2009 Provost's Council 16 February
by California Baptist University

Meeting Minutes

Members Present
Jonathan Parker, DawnEllen Jacobs, Mary Crist, Susan Studer, Anthony Donaldson, Art Cleveland, Connie Milton, Dan Wilson, Gary Bonner, Gayne Anacker, Andy Herrity, Elaine Ahumada, Erica Walker, Bruce Stokes, Tracy Ward

Guests
Shawnn Koning

Discussion and Action Items

- Art Cleveland opened with a devotion and prayer.
- The Council reviewed minutes from the meeting of 26 January 2009. The following items were discussed.
  - Additional students are needed for to take the Collegiate Learning Assessment. Deans can help by recommending a class in which the assessment could be administered. Capstone courses would seem an ideal venue. Assessment Committee will explore coordinating a rotation that could be reflected in course syllabi.
  - Dan Wilson will forward a recommendation for Trustees Distinguished Professor to Dr. Parker by next month.
- Jonathan Parker reviewed the minutes from the 8 January 2009 Executive Council meeting.
  - Received a preliminary report on a green CBU.
  - Received a proposal to change the name of the Global Initiatives Committee and returned the committee’s proposed purpose statement for revision.
  - Discussed School of Music trip to China.
  - Approved Fall 09 December 18th commencement.
  - Approved date for ASCBU forum on 2 April 2009.
  - Discussed building projects including the biology lab and ADC expansion
  - Discussed Adam’s Plaza.
o Approved a fee increase for MOUs with other universities such as YUST and Handong University.

o Discussed cell phones in Institutional Advancement.

- Shawnn Koning presented possible revisions to the Fall final exam schedule.
  - Options were presented for 2 hour exams with an hour break or a 30 minute break or 90 minute exams with 30 minute breaks.
    - The current final exam schedule conflicts with graduate classes starting at 4 pm and other courses not meeting within the traditional block schedule.
    - Classes meeting outside the traditional block would need to schedule final exams within the class meeting time during the last week of class under all proposed revisions to the schedule.
    - Several classes need 2 hour exams rather than 90 minutes.
    - Considerations include seat time, grading time, attendance, semester start dates, available classrooms (not all classes give exams during finals week), and alternative methods of delivering final exams (two-part, online).
    - Starting the fall semester earlier impacts orientation and student move-in.
  - Council suggested that faculty who will not be using their room for a final exam during finals week may submit a note on their schedule that their room is available for others to use. Shawnn will create a room bank and assign finals space from it.
  - Grades for May degree postings are due Tuesday April 28 at 9am.

- Tracy Ward reviewed processes for selecting banner bearers. Deans were reminded that secretaries have access to GPA by major. A reminder was given to Deans who still need to submit names. Deans who oversee graduate programs should start meeting to select their nominees.
  - Student nominees for outstanding senior award were discussed.
  - By next meeting deans should have names for their banner bearers and for Honors Day awards recipients.

- The Council discussed revisions to the proposed course evaluation instrument.
  - The need to get data from students at points further out than the end of the course was discussed. Senior surveys and alumni reflections 3-5 years out were suggested as possible contact points.
- Question #8 should be changed to the following: “Christian perspectives are appropriately integrated into the conduct and/or content of the course.”
- Council discussed the needs of classes for which these questions are irrelevant such as seminar classes or ISP practicum.
- Faculty still have the option to add specific questions to the instrument.
- The new questions were approved by consensus for recommendation to Executive Council.

The meeting adjourned at 11:05 am. The next scheduled meeting of Provost’s Council is 16 March 2009.