: 11/19/2013

Department Chair: [Signature]

Date: 11/22/13

College Dean: Lauri Umansky

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may NOT be assigned to teach courses other than those approved.

**Curriculum vitae**

**Matthew J. DeGarmo**

Arkansas State University  
Department of Criminology, Sociology, and Geography  
State University, AR 72467  
210 International Student Center  
Telephone: 870-680-8215  
Email: [mdegarmo@astate.edu](mailto:mdegarmo@astate.edu)

**EDUCATION**

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Ph.D. (ABD), Criminal Justice & Criminology, Washington State University

Committee: Faith Lutze (chair), Zachary Hays, Otwin Marenin, and Craig Hemmens

Dissertation Title: "*Articulating Crime: From General Theory to Qualitative Appraisal and Back Again*" [Anticipated Defense: November 15<sup>th</sup>, 2013]

M.A., Criminology and Criminal Justice, University of Missouri- St. Louis, 2008

Advisor: Robert J. Bursik

B.S., Criminal Justice Administration, Missouri Southern State University, 2005

Minor: Sociology

A.S., Law Enforcement, Missouri Southern State University, 2005

**ACADEMIC POSITIONS HELD**

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Fall 2013-Current     *Assistant Professor*; Department of Criminology, Sociology, and Geography; Arkansas State University

Spring-2013         *Adjunct Instructor*; Department of Criminology and Criminal Justice; Missouri State University

- 2008-2011      *Graduate Student Instructor*; Department of Criminal Justice and Criminology; Washington State University
- 2008-2009      *Undergraduate Academic Advisor*; Department of Political Science; Washington State University

## **PUBLICATIONS**

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### ARTICLES (Peer Reviewed)

- DeGarmo, Matthew J. "The Diffusion of Innovation among United States Policing Jurisdictions: A Cautionary Tale for Theorists and Researchers. *International Journal of Criminal Justice Sciences*, Vol. 7, No. 1, June 2012, 450-465.
- DeGarmo, Matthew J. "Understanding the Comparisons of Routine Activities and Contagious Distributions of Victimization: Forming a Mixed Model of Confluence and Transmission". *International Journal of Criminology and Sociological Theory*, Vol. 4, No. 1, June 2011, 584-603.

### OTHER PUBLICATIONS

- DeGarmo, Matthew J. 2012. "Choice Theories." Entry for the *Encyclopedia of American Law and Criminal Justice* (David Schultz, editor), Facts on File Press
- DeGarmo, Matthew J. 2012. "Labeling Theories." Entry for the *Encyclopedia of American Law and Criminal Justice* (David Schultz, editor), Facts on File Press.
- DeGarmo, Matthew J. 2011. Review of *Violence Against Women: Vulnerable Populations*, by Douglas A. Brownridge, *Victims and Offenders: Journal of Evidenced Based Policies and Practices*, 6:237-240.

### MANUSCRIPTS IN PROGRESS

- "Random Violence: Testing for Chaotic and Random Fight Distributions in Amateur Hockey Games".
- "Mexico's Most Vulnerable: An Ethnographic Account of Violence and Victimization within a Mexican Prison"

## PROFESSIONAL CONFERENCE PRESENTATIONS

---

Matthew DeGarmo, "The Unfortunate Lumping of Coercion: Developing a Separate 'Private Security Use of Force Continuum'". Paper to be presented at the *Academy of Criminal Justice Sciences* annual meeting in Philadelphia, PA, February, 2014.

Matthew DeGarmo, "Random Violence: Testing for Chaotic and Random Fight Distributions in Amateur Hockey Games". Paper presented at the *Academy of Criminal Justice Sciences* annual meeting in Toronto, ON, March, 2011.

Matthew DeGarmo, "A Conceptual and Empirical Appraisal of 'The Diffusion of Innovation' within Criminology". Paper presented at the *American Society of Criminology* Conference in San Francisco, Ca, November, 2010

Matthew DeGarmo, "Mexico's Most Vulnerable: An Ethnographic Account of Violence and Victimization within a Mexican Prison [Tapachula, Chiapas, Mexico]". Poster presented at the *International Society for Research Justice* conference in Alberta, Canada, August, 2010.

Matthew DeGarmo, "Mexico's Most Vulnerable: An Ethnographic Account of Violence and Victimization within the Prison System of Coahuila, Mexico". Paper presented at the *70<sup>th</sup> Annual Meeting of the Society of Applied Anthropology* in Merida, Mexico, March, 2010.

Matthew DeGarmo, "The Chaos of Innovation: A Social Network Analysis on the Risks of False Information Sharing in Policing". Paper presented at the *Academy of Criminal Justice Sciences* conference in San Diego, California, February, 2010.

Matthew DeGarmo, "From the Avenues to the Abode: Does Hot-Spot Policing Generate Crime Within the Home?" Paper presented at the *Academy of Criminal Justice Sciences* conference in San Diego, California, February, 2010.

## GRANTS

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\$700, *Graduate Student Travel Grant*, Washington State University, 2010

## TEACHING EXPERIENCE [DEVELOPED AND TAUGHT]

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### ARKANSAS STATE UNIVERSITY

Methods of Social Research  
Community Corrections  
Institutional Corrections (Spring 2014)  
Topics in Corrections-Graduate Level (Spring 2014)

### MISSOURI STATE UNIVERSITY

Institutional and Community Based Corrections

### WASHINGTON STATE UNIVERSITY

Crime Control Policies  
Introduction to Criminal Justice  
Criminological Theory  
Community Corrections  
Issues in the Administration of Criminal Justice: Drugs & Society-Online

## PROFESSIONAL ASSOCIATIONS AND SERVICE

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### PEER REVIEWER

Critical Criminology

### CONFERENCE PANEL CHAIR

"Aggression in the 21<sup>st</sup> Century: Sports Violence, Road Rage, and Environmental Crimes" at the *Academy of Criminal Justice Sciences* annual meeting in Toronto, ON, March, 2011.

"Emerging Issues in Policing" at the *Academy of Criminal Justice Sciences* meeting in San Diego, California, February, 2010.

### ASSOCIATION MEMBERSHIP

American Society of Criminology  
Academy of Criminal Justice Sciences  
Society for Applied Anthropology  
International Society for Justice Research

## UNIVERSITY SERVICE

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### COMMITTEE MEMBER

*Joint Program Review Committee*; Department of Criminology, Sociology, and Geography, Arkansas State University

*Budget Committee*; Department of Criminology, Sociology, and Geography, Arkansas State University

Graduate Student Representative to *the Academic Affairs Committee*, Faculty Senate, Washington State University

Graduate Student Representative to the *Health and Safety Committee*; Washington State University

*Constitution and Bylaws Committee* (Graduate & Professional Student Association); Washington State University

### SENATOR

Senator for the *Graduate & Professional Student Association*; Washington State University

## PROFESSIONAL AWARDS & SCHOLARSHIPS

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### AWARDS AND SCHOLARSHIPS

"*Outstanding Criminal Justice Advisor*", Department of Political Science, Washington State University, 2009

"*Patron's Scholarship*" recipient, Missouri Southern State University, 2003 & 2004

## CURRENT RESEARCH & AREAS OF INTEREST

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### CURRENT RESEARCH

Ethnographic interviews [with prisoners] and participant/non-participant observation [within prisons] in Tapachula, Coahuila, Mexico (continued observation and write-up phase)



Participant/non-participant observation of violence and the victim's response to violence within amateur hockey games. (write-up phase)

AREAS OF INTEREST

Criminology  
Corrections/Community Corrections  
Victimization and Violent Behavior  
Gender and Justice  
Multidisciplinary Approaches/Methods and Analysis

**SELECT PROFESSIONAL EXPERIENCE**

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UNITED STATES ARMY AND ARMY RESERVES, 2004-2008

*Commissioned Officer*, Corps of Engineers and Chemical Corps, Commissioned OCS, 2005

**COMMUNITY SERVICE**

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-Rebuild Joplin Effort, 2011- 2013  
-"Mission on the Move": South American prison mission's movement, 2010- Current

**REFERENCES**

---

**Zachary Hays, Ph.D.**

Position: Assistant Professor, Department of Criminal Justice and Criminology  
Washington State University  
801 Johnson Tower, Pullman, WA, 99164-4880  
Telephone: (509) 335-4031  
E-Mail: [zhays@wsu.edu](mailto:zhays@wsu.edu)

**Otwin Marenin, Ph.D.**

Position: Professor, Department of Criminal Justice and Criminology  
Washington State University  
801 Johnson Tower, Pullman, WA 99164-4880  
Telephone: (509) 335-2544; 335-8428

[otwin@mail.wsu.edu](mailto:otwin@mail.wsu.edu)

**Faith Lutze, Ph.D.**

Position: Associate Professor, Department of Criminal Justice and Criminology

Washington State University

801 Johnson Tower, Pullman, WA 99164-4880

Telephone: (509) 335-2272

Email: [lutze@wsu.edu](mailto:lutze@wsu.edu)

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11/13/2013

On Campus

Off Campus

Instructor Name: Tiffany Felty

Faculty Position: Department Adjunct

College: CNHP

Department: Social Work

Course Prefix(es)

Number and Title:

5803 - FT Foundation Field I  
 6803 - FT Adv. Field I  
 681V - PT Adv. Field I  
 683V - PT Adv. Field III  
 5813 - FT Foundation ~~Field I~~ Field II  
 6813 - FT Adv. Field II  
 682V - PT Adv. Field II  
 684V - PT Adv. Field IV

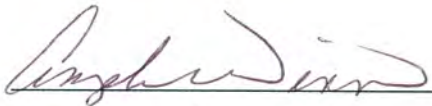
Requested Duration: 3yrs, spring 2014 thru spring 2017

### A CURRENT VITA MUST ACCOMPANY THIS FORM

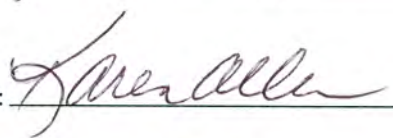
Other Experience and Qualifications (Optional):

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11/13/13

Originator: 

Date: 11/13/13

Department Chair: 

Date: 11/13/13

College Dean: 

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

Tiffany Felty, LCSW, TFCBT

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7978 Highway 412 West  
Paragould, AR. 72450  
[feltytiffany@yahoo.com](mailto:feltytiffany@yahoo.com)  
870-240-6262

## Overview

Practicing therapist providing service to children and adults in outpatient mental health facility.

## Education

B.S.W., May 06, 2006  
Arkansas State University, State University, AR

M.S.W. May 19, 2007  
University of Arkansas at Little Rock, Little Rock, AR

## Volunteer Experience

Mission Outreach of NEA, Board Member October 12' – to present

## Past Employment

*Dr. W.L. Crabtree's Dental Office*  
R.D.A., office manager, June 2001-August 2005

*Tabatha's Dance Company*  
Instructor, August 1998- May 2006

*Adams' Florist*  
February 2000 – May 2006

*Families Inc. Counseling Services*  
June 2007 – to present

*Arkansas State University*  
Adjunct faculty member Social Work Graduate Program, August 2010 – to present

## References

Janet Siebert, LCSW 870-239-1536  
Kendall Camp, LCSW 870-761-6246

Leah Everett, LPC 870-335-7508

Donna Parker, LCSW 870-316-4420

ARKANSAS STATE UNIVERSITY

Request for Temporary Faculty Approval to Teach for Graduate Credit

RECEIVED  
COLLEGE OF EDUCATION

NOV 14 2013

Date: 11/7/2013

On Campus

Off Campus

Instructor Name: Charles Russ Hannah

Faculty Position: A00025

College: Education

Department: Teacher Education and Leadership

Course Prefix(es) Finance  
Number and Title: ELAD 6313-10A Higher Education  
Finance

Requested Duration: 1/21/2014-5/16/2014

A CURRENT VITA MUST ACCOMPANY THIS FORM

Other  
Experience and  
Qualifications  
(Optional):

The Department and College have reviewed this instructor's credentials  
and approve him/her to teach the courses listed above.

Date: Nov. 13, 2013

Originator: Annette R. Huff

Date: Nov. 13, 2013

Department Chair: Annette R. Huff

Date: 11/15/13

College Dean: ST2

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

**Charles Russell (Russ) Hannah**  
**2512 Lexington Place**  
**Jonesboro, AR 72404**

## CONTACT INFORMATION

Work Telephone 870-972-2024  
Home Telephone 870-931-6595  
Cellular Telephone 870-897-5005  
Email Address [rhannah@astate.edu](mailto:rhannah@astate.edu)

## PROFESSIONAL EXPERIENCE

Arkansas State University

Associate Vice Chancellor for Finance

January 2008–Present

### Areas of Responsibility:

- Controllership
- Financial Analysis and Reporting
- Treasury and Investments
- Tax Administration and Compliance
- Sponsored Programs (Research) Accounting
- Student Account Services
- Accounts Payable and Disbursing
- Athletic Financial Control
- Finance and Human Resource BANNER/Technology Support
- Office of Childhood Services Financial Administration
- Debt Administration and Capital Finance
- Budget Monitoring and Forecasting
- Information Technology Business and Financial Operations
- Convocation Center/Event Arena Administration

Associate Vice Chancellor for Finance/Controller

January 2008–June 2010

Assistant Vice Chancellor for Finance/Controller

July 2000–December 2007

Controller

July 1995–June 2000

Treasurer

April 1991–June 1995

## PROFESSIONAL EXPERIENCE, CONTINUED

### Arkansas Division of Legislative Audit

Field Auditor III	July 1989–March 1991
Field Auditor II	July 1987–June 1989
Field Auditor I	July 1983–June 1987

## PROFESSIONAL CERTIFICATIONS

Certified Public Accountant (CPA)	Arkansas License #3860	1986
Certified Government Financial Manager (CGFM)		1995
Chartered Global Management Accountant (CGMA)		2012

## EDUCATION AND DEGREES

### Arkansas State University

Doctorate in Educational Leadership	2013
Dissertation Topic: <i>The Leadership Orientations of Public College and University Chief Financial Officers: A Frame Analysis</i>	
Specialist in Community College Teaching (Administration Emphasis)	2008
Master in Business Administration	1995
Bachelor of Science in Accounting	1983
Bachelor of Science in Management (Cum Laude)	1982

### Nettleton High School

Diploma	1977
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## PROFESSIONAL DEVELOPMENT

The Institute for Educational Management  
Harvard Graduate School of Education  
Harvard University

- Class of 2009

The Peabody Professional Institute for Higher Education Management  
Peabody College of Education and Human Development  
Vanderbilt University

- 2008 Summer Fellow

Next Generation Chief Business Officer's Institute  
Southern Association of College and University Business Officers (SACUBO)

- Class of 2010

Institute for Facilities Management  
Association of Physical Plant Administrators (APPA)

- Currently Enrolled

SCUP Planning Institute  
Society for College and University Planning (SCUP)

- Graduate, January 2008

Dale Carnegie Course on Effective Communications and Human Relations  
Dale Carnegie Training®

- *Spring 2010 Highest Award for Achievement*

College Business Management Institute  
The University of Kentucky  
Southern Association of College and University Business Officers (SACUBO)

- Class of 1995

Leadership Jonesboro  
Jonesboro Regional Chamber of Commerce

- Class of 1992

## PROFESSIONAL INVOLVEMENT

National Association of College and University Business Officers (NACUBO)

- *2010 Rising Star Award Recipient*
- 2012 Annual Meeting Program Reviewer
- 2011 Annual Meeting Program Reviewer
- 2010 Annual Meeting Program Reviewer

Southern Association of College and University Business Officers (SACUBO)

- Participant, 2010 Next Generation Chief Business Officer's Institute
- Member, Scholarship Committee 2006-2009

Arkansas Association of College and University Business Officers (AACUBO)

- President, 2003-2004
- Secretary/Treasurer, 2002-2003
- Board of Directors, 2000-2002

Arkansas Society of Certified Public Accountants (ASCPA)

- *2008 Outstanding CPA in Government Award Recipient*

Northeast Arkansas Chapter, Arkansas Society of Certified Public Accountants

- President, 2008-2009
- Vice President, 2007-2008

Central Arkansas Chapter, Association of Government Accountants (AGA)

- Education Co-Chair, 2007-2008
- CGFM Chair, 2006-2007

Society for College and University Planning (SCUP)

- 2009 Annual Meeting Program Reviewer
- 2008 Planning Institute Graduate

American Institute of Certified Public Accountants (AICPA)

Association of Government Accountants (AGA)

Government Finance Officers Association of the United States and Canada (GFOA)

National Council of University Research Administrators (NCURA)

Society of Research Administrators (SRA)

## COMMUNITY AND CIVIC ENGAGEMENT

### Northeast Arkansas Federal Credit Union (NEAFCU)

- Board of Directors, Elected Member, 2011-2013
- Asset and Liability Committee (ALCO) Chair, 2012-2013
- Asset and Liability Committee (ALCO) Secretary, 2011-2012

### The Rotary Club of Jonesboro

- President, 2012-2013
- President-Elect, 2011-2012
- Vice President, 2009-2011
- Funding Requests Committee Chair, 2006-2008
- Rotary Foundation Educational Programs Chair, 2006-2007
- Member, Board of Directors, 2003-2004
- Treasurer, 2001-2003
- Member since 1997

### United Way of Northeast Arkansas

- Chair, Allocations Committee, 2005
- Member, Board of Directors, 2002-2005

### Union Planters Bank Community Development Board

- Member, 2001-2003

### Jonesboro Church Health Center

- Member, Board of Directors, 2001-2003

### Jonesboro Regional Chamber of Commerce

- Member since 1999

## UNIVERSITY COMMITTEES (CURRENT AND RECENT ASSIGNMENTS)

University Planning Committee

Campus Master Plan Advisory Committee

Higher Learning Commission Self-Study Steering Committee

Chancellor's Diversity and Globalization Task Force

International Students and Scholars Committee

## OTHER ACTIVITIES

### Arkansas State University

- Adjunct Instructor in Higher Education Finance, Spring 2003-Present
- Adjunct Instructor in Accounting, Fall 2001-Spring 2003
- Staff Senator, 1999-2000

### Journal of International Students

- Advisory Board Member, 2011-Present

### The Arkansas State University Wesley Foundation

- Chair, Board of Directors, 2007-Present

The United Methodist Church Committee on Parish and Community Development in Arkansas

The United Methodist Church Board of Higher Education and Campus Ministries in Arkansas

The NE District Leadership Team of the Arkansas Conference of the United Methodist Church

Christway United Methodist Church (New Church Start)

- Treasurer, 2007-2008

Certified Lay Speaker, the United Methodist Church

## PERSONAL INFORMATION

Born June 21, 1959

Married to the former Cindy Ward since 1984

Two Children

- Christopher, Age 24
- Jennifer, Age 19

Members, St Paul United Methodist Church

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: Dec. 02, 2013

On Campus

Off Campus

Instructor Name: Dr. Philip Hestand

Faculty Position: Adjunct Professor

College: Education

Department: Psychology and Counseling

Course Prefix(es) Psy 7533: Psychopathology  
PSY 7633 - PHYSIOLOGICAL  
Number and Title: PSYCHOLOGY AND  
PSYCHOPHARMACOLOGY

Requested Duration: 3 years

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other  
Experience and  
Qualifications  
(Optional):

The Department and College have reviewed this instructor's credentials  
and approve him/her to teach the courses listed above.

Date: 12/02/13

Originator: *[Signature]*

Date: 12/02/13

Department Chair: *[Signature]*

Date: 12/2/12

College Dean: *[Signature]*

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

VITA

**PHILIP A. HESTAND**

ADDRESS: Counseling Center  
Arkansas State University  
P.O. Box 795  
State University, AR 71467

PHONE: (870) 972-2318  
FAX: (870) 972-3375

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EDUCATION:

B.A. University of Central Oklahoma, Edmond, OK, Psychology, 1981  
M.Ed. University of Central Oklahoma, Edmond, OK, Counseling Psychology, 1983  
Ph.D. University of Oklahoma, Counseling Psychology, 1988  
Clinical Internship: University of California at Irvine, 1986-87  
Child Guidance Intern, Oklahoma State Department of Health, 1985-1986

LICENSES:

Licensed Psychologist; AR 89-7P; approved supervisor  
Licensed Professional Counselor P9011028  
Licensed Professional Counselor Supervisor P9011028

AWARDS:

U.S. Marine Corps Rosenthal Award; 2002

Arkansas Mental Health Counselors Association; Award for Service to the Profession as a Practitioner and an Educator, 1994-95

Arkansas Board of Examiners in Counseling; Award for Distinguished Service to the Arkansas Board of Examiners in Counseling from 1991-1995

Gift of Self Award; Crowley's Ridge Development Center; T.O.N.E. Conference; 1992

EMPLOYMENT:

\* August 2000 to present: Director of the Arkansas State University Counseling Center, Arkansas State University, Jonesboro, AR.

Duties: Day to Day administration of a university counseling center, clinical supervision of mental health counselors, psychological assessment for students and university police department applicants, adjunct faculty to department of Psychology and Counselor Education.

\* October 1989 to 2000: Private Practice in Psychology;  
Professional Counseling and Consulting Services, Jonesboro, AR

Duties: Psychotherapy with adults, adolescents, children, groups, couples, and families; psycho-educational and psycho-emotional evaluations for school systems; community outreach seminars; consultation with industry and other community agencies; psychological evaluations for social security administration, individual psychotherapy, case management and counselor supervision for Greenleaf Center, Inc. (1993-present); psychological evaluations for inpatients at Harris Treatment Center (1990-91), contractual staff psychologist for Northeast Arkansas Rehabilitation Hospital (1991 & 1995); psychological evaluations and treatment plans for Crowley's Ridge Development Center Critical Population Drug Abuse Program (1991-1992)

- \* August 15, 1987 to May 13, 1994: Assistant Professor, Counselor Education and Psychology Department, Arkansas State University, State University, AR

Duties: Classroom instruction of undergraduate and graduate students in psychology and counseling; supervision of counseling practica students; supervision of counseling interns; Chair of the Counselor Education M.S.E. Committee 1989-1992, supervision of Licensed Associate Counselors and Licensed Psychological Examiners at George Jackson Regional Mental Health Center (1991-1993)

- \* August 1988 to July 1990: University Counseling Center Director (half-time), Arkansas State University, State University, AR

Duties: Administrative direction of the university counseling center; supervision of campus counselors; individual, group, couples and family counseling with university students; implementation and coordination of response team for mental health crises; university staff development; consultation with campus units; presentations of seminars and workshops

- \* September 1986 - 1987: Psychology Intern, Counseling Center, University of California at Irvine, Irvine, CA

Duties: Individual and group therapy with undergraduate and graduate students, couples and families; crisis intervention, including coordination with local law enforcement officials and making hospitalization decisions; educational training and outreach to campus organizations; supervision and training of graduate level practica students; consultation with local public schools concerning needs of university student dependents

- \* January 1986 to August 1986: Clinical Supervisor, University of Oklahoma Psychology Clinic, University of Oklahoma, Norman, OK (10 hrs/wk)

Duties: Supervision of daily clinic operation; direct clinical supervision of graduate practica students; career counseling and testing

- \* August 1985 to August 1986: Child Guidance Intern, Bethany Guidance Center, Bethany, OK, Oklahoma Department of Health

Duties: Individual therapy with adolescents, children, adults, couples, and families; diagnostic assessments; formal multi-disciplinary case staffing; consultation and coordination of treatment services with public schools and government agencies

- \* July 1985 to August 1986: Parent's Group leader, Parents Assistance Center, Juvenile Services, Inc., Norman, OK

Duties: Psychotherapy group leader for court ordered treatment of abusive parents

#### SIGNIFICANT TRAINING and CERTIFICATION:

- DSM-5 - Friend or Foe? A Comprehensive Breakdown of Changes and Controversies, Zur Institute 2013
- Mental Health Apps: A Therapist in Your Pocket, Zur Institute 2013
- Telehealth: The New Standard - Ethical, Legal, Clinical, Technological, and Practice Considerations, Zur Institute 2103
- Blended Clinical Supervision, 2013 Midsouth Summer School on Alcohol and Other Drug Abuse Problems
- Psychopharmacology Survey (30 hrs.) 2012 Alliant International University, San Diego, CA
- Clinical Supervision: Beyond the Basics, 2012 Alliant International University, San Diego, CA
- Ethics for Professional Counselors, 2012 Association for Advanced Training in the Behavioral Sciences
- Certified Alzheimer's Disease and Other Dementias Treatment Specialist (CADODTS) (24 hrs.), 2012 Association for Advanced Training in the Behavioral Sciences
- Traumatic Brain Injury - Veterans Health Initiative Independent Study Course – 2012 Association for Advanced Training in the Behavioral Sciences (9 hrs.)

- Medical Error Prevention and Patient Safety - 2012 Association for Advanced Training in the Behavioral Sciences
- Brain-Based Therapy Online Workshop - 2012 Alliant International University, San Diego, CA
- Distance Credentialed Counselor, Ready Minds, July 2011, (15 hrs.)
- Assessment/Treatment of Children-Adolescents with Reactive Attachment Disorder - 2011 Association for Advanced Training in the Behavioral Sciences
- Borderline Personality Disorder - 2011 Association for Advanced Training in the Behavioral Sciences
- Marital Discord - 2011 Association for Advanced Training in the Behavioral Sciences
- Certified Disaster Mental Health Response Specialist (CDMHRS) - 2011 Association for Advanced Training in the Behavioral Sciences (30 hrs.)
- Psychological First Aid: Red Cross Certification for Disaster response in Arkansas, May 2009
- The OIF/OEF Soldier Experience, South Central MIRECC and the University of Arkansas for Medical Sciences Department of Psychiatry, Little Rock, AR, March 2009
- A Counselor's Call to Service,: Psychotherapy for OIF/OEF Military Families, South Central MIRECC and the University of Arkansas for Medical Sciences Department of Psychiatry, Little Rock, AR, March 2009
- Aggression Management Certification: Train the Trainer, Western Kentucky University & The Center for Aggression Management, June 2008
- Sexual Assault & PTSD: Information, Screening & Treatment, Veteran's Administration Learning University, May 2008
- PTSD & Substance Abuse: Dual Diagnosis, Overview & Treatment, Veteran's Administration Learning University, May 2008
- Group Therapy for PTSD: Issues and Answers, Veteran's Administration Learning University, May 2008
- CPEP Initial PTSD Examination, Veteran's Administration Learning University, May 2008
- Cognitive Behavioral Therapy, Veteran's Administration Learning University, May 2008
- Neurobiology and Pharmacotherapy for PTSD, Veteran's Administration Learning University, May 2008
- Brief Alcohol Screening and Intervention for College Students (BASICS), University of Central Arkansas Addiction Studies Program, April 2008
- Cognitive Behavioral Interventions for PTSD, Veteran's Administration Learning University, November 2007
- Assessing and Managing Suicide Risk: Core Competencies for Mental Health Professionals, American Association of Suicidology and National Suicide Prevention Resource Center, November 2007
- Mental Health Issues for Returning Veterans, MidSOUTH Summer School, UALR, June 2007
- A Primer of Psychopharmacology for Clinicians, Health Forum Online, May 2007
- Granted Supervisor Status by the Arkansas Board of Examiners in Psychology, May 2005
- Workplace Diversity: Train the Trainer; SPHR, November 2003
- Panic and Other Anxiety Disorders; American Counseling Association & National Institute of Mental Health, Reston, VA, October 26, 1995
- Ethical Issues In Supervision of Counselors and Licensure Applicants, American Association of State Counseling Boards, Orlando, FL, January 1995
- A Developmental Model of Supervision; Legal and Ethical Issues in Supervision, Margaret L. Fong, ArACES Mid-Winter Conference, Jonesboro, AR, April 8, 1994
- Reaching Children Through Play Therapy; Family Psychological Consultants, Memphis, TN, January 14-16, 1993
- Counseling HIV+, ARC, and AIDS Students; Kenneth Miller, National Convention for ACES, San Antonio, TX, September 18, 1992
- The Lasting Scars of Sexual Abuse: The Aftermath of Sexual Abuse and How to Help; Dell S. DeBernardinis, Carondelet Management Institute, Memphis, TN, July 16, 1992
- National Institute on Drug Abuse, AIDS High Risk Adolescent Prevention Training, May 1991
- National Institute on Drug Abuse, national certification as instructor for AIDS Behavior Risk Reduction course, April 1991
- National Institute on Drug Abuse, national certification as instructor for Human Sexuality course, April 1991
- American Red Cross, Jonesboro Chapter; Disaster Preparedness Training for Mental Health Personnel, November, 1990
- Certified as Supervisor of Licensed Associate Counselors; Arkansas State Board of Examiners in Counseling, October, 1990
- National Institute on Drug Abuse, national certification as an instructor for Prevention of Human Immunodeficiency Virus Infection Among Drug Abusers, July 1990
- The Center for AIDS and Substance Abuse Training; Certification Workshop, Preventing AIDS Among Substance Abusers: A training Program for Substance Abuse Treatment Counselor Trainers, Little Rock, AR, March 1990
- The Center for AIDS and Substance Abuse Training; Preventing HIV Disease Among Substance Abusers: A Training



Program for Substance Abuse Treatment Counselors, Little Rock, AR, February, 1990

- Neuropsychological Assessment In Vocational Rehabilitation, Dr. Jack Dial, Dr. Gary Souheaver, Dr. John Grimes, Arkansas State University, April 1988
- Human Clinical Neurology, Dr. Ralph Reitan and Associates, Neuropsychology Laboratory, Dallas, Texas, June 1985

#### PROFESSIONAL AFFILIATIONS AND ACTIVITIES:

- American Psychological Association
- Arkansas College Counselors Association, President 2008-2010
- Arkansas Counseling Association Ethics Committee Chair, 2006
- Arkansas Counselor Educators and Supervisors, President Elect, 2002-03; member and organizational secretary (1992-1993)
- Arkansas Mental Health Counselors, 1997 Ethics Committee Chair
- Arkansas State Board of Examiners in Counseling, 1991-1995 Board Chair, 1993 - 1995
- Arkansas Counseling Association, Past President 1996, President 1995, President Elect, 1994; Arkansas Counseling Association Conference Chair, 1994; Member & chair of Constitution and Bylaws committee, 1992 & 1993
- Arkansas School Counselors' Association, Member & Vice President for Post Secondary Education (1990-1992)

#### COURSES TAUGHT:

Current: Abnormal Psychology

- Psychopathology
- Physiological Psychology and Psychopharmacology

Past: Introduction to Psychology

- Child Psychology
- Adolescent Psychology
- History of Psychology
- Medical Aspects of Disability
- Career Development and Services
- Theories and Techniques in Helping Relationships

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11/13/2013

On Campus

Off Campus

Instructor Name: Lori Hoggard

Faculty Position: Department Adjunct

College: CNHP

Department: Social Work

Course Prefix(es)

Number and Title:

5803 - FT Foundation Field I  
6803 - FT AdU. Field I  
681V - PT AdU. Field I  
683V - PT AdU. Field III  
5813 - FT Foundation Field II  
6813 - FT AdU. Field II  
682V - PT AdU. Field II  
684V - PT AdU. Field IV

Requested Duration: 3yrs, spring 2014 thru spring 2017

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other  
Experience and  
Qualifications  
(Optional):

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11/13/13

Originator: *Angela Wilson*

Date: 11/13/13

Department Chair: *Karen Allen*

Date: 11/13/13

College Dean: *[Signature]*

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

# Lori Hoggard

43 Sundale Circle  
Paragould, AR 72450  
[lhoggard@familiesinc.net](mailto:lhoggard@familiesinc.net) (870) 476-2308

## Objective:

To secure an adjunct position teaching social work courses.

## Education:

MSW - University of Arkansas Little Rock 2006, Masters of Social Work

BSW - Arkansas State University 2001, Bachelors of Social Work

## Positions Held

2006 - Current	Therapist, Families Incorporated
2012- Fall	Adjunct, Social Work Department
2012- Spring	Adjunct, Social Work Department
2004-2006	Case Manager, Families Incorporated
2001-2004	Case Manager, Clay County Department of Family Services

# Lori Hoggard

43 Sundale Circle  
Paragould, AR 72450  
[lhoggard@familiesinc.net](mailto:lhoggard@familiesinc.net) (870) 476-2308

## Objective:

To secure an adjunct position teaching social work courses.

## Education:

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## Positions Held

2006 - Current	Therapist, Families Incorporated
2012- Fall	Adjunct, Social Work Department
2012- Spring	Adjunct, Social Work Department
2004-2006	Case Manager, Families Incorporated
2001-2004	Case Manager, Clay County Department of Family Services

ARKANSAS STATE UNIVERSITY

Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11-26-13

On Campus

Off Campus

Instructor Name: Marko Korhonen

Faculty Position: Adjunct Instructor

College: Business

Department: Management and Marketing

Course Prefix(es) Number and Title: IBS 6293 International corporate social responsibility

Requested Duration: Spring Semester 2014

A CURRENT VITA MUST ACCOMPANY THIS FORM

Other Experience and Qualifications (Optional):

*Has extensive experience in the international area both in working on projects as well as in marketing international programs and teaching corporate social responsibility in Finland, the Netherlands, the UK and has taught other courses in Spain, France and China. He has lived and worked in 5 different countries and brings significant international experience to the table.*  
The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11-26-13

Originator: C. William Roe

Date: 11-26-13

Department Chair: [Signature]

Date: 11-26-13

College Dean: C. William Roe

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may NOT be assigned to teach courses other than those approved.



**MARKO**  
KORKEAKOSKI

★15.05.1977

LOTANKATU 1 C60  
02680 ESPOO

044-0610061  
marko@korkeakoski.org

International Developer 08/2012 -

**Metropolia University of Applied Sciences, Vantaa, Finland**

Responsible for internationalizing Metropolia Business School as unit, including recruitment, curricula development and upgrading international competencies of staff.

Director of International Programmes 06/2008 – 07/2012

**Metropolia University of Applied Sciences, Vantaa, Finland**

Responsible for Metropolia Business Schools' international degree programmes curricula, development, recruitment, marketing and administration. Also supervisor for 12 people multicultural teacher team and teacher of Corporate Social Responsibility and Business Ethics courses.

Programme Coordinator 11/2003 – 12/2007

**Rovaniemi University of Applied Sciences, Rovaniemi, Finland**

Coordination of international degree programmes (International Business & Tourism). Senior lecturer position in both programmes and member of university international team.

Project Manager and Lecturer 05/2002 – 10/2003

**Kokkola Business College & Central Ostrobothnia Polytechnic, Kokkola, Finland**

Project Manager in project that's goal was to ensure all students could graduate despite of their problems. Also lecturing position both in business college and polytechnic (business and international business) and member of international team.

Project Manager and Coach 08/2001 – 04/2002

**RCI Europe, Cork, Ireland**

Project manager for internal communication and coach for newly hired employees.

Education Researcher 05/2000 – 08/2000

**CIMO, Helsinki, Finland**

Researcher on how European Union Comenius programmes have affected Finnish schools.

Part-time Salesperson 05/1997 – 04/2000

**Konepisteojat Oy, Valkeakoski, Finland**

**Freelance photographer** 1999 -  
Exhibitions, published photos in various magazines, marketing material. Also teacher of photography since 2002.

Appointed member of Finnish University of Applied Science's Rector's committee for academic years 2009-2011 for international business education.

Key responsible of international degree programmes marketing campaigns in Finland and abroad for years 2007, 2009 ja 2010.

Exchange teacher in short teacher exchanges (1 week) in Spain 2007 and 2010, in the Netherlands 2009 and 2010, in the UK 2009 and 2010, in France 2009 and 2010 and in Turkey 2012. Corporate Social Responsibility and Business Ethics were topics taught.

Exchange teacher in long teacher exchange (5 weeks) in Wuhan, China, 2006.

**Pedagogical Studies** 05/2009 – 05/2010  
**Haaga-Helia University of Applied Sciences, Helsinki, Finland**

**Educational Studies** 10/2003 – 08/2004  
**University of Lapland, Rovaniemi, Finland**

**Master of Science in BA & Economics** 08/2000 – 06/2001  
**Stockholm University, Visby, Sweden**

**Bachelor of Business Administration** 08/1996 – 06/2000  
**HAMK University of Applied Sciences, Valkeakoski, Finland**

**Exchange Student** 08/1999 – 02/2000  
**Universidad de Almería, Almería, Spain**

**Exchange Student** 08/1998 – 02/1999  
**University of Wales, Wrexham, Great Britain**

Finnish	Mother tongue
English	Excellent (IELTS 8.5/9.0)
Spanish	Good
Swedish	Moderate
German	Basics

MS Windows 7	Excellent
MS Office	Excellent
Adobe Creative Suite	Excellent

February 2013

## Courses taught in Finland

All courses that I have taught during my career have been 100% in English.

Since my work has been more administrative than strictly lecturing (admin work 75%, lecturing 25%) I have not been able to participate in publishing and research projects as I would have liked to. Most of the work I have been doing is very heavily related to practical implications. We have been working with local and international companies in their real life problems that we have been solving with student groups.

My main focus of lecturing and teaching revolves around business ethics, corporate social responsibility and strategy implementation. I have been very heavily involved in this area on my other work as well being the representative of Metropolia for Finnish Business and Society that advances responsible business practices in Finland.

**Corporate Social Responsibility**, 5 ECTS (15 weeks)

**Business Ethics**, 5 ECTS (15 weeks)

**Strategic Management in Action**, 5 ECTS (15 weeks)

Due to my work I have also been exposed to European matters a lot. I have been living in 5 different EU countries and visited all of them. I have been working extensively with our European partner network as well. I have been working closely with European Information Offices and some European Members of Parliament.

**Introduction to European Markets**, 3 ECTS (12 weeks)

**Introduction to European Union**, 3 ECTS (12 weeks)

I am also a professional photographer on my spare time hence I have been teaching Digital Photography and Imaging for more than 10 years now.

**Digital Photography**, 5 ECTS (15 weeks)

I have also taught Human Resource Management in the past but that has been years ago.



## **Courses taught abroad**

I have participated in several international exchange weeks in Europe and one 5 week teaching period in China. Corporate Social responsibility and Business Ethics have been my topics abroad as well.

**Corporate Social Responsibility**, One week intensive course  
Dokuz Eylul University, Izmir, Turkey, 2012

**Corporate Social Responsibility**, One week intensive course  
Utrecht University of Applied Sciences, Utrecht, Netherlands, 2010

**Corporate Social Responsibility**, One week intensive course  
University of Hertfordshire, Hatfield, UK, 2009

**Business Ethics**, One week intensive course  
Universidad Europea, Madrid, Spain, 2010

**Business Ethics**, One week intensive course  
ESDES - Ecole de management à Lyon, Lyon, France, 2009

**Business Ethics**, One week intensive course  
Groupe ESC Chambéry Savoie, Chambéry, France, 2009

**Business Ethics**, One week intensive course  
INHOLLAND University of Applied Sciences, Amsterdam, Netherlands, 2009

**Business Ethics**, One week intensive course  
University of Wolverhampton, Wolverhampton, UK, 2010

**Human Resource Management**, 5 week programme  
Hubei University of Technology, Wuhan, China, 2006

**Introduction to European Union**, 5 week programme  
Hubei University of Technology, Wuhan, China, 2006

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11/13/2013

On Campus

Off Campus

Instructor Name: Connie Ryan

Faculty Position: Department Adjunct

College: CNHP

Department: Social Work

Course Prefix(es) Number and Title: 5323 - Substance Abuse + Dependence

Requested Duration: 3yrs, spring 2014 thru spring 2017

6323 - Clinical Interventions with substance abuse + addictions  
**A CURRENT VITA MUST ACCOMPANY THIS FORM**

Other Experience and Qualifications (Optional):

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11/13/13

Originator: [Signature]

Date: 11/13/13

Department Chair: [Signature]

Date: 11/19/13

College Dean: [Signature]

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

# Connie S. Ryan

3124 Waymon Road, Jonesboro, AR 72404

870-931-5209

cryan@astate.edu

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## Areas of Specialty

- Depression
  - Substance Abuse
- 

## Professional Licenses

Licensed Certified Social Worker #751-M  
Licensed Alcoholism and Drug Abuse Counselor #1109

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## Education

Masters of Social Work 5/94  
*University of Arkansas at Little Rock*

Bachelor of Sociology 8/91  
*Arkansas State University*

Jonesboro Practical Nursing School 1972

---

## Experience

Adjunct Faculty 3/20/2010- present

*Arkansas State University*

### Title IV-Training Coordinator

Oct. 1999- Oct. 2008

*Arkansas State University*

- Teach social work courses, faculty liaison for interns in field placements, educate Department of Children and Family Services employees on issues related to substance abuse, and mentor new employees at DCFS.

Supervisor: Barbara Turnage, Ph.D.

### Therapist

May 1994- Sept. 1999

*Consolidated Youth Services*

- Provided case management, individual and family therapy for at-risk adolescents, completed assessments and treatment planning, conducted parent and adolescent group sessions, provided training to co-workers, and made recommendations to Juvenile Court Judge(s).

Supervisor: Bonnie Smith, Executive Director, CYS

Feb. 1987- May 1994

### Consolidated Youth Services

- Provided non-residential treatment services to adjudicated youth and families in order to prevent further acts of delinquency, identified problems, established time frame and measurable objectives, made referrals when appropriate, and acted as an advocate for adolescents involved in the Judicial System.

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11/13/2013

On Campus

Off Campus

Instructor Name: William Smith

Faculty Position: Department Adjunct

College: CNHP

Department: Social Work

Course Prefix(es) Number and Title: 6033 - Practice w/ Individuals  
6043 - Practice w/ Groups

Requested Duration: 3yrs, spring 2014 thru spring 2017

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other Experience and Qualifications (Optional):

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 11/13/13

Originator: [Signature]

Date: 11/13/13

Department Chair: [Signature]

Date: 11/13/13

College Dean: [Signature]

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

William Mark Smith, M.S.S.W, L.C.S.W

3813 Sunset Drive  
Jonesboro, AR 72401  
870-972-8477

EDUCATION

Post Graduate Studies  
1987

Department of Clinical Psychology  
Middle Tennessee State University  
Murfreesboro, Tennessee

M.S.S.W., Clinical Social Work  
1987

University of Tennessee  
Nashville Campus  
Clinical Social Work

B.S., Psychology  
1985

Belmont University  
Nashville, Tennessee

LICENSURE

Licensed Clinical Social Worker  
State of Arkansas  
C-758  
May 15, 1990 to present

PROFESSIONAL EXPERIENCE

Clinical Services Manager  
St. Bernard's Medical Center  
Behavioral Health Unit  
Jonesboro, Arkansas  
August, 2007 to present

Employee Assistance Program Manager  
St. Bernard's Medical Center  
Jonesboro, Arkansas  
August, 2002 to present

PROFESSIONAL EXPERIENCE CONT.

Arkansas State University  
Social Work Advisory Board Member  
Jonesboro, Arkansas  
September, 2008 to present

Arkansas State University  
Instructor MSW Program, Department of Social Work  
Jonesboro, Arkansas  
September, 2009 to present

St. Bernard's Behavioral Health  
Hospital Bioterrorism Coordinator  
Jonesboro, Arkansas  
July, 2005 to October, 2007

Arkansas State Health Department and NASW Arkansas  
Bioterrorism Mental Health First Response Team  
Regional Team Leader and Trainer for Northeast Arkansas  
Jonesboro, Arkansas  
February, 2005 to November, 2008

Director, St. Bernard's Counseling Center  
Jonesboro, Arkansas  
January, 1998 to August, 2002

Director, Blytheville Outpatient Office  
Greenleaf Center, Inc., Jonesboro, Arkansas  
February, 1996 to January, 1998

Acting Director, Batesville Outpatient Office  
Greenleaf Center, Inc., Jonesboro, Arkansas  
July, 1995 to February, 1996

Clinical Director, Inpatient Services  
Greenleaf Center, Inc.  
Jonesboro, Arkansas  
April, 1992 to April, 1995

PROFESSIONAL EXPERIENCE CONT.

Clinical Director, Outpatient Services  
Greenleaf Center, Inc.  
Jonesboro, Arkansas  
April, 1992 to April, 1995

Director, Social Services  
Greenleaf Center, Inc.  
Jonesboro, Arkansas  
February, 1991 to April, 1992

Instructor, Master of Social Work Program  
University of Arkansas, Little Rock, Arkansas  
Class: Psychopathology  
Spring Semester, 1993

Private Practice  
Psychotherapy Clinic of Jonesboro, PA  
Jonesboro, Arkansas  
June, 1990 to February, 1991

Coordinator, Adult Psychiatric Unit  
Greenleaf Center, Inc.  
Jonesboro, Arkansas  
March, 1988 to June, 1990

Therapist, Adult Psychiatric Unit  
Greenleaf Center, Inc.  
Jonesboro, Arkansas  
August, 1987 to March, 1988

PROGRAM DEVELOPMENT

1. In August 2002, St. Bernard's Behavioral Health formed a separate Employee Assistance Program department apart from its out-patient operation. This program has grown from 7 contracted companies to 40 direct contracts and 12 sub-contract accounts. I am responsible for marketing, customer service and direct clinical services for this program.

PROGRAM DEVELOPMENT CONT.

2. In January 1998, I re-designed the Outpatient Offices for St. Bernard's Behavioral Health including an Intensive Outpatient Substance Abuse program and Employee Assistance Program.
3. In February 1996, I developed an Outpatient Office in Blytheville, Arkansas for Greenleaf Center, Inc. This office provided outpatient therapy and in-patient assessment services.
4. In July 1995, I re-designed a failing Outpatient Office in Batesville, Arkansas for Greenleaf Center, Inc. I was able to stabilize the office in seven months and trained the new staff.
5. David J. Silas, M.D., William M. Smith, L.C.S.W., and Patrick Savage, M.D., November, 1994. The Substance Abuse Relapse Program. Greenleaf Center, Inc., Jonesboro, Arkansas.
6. William M. Smith, L.C.S.W., November, 1994. The Geriatric Day Treatment Program. Greenleaf Center, Inc., Jonesboro, Arkansas.
7. William M. Smith, L.C.S.W., November, 1994. The Reach Program. Residential adolescent program. Greenleaf Center, Inc., Jonesboro, Arkansas.
8. William M. Smith, L.M.S.W., February, 1989. The Aftercare Program. Greenleaf Center, Inc., Jonesboro, Arkansas.
9. Jerry D. Blaylock, M.D., David J. Silas, M.D., William M. Smith, L.M.S.W., and Tom Burton, L.S.W., January, 1989. The Psychiatric/Substance Abuse Dual Track Program. Greenleaf Center, Inc., Jonesboro, Arkansas.
10. Jerry D. Blaylock, M.D., Herbert H. Price, M.D., William M. Smith, L.M.S.W., and Barbara Wilson, L.M.S.W., October, 1989. The Eating Disorders In-patient Track. Greenleaf Center, Inc., Jonesboro, Arkansas.
11. Jerry D. Blaylock, M.D., and William M. Smith, L.M.S.W., September, 1988. The ECT Specialty In-patient Track. Greenleaf Center, Inc., Jonesboro, Arkansas. This program was developed in conjunction with St. Bernard's Regional Medical Center, Jonesboro, Arkansas.
12. Jerry D. Blaylock, M.D., Herbert H. Price, M.D., and William M. Smith, L.M.S.W., May, 1988. The Adult In-patient Psychiatric Program. Greenleaf Center, Inc., Jonesboro, Arkansas.



## ORGANIZATIONS

Arkansas Health Department and N.A.S.W. Arkansas  
NEA Regional Team Leader and Trainer  
Bioterrorism Mental Health Response Team  
2005 to 2009

Northeast Arkansas State Representative  
National Association of Social Workers  
1988 to 1990

Board of Directors, Northeast Arkansas Council on Family Violence  
1988 to 1989

## ADDITIONAL TRAINING

Aging Seminar. Herbert H. Price, M.D. October, 2003.

Living with Grief and Coping with Public Tragedy.  
Hospice Foundation of America. April , 2003.

Department of Transportation, Federal Drug and Alcohol Testing and Regulations. Kenneth Edgell, Acting Director, U.S. Department of Transportation and Senior Drug and Alcohol Policy Advisor. August, 2002.

Building a Drug-Free Workplace. Bernard McCaun, CEAP. White House Policy Analyst. Office of National Drug Control Policy. August, 2002.

Carl Jung and Psychotherapy Lecture Series. (26 hours). Herbert H. Price, M.D., February 1999 to May 2000.

Developing Individual Treatment Plans. (12 hours). Mid South Addiction Training Network. October 1998.

Ropes Team Building Training. September 1997.

Active Parenting for Children and Adolescence Training. July 1997.

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: 11/13/2013

On Campus

Off Campus

Instructor Name: Sharon Travis

Faculty Position: Department Adjunct

College: CNHP

Department: Social Work

Course Prefix(es)  
Number and Title:

5803-FT Foundation Field I  
6803-FT Adv. Field I  
681V-PT Adv. Field I  
683V-PT Adv. Field III  
5813-FT Foundation Field II  
6813-FT Adv. Field II  
682V-PT Adv. Field II  
684V-PT Adv. Field IV

Requested Duration: 3yrs, spring 2014 thru spring 2017

### A CURRENT VITA MUST ACCOMPANY THIS FORM

Other  
Experience and  
Qualifications  
(Optional):

The Department and College have reviewed this instructor's credentials  
and approve him/her to teach the courses listed above.

Date: 11/13/13

Originator: [Signature]

Date: 11/13/13

Department Chair: [Signature]

Date: 11/13/13

College Dean: [Signature]

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

# Sharon Travis, LCSW

3907 Covington Drive  
Jonesboro, AR 72404  
870-273-2944 (Cell)

---

**Education** M.S.W. – UALR Graduate School of Social Work, Little Rock, AR  
May, 1977  
B.A. – Arkansas State University, Jonesboro, AR, May 1976

## Professional Experience

**Families, Inc. Counseling Services** • April, 2005 ---Present  
4509 Stadium Blvd. • Jonesboro, AR 72404

School-Based Mental Health Services Coordinator  
Clinical Supervisor – Jonesboro Clinic  
Therapist – Jonesboro Clinic

**Mid-South Health Systems** • Sept., 1987 --- April 2005  
2707 Brown's Lane • Jonesboro, AR 72401

Children's Services Director  
Outpatient Therapist – Paragould Clinic  
Social Worker for 20-Bed Inpatient Unit

**Jonesboro Human Development Center** • Sept., 1977 ---Sept. 1987  
4701 Colony Drive • Jonesboro, AR 72404

Director of Social Services  
Chairman, Interdisciplinary Team  
Chairman, Human Rights Committee

References Available Upon Request

# ARKANSAS STATE UNIVERSITY

## Request for Temporary Faculty Approval to Teach for Graduate Credit

Date: December 2, 2013

On Campus

Off Campus

Instructor Name: Ray Winters

Faculty Position: Rad Science Chair

College: NHP

Department: MSHS

Course Prefix(es) Number and Title: HP 660V Internship in Health Science

Requested Duration: 3 years

*Supervision of Internship of students with undergrad deg. Rad Science*

**A CURRENT VITA MUST ACCOMPANY THIS FORM**

Other Experience and Qualifications (Optional):

The Department and College have reviewed this instructor's credentials and approve him/her to teach the courses listed above.

Date: 12/2/13

Originator: *Angela P. Schmitt*

Date: 12/2/13

Department Chair: *Angela P. Schmitt*

Date: 12/2/13

College Dean: *[Signature]*

Date: \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

Note: This instructor may **NOT** be assigned to teach courses other than those approved.

## VITA

**RAYMOND F. WINTERS, M.S., RT(R)(CT)**  
**2717 Greensboro Rd.**  
**Jonesboro, AR 72401**  
**(870) 972-1883**

### EDUCATION:

- 1986 M.S. Amber University (Formally Abilene Christian University-Dallas)  
Dallas, TX  
Major: Human Relations and Business
- 1982 BSRS Midwestern State University  
Wichita Falls, TX  
Major: Radiologic Technology Sciences
- 1977 B.A. Harding University  
Searcy, AR  
Major: General Science

### PROFESSIONAL EXPERIENCE:

#### Current Position

- 2000 - present Associate Professor and Chair, Department of Medical Imaging and Radiation Sciences.
- 1995 - 2000 Director of Radiologic Sciences Programs (A.S. & B.S.R.S.)  
& Assistant Professor of Radiologic Sciences  
College of Nursing & Health Professions  
Arkansas State University  
State University, AR 72467  
Programs in Radiography (AS degree), Radiation Therapy, Diagnostic Medical  
Sonography, Nuclear Medicine, Magnetic Resonance Imaging , Radiology Management,  
and Imaging Specialist (CT, Mammo and CIT)

#### Previous Positions

- 1991-July 1995 Director of Outpatient Services  
St. Bernard=s Regional Medical Center  
Jonesboro, AR 72401
- 1989 - 1990 Associate Director of Radiology Services  
St. Bernard=s Regional Medical Center  
Jonesboro, AR 72401
- 1986 - 1989 Assistant Professor of Radiography  
Arkansas State University
- 1980 - 1986 CT Technologist  
Doctor=s Hospital, Dallas, TX

1979 - 1980      Student Staff Technologist  
                      Doctor=s Hospital, Dallas, TX

**HONORS:**

Awarded Lifetime Member by the Arkansas Society of Radiologic Technologists 2006

Served as Chair of the Licensure Board for the State of Arkansas 2002 – 2005.

Selected as the 2001 ACollege of Nursing & Health Professions Faculty Achievement Award in Service@.

Awarded the Widger Distinguished Author Award for Co-authoring Article AMobile Chest Radiography: Improving Image Quality@, Radiologic Technology, May/June 2000.

Graduated from Leadership Jonesboro Program, Class of 1992

Awarded special recognition by the Arkansas Society of Radiologic Technologists at the 51<sup>st</sup> Annual Convention for work toward licensure in the state.

Selected by the ArSRT Board of Directors to present the Rhinehart Memorial Lecture at the 51<sup>st</sup> Annual Convention. This is the highest honor given any technologist in the state.

**WRITTEN MATERIALS:**

Winters, Raymond F. (1989). The Role of the Staff Technologist in the Education of the Student Technologist, RT Image, November, 1989.

..... (1992). AMy Perspective@. Radiologic Technology, Spring.

..... (1999). AThe Origins and Applications of Quality Initiatives in Diagnostic Imaging Settings@. Seminars in Radiologic Technology, Winter.

..... (1998). AECG Curriculum for the Radiologic Sciences@. Commissioned by the Association of Educators in Radiologic Sciences.

..... (1999). R. Carlton, J. Greathouse, A. Adler and R. Winters, Principles of Radiographic Positioning and Procedures, Delmar Publishing.

.....(2000). E.J. Hall-Rollins and R. Winters, AMobile Chest Radiography: Improving Image Quality@, Radiologic Technology, May/June.

.....(2003). Skorka, Winters, Stokes, A Caring for Victims of Nuclear and Radiological Terrorism, The Nurse Practitioner Journal, February

.....(2007). Gilbert-Palmer & Winters, A Radiological and Nuclear Emergencies”, Moby’s Nursing CE Standards-Based Nursing Program, August

**PRESENTATIONS:**

1993 Apr.            AContinuous Quality Improvement in Health Care Settings@ (Guest Lecturer) College of Nursing

and Health Professions faculty and students.

- 1993 May Radiology Management, Radiologic Technology class, RT Program, Arkansas State University
- 1995 Nov AClose Encounters of the Good Kind@  
Ozark District Society of Radiologic Technologists  
Harrison, AR
- 1996 Mar Clinical Instructors Seminar  
Jonesboro, AR
- 1997 Summer AThe Rad Tech Series@ for St. Bernard=s Regional Medical Center  
Presentations of 5 hours Category A CE credit  
Jonesboro, AR
- 1998 Summer AStressors & Dealing with Stress in Radiology@  
SE Missouri District Society of Radiologic Technologists Annual Meeting
- 1999 Mar AThe Accreditation Process@  
Coalition of Arkansas Radiologic Educators (CARE)
- 1999 May Rhinehart Memorial Lecture  
AThe Future of Radiography in Arkansas: One Man=s Opinion@  
Arkansas Society of Radiologic Technologists Annual Meeting
- 2004 April “Ethical & Legal Issues in Radiology”  
Arkansas Society of Radiologic Technologists Annual Meeting
- 2004 April “The Role of the Staff Technologist in the Education of the Student Technologist”  
Arkansas Society of Radiologic Technologists Annual Meeting
- 2005 February “The Role of the Staff Technologist in the Education of the Student Technologist” and “Stress and  
Dealing with Stress in Radiology”  
Association of Collegiate Educators in Radiologic Technology Annual Meeting  
Las Vegas, NV
- 2005 April “The Impact of Technology on Radiology”  
Arkansas Society of Radiologic Technologist Annual Meeting
- 2006 April “Geriatric Considerations in a Radiologic Setting”  
Arkansas Society of Radiologic Technologist Annual Meeting
- 2007 Feb “Geriatric Considerations in a Radiologic Setting”  
Association of Collegiate Educators in Radiologic Technology Annual Meeting  
Las Vegas, NV

**Other Professional Activities:**

- 2008-2010 Vice President of the Association of Educators in Radiologic Technology

- 2000 – 2001 Selected by the American Society of Radiologic Technologist to serve on national, ten member task force to write national baccalaureate curriculum.
- 1999 - 2004 Appointed by Gov. Mike Huckabee to Medial Ionizing Radiation Licensure Committee (Licensure Board) for the State of Arkansas. Re-appointed 2001  
2001 - Elected Vice-Chairman.  
2003 – Elected Chairman
- 1998, 2007 Responsible for Self Study Document for Joint Review Committee for Education in Radiologic Technology. Received perfect score during site visit.
- 1998 Appointed by the President of Association of Educators in Radiologic Sciences to the national Education Committee
- 1999 Asked by the Arkansas Society of Radiologic Technologists to be the *Rhinehart Memorial Lecturer* at the 1999 State Convention. (second highest honor of the society.)
- 1999 Chairman of the Arkansas Society of Radiologic Technologists Annual Convention
- 2000 President of the Arkansas Society of Radiologic Technologists
- 2001 Chairman of the Board, Arkansas Society of Radiologic Technologists
- 2001to present Co-founder and Executive Director of Lambda Nu National Honor Society in the Medical Imaging and Radiation Sciences

**COMMITTEES:**

**University**

- 1995 - 97 General Education Committee
- 1996 - 98 Senator to Faculty Senate for  
College of Nursing & Health Professions
- 1996 - 98 University Fringe Benefits Committee
- 1998 - 00 Academic Hearing Committee
- 2002-05 University Fringe Benefits Committee  
Elected Chair
- 2006-2007 University Calendar Committee  
Appointed Chair

**College**

- 1995 - 97 CNHP Executive Council
- 1995 - 97 College Curriculum Committee
- 1995 - 97 Faculty Grievance Committee



1995 - 97 Constitution and Bylaws Committee  
1997 - 99 Ad Hoc Committee for Minority Recruitment  
1997-99 Ad Hoc Committee for Curriculum Design - Management  
1999 - present Ad Hoc Committee for College Structure – Chair  
2007-2009 College Curriculum Committee - Chair

**Department**

1995 - 96 Health Professions Curriculum Committee  
1995 - 98 Health Professions Constitution and Bylaws  
Chair - 1998

**St. Bernard=s Regional Medical Center**

1989 -95 Educational Assistance Committee  
1990 - 95 Chair

**Professional**

2000-01 American Society of Radiologic Technologist Baccalaureate Curriculum Project Group – one of ten Radiologic Sciences professors from across the nation who met to re-write the professional curriculum for the radiologic sciences.  
  
2005 Honored by the Arkansas Society of Radiologic Technologist with “Life Time Achievement” – highest honor of the Society.  
  
2008 Elected Vice President of the Association of Collegiate Educators in Radiologic Technology  
  
2009 Elected President of the Association of Collegiate Educators in Radiologic Technology  
  
2012 Board Chair of the Association of Collegiate Educators in Radiologic Technology

**MEMBERSHIPS:**

**Professional**

Medical Center Institutional Review Board, (1991 to 1995) St. Bernard=s Regional Medical Center, Jonesboro, AR  
Association of Collegiate Educators in Radiologic Technology  
American Society of Radiologic Technologists  
Arkansas Society of Radiologic Technologists

**Certification/Licensure:**

Radiography - ARRT # 175220  
Computed Tomography - ARRT # 175220  
Arkansas License - # 4

**Associations**

American Society of Radiologic Technologists  
Arkansas Society of Radiologic Technologists

# College of Engineering Graduate Faculty Qualification Standards

November 2013

This document provides the qualification standards for the College of Engineering Graduate Faculty. The standards comply with the Arkansas State University Handbook. Appointment to the Graduate Faculty may be made as a Regular Member or Temporary Member. Each category has associated qualification standards, appointment requirements and procedures, and privileges and responsibilities as defined below.

## A. Regular Member

### 1. Qualifications

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. A doctoral degree, such as a Doctor of Philosophy (Ph.D), Doctor of Science (Sc.D), Doctor of Engineering (Eng.D), or equivalent, is considered an appropriate terminal degree in the College of Engineering. Appropriate disciplines for the terminal degree include all areas of engineering (such as civil, electrical, mechanical, chemical, etc.) and applied science.

In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. The College of Engineering allows for two exceptional cases options.

- I. The faculty member holds an earned doctoral degree in a discipline or field not listed as appropriate for regular faculty members in engineering. However, due to undergraduate or graduate training in engineering and/or professional practice or research, the faculty member has attained unique experience, specialized training and professional competence appropriate for appointment as a Regular Member of the Graduate Faculty in the College of Engineering.
- II. The faculty member does not hold an earned doctoral degree, but does hold a Master of Science degree in engineering or applied science, is a registered Professional Engineer, has demonstrated several years of progressive practice in the engineering profession, and has served in a satisfactory manner as a member of the Temporary Faculty for at least three years.

Under both options, recommendation to the Graduate Council will be made after approval by the College of Engineering Graduate Committee and Dean of the College of Engineering.

Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels. Scholarly activity in the College of Engineering includes presentation of original research to learned forums, engineering technical reports, external consulting, peer-reviewed publications, patents, books, and book chapters. Since Professional Engineering (PE) licensure requires a minimum documentation of professional development/scholarly activity every two years, the College of Engineering will accept maintenance of a PE license as meeting the minimum requirements of appropriate scholarly activity. Graduate faculty not maintaining PE licensure,

will be reviewed by the College of Engineering Graduate Committee and the Dean of the College of Engineering for recommendation to the Graduate Council. The recommendation criteria will be similar to the PE licensure professional development and scholarly activity requirements.

## **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years. The College of Engineering appoints Graduate Faculty Regular Members to six year terms.

## **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

## **B. Temporary Member**

### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must

include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. The College of Engineering appoints Graduate Faculty Temporary Members to three year terms. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

## **Memorandum**

Room 449, Eugene W. Smith Hall  
870-972-3621 [dwcox@astate.edu](mailto:dwcox@astate.edu)

To: Erik Gilbert, Thilla Sivakumaran, Annette Hux

From: David W. Cox, Director  
Specialist Degree in Community College Teaching

Subject: Graduate Faculty Status  
Community College Education Program – Specialist Degree

Date: October 30, 2013

### **Guidelines for Departmental and Program Graduate Faculty Qualification Standards**

#### **A. Regular Member**

##### **1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

*Indicate what an appropriate terminal degree is for your program. **Ph.D. or Ed.D.***

*What are appropriate disciplines or fields for the terminal degree? **Education***

*The Handbook allows for “unique experience, specialized training and professional competence” to substitute for a terminal degree in exceptional circumstances. Does your program wish to leave open the exceptional cases option? If so, what would constitute an exceptional situation and what are the unique experiences, specialized training and professional competence that would substitute for a terminal degree in your program? How often might exceptional circumstances legitimately be invoked?*

*Indicate what your program considers an “appropriate level of scholarly activity.” **Three publications OR two publications and a major presentation at a national conference in a six year time frame to maintain graduate faculty status***

## **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

*Does your program wish to use the Handbook's six-year term, or would it prefer a shorter term?*  
*Prefer six year term*

## **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

### **B. Temporary Member**

#### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

#### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

*The maximum term for a Temporary Member of the Graduate Faculty to be approved to teach a specified course or courses is three years. Does your program wish to have a shorter term for Temporary Graduate Faculty status? **Three year term***

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

## **Guidelines for Departmental and Program Graduate Faculty Qualification Standards**

Relevant passages from the Handbook are in roman type; issues that should be clarified in Departmental or Program Guidelines are in italics. Note that the Handbook sets a minimum expectation; programs may choose to exceed its standards.

### **A. Regular Member**

#### **1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

*Indicate what an appropriate terminal degree is for your program.  
What are appropriate disciplines or fields for the terminal degree?*

MSN Program: Doctor in Nursing , Doctor of Nursing Science, Doctor of Nursing Practice, Doctor of Nurse Anesthesia Practice; Doctor of Health Sciences; Doctor of Philosophy; Doctor of Education

Other appropriate disciplines: Medical Doctor; Pharm D/Pharmacy; and other health related fields appropriate to assignment

*The Handbook allows for “unique experience, specialized training and professional competence” to substitute for a terminal degree in exceptional circumstances. Does your program wish to leave open the exceptional cases option? YES If so, what would constitute an exceptional situation and what are the unique experiences, specialized training and professional competence that would substitute for a terminal degree in your program? How often might exceptional circumstances legitimately be invoked? Appropriate Certification and Licensure as Advanced Practice Nurse (Masters prepared) as required by accreditation (NLNAC-ACEN) and extensive clinical experience (professional competence) for Practicum courses; additional exceptional situations could include expertise in specific content areas, significant history of professional activity, additional certifications in discipline specialties, and/or enrolled in Doctorate Program or other appropriate advanced education*

*Indicate what your program considers an “appropriate level of scholarly activity.”*

Published articles in Nursing or related disciplines in peer reviewed journals; published articles in specific areas of expertise in peer reviewed journals; authored or co-authored textbooks or chapters in textbooks or other significant publications; significant research activity, grant supported research (other grant awards), presentations of research or other scholarly work; reviews, editorials, or other significant works appropriate to the discipline

#### **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations,



participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

*Does your program wish to use the Handbook's six-year term, or would it prefer a shorter term?*  
*Yes/6 years*

### **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

## **B. Temporary Member**

### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

*The maximum term for a Temporary Member of the Graduate Faculty to be approved to teach a specified course or courses is three years. Does your program wish to have a shorter term for Temporary Graduate Faculty status? No/ 3 years*

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

**Guidelines for Departmental and Program Graduate Faculty Qualification Standards**  
Disaster Preparedness & Emergency Management Program  
Graduate Faculty Status Qualifications

**A. Regular Member**

**1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

A Doctorate in or a related field to disaster preparedness & emergency management (DPEM) is considered an appropriate terminal degree for the DPEM program.

Appropriate disciplines or fields for the terminal degree include but are not limited to:

- Nursing and Health Professions
- Homeland Security
- Emergency Management
- Public Administration
- Law
- Public Health
- Education
- Environmental Services
- Business
- Sciences

Few institutions of higher education offer doctorates in DPEM. The discipline is new enough that those with doctorates in related fields may still not have requisite DPEM experiences. In the event faculty with the terminal degree is not available, a faculty recognized as a state, national or international subject matter expert would be granted graduate faculty status specific to their expertise. Examples of evidence of faculty expertise include but are not limited to:

- Employed as a disaster preparedness & emergency management expert
- Certified Emergency Manager
- Author of textbook used in disaster preparedness & emergency management
- Certified in course of interest by Center for Domestic Preparedness or Emergency Management Institute
- Served as an Incident Command or general staff for a major disaster
- Extensive field experience as a volunteer or temporary employee in a major disaster
- International experience related to disaster preparedness & emergency management
- State, national or international recognized expert in disaster preparedness & emergency management

The DPEM program considers the following examples of “appropriate level of scholarly activity:”

- Published articles in peer reviewed journals
- Authored textbooks in area of expertise
- Written procedural/training manuals for areas of expertise

## **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

The DPEM program has adopted the Graduate Faculty Handbook’s six-year term for graduate faculty appointment.

## **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

## **B. Temporary Member**

### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a

Temporary Member of the Graduate Faculty may reapply.

The DPEM program has adopted the university's three year term for temporary graduate faculty status.

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

## **Guidelines for Departmental and Program Graduate Faculty Qualification Standards**

Relevant passages from the Handbook are in roman type; issues that should be clarified in Departmental or Program Guidelines are in italics. Note that the Handbook sets a minimum expectation; programs may choose to exceed its standards.

### **A. Regular Member**

#### **1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

*Indicate what an appropriate terminal degree is for your program. PhD, EdD, DMA, DM, DA*

*What are appropriate disciplines or fields for the terminal degree?*

**Music Education, Musicology, Composition/Theory, Instrumental/Vocal Performance, Instrumental/Choral Conducting, Collaborative Piano, Piano/Instrumental Pedagogy**

*The Handbook allows for “unique experience, specialized training and professional competence” to substitute for a terminal degree in exceptional circumstances. Does your program wish to leave open the exceptional cases option? If so, what would constitute an exceptional situation and what are the unique experiences, specialized training and professional competence that would substitute for a terminal degree in your program? How often might exceptional circumstances legitimately be invoked?*

- 1. Yes, leave open the exceptional cases option.**
- 2. The requirement for a terminal degree may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. Demonstration of these experiences will depend upon the faculty member’s area of musical specialization.**
- 3. Exceptional circumstances are currently being invoked, but are somewhat rare.**

*Indicate what your program considers an “appropriate level of scholarly activity.”*

**Evidence of continuing scholarly/creative/professional activity on the state, regional, national, and international level. Examples include: performing a solo recital, performing a solo with orchestra/band/choir, accompanying a recital or ensemble, performing in an ensemble, conducting an ensemble, serving as a clinician or adjudicator, participating in master classes or seminars, and publishing articles in scholarly music journals and forums. Further details may be found in the Department of Music Criteria for Promotion and Tenure.**

#### **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the

department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

*Does your program wish to use the Handbook's six-year term, or would it prefer a shorter term?*

**Six-year term**

### **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

#### **B. Temporary Member**

##### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

##### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

*The maximum term for a Temporary Member of the Graduate Faculty to be approved to teach a specified course or courses is three years. Does your program wish to have a shorter term for Temporary Graduate Faculty status?*

**Three-year term is fine.**

##### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

## **Guidelines for Departmental and Program Graduate Faculty Qualification Standards**

Relevant passages from the Handbook are in roman type; issues that should be clarified in Departmental or Program Guidelines are in italics. Note that the Handbook sets a minimum expectation; programs may choose to exceed its standards.

### **A. Regular Member**

#### **1. Qualifications**

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

*Indicate what an appropriate terminal degree is for your program.*

*What are appropriate disciplines or fields for the terminal degree?*

*The Handbook allows for “unique experience, specialized training and professional competence” to substitute for a terminal degree in exceptional circumstances. Does your program wish to leave open the exceptional cases option? If so, what would constitute an exceptional situation and what are the unique experiences, specialized training and professional competence that would substitute for a terminal degree in your program? How often might exceptional circumstances legitimately be invoked?*

*Indicate what your program considers an “appropriate level of scholarly activity.”*

#### **2. Appointment requirements and procedure**

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department. An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment. Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

*Does your program wish to use the Handbook’s six-year term, or would it prefer a shorter term?*

### **3. Privileges and responsibilities**

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

## **B. Temporary Member**

### **1. Qualifications**

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

### **2. Appointment requirements and procedure**

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership. An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

*The maximum term for a Temporary Member of the Graduate Faculty to be approved to teach a specified course or courses is three years. Does your program wish to have a shorter term for Temporary Graduate Faculty status?*

### **3. Privileges and responsibilities**

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.