

**Graduate Council
Catawba College
Minutes
February 19, 2019**

The Graduate Council met at 11:00 am on February 19, 2019 in ADM 235. Members attending were: Duane Aagaard, Jay Bolin, Katherine Baker, Mahsa Khoshnoud, Victor Romano, Darin Spencer, and John Zerger. Members Kim Creamer and Valerie Rakes had other obligations and were absent with excuse.

Pam Thompson called the meeting to order and drew attention to the agenda.

In old business, faculty reviewed the minutes of the faculty meeting of February 12, 2019. Dr. Zerger moved for the approval of those minutes, with a second by Dr. Kathy. There was unanimous approval.

The minutes from the meeting of November 13, 2018 were not available. Council members noted that we had approved the MS in Sport Management and the MBA in Health Care Administration. Faculty are expected to approve those minutes at our next meeting,

In new business, members reviewed the draft report from the Faculty Senate Graduate Program Committee Subcommittee in which the subcommittee made specific recommendations to add language to the Faculty Handbook (document placed on Blackboard). Following an extended discussion, Council members agreed to return the document to the Senate with our comments and recommendations highlighted in red. The document is on the following page.

The meeting adjourned at 11:50.

Faculty Senate -- Graduate Program Committee Subcommittee

Reviewed by Graduate Council on Tuesday, Feb. 19, 2019 – comments indicated in Red

Faculty Senate -- Graduate Program Committee Subcommittee

(Please note: this document is still meant to be a draft, open to revision and editing.)

Motion to add the following language to the Faculty Handbook (section on standing committees):

Graduate Programs Committee:

Changing the name requires a great deal of change in organizational charts, documents, web, etc. particularly for the existing Masters in Education.

1. The committee has the responsibility to review and forward all **preliminarily approved** new graduate programs to the full faculty for final approval.

2. The committee is responsible for maintaining and updating the *Graduate Catalog*. All changes to the catalog must approved by the full faculty.

Consideration needs to be given for the appointment of a Graduate Program Director with appropriate release time and administrative support to maintain and update the Graduate Catalog.

a. **Suggested Revision: The committee is responsible for updating the current *Graduate Catalog* to facilitate the implementation of the proposals under consideration. All curriculum changes to the catalog must approved by the full faculty.**

3. The committee oversees all other aspects of graduate programs, paralleling the work in the College's other standing committees for undergraduate programs:

a) Enrollment Management

The GPC will review and execute policies for admitting marginal candidates and strategies for maintaining/increasing enrollment, as well as undertake other admissions-related business.

Suggested revision: The GPC will review and execute policies for admitting marginal candidates and strategies for monitoring enrollment, as well as undertake other admissions-related business.

b) Academic Policies and Standards:

The GPC will review changes to all academic policies described in the catalog, and bring them to the full faculty for approval; it will enforce academic standards; and it will listen to appeals from students and make final determinations about these appeals. The Institutional Review Board will continue to hear all relevant proposals.

c) Assessment

The GPC will assess all programs under its purview.

The committee assumes that the Director of a particular graduate program will complete the assessment and this committee will review the assessment. The committee advises that record keeping be centralized for all assessment purposes.

d) Instructional Support

The GPC will work to enhance instructional technology and library support services for graduate classes.

The GPC will assist Graduate Program Directors to enhance instructional technology and library support services for graduate classes.

e) Curriculum

The Committee will approve proposals for new courses, course modifications, and new and modified academic programs, and will forward these changes to the full faculty for final approval.

[The Graduate Program Committee will be a standing faculty committee, with faculty rotation in the same way it works on every other committee. The committee will consist of representatives from each of the College's schools including all Graduate Program Directors.. Furthermore, the committee will also, in consultation with the Provost, develop language for the *Faculty Handbook* that will define credentials for teaching graduate classes and course load credit for teaching graduate courses.]