

**Catawba College
Graduate Council
2019-20 Academic Year**

**November 12th, 11:00 a.m.
Admin 235**

Attendance

Present: Pam Thompson, Valerie Rakes, David Pulliam, Earl Givens Jr

- **Call to Order**
 - The Chair, Pam Thompson, called the meeting to order at 11:05 am.
- **Approval of Minutes**
 - Will be approved at the next council meeting on November 22th.
- **New Business**
 - **Full council discussion about the approval of graduate programs.**
 - Dean Hand would like to do a soft launch of the Masters of Counseling
 - Proposal must pass through Grad Committee, Full faculty and SACSCOS
 - Graduate Council prepared questions for Dr. Hand on Counseling Proposal

Initial Questions for Dr. Hand related to Program Proposal

1. Budget is very general - \$250,000 for three years. Questions:
 - a) Does this include salaries?
 - b) Price per credit hour for the program? Will this be consistent with other programs?
 - c) More detail on costs to include:
 - 1) Resources (ex. thesis if required and fees)
 - 2) over the three years, show planned # of students, income, and expenses with the \$250,000 shown in the cash flow analysis
 - 3) are there costs associated with practicums and internships?
 - 4) are there costs associated with accreditation? costs associated with joining accrediting bodies or organizations
 - 5) any insurance costs?

6) marketing costs - what % of the budget? How will program be marketed? Demand each year?

7) any facility costs? technology?

8) two additional faculty members - work those into the budget showing projection for enrollment and costs

9) Technology/library/instructional fee? (ex. how will we staff library for extra hours) - Gardner Webb is doing this in lieu of increasing tuition

d) Pubmed - we get this from the state, no graduate study material. Please check with Earl on library resources and include any necessary costs. Recommendation: use academic search complete and not premiere - how much is academic search complete? Earl estimates \$30,000 per year - this needs to be in the budget. This is an institutional need not just for this program so a % of the cost may be relevant rather than the whole cost.

- Pam will provide invite Dr. Hand to come to a meeting in 2 weeks to address the questions put forth by the council.

- **Old Business**

- Review of discussion with Provost Lowery
- Graduate Catalog
- Approval of minutes

- **Next Meeting**

- The next meeting date is Tuesday November 22th, 2019

- **Meeting adjourned 11:55 am.**