

Arkansas Consortium for the PhD in Communication Sciences and Disorders Graduate Schools' Agreement on Structure and Operations

The purpose of this document is to present the agreement among the Graduate Schools regarding the structure and operations policies for the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders consisting of two programs and three institutions. They include the program in audiology and speech pathology offered jointly by the University of Arkansas for Medical Sciences (UAMS) and the University of Arkansas at Little Rock (UALR), and the program in communication sciences and disorders at the University of Central Arkansas (UCA). The University of Arkansas for Medical Sciences is designated as the *host campus* for records and admissions in the office of the Graduate School and for distribution of financial aid.

1. Awarding of Degrees

- a. The PhD degree will be awarded jointly by institutions in the Consortium with all institutions listed on the diploma and transcripts.
- b. Following completion of degree requirements, students may choose to participate in graduation ceremonies at any one of the Consortium institutions. All degree recipients may be listed in the commencement programs of all Consortium campuses.
- c. Graduates will pay graduation and dissertation microfilming fees only at the host institution (UAMS) even if they elect to participate in the commencement ceremony at another Consortium institution. For May graduates, UAMS will rent the cap/gown and give graduates their PhD hood to keep. If graduates choose to participate in commencement at UCA or UALR, they may use the regalia from UAMS. Graduates in August and December, may follow the same procedure and participate in the following May commencement at UAMS, or they may choose to participate at UCA or UALR and rent the cap and gown following institutional procedures.
- e. Copies of the dissertation will be submitted to the UAMS library and to the UAMS Graduate School using the guidelines for formatting established by UAMS. Bound copies of the dissertation on bond paper will be submitted to the Graduate Schools at UCA and UALR for submission to the libraries on those campuses.
- f. For purposes of meeting program viability standards of the Arkansas Department of Higher Education (ADHE) for degrees granted, the collective graduates from the Consortium members will be the total graduates for the program.
- g. Consortium institutions will rotate the credit for degrees awarded. Graduates of the program will be reported to ADHE by the Institutional Research

offices of the Consortium institutions on the following rotation, starting September 2012: UALR, UAMS, UCA.

Prior to September 2012, each institution counted two graduates each. UALR counted two graduates, who graduated in May 2012; UCA counted two graduates, who graduated in August 2011; and UAMS counted two graduates, one who graduated in May 2010 and another who graduated in August 2012.

2. Administrative Organization

- a. The Intercampus Committee, consisting of faculty from each institution and chaired by the Doctoral Program Director(s), is the governing body for the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders.
- b. The Intercampus Committee structure includes seven (7) standing committees (recruitment, admissions, assessment, financial aid, curriculum, governance, and executive committee).
- c. To maintain open lines of communication, the Doctoral Program Director(s) will meet on a regular basis with the college deans and department chairs of the Consortium institutions.

3. Academic Governance

- a. The Joint Graduate Council consists of four (4) voting members from Graduate Councils in each of the Consortium institutions. Graduate Deans from the Consortium institutions serve as *ex officio* non-voting members and rotate as chair serving two-year terms.
- b. A quorum of nine (9) members must be present for the Joint Graduate Council to take action, with at least two (2) affirmative votes from each institution required. Changes in By-laws require approval by Graduate Councils of each of the Consortium institutions.

4. Program Requirements

- a. Program requirements are established by the Intercampus Committee of the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders, subject to approval of the Joint Graduate Council. Faculty members from all Consortium institutions serve on this committee. Voting rights of the members are defined in the Consortium Governance Document.
- b. Of the seven (7) standing committees that report to the Intercampus Committee, those primarily involved with program requirements are the

Admissions and Curriculum committees. A third standing committee, the Assessment Committee will monitor the adequacy and appropriateness of program requirements based on analyses of student outcomes and information from faculty, students, and employers of graduates.

- c. Admission will be based on indices for potential success including grade point average (GPA), standardized test scores (viz., GRE), written application materials, and personal interviews.

5. Size and Scope of the Program

- a. Enrollment is limited and capacity changes over time based on the number of graduate faculty and their level of experience in mentoring doctoral students.
- b. The scope of the curriculum will be limited to the specialty areas of the faculty members and the availability of research equipment.
- c. For purposes of reporting enrollment data, each institution will count the number of students enrolled in courses on its campus.

6. Curriculum

- a. The standing Curriculum Committee of the Consortium will be responsible for regular review of the curriculum and making recommendations for needed changes to the Intercampus Committee using the following curricular proposal process:

Step 1

Intercampus Faculty vote to approve curricular modifications.

Step 2

Intercampus Curriculum Committee and/or Consortium Director(s) create(s) a proposal using any of the three institutions' formats and cover forms.

Step 3

Consortium Director(s) provide copies of the proposal to the Department Chairs.

Step 4

The Department Chairs submit the proposal to the three College Deans no later than one week before the date due to the Joint Graduate Council Dean.

Step 5

The College Deans review the proposal for any concerns. The Deans notify the Consortium Director(s) as soon as possible if they have any questions or concerns.

Step 6

The Consortium Director(s) provide a copy of the proposal to the Chair of the Joint Graduate Council requesting council review. If approved,

Step 7

Joint Graduate Council Chair provides the signed cover form, indicating Joint Graduate Council approval, for copies of the proposals and sends them to the appropriate graduate councils on the three campuses.

After appropriate institutional Graduate Council review (Information Items for UCA and UAMS; Action Items for UALR), the course modification(s) will be noted in the Graduate Bulletins on each campus and/or new course number(s) will be assigned.

- b. The standing Assessment Committee of the Consortium will provide the results of its analyses to the standing Curriculum Committee relative to the effectiveness of the curriculum in the achievement of desired student outcomes.
- c. The PhD program will be comprehensively reviewed once every five (5) years through a process established by the Joint Graduate Council.

7. Financial Agreements

- a. Tuition and fees will be charged at the institutional rate of the faculty member offering the course.
- b. Fiscal matters will be negotiated by the appropriate administrative officers of all Consortium institutions.
- c. Students will apply for federal student financial aid at the host campus.
- d. Students eligible for in-state tuition rate at one consortium institution will be eligible at other consortium institutions. The Doctoral Program Director(s) will notify the Offices of Financial Aid and Graduate Deans of a student's eligibility at the beginning of each semester.

8. Framework for Resolution of Differences/Grievances

- a. The Governance Committee, a standing committee of the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders has

developed a governance document which specifies processes for resolving differences. The document contains a description of the standing committees and their roles, membership requirements, voting procedures, lines of authority, and duties of the Doctoral Program Director(s).

- b. Grievances related to a specific course or other issues such as fines, misconduct, *etc.*, will be processed according to guidelines of the campus where the subject of the grievance occurred.
- c. Grievances related to PhD program requirements will be submitted to the Doctoral Program Director(s), and will be conducted in compliance with the appeals process of the host campus.
- d. Other grievances not covered in sections b. and c. will follow the appeals process of the host campus.

9. Faculty

- a. Selection/appointment of faculty to teach courses in the Consortium curriculum will be based upon recommendations by the Doctoral Program Directors, the respective department chairpersons, college deans, and graduate councils on each campus following institutional policies and procedures for designation of graduate faculty status.
- b. Doctoral advisory committees of at least five (5) members will be required, with at least one committee member from outside the Consortium faculty.

10. Students

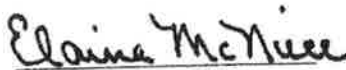
- a. Students will receive a copy of the student handbook, which includes all relevant policies and requirements for the Ph.D. program.
- b. Services such as registration, student records, and financial aid will be provided by the host campus.
- c. Students will receive full benefits on each campus (including student health services, parking, library, recreation, sporting events, concerts, *etc.*)
- d. Student applications will be submitted to and processed by the Graduate School at the host campus (UAMS). Applications will not be forwarded to the standing Admissions Committee until they are complete and the application is found to meet or exceed minimum admission criteria.


11. Public Recognition

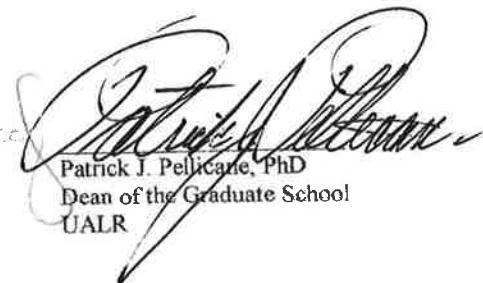
- a. The Ph.D. program will be identified as the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders. This name will be used on all stationary, brochures, advertising, position announcements, *etc.* There will be one Web site for the Consortium that will be maintained by representatives from the Consortium.
- b. Each Consortium institution will include the Consortium Ph.D. program in its accreditation review by the Higher Learning Commission of the North Central Association of Colleges and Schools.

12. Consortium Membership

- a. An institution wishing to become part of the Arkansas Consortium for the Ph.D. in Communication Sciences and Disorders must demonstrate a level of commitment, both philosophically and financially, comparable to existing partners in the Consortium and must obtain unanimous approval of existing Consortium members.
- b. To withdraw from the Consortium, a member must give not less than one full academic year's notice and provide a plan that will allow students enrolled in the program to complete their doctoral requirements.


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