

Catawba College

GRADUATE COUNCIL MEETING

August 15, 2018 9:00 a.m.
ADMIN 235

MINUTES

The Graduate Council met in ADMIN 235 at 9 a.m. Attending the meeting were Kim Creamer, Chair, Duane Aagard, Katherine Baker, Jay Bolin, Mahsa Khoshnoud, Valerie Rakes, Victor Romano, Darin Spencer, Jim Stringfield, Pam Thompson, John Zerger. Jane Snider was present to record minutes and will be present to record minutes on August 28th. One of the committee members will be asked to keep minutes for all future meetings.

Dr. Creamer will delay approval of minutes of the last meeting to August 28th.

Old Business

Graduate Program Proposal from the School of Business (Master of Accountancy - MAcc)

Darin Spencer gave an update of where they are on the MAcc program. There were many people involved in creation of the program. The program approved last October by the Graduate Council. Dr. Sang filed with SACS-COC in December and approval was received in summer. Kelly Hand then submitted to the Department of Education (Perkins Loan issue) for approval. The goal is to recruit 20 students for the following year. This timeframe also allows time to plan and recruit.

The Provost did approve this council as a committee that will allow us to meet during the committee 11 a.m. time. All meetings will meet in ADM 235. We have no proposals at this time but Kim will send out as soon as she receives them with a one week turn around.

New Business

Graduate Council meetings for 2018-2019

- Tuesdays, 11:00 a.m. – during committee meeting hour
- ADMIN 235

M.Ed. Graduate Students – Filed for DEC 2018 Graduation

- *Frank Cagle*
- *Susan Holland*
- *Sarah Joyner*
- *Leslie Queen*
- *Lauren Bost*

These students will complete their program in December. They are currently working on their final Action Research and will complete EDUC 5118 Graduate Capstone and Teacher Leadership with Dr. Jason Gardner. The program will then go dormant. We will tell inquiring prospective students that we will begin again if there is enough interest for another cohort. The scholarship money for RSS teachers has been diverted to RSS lateral entry teachers.

2017-2018 Assessment and Evaluation of the Graduate Program

- In progress
- Will send to council when complete

- Council members should review it in preparation for 8/28 meeting

New Graduate Program Proposals

- Will send to council members for review as received
- Will meet to discuss and vote to approve or to return for revision

Darin Spencer suggested clear communication for what is expected on the forms.

Questions to address before next meeting

- Will these proposals go before full faculty? (Prior procedure has required Graduate Council approval only)
- Graduate catalog and handbook updates will be needed – When? How?
- Other questions?

Dr. Creamer intends to meet with Connie prior to the next meeting. A comment from President Lewis during fall conference led people to believe that graduate programs would go before full faculty. The SACS forms were submitted with Graduate Council approval. If we are here to approve or not approve, this could change the direction of the committee. Prior to the MAcc proposal, Dr. Bitzer directed Dr. Stringfield to explore the history of the graduate program. Documents for the graduate program previously submitted to SACS and NCATE were only approved by the Graduate Council. Dr. Stringfield sent memos to Dr. Bitzer and faculty senate. He is not aware of any response from the faculty senate. Dr. Zerger stated that the recommendations made in faculty senate was that the makeup of the Graduate Council needed to change.

In regards to a faculty vote, Pam Thompson asked if this will be the Provost's decision or will it need approval from Faculty Senate? In her research of other schools in our market area, most programs go before full faculty.

- Catalog and handbook updates – who and when?

The Graduate Catalog is online. Jane Snider will send the Graduate Policies and Procedures Manual to council members. We will continue with current structure of director, but may need an assistant director for each program. Darin Spencer pointed out that as programs come before the council, committee members are those that are developing programs. Dr. Creamer has abstained from voting on previous committees if it involved her student. Abstention may be the best option.

- Dr. Zerger asked if Admissions will be recruiting and who is going to field applications? Who will enter the applications?
- There was a recommendation that graduate tuition increase and clear guidelines for compensation for teaching be developed. A previous director kept tuition low because of low teacher pay.
- Will there be any Financial Aid for graduate programs? Darin Spencer stated that you are required to build budgets for SACS. The MAcc program is a fifth-year day program. Tuition is roughly \$20,000 (per semester?) plus room and board. Delivery of other programs may be different and may necessitate a revision of tuition. Stringfield commented that for online programs prospective students are looking for 24/7 support. Anything other than traditional programs is going to require careful consideration. Will faculty teaching for the MAcc program have a 3/3 load or a 4/4 load?

Everyone needs to realize that programs are not going to be perfect but they need to be as near to perfect as we can get.

Other questions/remarks:

- Training for faculty in developing online classes?

- Graduate assistantships?
- In the MAcc program, new faculty will teach in both undergraduate and graduate programs. Several faculty noted that competitive salaries in some of the graduate programs will be \$100,000 and upwards. This may be problematic in getting support for the programs. Highly-qualified master's degree candidates can be used to a certain percentage.
- Market research? – Connie is working on that with Hanover Group.
- Members felt that Earl Givens should be on this council or invited to consult on library resources.

Committee members suggested that a checklist be developed of the things that will need to be accomplished by the committee such as redeveloping forms, revising the policies and procedures, how the catalog will be developed. Should there be one general catalog or a separate catalog for each program?

A question was asked about the assessment reports. Dr. Creamer explained that teacher education programs are required to do this type of report for state and national accreditation. Other programs may or may not require this. Will LEAPS/LEPRS be considered for accountability?

Members suggested a sharepoint site for documents. Preference was to use Blackboard. Dr. Creamer will request.

The meeting adjourned at 10:05 a.m.