

Catawba College

Department of Teacher Education
“Preparing Teachers as Reflective Practitioners”

GRADUATE COUNCIL MEETING

August 28, 2018 11:00 a.m.
ADMIN 235

Minutes

The Graduate Council met in ADMIN 235 at 11 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.

Old Business

- Approval of Minutes (from October 2017 meeting) – Members reviewed the minutes of October 3, 2017. A motion was made, seconded, and approved to accept the minutes with amendment of one typographical correction. Concerns about posting minutes publicly and using specific names was addressed.
- Approval of Minutes (from August 15, 2018 meeting) – Members reviewed the minutes of August 15, 2018. A motion was made, seconded, and approved to accept the minutes as written.
- Need for member to take minutes for future meetings – Members decided that members of the Council will take turns taking minutes and will go in alpha order beginning with the next meeting.

New Business

- 2017-2018 Assessment and Evaluation of the Graduate Program – Members reviewed the annual assessment of the Graduate Program. The M.Ed. programs will go dormant with the completion of the second cohort in December, 2018. This report is specific to teacher education and is required for accreditation purposes.
- Meeting with Provost Rogers-Lowery – Dr. Creamer met with Dr. Lowery to discuss the questions raised by the council members in the last meeting.
- Answers to questions generated by council at the 8/15/18 meeting – Dr. Creamer posted a Q & A document, *Graduate Council Questions with Responses from Provost* on Blackboard. Dr. Creamer discussed each item. Additional discussion is referenced below:
 - The Provost will have information sessions for faculty; members of the council are not required to attend but those proposing may be asked to field questions.
 - A question was asked regarding SACS requirements for expertise in the field. Is there a difference from undergraduate?
 - Areas of input requested by Provost from the council - Dr. Creamer asked Council members to use the Q & A document with their responses in red print be sent to her by September 17. She will compile feedback for discussion at the next meeting on September 18th.

- Should we wait for DOE approval before announcing and marketing new programs? first?

Graduate Program Documents

- Program and course proposal forms – Forms are posted on Blackboard – one form for new program, one form for each course in the program.
- Parameters for review of anticipated proposals – Council will need to set parameters.
 - A question was raised about the possibility of revising the curriculum forms for future use to include information required by SACS and/or DOE.

The meeting adjourned 11:50 a.m.