The OUS Provosts’ Council met from 10:00 a.m. to noon in Room 411 in the Urban Center at Portland State University on July 15, 2004.

Attendees:  Lorraine Davis, Chair, UO; Lesley Hallick, OHSU; John Miller, EOU; John Moseley, UO; Earl Potter, SOU; Michael Reardon, PSU; Jem Spectar, WOU; Becky Johnson, Interim Vice Provost for Academic Affairs, OSU (for Sabah Randhawa); Gary Naseth, Assistant Provost, OIT (for Dave Woodall); John Minahan, Senior Consultant, OUS; Dan Edge, IFS; Peter Gilkey, IFS President; and Helen Stampe, OUS.

1. Announcements
Lorraine Davis announced that John Minahan has been appointed as Senior Consultant for the Oregon University System and will be working closely with the Provosts’ Council to provide liaison support until the Graduate Academic and Research Policy Officer position is filled, along with helping to develop the Graduate Program Council. She also welcomed Jem Spectar as the new provost for Western Oregon University and Helen Stampe who will be staffing the Council.

2. Program Proposals

OSU – Master of Health Physics (MHP) in Radiation Health Physics
• Becky Johnson reported that this proposal is in response to a demand for a non-thesis Master’s degree in Radiation and Health Physics. It would be the first in the country in this field and would prepare students for licensing. OSU already offers a Master of Science degree in Radiation Health Physics so the courses and labs already exist and because of that, there is no extra cost to offer this degree. OSU already have the undergraduate degrees accredited for ABET so there wouldn’t be an accreditation specifically for this degree. Student interest has been very strong in having this professional degree and OSU is predicting about 4-7 graduates per year.
• Consensus was that it is OK to proceed for ODA notification and external review as required.

Note: Lorraine indicated that one of the things the Provosts’ Council operations would participate in would be the selection of people related to the external review of programs. The guidelines are on-line at <www.ous.edu/aca/ext-review.html>.

OSU – Master of Engineering (MEng)
• Becky reported that this proposal was to create a kind of a generic Master’s of Engineering and the student would choose an area of concentration within that. This is an alternative to having a bunch of master’s of engineering in “xyz.” The main thing OSU would like to do is free up resources and have more students take the professional degree, rather than the Master of Science degree. It would also free up
faculty and lab resources for the Ph.D. program where people are doing their research. It would be the same process on the accreditation as the proposal before. Based on feedback from other universities, approximately 20% of master’s level degrees will be in the MEng program within five years, and OSU is projecting between 40-50 graduates by 2009. PSU offers a similar program and have their support. No new funds are required.

- Consensus was it was OK to proceed for ODA notification. External review is not required for this proposal as it is a change in structure.

**OSU – Graduate Certificate in Health Care Administration**

- Becky reported that this is a six-course, off-campus certificate of completions. There is evidence that there is a strong need of a certificate program in Health Care Administration. This is aimed at working health care professionals that need to upgrade their administrative skills. This will initially be offered on- and off-site, but the intention is to move eventually to all off-site. They expect a minimum of 20 students and up to 50 once everything is available on-line. OSU already offers bachelor’s, master’s, and Ph.D.’s in health care administration, so they have the expertise and reputation that ties to the profession. OHSU has some similar programs and has indicated their support. It was mentioned that this would be a good topic for a Systemwide discussion on how to tap resources from other campuses already having gone through the process.
- Consensus was that it is OK to proceed for ODA notification and Northwest accreditation.

**OSU – Undergraduate, Graduate, and Professional Certificates in Geographic Information Science (GIS)**

- Becky reported that these certificates are in Geographic Information Science and would replace the Earth Information and Science Technology (EIST) program. Current EIST minors fit the definition of a certificate more than they do either a minor or an option and the name, GIS, is much more recognized in the field than EIST. Advances in the technology in research have clearly increased the national demand for sequences of courses that are external to traditional degree programs. The professional certification is aimed at people already working in the profession – the requirement is that there would have to be a baccalaureate degree or an associates degree in GIS to be able to take the certificate. The graduate and undergraduate certificates would be for current students at OSU. The program will be unique in offering all these levels of certificates and also unique in the emphasis on geomantic. They are expecting 5-10 new graduates each year, and no new resources are needed since it is basically replacing the EIST minors OSU already has.
- Consensus was that it is OK to proceed for ODA notification and Northwest accreditation.

**WOU Bachelor of Fine Arts (BFA) in Theatre**

- Lorraine reported that she had talked with President Phil Conn regarding this program and he recommended that it be held for the September meeting.
- It was mentioned that the program was already on the Web but shouldn’t be advertised as being available until final approval. Jem said he would look into it and take it under advisement.
EOU – MBA Update
- John Miller indicated that he and the Dean of Business met with Sabah Randhawa, and Sabah made some recommendations. John will be sharing with Council members and John Minahan their responses to various questions being raised. He is hopeful to get everything in place in order to take it forward for Council review. Lorraine recommended connecting with Sabah, Earl Potter, and John Minahan and if they are ready for it to go forward, then put the responses out via e-mail as soon as possible for review so if there are additional questions, they can be answered before presenting at the Council meeting.

Degree Termination: OSU – Master’s of Engineering in Manufacturing Engineering
- Lorraine reported that this is a program that OIT has really picked up in Portland in its relationship with Boeing.
- Consensus was that it is OK for OSU to terminate this degree.

Name Change: WOU – Teaching Research Division
- Request was made to change Teaching Research Division to the Teaching Research Institute. Notice item only.

3. Chancellor’s Office Reorganization Issues
- Lorraine shared the developments of the draft documents: Provosts’ Council Organization and Operation, Graduate Program Council Organization and Operation, and Graduate Academic and Research Policy (GARP) Officer position. It was noted that “academic” was added to the Graduate and Research Policy Officer position that was listed in the original organizational chart.
- Lorraine indicated that she will be taking the Provosts’ Council draft forward to the Presidents’ Council meeting later this evening for their review and approval.
- Dan asked whether IFS should continue to participate in Council meetings. It was Lorraine’s understanding they should continue as a guest, but with appropriate input as necessary and/or requested.
- Discussion was made on how the Provosts’ Council are supposed to interface with the Board’s working groups. Clarification needs to be made of who is directing the requests, who is reporting, who is staffing, etc. Lorraine thinks there will be some clarity to this after the GARP officer position gets filled because then there will be more of a point person for those kind of things to potentially go forward to the Provosts’ Council. This is where John Minahan’s role as liaison can be very helpful.
- There seemed to be some confusion on the process of graduate proposals. Lorraine’s view is that the GARP officer will be getting all the proposals; discussion would be made with perhaps both the Graduate Program Council and Provosts’ Council on where it should go first or whose jurisdiction it is. It was clear in previous discussions that every proposal would be discussed – or at least presented as an informational item – at the Provosts’ Council and if there were concerns to be addressed at the graduate level, it would go back the Graduate Program Council for review. This way, every campus is aware of programs going forward.
- Lorraine reported that she received information from Sabah regarding the Graduate Program Council membership and feels it should be comprised of one representative each
from OSU, PSU, and UO as appointed by the president of the respective universities. It really is quite explicit that it is in the jurisdiction of the provosts.

- A question was asked about the schedule of these two Councils. Lorraine indicated that both Councils regular meetings would be held in conjunction with the regular OUS Board meetings.

- Lorraine indicated that she did stress with George Pernsteiner the urgency of getting the GARP officer position filled. Lorraine mentioned that it would be important for the Council to take responsibility on recruiting the kind of person that they would envision in serving in this role. John Minahan will work on the position ad and get it out to the Council within the next week.

4. **Further Steps Related to Excellence in Delivery and Productivity Working Group**
Lorraine indicated that the earlier meeting was fairly productive in terms of dealing with policy concepts and there are some matters that deserve our attention. There is a Council of Student Services Administrators (CSSA) meeting on August 4 and 5 at Oregon Coast Community College that requires our participation. John Minahan said we are asked to do the following:

- **Best practices in retention.** It was agreed that the Council would put together a list of our best practices and retention. Lorraine said we did some of that in the June 11 response, but we need to put it all together and have a couple of people take that on and edit down the document to discuss it with the community colleges, etc. It was also agreed that we would have a couple of representatives at the CSSA meeting on August 4 and 5.

- **To establish a group to define the Statewide Student-Service System.** John Minahan asked that Council members send him an e-mail, copying Lorraine, that indicates who from your campus would be appropriate to be on this group, including some IT people. He will contact Connie Green, who supposed to provide the community college participants. Charge this group to basically develop this proposal to go under Priority #7.

5. **Management Plan for Implementation of Chancellor’s Office Reorganization**
Lorraine distributed two documents – Institutional Research (Decision Support) and Performance Measurement and Outcomes – in preparation for a meeting that will be held at 5:00 p.m. with George Pernsteiner and Susan Weeks.

6. **Other Business**
- **Meeting to be scheduled:** Lorraine indicated another meeting to be considered by Council members is the “Accelerated High School Learning Opportunities” held on September 15, 2004 at the Northwest Viticulture Center in Salem from 8:30 a.m. to 4:00 p.m. Susan Castillo, Cam Preus-Braly, and Gretchen Schuette are asking the OUS Presidents and Provosts to select four individuals to represent the seven OUS universities.

- **Website:** Lorraine asked that Helen work with John Minahan in developing a website for the Provosts’ Council so we can get the program proposals intact, thereby avoiding large documents via e-mail. It will also include subheadings such as: membership, meeting materials, academic programs, campus feedback, meeting schedule, job announcements, Council work, etc.
• **Residency Issue:** Lorraine indicated that the residency issue that had been in the Academic Affairs area has been discussed with OUS Legal Counsel Ben Rawlins.

• **Academic Calendar:** Lorraine indicated that she received the six-year academic calendar and some objections have been raised by the UO related to the calendar year 2008-09 that has the campus opening on a Jewish holiday, Monday, September 29. To avoid this conflict, the campus would like to consider starting on September 22. Lorraine would like to bring this calendar back for the Council for consideration; Helen will e-mail the calendar to the provosts for review.

• **Next Meeting.** It was decided that the phone meeting originally scheduled for July 22 will be cancelled. The next Provosts’ Council meeting will be held on August 5. It originally was going to be held at Portland State University, but due to the Board meeting date change, it will be at Portland Community College-Cascade Campus from 8:00 to noon; room to be determined.

Submitted by Helen Stampe