

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

**September 10, 11:00 a.m.  
Admin 235**

**Attendance**

Present: Pam Thompson, Valerie Rakes, David Pulliam

- **Call to Order**
  - The Chair, Pam Thompson, called the meeting to order at 11:00 am.
- **Approval of Minutes**
  - The minutes from the August 26<sup>th</sup> meeting were approved.
- **New Business**
  - **Correspondence from Lowery and Sullivan**
    - The Graduate Council reviewed the email responses Dr. Lowery and Dr. Sullivan related to questions submitted after the August 26<sup>th</sup> meeting.
      - **Questions for Dr. Lowery:**
        - What graduate programs will launch first? MBA and/or MSADA
        - Who will have administrative responsibility for graduate studies? Deans of respective programs
        - Who is responsible to ensure a graduate program follows a process for offering the new program in a timely manner? Deans and Provost
        - What is the timeline for launching current approved graduate programs? Fall 2020
      - **Question for Dr. Sullivan:**
        - Do specific concentrations of a major (already approved by SACSCOC) need SACSCOC approval? For example, the MBA has been approved. Do the concentrations of the MBA (Accounting, Applied Data Analytics, etc.) need to be approved? It depends based on courses included and their prior approval. Pam Thompson noted that the MBA – ADA program uses the business core already approved in the MBA –HA. The classes for the concentration are classes already approved by the MBA – ADA.
  - **Graduate Handbook:** The committee discussed the need to publish a graduate handbook for 19-20 even though there are no current graduate programs. The committee will use Clark and Elon as a guide to developing a new handbook in Blackboard. The goal will be to have the handbook completed and sent to Dr.

Lowery as soon as possible. Some sections of the handbook may need to be approved by the faculty.

Additionally, the committee felt that a recommendation on the timeline for launching programs (including which program(s) to launch) can be made by the committee.

- **Next Meeting**
  - The next meeting date is Tuesday 9/17 at 11:00 am.
- **Meeting adjourned 11:45 am.**