

Graduate Council Meeting Minutes  
September 30, 2009 @ 3 pm

Present: Drs. McLean, Risch, Jones, Buchanan, Clift, Armah, Amienyi, Christenberry,  
McDaniel, Miao, Owen, Banta and Holman, Ms. Finch and Jones and Mr. Lott

1. Bulletin Changes
  - Heritage Studies-Doctoral Program **APPROVED**
  - Art **APPROVED**
2. GPA requirement for graduation **TABLED UNTIL OCTOBER 13**
3. Accelerated Masters degree **DISCUSSED AND FORMED COMMITTEE**
  - Committee Members: Rick Neeley, Tom Risch, Jie Miao-Chair and Will McLean
4. Assessment
  - Kathryn Jones spoke about the University Accreditation that will happen in Fall 2012.
5. Graduate Catalog
  - Reformatting and cleaning up

**Bulletin Change Transmittal Form**

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

**Bulletin Change**

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

Department Curriculum Committee Chair	Date	COPE Chair (if applicable)	Date
Department Chair	Date	General Education Committee Chair (if applicable)	Date
College Curriculum Committee Chair	Date	Undergraduate Curriculum Council Chair	Date
College Dean	Date	Graduate Curriculum Committee Chair	Date
		Vice Chancellor for Academic Affairs	Date

**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)

Dr. Clyde A. Milner II, Director, Heritage Studies Ph.D. Program, ASU, P. O. Box 69, State University, AR 72467, [cmilner@astate.edu](mailto:cmilner@astate.edu), 870-972-3509

**2. Proposed Change**

Please see attached pages with the changes shown. The doctoral program's mission statement has been updated and improved. Some other wording has been improved as well. Also, the Heritage Studies Ph.D. Program Committee has decided that the required 3-hour Capstone Research Seminar is the culmination of a student's class work and will result in an intensive research paper that demonstrates the student's comprehensive understanding of Heritage Studies when focused on a specific topic. In the Program Committee's judgment, the research paper from this course is the equivalent of a written exam for the MA degree in Heritage Studies. Also, the committee wishes to create a qualifying exam and a candidacy exam for the doctoral students. What is required for these two exams was previously required in one comprehensive candidacy exam that students have typically opted to undertake in two stages.

**3. Effective Date**

January 11, 2010

**4. Justification**

The graduate faculty members who serve on the Heritage Studies Program Committee agreed on these proposed changes at the committee's meeting on August 17, 2009. The committee felt that students needed to have a clear understanding of the quality of work necessary to qualify to become a candidate for the Ph.D. degree and to produce a suitable dissertation. The M.A. in Heritage Studies coincides with the completion of the 39 hours of classes and now with the required Capstone Research Seminar has a culminating educational challenge equivalent to a written exam. The MA is only available to students admitted to the doctoral program and is granted en route to the doctoral degree. The Ph.D. qualifying exam will require students to demonstrate that the quality of their work in doctoral classes indicates that they can successfully undertake a dissertation project. The Ph.D. candidacy exam requires an acceptable dissertation proposal as well as comprehensive defense by the student of a working definition of heritage studies, selected key resources in the field, and an explanation of the student's practicum experience. In other words, the qualifying exam and the candidacy exam will allow the doctoral faculty on the student's advisory committee to determine if the student should continue in the program and undertake the writing of a dissertation. It is possible that a student will produce work in the classes required by the Ph.D. program suitable for receiving the master's degree with the

successful completion of the Capstone Research Seminar, but that same student may not produce the quality of work or perform well enough in the defense of that work with either the qualifying exam or the candidacy exam to be allowed to proceed to undertake the dissertation.

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

**To copy from the bulletin:**

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2. Go to <http://registrar.astate.edu/bulletin.htm> and choose either undergraduate or graduate.
3. This will take you to a list of the bulletins by year, please open the most current bulletin.
4. Find the page(s) you wish to copy, click on the "select" button and highlight the pages you want to copy.
5. Right-click on the highlighted area.
6. Click on "copy".
7. Minimize the bulletin and maximize this page.
8. Right-click immediately below this area and choose "paste".
9. For additions to the bulletin, please change font color and make the font size larger than the surrounding text. Make it noticeable.
10. For deletions, strike through the text, change the font color, and enlarge the font size. Make it noticeable.

## PROGRAM OF STUDY FOR THE DOCTOR OF PHILOSOPHY DEGREE IN HERITAGE STUDIES

This interdisciplinary Ph.D. program educates students for advanced careers in the heritage professions. Policies and requirements are shown below and in the section of this Bulletin entitled "Program of Study for the Doctor of Philosophy Degree in Heritage Studies" in the College of Humanities and Social Sciences. Applicants are advised that admission to the Graduate School does not imply admission to the Heritage Studies Ph.D. Program.

The mission of the doctoral program in Heritage Studies is to produce heritage professionals with the knowledge and skills needed to support the identification, assessment, preservation, interpretation, management and promotion of historic and cultural resources for non-specialist or "public" audiences. Our program is interdisciplinary, using multiple perspectives to explore and understand the interrelationships of history, culture, and geography in distinctive regions, such as the Mississippi River Delta and in other regions of the United States and the world. The concept of region is central to the Heritage Studies degree. Through case study of a region, the Mississippi River Delta, our students gain an understanding of cultural resource management and interpretation that is applicable in other settings

While universal in scope and method, the Heritage Studies doctoral program uses the distinctive history, attributes, resources, and interests of the Mississippi River Delta as a laboratory. Our students study regional history, anthropology, archaeology, folklore, regional and ethnic literature, and the social sciences. Students develop and refine the traditional doctoral-level research skills, but as heritage professionals their expertise will be applied, practical, and public dissemination of history and culture.

~~The mission of the program is to produce heritage professionals with the knowledge and skills needed to support the identification, assessment, preservation, interpretation, management, and promotion of historic and cultural resources for non-specialist or "public" audiences. The program is interdisciplinary, using multiple academic perspectives to explore and understand the interrelationships of history and culture in a distinctive region, the Mississippi River Delta. While universal in scope and method, the Heritage Studies doctoral program uses the distinctive heritage, attributes, resources, and cultures of the Mississippi River Delta as its laboratory of study. Our students study regional history, anthropology, archeology, ethnography, folklore, regional and ethnic literature, geography, sociology, and public administration.~~

~~They develop traditional doctoral-level research skills, but their educational experience is also applied and practical for the purpose of public dissemination of history and culture.~~

Employment opportunities include senior executive staff positions in cultural and historical agencies, parks and cultural tourist sites, historical societies, museums, archives, federal, state, and local public and nonprofit agencies, and private consulting firms. This degree is not primarily designed for college and university teaching, although students may be qualified to do so.

## PROGRAM OF STUDY FOR THE MASTER OF ARTS DEGREE WITH A MAJOR IN HERITAGE STUDIES

Only students admitted to the Ph.D. program in Heritage Studies will be eligible for the Master of Arts (MA) in heritage Studies. This MA degree is granted "en route" to the Ph.D. To receive this master's degree, the doctoral student must complete the requirements in core courses (12 semester credit hours minimum), specialty area (12 semester credit hours minimum), enrichment (12 semester credit hours minimum), and the capstone research seminar (3 semester credit hours). ~~This capstone seminar is the culmination of a student's class work and will result in an intensive research paper that demonstrates the student's comprehensive understanding of Heritage Studies when focused on a specific topic. The research paper from this course is the equivalent of a written exam for the MA degree in Heritage Studies, and present a portfolio of work appropriate for the master's degree as determined, read, and approved by the student's Doctoral Advisory Committee. This portfolio will be the basis of an oral comprehensive exam appropriate for the master's degree administered by the doctoral advisory committee. The portfolio for the master's degree will include, but may not be limited to, a major example of the student's work from each of the three divisions of courses in the Ph.D. program (core, specialty, and enrichment). At least one of these three will be a major example of the student's writing.~~ All requirements for approval of credit in core courses, specialty area, and enrichment that apply for the Ph.D. program also apply for a doctoral student who requests the MA in Heritage Studies.

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### Admission Requirements:

Students seeking admission into the Doctor of Philosophy in Heritage Studies program must meet the admission requirements of the Graduate School and the specific program requirements.

Applicants to the Doctor of Philosophy in Heritage Studies program must hold a baccalaureate or master's degree (BA, BS, MA, or MS) from an accredited institution in a related field of study such as archaeology, anthropology, English, folklore, geography, history, historic preservation, museum studies, political science, public administration, or sociology. Applicants admitted to the program without a master's degree will be required to complete a minimum of 18 hours of graduate work before they will be allowed to take 7000 level courses. Only in rare cases will applicants be admitted who have not completed an appropriate master's degree before they begin their doctoral studies.

Transcripts should reflect a strong background in social sciences and humanities. Applicants lacking this background who are otherwise exemplary may be granted provisional admission to the program, but will be required to make up these deficiencies. These course credits cannot be applied toward fulfillment of doctoral requirements. Up to eighteen hours in addition to the semester hours of credit required for the Ph.D. in Heritage Studies may be necessary in graduate classes that provide a suitable foundation for doctoral work in Heritage Studies. In some cases, documented work experience in the Heritage professions may be substituted for specific preparatory courses and, in exceptional cases, may be used as a criterion for admission.

Field Code Changed

In addition to application materials required by the Graduate School, applicants to the Doctor of Philosophy in Heritage Studies program must submit a letter explaining their interests in Heritage Studies and personal career goals. The Heritage Studies Admissions Committee will carefully review this statement and three letters of reference from former professors or professionally based supervisors or peers, as well as the applicant's undergraduate and graduate transcripts. All applicants also are required to submit an example of research and writing on a scholarly topic and to have an interview with the director or associate director of the Ph.D. program.

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### Curriculum:

- Core Courses: (12 hrs from the following courses)
  - HS 7003, Introduction to Heritage Studies, Research, and Writing (3 hrs)
  - HS 7103, Concepts of Culture (3 hrs)
  - HS 7113, Regional Cultures: History of the Mississippi River Delta (3 hrs)
  - HS 7123, Management Issues in the Heritage Professions (3 hrs)
  - HS 7133, Cultural Resource Methods (3 hrs)
  - Most students will take all five core classes, one of which will be applied to the Specialty Area or the Enrichment classes explained below. Some students may have taken a class equivalent to one of the five core courses and with the permission of the student's doctoral advisory committee will be permitted to take only four core classes.
- Specialty Area: (12 hrs)
  - Four courses that demonstrate the doctoral student's area of specialization within Heritage Studies. Under the direction of the candidacy doctoral advisory committee that is chaired by the individual student's graduate advisor, the four courses will establish an area of expertise that combines interdisciplinary emphasis and multi-cultural content with professional training (in archiving or museum work, for example). A maximum of one internship for three hours credit may be applied to the Specialty Area.
- Enrichment: (12 hrs)
  - Four courses that demonstrate study and professional training beyond the individual student's Specialty Area. Under the direction of the candidacy doctoral advisory committee these four courses will address areas that will enrich the student's research and work in Heritage Studies with special attention to expanding interdisciplinary skills and knowledge. A maximum of one internship for three hours credit may be applied to Enrichment.
- Required Capstone: HS 7213, Research Seminar (3 hrs)
- Practicum:
  - Students must complete 300 work hours as a quasi-professional in a culture, heritage, or public history environment. After completion of this work experience, students will provide a written assessment of the Practicum. At the discretion of the candidacy doctoral advisory committee, adjustments may be made for students with extensive professional experience in public heritage programs.
- Comprehensive Qualifying and Candidacy Exams:
  - After completion of the curriculum and the practicum, the candidacy doctoral advisory committee will schedule a qualifying comprehensive examination of the student's work in the doctoral program. ~~The format of the exam for all students is established by the Heritage Studies Program Committee.~~

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- o Successful completion of this qualifying examination will allow the committee to schedule a candidacy exam. The format of the qualifying and candidacy exams for all students is established by the Heritage Studies Program Committee. Successful completion of the candidacy exam which includes along with approval of a dissertation proposal allows the student to be formally recognized as a candidate for the Doctor of Philosophy in Heritage Studies.
- Dissertation: (18 hrs)
  - o Each candidate for the Doctor of Philosophy in Heritage Studies must execute an original and rigorous research project culminating in the completion, public presentation, and defense of a dissertation.

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### **General Requirements for the Degree**

Doctoral students are required to complete a minimum of 57 semester hours beyond the master's degree. For students without a master's degree, the Doctoral Advisory Committee and the Heritage Studies Ph.D. Program Committee, on a case-by-case basis, may require additional hours of credit beyond the minimum of eighteen semester hours indicated below. No more than nine credits earned while completing a master's degree may be applied toward the 57 credit requirement unless approved by the Heritage Studies Ph.D. Program Committee at the request of the student's Doctoral Advisory Committee. Applicants admitted to the program without a master's degree will be required to have completed a minimum of eighteen hours of graduate work before they will be allowed to take level 7000 courses. These eighteen hours are in addition to the 57 semester hours of credit required for the Ph.D. in Heritage Studies. If a student completed a portion of these eighteen hours before admission to the Ph.D. program, up to nine semester hours of those graduate level courses may be applied as Transfer Credit (see below). In some cases, documented work experience in the Heritage professions may be substituted for specific courses.

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### **Advisory Committees**

It is the responsibility of the Doctoral Advisory Committee to work with a student to develop a specific course of study. Each student is expected to initiate this process by identifying a doctoral dissertation advisor who will chair the advisory committee. The members of Doctoral Advisory Committees must be drawn from Arkansas State University graduate faculty. Each committee must have at least three members. No more than two members may represent the same academic discipline. Committee membership is subject to the approval of the Heritage Studies Ph.D. Program Committee.

The Director of the Heritage Studies Ph.D. Program will serve as the initial advisor for students entering the program. In this capacity, the Director will institute a tentative curriculum for the student pending establishment of the Doctoral Advisory Committee. Before the end of the first 12 months after beginning the program full time, or before completing 18 semester credit hours of study, the student in consultation with the Director is expected to have selected a dissertation advisor, formed a Doctoral Advisory Committee, and declared a course of study.

The course of study set by the committee must meet program requirements and match the student's academic goals, scholarly aspirations and career preparation needs. Each Doctoral Advisory Committee will meet at least once a year to review the student's progress.

The committee is to review the student's dissertation proposal and to provide guidance toward the successful completion of this substantial project. Once the student has passed the Comprehensive- Qualifying and Candidacy Exams and has an approved dissertation topic, the Doctoral Advisory Committee may add new members to help with directing and assessing the dissertation work. In these cases, it is strongly recommended that at least one new member of the Doctoral Advisory Committee be an individual of national repute with extensive professional experience at an appropriate public program in cultural heritage.

Membership of advisory committees may be changed if either the student or a member of the committee feels that such a change is appropriate. The requested change must be reviewed and approved by Director of the Heritage Studies Ph.D. Program and then approved by the Program Committee.

### **Degree Plan**

A course of study, to be developed by the student and approved by the student's Doctoral Advisory Committee, is to be submitted to the Director of the Heritage Studies Ph.D. Program before the end of the first 12 months after beginning the program full time, or before completing 18 semester credit hours of study.

As a reflection of the interdisciplinary nature of the program, each student is expected to develop a course of study tailored to his or her own scholarly interests, research program, and proposed career direction. The specific quantity and content of each student's course of study will be worked out with that student's Advisor and the Doctoral Advisory Committee within the parameters set forth for the program as a whole.

### **Level of Work Required**

57 semester credit hours are required for completion of this program. Only in the most exceptional cases will any class that is not designated a master's or doctoral-level (5000 and above at Arkansas State) be accepted. These exceptions must be approved by the Doctoral Advisory Committee, the Program Director, and the Program Committee. Doctoral Advisory Committees also will take great care when approving any course at the 5000 level. Special justification will be needed for such courses and typically no more than six semester hours of 5000 level course work will be approved for a student's program of study. With permission of the professor, advanced master's level students may enroll in doctoral level Heritage Studies classes.

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### **Transfer Credit**

No more than nine master's level credit hours earned before admission to the Heritage Studies Ph.D. Program may be applied toward the 57-credit-hour requirements unless requested by the student's Doctoral Advisory Committee and approved by the Heritage Studies Ph.D. Program Committee. Decisions regarding acceptability of transfer credits are to be made by the Program Committee, upon recommendation from a student's Doctoral Advisory Committee, within the context of that student's course of study and subject to approval by the Graduate School. Students will be held responsible on the comprehensive-qualifying and candidacy exams for the content of all courses within their course of study.

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## Grades and Credit

Courses completed during prior master's work must have received a grade of B or better to be credited towards the degree. A single grade of C will be accepted for courses in the Ph.D. program. A second instance of a grade of C or a single instance of a grade below C will be cause for the review of the student's status within the program by the Heritage Studies Program Committee. After such review, the Heritage Studies Program Committee may recommend dismissal of the student from the program.

### Qualifying and Candidacy Exams

#### **Comprehensive Examination Structure**

After completion of the curriculum and the practicum, including the capstone Research

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Seminar the Doctoral Advisory Committee will schedule a comprehensive qualifying examination of the student's work in the doctoral program. Successful completion of this qualifying examination will allow the committee to schedule a candidacy exam. The format of the qualifying and candidacy exams for all students is established by the Heritage Studies Program Committee. Successful completion of the candidacy exam which includes approval of a dissertation proposal allows the student to be formally recognized as a candidate for the Doctor of Philosophy in Heritage Studies. The format of the exam for all students is established by the Heritage Studies Program Committee. Successful completion of this examination along with approval of a dissertation proposal allows the student to be formally recognized as a candidate for the Doctor of Philosophy in Heritage Studies.

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The comprehensive-qualifying and candidacy examinations is are designed to test general knowledge of Heritage Studies as well as the student's expertise in specialized areas of research and interest. Students are expected to successfully complete each take this exam in the first full semester following completion of all course work in the course of study. These exams has have a mandatory oral component. In advance of this each oral exam, a student prepares a portfolio. Exams will be administered no later than one week before the close of fall and spring semesters. Students intending to take comprehensive- qualifying and candidacy exams must submit an intent form to the office of the program director no later than the end of the sixth week after the beginning of classes in the semester in which they intend to take the exam.

Each student will create a Portfolio before each exam that will be examined by the Doctoral Advisory Committee which also will serve as the examination committee. The Portfolio must be available to the committee one month- two weeks before the scheduled exam. The exam itself will consist of an oral interview of no more than two hours- one hour for the qualifying exam and no more than two hours for the candidacy exam. At each exam during which the student will explain and defend what is in the Portfolio.

- The Portfolio for the Qualifying Exam will contain:

A major example of the student's work from EACH of the four-course clusters in the curriculum (the core, specialty area, and enrichment). These THREE EXAMPLES from the student's course work are improved and enhanced before they are placed in the portfolio.

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These THREE items will demonstrate breadth and depth in terms of the student's studies. At least one of these should be a significant example of the student's writing.

•—The Portfolio for the Candidacy Exam will contain:

•—A meaningful essay of no more than twelve-hundred (1,200) words that gives the student's scholarly and intellectual explanation of what is "Heritage Studies" accompanied by an extensively annotated list that will contain 20 sources, at least 10 of which must be books. The list may also include important articles, films, archives, festivals, museums or other substantial examples that are vital for the interpretation of "Heritage Studies". ~~This list will contain 20 sources, at least 10 of which must be books. The list may also include important articles, films, archives, festivals, museums or other substantial examples that are vital for the interpretation of "Heritage Studies".~~

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• A written report that assesses the student's 300-hour Practicum accompanied by a letter from the supervisor, or coordinator, of the Practicum.

The final version of the student's dissertation proposal.

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The oral ~~exam component for the qualifying and candidacy exams is~~ are conducted by the student's Doctoral Advisory Committee. In case of failure, the exam may be retaken if the committee feels that improvements in the Portfolio are justified and can be carried out by the student within an additional period of time as specified by the committee. A second failure of either the qualifying or candidacy exam will result in dismissal from the program. Students may not undertake the candidacy exam until after they have successfully completed the qualifying exam.

### Admission to Candidacy

A student may apply for admission to candidacy upon successful completion of the oral component of the ~~comprehensive~~ candidacy examination.

### Continuous Enrollment

Prior to the ~~completion of the comprehensive~~ candidacy exam, any leave from the program of six months or less must be approved by the Program Director. Any leave of six months or longer must be approved by the Director and the Program Committee. Students who have taken leave from the program for more than two years, at the determination of the Director and Program Committee, may be required to apply formally for readmission and to update specific courses.

Students must maintain continuous enrollment subsequent to passing the ~~comprehensive~~ candidacy examination. They must maintain a minimum of one semester hour of dissertation credit during each regular semester, including at least one summer term each year, until the dissertation has been accepted by the Dean of the Graduate School.

### Time to Degree

All requirements for the degree must be completed within eight calendar years of admission to the program. Requirements subsequent to the ~~comprehensive~~-candidacy examination must be completed within four calendar years of the date of successful completion of that examination. Students exceeding the time limit may be required to repeat the ~~comprehensive~~-candidacy exam, replace out-of-date credits with up-to-date ones, and/or show other evidence of being current within both the core curriculum and the student's area of specialization. Extension of the eight-year requirement will be granted only if a student has obtained prior approval from his or her Doctoral Advisory Committee, the Heritage Studies Program Committee and the Arkansas State University Graduate School.

## Dissertation

### Approval of Dissertation Research

The student's Doctoral Advisory Committee must approve the dissertation proposal at the ~~Comprehensive~~-Candidacy Exam. As the student progresses in completing the dissertation, minor modifications of the proposal may be approved by the chair of the student's Doctoral Advisory Committee who is also the director for the dissertation itself. Any major changes in the dissertation proposal require the approval of the on-campus members of the expanded Doctoral Advisory Committee. Students are also advised to seek the appropriate institutional approval of proposed research, as necessary, from the Institutional Review Board.

### Dissertation Defense

After the research is completed the student will submit a draft to his or her advisory committee. Upon the recommendation of the committee, the candidate will arrange with the chair of his or her advisory committee to schedule and conduct an open, public presentation of the results to which members of the faculty and master's and doctoral students will be invited.

~~On the same day as-~~ In advance of this public presentation, the candidate will also be required to orally defend the dissertation before the expanded Doctoral Advisory Committee including any new members from outside Arkansas State University such as cultural heritage professionals. Arrangements for the public presentation and dissertation defense will be made through the Heritage Studies Program Office. Students are advised to be aware of the deadlines set by the Graduate School for submission of defense results and dissertations.

The defense must occur at least four weeks before the date of graduation. The defense is failed if more than one negative vote is cast by the members of the Doctoral Advisory Committee who are members of the Arkansas State University graduate faculty. In this case the student is placed on probation. A student who fails the defense must wait at least one semester before attempting a second defense of the dissertation. A second public presentation will not be required. If a repeat defense is failed, the Doctoral Advisory Committee will recommend the student's removal from Ph.D. candidacy standing.

### Final Form

The completed dissertation may consist of several elements, such as a museum exhibition curated by the student or a video documentary. Nonetheless, all dissertations will include ~~at least~~, an extensive written statement that places the dissertation in its scholarly, intellectual

context as a representation of heritage studies. Other important parts of the dissertation project may be written as well and a completed dissertation may include extensive appendices. The written component of the dissertation will follow the style and format requirements from the most recent edition of the Chicago Manual of Style unless an alternate scholarly style is approved by the Doctoral Advisory Committee and the Graduate School. It is the responsibility of candidates to assure that this written component of the dissertation follows the appropriate, designated format. Before submission to the Graduate Dean, the entire on campus membership of the advisory committee must approve the completed dissertation.

Candidates will submit four copies of the written component of the dissertation. The bound copies will be on file with the ASU Library, the Heritage Studies Program Director, and the chair of the advisory committee. The remaining copy will be given to the student. [The Graduate School may require a copy as well.](#)

### **The Abstract**

Candidates will be responsible for the preparation of an abstract of the dissertation, which will be submitted at the same time as the completed dissertation project. The abstract must not exceed 300 words and will be bound with the written component of the dissertation.

### **Deadline for Submission**

The completed dissertation and abstract, signed by all members of the advisory committee, must be in the office of the Dean of the Graduate School by the deadline set for accepting dissertations. The date for each semester and summer term is given in the University Calendar.

### **Checklist for the Last Semester Before Graduation**

In the last semester before graduation, candidates must:

1. Register for the Graduation fee.
2. File an intent to graduate form with the graduate dean by the relevant deadline.
3. Complete the oral defense of the dissertation.
4. Pay the fee for binding the dissertation.
5. Submit four copies of the dissertation for binding and microfilming. This is detailed in the Guide for Writers of Dissertations and Theses.

Code #

**Bulletin Change Transmittal Form**

- Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.  
 **Graduate Council** - 14 copies plus 1 original

**Bulletin Change**

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

Department Curriculum Committee Chair	Date	COPE Chair (if applicable)	Date
Department Chair	Date	General Education Committee Chair (if applicable)	Date
College Curriculum Committee Chair	Date	Undergraduate Curriculum Council Chair	Date
College Dean	Date	Graduate Curriculum Committee Chair	Date
		Vice Chancellor for Academic Affairs	Date

**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)Curtis Steele, Chair, Department of Art, PO Box 1920, [csteele@astate.edu](mailto:csteele@astate.edu), 972.30503753**2. Proposed Change**Include **ART 5330 Graduate Art Seminar** in list of requirements for MA Studio.

Correct Indent and bullet on Art Education requirements.

**3. Effective Date****Fall 2008****4. Justification**

This course has been reinstated as a requirement for all graduate students. It is Pass/Fail, no credit. If a graduate student fails this course in two consecutive semesters, they will be dropped from the program and must reapply.

Art Education requirement statement looks like part of the studio. They are not the same.

to the degree. After admission to the program, and before the initial registration period, the student must form a committee, (graduate advisory committee), which will advise a course of study based on a review of the student's portfolio and other material. Students may apply for candidacy at any time after meeting the minimum requirements of the graduate school and the M.A. program and begin work at the 6000 level during the next semester with approval of their graduate advisory committee. No single set of prescribed courses is required of all candidates. Instead, each plan of study is based upon the goals and needs of the individual student. Upon admission to degree candidacy, the student must form a graduate candidacy committee to advise and guide the direction of study. The student will meet with the candidacy committee within the first nine weeks of the initial registration period and at regular times thereafter.

Courses required of candidates for the Master of Arts, Studio Art Emphasis:

Three hours of approved electives AND

ART 5513, Methodology in the History and Criticism of Art

Three hours of Art History

Fifteen hours of Studio Art or Art History with a minimum of 12 hours at the 6000 level

Six hours of ART 6331-6 Thesis or ART 6341-6 Thesis Exhibition. This is a research thesis or a graduate thesis exhibition with supporting position paper.

**All graduate students are required to take ART 5330 Graduate Art Seminar every semester. If a student receives no credit for ART 5330 for two consecutive semesters, they must reapply to the program.**

**(+ add a return)**

**▲ Courses required of candidates for the Master of Arts, Art Education Emphasis: (this should be a header with no bullet and no indentation!)**

(All courses must be graduate level and all candidates must be licensed to teach art in the public schools.)

Six hours approved electives

Three hours Art History

Six hours Studio Art (three hours at 6000 level)

Fifteen hours Art Education which must include:

ARED 5703, Concepts in Art Education

ARED 5763, Qualitative Research Methodology for Art Education

ARED 6721-6, Six hours of Thesis. This is a research thesis which could also include an exhibition component.

The Department of Art requires a successful portfolio review prior to enrollment in 6000 level studio courses.

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

**PROGRAM OF STUDY FOR THE  
MASTER OF ARTS DEGREE WITH A  
MAJOR IN COMMUNICATION STUDIES AND THEATRE**

The Master of Arts in Communication Studies and Theatre is co-offered by the Department of Communication Studies, College of Communications, and the Department of Theatre, College of Fine Arts. The graduate student's adviser should come from the Department of Speech Communication if the student's primary interest is communication, or from the Department of Theatre if the student's primary interest is theatre.

**Admission Requirements:**

Applicants seeking admission to the Master of Arts degree program in Communication Studies and Theatre must submit a writing sample, which could be a recent term paper or research paper.

A student may concentrate in either speech communication or theatre, and

Revised 9/25/2006

may complete at least six hours in the other area. With approval of the adviser, a student may **complete up to six hours in cognate courses.**

Courses required of all candidates with Communication Studies concentration:

Code #

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 **Graduate Council** - 14 copies plus 1 original

**Bulletin Change**

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College Dean	Date	Graduate Curriculum Committee Chair	Date
		Vice Chancellor for Academic Affairs	Date

**1. Contact Person** (Name, Name of Institution, Address, Email Address, Phone Number)  
 Curtis Steele, Chair, Department of Art, PO Box 1920, [csteele@astate.edu](mailto:csteele@astate.edu), 972.3753

**2. Proposed Change**

Update the description of the MA Studio Art and Art Education. Remove "candidacy" and use ART 5330 as assessment. Include a better format for reading the course requirements for these two separate degrees.

Clarification of the deadlines and application materials for both degrees.

**3. Effective Date**  
**Spring 2010****4. Justification**

The MA Studio Art no longer uses the candidacy procedure for assessing students. The ART 5330 Graduate Art Seminar evaluates each student based on the evaluation of their work by faculty each semester. If a student receives a "grade" of no credit for two consecutive semesters, then he or she must reapply to the program. All students completing 6 hours of 5000 level art classes and 1 ART 5330 may take 6000 level courses. All students are advised to do this, so Banner will not be affected.

The MA in Art Education requirement for a teaching license was not included under admission requirements.

Clarification of the deadlines and application materials is long overdue.

**College of Fine Arts**

The College of Fine Arts offers work leading to the Master of Arts degree in Art and, in combination with the College of Communications, in Speech Communication and Theatre, the Master of Music Education degree, the Master of Music degree, and the Specialist in Community College Teaching degree in the teaching fields of Speech Communication and Theatre, and Music Education. The Master of Arts degree in Art is designed to educate professional artists and to provide a foundation for additional advanced work. The Master of Arts degree in Art is not designed to meet Arkansas Master's degree teacher certification requirements. The Fine Arts graduate curriculum is designed to elevate the student's standards of performance and scholarship.

The Department of Music requires auditions and examinations prior to or soon after the first registration for graduate study. These examinations may be used as placement and/or entrance criteria. Final project requirements for the Master of Music Education degree include passing written and/or aural comprehensive examinations in music history, theory and music education; for the Master of Music degree written and/or aural comprehensive examinations in music theory and music history must be passed. Master of Music candidates in voice must present or achieve proficiency in two foreign languages and keyboard candidates in one. The Specialist in Community College Teaching is a 60-semester hour, intermediate graduate degree designed to prepare teachers for the community college. All general requirements of the Graduate School apply to these degree programs and the student should refer to these requirements listed elsewhere in this bulletin and the specific program requirements.

### **PROGRAM OF STUDY FOR THE MASTER OF ARTS DEGREE IN ART ADMISSION REQUIREMENTS**

Applicants seeking admission to the Master of Arts in Art (**Studio Art or Art Education emphasis**) **must possess a B.F.A. in Art with course requirements similar to those of Arkansas State University for admission in the Studio Art emphasis, or a B.F.A. in Art Education with course requirements similar to those of Arkansas State University for admission in the Art Education emphasis** ~~or a B.S.E. in Art Education~~. A 2.75 cumulative GPA for all undergraduate and/or graduate studies in Studio Art/Art History/Art Education is required. The Master of Arts in Art, Art Education emphasis also requires that and all applicants must be licensed to teach art in the public schools. In addition to Graduate School application materials, the Department of Art requires applicants to submit ~~all application forms and evidence of creative and scholarly ability consisting of~~ a portfolio of original work (20 ~~slides, photographs or~~ digital images ~~which may be substituted for original work~~), three letters of recommendation ~~from persons qualified to~~ evaluating the applicant's potential for graduate level work in art and ~~a writing sample comprised of~~ a personal statement regarding the applicant's goals, attitudes about their subject matter, media, and influences ~~by the deadlines noted below~~. All materials must be received by the Department of Art on or before the deadlines noted below. These requirements are in addition to all other requirements of Arkansas State University. All application forms and other supportive materials must be submitted in accordance with the Arkansas State University Graduate School and Department of Art deadlines. The Master of Arts degree requires the successful completion of at least 30 hours of study, which may include no more than 12 hours at the 5000 level and 18 to 30 hours at the 6000 level. ~~Admission to the graduate program in Art requires the possession of a B.F.A. in Studio Art for the Master of Arts in Studio Art or the B.F.A. or B.S.E. in Art Education for the Master of Arts in Art Education. These requirements are in addition to all other requirements of Arkansas State University. All Application forms and other supportive materials must be submitted in accordance with the Arkansas State University Graduate School and Art Department deadlines.~~

**Department of Art deadlines:**

~~All materials must be received by the Department of Art on or before the 2nd Friday in November for the Spring Semester and 2nd Friday in April for the Fall Semester.~~

~~Upon receipt of the complete application and support material,~~ The Department of Art faculty will review the applicant's portfolio and other materials and make a determination regarding the granting of admission to the Master of Arts program. Students may be admitted or admitted conditionally. A conditional student may be required to take undergraduate courses to fulfill deficiencies in course work or portfolio requirements. These students must also remain at the 5000 level until the conditions are fulfilled.

~~Granting of admission to the Master of Arts program does not constitute candidacy to the degree.~~

~~to the degree.~~ After admission to the program, and before the initial registration period, the student must form a committee, (graduate advisory committee), which will advise a course of study based on a review of the student's portfolio and other materials. ~~Students may apply for candidacy at any time after meeting the minimum requirements of the graduate school and the M.A. program and begin work at the 6000 level during the next semester with approval of their graduate advisory committee.~~ No single set of prescribed courses is required of all candidates. Instead, each plan of study is based upon the goals and needs of the individual student. ~~Upon admission to degree candidacy, the student must form a graduate candidacy committee to advise and guide the direction of study. The student will meet with the candidacy committee within the first nine weeks of the initial registration period and at regular times thereafter.~~

### **MASTER OF ARTS, STUDIO ART EMPHASIS COURSE REQUIREMENTS**

Courses required ~~of candidates~~ for the Master of Arts in Art, Studio Art Emphasis:

~~After completing six hours of 5000 level courses and receiving credit for ART 5330, MA Studio emphasis students will take 6000 level courses.~~

#### **ELECTIVES**

Three hours of approved electives AND

#### **ART HISTORY/THEORY**

ARTH 5513, Methodology in the History and Criticism of Art AND

Three hours of Art History

#### **STUDIO ART**

Fifteen hours of Studio Art or Art History with a minimum of 12 hours at the 6000 level

#### **THESIS EXHIBITION**

Six hours of ~~ART 6331-6 Thesis or~~ ART 6341-6 Thesis Exhibition. This is a ~~research thesis or a~~ graduate thesis exhibition with supporting position paper.

#### **ART 5330**

~~All MA, Studio Art students are required to take ART 5330 Graduate Art Seminar every semester. If a student receives no credit for ART 5330 for two consecutive semesters, they must reapply to the program.~~

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

### **MASTER OF ARTS, ART EDUCATION COURSE REQUIREMENTS**

Courses required ~~of candidates~~ for the Master of Arts in Art, Art Education Emphasis:

(All courses must be graduate level and all candidates must be licensed to teach art in the public schools.)

#### **ELECTIVES**

Six hours approved electives

#### **ART HISTORY/THEORY**

Three hours Art History

#### **STUDIO ART**

Six hours Studio Art (three hours at 6000 level)

#### **ART EDUCATION**

Fifteen hours Art Education which must include:

ARED 5703 Concepts in Art Education

ARED 5763 Qualitative Research Methodology for Art Education

#### **THESIS**

ARED 6721-6 Six hours of Thesis. This is a research thesis ~~which that~~ could also include an exhibition component.

~~The Department of Art requires a successful portfolio review prior to enrollment in 6000 level studio courses.~~

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