2009 Provost's Council 15 June
by California Baptist University

Meeting Minutes

Members Present

Dan Wilson, Gayne Anacker, Jonathan Parker, Mary Crist, DawnEllen Jacobs, , Tracy Ward, Susan Studer, Steve Emerson, Connie Milton, Art Cleveland, Andy Herrity, Bruce Stokes

Discussion and Action Items

• Gayne Anacker opened the meeting with a devotion and prayer.
• Minutes for the 11 May 2009 meeting were reviewed and approved by consensus.
• Concerns raised during the training for new time card reporting were raised and discussed.
  o Deans may delegate supervisory duties to subordinates.
  o Deans were encouraged to monitor time spent on the new system once it is in place to review the efficiency of the model.
• Jonathan Parker reviewed the minutes for the Executive Council meeting of 7 May 2009.
  o Approved Undergraduate Curriculum Committee minutes of 4/13/09 and Graduate Curriculum Committee minutes of 4/27/09.
    o UCC
      ▪ BA International Studies
    o GCC
      ▪ Eliminate Global Concentration from MBA
      ▪ Reduce fees for lower tier MA programs in the School of Behavioral Sciences.
  o Received an update on plans for the Gala.
  o Approved MS Athletic Training program admission form.
  o Discussed Master of Arts in Disability Studies program start January 2010.
o Approved summer flex hours proposal.

• Jonathan Parker reviewed the minutes for the Executive Council meeting of 21 May 09.
  o Approved summer pilot courses for Lancer Land (Second Life).
  o Received a presentation on Provider Food Service program.
  • Discussed the Gala and golf tournament updates.
  • Approved Hawthorne House Project contingent upon funding.

• Jonathan Parker reviewed the minutes for the Executive Council meeting of 28 May 09.
  o Discussed future usage of Adam’s big box.
  o Approved theater season for 2009-2010.
  o Discussed state budget issues.

• Jonathan Parker reviewed the minutes for the Executive Council meeting of 4 June 09.
  • Approved RN-BSN rotation worksheet.
  • Received a progress report on fundraising.
  • Discussed alumni awards.
  • Discussed Yellow Ribbon Program for veterans.

• Tracy Ward discussed money, electronic SIMs, and Building 36
  • Deans were urged to be mindful of cash-flow issues and to be as conservative as possible in spending.
  • Electronic SIMs for adjuncts will be rolled out cautiously starting with Christian Ministries as we learn from issues with staff members and student workers. Chairs and/or department secretaries may sign SIMS in CAS.
  • Building 36, former nursing skills lab modular, converting to 40 seat classroom.

• Jonathan Parker led a discussion of adjunct faculty development.
  • The following ideas were gleaned at the April WASC Annual Resource Conference as best practices for adjunct training.
- Provide adjuncts with knowledge of and access to service infrastructure of the university. This not only equips them as employees, but to helps them understand what is available for students.

- Provide professional development opportunities and include adjunct on mailing lists for conferences or other professional forums.

- Performance reviews for adjuncts done by lead faculty members.

- Involve adjunct faculty in periodic social interactions with tenure-track faculty.

- Other ideas were generated by Provost Council members

  - Include adjunct faculty on advisory committees.
  
  - Include adjunct faculty at Friday afternoon or Saturday faculty meetings.
    
    - Adjuncts are contracted employees, so issues of overtime pay to not apply.
    
    - School of Business has had good success combining professional development with get-acquainted sessions for full-time and adjunct faculty each semester. Adjuncts may not teach a course until they have served as a guest speaker, first. Adjuncts must work on syllabi with a full time faculty mentor.

  - The School of Behavioral Sciences assigns a full-time faculty member to visit adjunct classes and mentor adjunct faculty.

  - The School of Nursing holds regular grade norming sessions.

  - Adjuncts the School of Education serve to review syllabi since they are often in the field more recently than full-time faculty.

- Jonathan Parker led a discussion on recruiting.

  - Deans should be receiving lists for trad recruiting. Work them!
  
  - Applied but not accepted, encourage them to complete. We are ahead of last year but behind 2 years ago in this category.
  
  - Accepted but not confirmed, encourage them to get deposits in.

  - Confirmed but not enrolled, get them to a Step Ahead to get into classes.

  - Engage faculty members.
A new plan is in place to retain registered students through FaceBook group “Sophomores at CBU.” Financial literacy packets are being sent to students to assist them with financial issues. Deans should assist in encouraging students to contact CBU if financial situations change. More students have Financial Aid and Student Account holds than are unknowns.

The meeting adjourned at 11:05 am.