

## Minutes

### Graduate Council Catawba College

January 14, 2020  
11:00 am Admin 235

I. Call to Order at 11:00 am: In attendance: Thompson, Givens, Pulliam. Dr. Rakes was unable to attend due to another important meeting.

II. Approval of Minutes: Minutes were approved for the following meetings:  
Sept 24, Oct 8, Oct 22, Nov 12

### III. New Proposal

The MHS in Clinical Mental Health Counseling was reviewed. Dr. Rakes provided valuable input to the committee on the rating form presented in the discussion board for the program. After reviewing the proposal, the committee had several questions and worked on a draft of email to send to Dr. Hand (see email below). Dr. Hand has been asked to provide a response and has also been invited to attend our next meeting.

The committee will continue to discuss the proposal on January 21, 2020 (next regularly scheduled meeting).

d. Faculty Meeting (all materials must be to Glenda by Tuesday Jan 28th 4 pm for Feb 4th Faculty meeting) – This is a reminder to the committee.

IV. Graduate Catalog – the graduate catalog will be the next topic of discussion after the committee has completed their work on the MHS CHMC.

V. Next meeting: Jan 21

VI. The meeting adjourned at 11:50 am.

Respectfully submitted,

Pamela Thompson

To:

- Hand, James W <jwhand@catawba.edu>

Cc:

- Givens, Earl B <ebgivens15@catawba.edu>;
- Pulliam, David H <dpulliam@catawba.edu>;
- Rakes, Valerie N <vnrakes18@catawba.edu>;
- Thompson, Pamela L <pthompso@catawba.edu>

Jim,

The Graduate Council reviewed the Masters of Health Science in Clinical Mental Health Counseling Proposal today at our regularly scheduled meeting at 11:00 am. The proposal is well written and thorough.

Our review produced a few questions that we would like to have addressed:

1) Course Program Description and Outcomes: Please provide a concise description of the program that includes learning outcomes and objectives that are created from the CACREP standards. The committee feels that the learning outcomes and objectives should be more program specific and can include the requirements from the industry standards, but not repeat them verbatim. If there is a reason to have them included as they are currently written, please provide that justification. The outcomes from Section II Part 1 are stated as "Within these eight core knowledge areas, 87 specific standards are identified, which collectively represent the degree program's student learning outcomes and indicators for successful completion of the state licensure examination."

One of the competing programs mentioned in the Catawba CMHC proposal is at Wake Forest. While not exactly the same, the WFU program is similar enough to perhaps get some benefit from reviewing the way objectives are written for both the overall program (two masters degrees) and specific objectives for their Clinical Mental Health Counseling Program. The CACREP standards are mentioned as one of eight overall program objectives (see #3 under Overall Program Objectives) and the specific CMHCP lists six additional objectives.

See <https://counseling.graduate.wfu.edu/about/mission-statement-and-objectives/>

2) Individual Course Student-Learning Objectives (Section II Item 4 on Course Proposal Form): Please include more specifically worded student learning objectives such as "Identify characteristics of . . ." or "Apply knowledge of xxxx to xxxx." If program objectives are modified based on the recommendation above, any additional outcomes and objectives may need to be included in one or more courses(s). Each course now identifies specific CACREP standards and they are not presented in the form of a student-learning objective.

3) Clarification is needed on whether or not courses are repeatable.

- 4) As far as the program curriculum showing incremental mastery, the committee feels that more specific learning outcomes will help to show the purpose and place for each course.
- 5) Please make sure each course shows the learning outcome and the assessment method (ex. CMHC 5100 only shows the LO).
- 6) Assessment methods seem very general and are usually stated as "Quizzes, Discussion Boards, and Final Examinations". Please consider integrating more specific assessment methods with consideration for Formative, Summative, Internal and External Assessment for both Courses and the Program.

The Graduate Council will meet again on Tuesday January 21st at 11:00 am in Room 235 Hedrick. Please let me know if you would like to attend our meeting.

Thank you and the Committee looks forward to your input.

The Graduate Council  
cc: Givens, Pulliam, Rakes, Thompson

**Pamela Thompson, MBA, PhD**

Associate Professor

Ralph W. Ketner School of Business

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2300 W. Innes St. Salisbury, NC 28144

980-234-0042 (cell, home, text)

[pthomps@catawba.edu](mailto:pthomps@catawba.edu)