2009 Provost's Council 26 January
by California Baptist University

Meeting Minutes

Members Present

Jonathan Parker, DawnEllen Jacobs, Mary Crist, Susan Studer, Art Cleveland, Connie Milton, Dan Wilson, Judd Bonner for Gary Bonner, Gayne Anacker, Andy Herrity, Elaine Ahumada, Erica Walker, Tracy Ward

Guests

Phil Martinez

Discussion and Action Items

- Connie Milton opened with devotion and prayer.
- Minutes for the 15 December 2008 meeting were reviewed and approved by consensus. The following items were discussed.
  - Course booklets are largely electronic this year. Grade rosters still need to be done manually.
  - Most faculty members have completed faculty data sheets.
  - Deans need to get faculty ratings and rankings to Jonathan Parker by next week. Data sheets and performance reviews need to be forwarded electronically (PDF or Word) by March 1.
- Jonathan Parker reviewed Executive Council minutes from 18 December 2008.
  - Approved partnership between CBU and the IRS VITA program.
  - Received a presentation on a prospective Adams Plaza dual use building.
  - Approved posting the Banner on the website in InsideCBU.
- Phil Martinez promoted the Collegiate Learning Assessment and solicited the support of Deans in identifying seniors to participate.
  - Outlined benefits for seniors in taking a “real world” type of assessment to prepare them for prospective interviews, graduate school, and other post-graduate professional preparation.
The CLA is particularly appropriate for capstone groups.
Flyers will go out to seniors next week with a schedule of testing dates.
Mr. Martinez volunteered to speak to capstone groups about the potential benefits.
All students get individual feedback on their performance from CLA. The exams is nationally normed.
The exam assesses critical thinking, writing ability, data synthesis, and provides a way to measure various USOs.
Susan Studer invited Mr. Martinez to talk with Faculty Senate on 26 Jan 09.

Phil Martinez reminded deans about supervisor evaluations. Currently 28% have been completed. Deans must complete their evaluations of Dr. Parker.

Tracy Ward reminded deans to compile lists of award winners for the Honors Convocation. Lists should be forwarded to Tracy soon for review at the next Provost’s Council meeting.

DawnEllen Jacobs announced that the February faculty meeting will be held at both 10 and 11 am. Faculty will gather in Wallace then break out into 3-4 hands-on workshops on online learning tools.

DawnEllen reported on plans for organizing the 2009 Fall Faculty Workshop that will focus on technology and assessing USO 4 "Students will demonstrate competence in mathematical, scientific and technological skills."

Deans will individually consider possible plenary speakers, especially any in the Humanities, and present possibilities at next month’s meeting.
Deans should compile a list of useful online resources for their fields.
The Workshop will consist largely of practical hands-on sessions, so deans should begin to identify faculty who have done work that would be useful to share among their peers.
A session from Campus services/IT on “What to do when it doesn’t work – getting tech support” was suggested.
DawnEllen Jacobs presented an outline for the Educational Effectiveness Review report.

- Deans were asked to submit nominations for the various essay committees to Dr. Jacobs this week.
- Essay committees will begin meeting in February. Essays must be drafted by the end of April.

Jonathan Parker led a discussion of candidates for the Trustees Distinguished Professor award. The committee selected Chris Morgan as their nominee.

Jonathan Parker handed out the current iteration of the course evaluation instrument. Council was asked to compare the two versions before next month’s meeting.

The meeting adjourned at 11:35am. The next Provost’s Council meeting is scheduled for 16 February 2009.