

**Catawba College  
Graduate Council  
2018-19 Academic Year**

**March 19, 2019, 11:00 a.m.  
Admin 235**

**Attendance**

Present: Duane Aagaard, Katherine Baker, Jay Bolin, Kim Creamer, Mahsa Khoshnoud, Valerie Rakes, Victor Romano, Darren Spencer, Jim Stringfield, Pam Thompson, and John Zerger

- **Call to Order**
  - The Chair, Pam Thompson, called the meeting to order at 11:02 am.
  
- **Old Business**
  - Approval of Minutes
    - November 13, 2018 minutes reviewed by all. Dr. Baker moved for approval of minutes, with a second by Dr. Cramer. All faculty unanimously approved.
    - February 19, 2019 minutes reviewed by all. Dr. Cramer moved for approval of minutes, with a second by Dr. Rakes. All faculty unanimously approved.
  
- **New Business**
  - **Faculty Senate Recommendation – Update**
    - No feedback or recommendations from Faculty Senate at this time. Expect Faculty Senate feedback/recommendations in the coming weeks.
  
  - **Handbook: Assignments and Discussion of Scope, Tasks and Timeline for Spring, 2019**
    - Template needed for departmental completion for catalog: program requirements, policies, procedures, and guidelines for catalog – Dr. Romano
    - Section 1
      - Mission and Mission Statement – Dr. Thompson
      - The Teacher as a Reflective Practitioner – Dr. Cramer and Dr. Stringfield
    - Sections 2 – Governance and Administration
      - Dr. Aagaard, Dr. Rakes, and Dr. Lowery
    - Section 3 – Faculty
      - Dr. Bolin, Dr. Spencer, and Dr. Lowery
    - Section 4 – Admissions
      - Dr. Cramer, Dr. Stringfield, and Dr. Baker

- Section 5 – Registration
    - Graduate Course Numbering System – Dr. Zerger
  - Section 8 – Degree Requirements
    - Dr. Cramer and Dr. Stringfield
  - Section 9 – Graduate Credit for National Board Certification
    - Dr. Cramer and Dr. Stringfield
  - Section 10 – Student Advising
    - Dr. Thompson
  - Section 11 – Policy Regarding Graduation
    - Dr. Thompson
  - Section 12 – Student Retention
    - Dr. Thompson
  - Section 13 – Evaluation
    - Dr. Thompson
  - Sections 14 and 15
    - Dr. Cramer and Dr. Stringfield
  - Appendix A – on hold
  - Appendix B – Application Forms
    - Dr. Cramer and Dr. Stringfield
  - Appendix C – Interview Recommendation Form
    - Dr. Cramer and Dr. Stringfield
  - Appendix D – Application for Scholarship
    - Dr. Cramer and Dr. Stringfield
  - Appendix E – Advising Forms
    - Dr. Aagaard
  - Appendix F – on hold
  - Appendix G – Dr. Cramer and Dr. Stringfield
  - Appendix H – on hold
  - Appendix I – on hold
  - Appendix J – on hold
  - Appendix K - Dr. Cramer and Dr. Stringfield
- **Update on graduate programs**
  - MSADA has been approved by SACS as of 2/25/2019; awaiting DOE approval
- **Next Meeting**
  - April 9, 2019 at 11:00
  - Faculty to provide feedback for assigned sections.
- **Meeting adjourned 11:50 am.**