The OUS Provosts’ Council met from 9:00 a.m. to 2:00 p.m. in Room 512 in the Urban Center at Portland State University on June 24, 2004.

Attendees: Lorraine Davis, Chair, UO; Lesley Hallick, OHSU; John Miller, EOU; John Moseley, UO; Earl Potter, SOU; Michael Reardon, PSU; Dave Woodall, OIT; and John Minahan (joined meeting at 9:30 a.m.) as interim representative of the OUS Chief Operations Officer (COO).

1. Executive Session
There was a brief executive session (provosts only) on support and liaison with OUS. Lorraine had had a conversation with Jon Yunker about interface and the proposal that John Minahan serve in a liaison capacity for the next several months. WOU was not represented at this meeting, as the new provost will not be in the job until mid-July; the acting Provost is the current President, Phil Conn.

Lorraine has suggested support be provided by someone with some background with OUS Academic Affairs and will see if this can be arranged. The group agreed that this would provide good continuity in the operation of academic affairs.

Following the executive session we were joined by John Minahan.

2. Program Proposals

EOU – Bachelor of Music
- Several questions had been raised by UO, OSU, and PSU during the past teleconference meeting. All questions were addressed by EOU in conversations with relevant department chairs and deans, including a change in the degree title from Bachelor of Music in Pedagogy and Performance to Bachelor of Music. EOU presently has both the B.A. and B.S. in Music. These degrees will be phased out when the new degree is approved.
- Consensus was that it is OK to proceed to Board consent agenda.

EOU – Master of Business Administration (MBA)
- A proposal to create this program (to be the second masters program at EOU) was begun a number of years ago. The present proposal has been in review with Vice Chancellor Shirley Clark and Chancellor Jarvis over the past year. A road map was created, including agreement by Shirley to allow EOU to get an outside review with the goal to address a major concern regarding the adequacy of the EOU faculty as presented. Three new terminal degree faculty members in business were added at EOU this year. The new president at EOU is a former dean of business and strongly supports this program. There is strong community economic development support for the degree. Following implementation of this degree, EOU may reorganize the School of Education and Business into two schools. There are other programs on campus that...
will be closely affiliated with the degree, including economics and computer science (multimedia). EOU has been working over the past two years with a business accreditation group to prepare for the accreditation process. There has been a growth of demand in the undergraduate business program. The option of a thesis will require faculty research support and graduate faculty status. EOU expects to partner in three regional (Eastern Oregon) sites – partnering with community colleges – Blue Mountain, Treasure Valley, etc.

- The group agreed that the proposal has not yet addressed completely the concerns expressed in the external review report. Some of the issues raised by the external reviewers received no response and some received quite general responses without strong specific commitments for action.

- EOU is asked to continue the process by taking a number of actions:
  - Identify the basic core components of an MBA program and show how those specializations are covered with the appropriate mix of faculty FTE;
  - Create workloads and tenure and promotion criteria which support scholarly activities and reduced workload for graduate faculty;
  - Show the expected workload of faculty both for the undergraduate and graduate business programs and how they can be staffed appropriately. An issue here relates to both overload expectations and student/faculty ratio;
  - Describe how graduate faculty status and the coordination of graduate programs will be accomplished as contrasted with undergraduate education;
  - Focus on the components of assessment and graduate workloads necessary to meet accreditation standards;
  - Consider an alternative to the thesis option to make the program available to a local cohort within the faculty strengths in scholarship; and
  - Get the president’s commitment to support new faculty resources required by the program for long term viability and quality.

- John Miller will work with Earl and Sabah, with input from John Minahan for additional feedback on his activities.

**OHSU – Master’s in Clinical Research**

- A handout at the meeting included the response to the external review, which was generally favorable. The program is adopting suggestions from the external review committee.
- The consensus was that it is OK to proceed as soon as possible on Board consent agenda.

### 3. Provosts’ Council Organization and Operational Guidelines

- Next Provosts’ Council meeting: the next planning meeting of the Provosts’ Council was set for the time of the July Board meeting – 15-16 in Portland. We will probably meet from 10:00-noon on July 15 and probably again from 5:00-7:00 p.m., if we can get Susan Weeks and George Pernsteiner in attendance to discuss the documents on the Management Plan for Implementation of the Chancellor’s Office Reorganization.

- We also have a teleconference presently scheduled for July 22 from 9:00-11:00 a.m. That period will be used to continue our organizational activities, as needed.
A number of draft documents were presented by Lorraine: “Provosts’ Council Organization and Operation,” “Management Plan for Implementation of Chancellor’s Office Reorganization: Performance Measurement & Outcomes (Susan Weeks) and Institutional Research (Decision Support),” and “Graduate and Research Policy Officer” as well as “Proposed Transitional Organizational Chart for the OUS Chancellor’s Office.”

Group review of “organization and responsibilities” document led to an approval with revisions. The revisions will be forwarded to the provosts for final comments. With changes, the document will be forwarded to the Board (or Executive Committee) for review and approval at their July meeting.

The group reviewed and suggested changes to the Graduate, Academic and Research Policy (GARP) Officer job description. The name change was recommended because of the involvement of the individual with the Provosts’ Council, which deals primarily with academic issues. Those changes will be forwarded to the Executive Vice Chancellor and Chief Operations Officer as input to the hiring process.

4. Board Working Groups Updates
In a general discussion it was agreed that we have had difficulty in addressing the requests for information and/or action by the provosts that have come from the Board working groups or their staff in recent weeks. We agree that it is important to provide a coherent response to each Board request and will work as a group to do so.

It was agreed that we would each include our presidents in discussions of our Provosts’ Council reports in order that they can be engaged in communicating our activities to the Board.

It was also agreed that as we develop summary reports we should informally review them with chairs of the working groups or members of the board for feedback, prior to making formal presentations to the Board.

- Excellence in Delivery and Productivity (MBF)
  There was a discussion of the past EDP (MBF) meeting. A report summarizing our activities in response to the working group request was prepared based on the Provosts’ reports given at that meeting. A number of formats were considered in a lengthy discussion that would best summarize activities related to both working group and Board concerns.

- Academic Excellence and Educational Delivery (AEED)
  There was a discussion of the past AEED meeting. It was agreed that the group would work over the next several weeks to continue to respond to AEED in the context of the general requests of the Board.

The honors budget item from the last meeting was focused on increasing capacity and is expected to include the small schools.

A report on biomedical research is being written by Lesley Hallick. She has requested input from all schools. There will be a report to AEED at the next meeting and there may be a resulting policy item.
The Group discussed the two Management Plans recently forwarded by Susan Weeks. Due to the recentness of the request, we have not yet had an opportunity to review the information. We will invite Susan to come to the next Provosts’ Council meeting to get feedback from the provosts and to discuss academic issues.

- **Access and Affordability (AA)**
  No report.

Submitted by Dave Woodall