

Catawba College

Department of Teacher Education
“Preparing Teachers as Reflective Practitioners”

GRADUATE COUNCIL MEETING

September 18, 2018 11:00 a.m.
ADMIN 235

Agenda

The Graduate Council met in ADMIN 235 at 11 a.m. Attending the meeting were Kim Creamer, Chair, Duane Aagard, Katherine Baker, Jay Bolin, Victor Romano, Darin Spencer, Jim Stringfield, Pam Thompson, John Zerger.

Old Business

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.

Reminder of Alpha-order for taking minutes – Please send to Kim when completed to post for review/approval at next meeting

New Business

Areas of input requested by Provost from the council – discussion of responses received

Graduate Program Documents

- Program and course proposal forms (posted to Graduate Program Documents on BlackBoard)
- Parameters for review of anticipated proposals

Graduate Catalog Discussion

- Victor: How can we develop a unified graduate catalog without knowing which programs are approved and the various expectations per each graduate program.
- Kim: I believe the thought will be to continue the graduate catalog with subsections for each graduate program that will need to be fully developed by each program.
- Jim: Do you have one graduate school or do you have graduate programs housed in different schools/departments?

Feedback to Provost Discussion


- Kim: There are so many things that we might have questions about that are out of control, while we have gathered this data for the provost our concern is not to answer these questions but to review the proposed programs.

- Jon: We want to ensure that the faculty are not pulled out of the classroom to teach graduate courses at the expense of the undergraduate environment/culture by hiring unqualified adjuncts.
- Pam: There are highly qualified adjuncts in the field that if they are managed correctly can be a great benefit to the university for the field expertise they bring into the classroom.
- Jim: Each graduate program is going to have to demonstrate that they have full time faculty resourced for each program and concerned about doing things


Graduate Program Documents

- Kim: Review the forms if you are not familiar or have never filled them out to gain knowledge about what information being submitted from graduate.
- Kim: The concerns about finances is valid; while some of that is not the purview of this committee, however there are questions in the graduate proposals that describe institutional support.
- Kim: You will have a week to look at documents to read and review graduate proposals. Please read forms before arriving to the Graduate Council so we can engage in discussion during our time together.
- Pam: Show us evidence that there is interest in starting a graduate program.


Graduate Program Documents




Graduate Catalog
Attached Files: [STEM Grad Catalog 18-19.docx](#) (2.848 MB)



Graduate Policies and Procedures Manual
Attached Files: [Graduate Program Policies and Procedures Manual 2017.docx](#) (282.962 KB)



Curriculum Forms
Attached Files: [Graduate Council - New_ModifiedProgramForm.docx](#) (15.4 KB)
[Graduate Council - CourseModificationForm.docx](#) (16.456 KB)



Forms
Attached Files: [Interview Form.DOC](#) (87 KB)
[Recommendation Form STEM.docx](#) (14.459 KB)
[Provisional Acc Form.docx](#) (13.185 KB)
[Auto reply letter.docx](#) (14.992 KB)
[GradApp&recommendationSTEM JUL2015.docx](#) (36.345 KB)

Discussion on the Provost Input document

Responses to request from Provost for input:

Graduate School? Director with assistant directors?

- Need threshold of number of graduate students (not programs; 100?) before considering a school
- Do need graduate program marketing now – suggest Graduate Program Director for each program with marketing budget and recruitment responsibilities
- Concern about “home school” recruiting responsibilities without adequate resources/budgets for marketing – someone in each program needs to be accountable
- Need a grad school in order to run all aspects of the graduate programs
- What would the roles of the director and assistant directors be?
- schools with graduate, current and/or future programs, should make up the Graduate Council – structure should remain as is

. Load (3/3 or 4/4)?

- Natural Sciences 1:1 with high expectations for research and numbers of graduate students
- 3:3 hybrid undergrad/grad faculty
- Concern about undergrads suffering at expense of grad program if faculty are to teach both – need for a few faculty dedicated to the grad program
- 3/3 or 4/4 – depending on the program

One general catalog or one for each program?

- Initially see need for one for each program with core requirements (as set forth by the council)

Hours required (minimum)?

- 30 min to 36 max seems reasonable – as long as it meets accreditation standards
- Same min/max may not work of all programs – ex: Nursing may require from 36 to 50 credit hours, depending on the type of program

OTHER?

- Minimum number of grad students to run a course?
- Pay for adjunct grad faculty? Current \$900 per credit hour (undergrad) not sufficient for attracting highly qualified grad faculty
- Hybrid 4000/5000 courses considered grad courses for faculty pay?