Graduate Council Meeting Minutes  
Coastal Carolina University  
September 2, 2015

Members Present: **Spadoni College of Education** – Jeremy Dickerson, Austin Hitt, Emma Savage-Davis; **Edwards College of Humanities and Fine Arts** – Brian Nance, Joe Oestreich, Tripthi Pillai, Donald Sloan; **Wall College of Business Administration** – Janice Black, John Mortimer, Arlise McKinney; **College of Science** – Varavut Limpasuvan; **Registrar** – Dan Lawless; **Director of Graduate Studies** – James Luken; **Kimbel Library** – Cathy Goodwin

Absent: **Edwards College of Humanities and Fine Arts** – Philip Whalen; **College of Science** – Richard Peterson; **Faculty Senate** – Richard Viso

The meeting was called to order by Dr. James Luken at 11:45 a.m. in the Board Room #164 College of Humanities & Fine Arts

Welcome to Graduate Council for the 2015-2016 academic year was made by Dr. James Luken. Introductions of members followed.

**Old Business:**

A. **Approval of May 6, 2015 Graduate Council Minutes**

Minutes were approved by Graduate Council

B. **Voting Members of Graduate Council**

Voting members of the Graduate Council were reviewed as follows: College of Education – Jeremy Dickerson and Austin Hitt; College of Business: Janice Black and Arlise McKinney; College of Humanities & Fine Arts: Tripthi Pillai and Philip Whalen (Philip Whalen has class at this time so will need replacement); College of Science – Richard Peterson and Varavut Limpasuvan.

C. **Online Applications**

The graduate online application process is still in the working stages with Perceptive Software as vendor. Statements of work for are being approved with a target date of 1/1/2016.

D. **Graduate Faculty**

The process for naming graduate faculty is fully operational. Graduate faculty designations are initiated by professors in writing to the Dean of the College. The Dean notifies Graduate Studies and a letter is sent out by Graduate Studies. This is 3-year appointment. Copies of letters are kept in faculty permanent files. Teaching Associates can be designated Graduate Faculty but are not eligible for the stipend.

**New Business:**

A. **Graduate Academic Coaches (GACs)**

Thirty-two graduate students on assistantship have been designated as Graduate Academic Coaches. They will be working with freshmen within the assigned duties of the assistantship in an effort to improve freshmen retention.

B. **New Programs for 2015-2016**

New approved programs which began accepting students in Fall 2015 are the Ed.S in Instructional Technology and the Master of Science in Sport Management.
The following new programs are in the proposal/approval process: Master of Special Education hopefully for Spring 2016 and a Master of Science in Cyber Information Systems hopefully for Fall 2016.

The College of Humanities is in the early stages of presenting a Master of Arts in Health Communication, a Master of Arts in Music Technology, and certificate in Applied Ethics.

We need high enrollment programs.

C. **Student Recruitment**
Marketing and recruitment efforts for graduate students are:

a. Advertisement for Spring 2016 enrollment
b. Some ads were placed in Grand Strand Magazine
c. Attendance at Career Fairs
d. Attendance at Grad Finale
e. Email blitz to juniors and seniors
f. Kenley Jones works with International students recruitment
g. Participation in Homecoming. Kristin has developed a “Best of Coastal” survey and has it posted for feedback.
h. Working with Athletics to have a 30 second commercial radio spot for graduate studies to be broadcasted at sporting events throughout the year. The goal is to have this ready for the first football game.
i. Erin Marks who works at the radio station may be able to give some plugs on his show.

Other suggestions made from Council members were public billboards on the roads, have graduate studies added to the CCU billboard at the airport, higher presence on social media, and a joint effort with the Alumni Office.

D. **Approval Process**
Reminder of the online approval process. Anything that goes in the catalog must go through the approval process.

E. **Graduate Assistants**
A reminder to Colleges and Program Directors when they are awarding Graduate Assistant-ship positions that the students cannot work until their I-9 paperwork is completed in Human Resources. They also cannot work as Graduate Assistants and Student Workers both since they are allowed to work only 20 hours per week while enrolled in classes. Both of these issues have already come up several times for the Fall 2015 semester.

Meeting adjourned 12:35 p.m.