2009 Provost's Council 26 October
by California Baptist University
Meeting Minutes

Members Present

Anthony Donaldson, Steve Emerson, DawnEllen Jacobs, Lisa Hernandez, Sean Sullivan, Chris McHorney for James Lu, Tracy Ward, Andy Herrity, Bruce Stokes, Jonathan Parker, Susan Studer, Mary Crist/John Shoup, Art Cleveland, Gary Bonner, Dan Wilson

Absent: Connie Milton

Guests

Discussion and Action Items

- Dan Wilson opened the meeting with a devotion and prayer.
- Minutes for the 21 September 2009 meetings were reviewed and approved by consensus.
- Jonathan Parker reviewed Executive Council meeting minutes for 1 October 2009.
  - Approved split for December commencement
  - Approved Army Medical Display truck
  - Approved sale of library items
  - Approved changes to Alumni Association bylaws.
  - Approved new ISP fundraising form
- Jonathan Parker reviewed Executive Council meeting minutes for 8 October 2009.
  - Approved statement in the student handbook regarding the Kugel tradition
  - Approved suspension of CoPS laptop requirement
  - Discussed of inviting Rick Warren to campus
  - Discussed microbiology lab
o Approved requiring Deans and mid-level managers to sign a conflict of interest statement
o Discussed Summer of Service Program (extended ISP opportunity)
o Approved ISP sites for submission to the Board of Trustees
o Discussed University Place parking
o Discussed updates to the Human Resources Manual
o Approved suspension of holiday lighting for 2009

• DawnEllen Jacobs distributed a timeline of steps for submission of Promotion and Tenure Portfolios for deans to share with their faculty. Jim Buchholz is chair of the Promotion and Tenure Committee this year.

• Jonathan Parker led a discussion of positions for 2010-11 AY.
  o Academic Affairs (2)
    ▪ Associate Provost for Institutional Research
    ▪ Dean of Allied Health
  o School of Education
    ▪ 1 Special Education and Reading Specialist (suspended search from last year)
  o School of Engineering (3)
    ▪ 1 Civil Engineering
    ▪ 1 Electrical Engineering
    ▪ 1 Mechanical Engineering
  o School of Business (5)
    ▪ 1 Accounting to service business programs
    ▪ 1 Management (8 courses staffed by 1 person)
    ▪ 1 Economics
    ▪ 1 Entrepreneurship – planning to start program next year.
    ▪ 1 Business Administration – focus for MBA program for international students
    ▪ Director of Real Estate Development (Grant Funded position)
NMS (3)
- 1 Mathematician
- 1 Biochemist – unable to fill last year
- 1 Statistics – help with math overload (still at 45% with two new positions) Actuarial major projected

HPSCJ (2)
- 1 European (replaces Wayland Marler)
- 1 American (Pre-Reconstruction. Has been 2 years unfilled despite interviews)

School of Behavioral Sciences (5) (New CA licensing requirements for licensed professional counselor (LPC) means clearer distinction between marriage and family (MFT) and individual counselors.)
- Psych – Replace Carol Arnold
- Stats/ Research
- Anthropology
- MFT/LPC
- Sociology

Kinesiology (1)
- 1 Exercise Science (Position approved last year, unfilled. Advising tells them upper division hard to get because of low faculty availability. Projected concentration at master’s level.)

School of Christian Ministries (2)
- 1 Intercultural Studies (Have been looking for 3 years. 1 prof teaching 75% of major. Bulk of GE from ICS. GS minor numbers slipping due to lack of faculty.)
- 1 Director of Applied Theology

Library (1)
- 1 Collections Development

School of Music (3)
- 1 Orchestral Strings
2 Voice

- School of Nursing (2)
  - 1 MSN Director
  - 1 Associate Dean

- Discussion of endowed professorships and chairs. Deans should consult with the Vice President for Institutional Advancement for ways to structure a proposal.

- DawnEllen Jacobs announced the following topics for Monday’s Faculty Meeting on 2 November 2009. Room announcements will be sent to faculty this week.
  - Dealing with Autism and special needs in the college classroom
  - Marking papers in the LiveText Course venue
  - Conquering the Dissertation (and other scholarly projects)

- Tracy Ward reminded deans to respond to her e-mail asking them to identify their banner bearers for the December commencement ceremonies. CAS and School of Business participate at 2 PM. Everyone else is scheduled at 10 am on Friday 19 December 2009.

Meeting adjourned at 9:55am. The next scheduled Provost’s Council meeting will be 16 November 2009 at 9 am.