

Appendix 8–
Faculty Meeting Minutes for
January through April 2012 and for
September through December 2012

Luther Rice Seminary/University
Meeting and Agenda Minutes
Faculty Committee Meeting
January 11, 2012

Members Present:

- | | | |
|---------------------|--------------------|------------------|
| 1. Brad Arnett | 7. Tony Guthrie | 13. Marvin Jones |
| 2. James Kinnebrew | 8. Scott Henderson | |
| 3. Rusty Ricketson | 9. Tim Skinner | |
| 4. Dennis Dieringer | 10. Jeff McCann | |
| 5. Hal Haller | 11. Dennis Vines | |
| 6. Ron Cobb | 12. David Mapes | |

Members Absent: Sharon Atkins, David Phillips, Ben Cocar

Others in Attendance: Steve Pray, Kim Kendall

The Faculty Committee Meeting was called to order by Dr. Rusty Ricketson, Chair of Faculty Meetings, at 10:00 a.m. in the upstairs conference area. Dr. Arnett led a devotional and opened in prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Items #2 and #4 from the December 7, 2011 meeting minutes need to have the phrase "beginning July 1, 2012" added regarding Transfer Credit Hours.

Dr. Guthrie made a motion to accept the December 7, 2011 Faculty Committee Meeting minutes as amended. Dr. Mapes seconded the motion. The motion passed unanimously.

Item #2: Enrollment Statistics
Discussion/Action

Last year on this date (January 11, 2011) LRSU had 1,035 students registered for classes. Today there are 1,232 students registered for classes. This is an increase of 197 students (19%).

Last year on this date (January 11, 2011) students had registered for 2,322 courses. This year students have registered for 2,857 courses. This is an increase of 535 courses (23%).

Item #3: Academic Advising – Independent Studies
Discussion/Action

Clarification on the policy for processing Independent Studies was presented as follows: Requests for Independent Studies are granted to students who: 1) are 1-2 semesters away from completing their degree program and 2) are lacking 1-2 courses that will not be offered during those last semesters. This allows the student to graduate rather than waiting an additional year.

If a request for Independent Study is granted by Dr. Vines based upon the criteria listed above, the student will complete the appropriate form and submit to Sherri Humphrey for processing. Final approval of the Independent Study request rests with the overseeing professor and academic dean.

The faculty would like to limit the number of approved Independent Studies to as few as possible. Dr. Mapes has developed a fixed course schedule which would allow students to plan ahead, guaranteeing that the necessary classes would be offered which would eliminate the need for Independent Studies.

Dr. Ricketson agreed that having a minimum of 1 year scheduling would be helpful. Dr. Arnett plans to publish a schedule in mid-March covering Summer 2012, Fall 2012, and Spring 2013 semesters. Dr. Arnett also stated that all core classes on the graduate level will be offered every semester.

Mr. Pray would like to provide every student with a Plan of Action for degree programs from entrance into the school through completion of the program (graduation).

Dr. Ricketson stated that LRSU has approximately 1,300 students and few advisors. He suggested hiring part-time advisors to assist with the Academic Advising Office (AAO). Dr. Ricketson feels that students should be required to consult an advisor before registering for courses. This along with scheduling changes (listed above) would be helpful to students as well as the AAO.

Dr. Arnett instructed anyone who is advising students to contact the appropriate Department Chair with any questions they might have. Any suggestions pertaining to student advising should be forwarded to Dr. Dieringer, VP for Student Development.

Item #4: Master of Arts – Transfer Credit Policy Discussion/Action

If a student has completed a Master of Arts program and wishes to enter into another Master of Arts program, a maximum of 6 hours can be transferred. If a student has completed a Master of Arts program and wishes to enter the Master of Divinity program, 60 hours can be transferred until June 30, 2012. As of July 1, 2012, the number of hours that can be transferred will be reduced to 45.

Currently, if a student has completed the Master of Divinity program and wishes to enter a Master of Arts program, only 6 hours can be transferred. Mr. Pray stated that previously students who wished to enter into an additional Master of Arts program only had to complete 12

additional hours, making it possible for students to have more than one degree conferred in one year.

Because students have been advised that they can potentially have two degrees conferred in one year, two suggestions were made by Dr. Arnett:

1. Students should only be enrolled in one program at a time (no dual enrollment).
2. Master of Arts programs should be distinct from other Master of Arts programs as well as the Master of Divinity program so that this does not become an issue.

The following recommendation was presented to the faculty from the Graduate Committee:

Any student who has completed the Master of Divinity program and wishes to enter into a Master of Arts program must complete an additional 30 hours in that program.

Dr. McCann stated that institutions typically have an academic policy in place which only allows students to confer one degree at a time.

Dr. Ricketson decided to defer this issue to the Graduate Committee for the purpose of making a recommendation. This will be discussed at the February 2012 Graduate Committee meeting.

Dr. Vines asked the Graduate Committee to discuss the possibility of offering degrees with a major and minor listed on the diploma.

Item #5: Blackboard – Multiple Class Shells Discussion/Action

Last semester, multiple blackboard class shells were created for large classes. Dr. Arnett asked for feedback on whether to create multiple shells this semester or keep all students in one shell.

After discussion, the decision to create multiple class shells for large classes will be left to the discretion of the professor. If a professor wants additional class shells, please contact Dr. Vines. If Dr. Vines does not receive a response from professors, all students will remain in one shell.

Item #6: Late Policy – Uniformity Discussion/Action

A recommendation was made to the faculty from the Graduate Committee pertaining to a standardized late policy. The policy states that any graduate level assignment received late will incur a 5 point grade reduction per day including weekends and holidays. Any assignment submitted one week beyond the due date will not be accepted, resulting in a grade of zero.

The purpose of this policy is for uniformity and academic rigor at the master level.

Item #7: Syllabi Discussion/Action

The faculty was instructed to use the previous course syllabus template and submit all syllabi to the Department Chairs for approval.

Item #8: Grades – Incomplete
Discussion/Action

Due to financial aid issues, the suggestion was made for faculty to post whatever grade the student has earned at the time the semester ends, even if all assignments have not been submitted. A grade of "I" (Incomplete) is not to be recorded as a final grade.

Item #9: Food/Drink in Classroom
Discussion/Action

The consensus of the faculty is that students should be allowed to bring beverages into the classroom. However, food should not be allowed in the classroom.

Item #10: Catalog Revisions
Discussion/Action

Any revisions to the LRSU catalog should be submitted to Mr. David Casas.

Item #11: State of Seminary Address
Discussion/Action

Dr. Flanagan will give the first State of the Seminary address on January 25, 2012 at 10:00 a.m. All faculty and staff should attend.

The meeting was adjourned at 11:35 a.m.

All motions passed by the Faculty Committee will be forwarded to Dr. Ricketson, Chair of Faculty meetings for approval. Approved motions will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: February 8, 2012 at 10:45 a.m.
Dr. Cocar has been assigned the February devotional.

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice Seminary/University
Meeting and Agenda Minutes
Faculty Committee Meeting
February 8, 2012

Members Present:

- | | | |
|--------------------|--------------------|----------------------|
| 1. Brad Arnett | 7. David Mapes | 13. Dennis Dieringer |
| 2. Rusty Ricketson | 8. Scott Henderson | 14. Dennis Vines |
| 3. Jeff McCann | 9. Ron Cobb | 15. Sharon Atkins |
| 4. Ben Cocar | 10. Tony Guthrie | 16. Tim Skinner |
| 5. James Kinnebrew | 11. David Phillips | |
| 6. Marvin Jones | 12. Hal Haller | |

Others in Attendance: Ann Kerlin, Sally Shirley

The Faculty Committee Meeting was called to order by Dr. Rusty Ricketson, Chair of Faculty Meetings, at 10:30 a.m. in Woodlawn Hall, Room 201. Dr. Cocar led a devotional, followed by prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Item #8 (Grades – Incomplete) from the January Faculty Committee meeting minutes was offered as a suggestion. No action was taken. The January minutes will be amended to reflect this change.

Dr. Cobb made a motion to accept the January 11, 2012 Faculty Committee Meeting minutes as amended. Dr. Cocar seconded the motion. The motion passed unanimously.

Item #2: Introductions
Discussion/Action

Dr. Ricketson introduced adjunct professor, Ann Kerlin and newest full-time employee, Sally Shirley to the faculty.

Item #3: Majors/Minors on Diplomas
Discussion/Action

The issue of listing majors/minors on diplomas will be discussed at the March 2012 Graduate Committee meeting.

Item #4: Catalog Revisions
Discussion/Action

All catalogs being distributed now have "As of January 1, 2012 Advanced Standing Is No Longer Offered" stamped on page 25.

LRSU no longer is accepting applicants into the Master of Divinity Chaplaincy program.

Item #5: Late Policy – Uniformity
Discussion/Action

The Graduate Committee made a recommendation to the Faculty (Item #6-January minutes) regarding a standardized late policy for class assignments. This recommendation is in discussion.

Item #6: Who's Who Nominees
Discussion/Action

Once the final list of 2012 graduates is compiled, the list will be distributed to the faculty via email so Who's Who recommendations can be made.

11:00 to 12:00 – Faculty participated in a webinar hosted by Kaltura Cross Campus Media Suite.

The meeting was adjourned at 12:10 p.m.

All motions passed by the Faculty Committee will be forwarded to Dr. Ricketson, Chair of Faculty meetings for approval. Approved motions will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: March 7, 2012 at 10:00 a.m.
Dr. Kinnebrew has been assigned the March devotional.

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice Seminary/University
Meeting and Agenda Minutes
Faculty Committee Meeting
March 7, 2012

Members Present:

- | | | |
|---------------------|---------------------|------------------|
| 1. Rusty Ricketson | 7. Sharon Atkins | 12. David Mapes |
| 2. Brad Arnett | 8. Jeff McCann | 13. Marvin Jones |
| 3. James Kinnebrew | 9. Tim Skinner | 14. Ben Cocar |
| 4. Dennis Dieringer | 10. Scott Henderson | 15. Hal Haller |
| 5. Dennis Vines | 11. Ron Cobb | 16. Tony Guthrie |
| 6. David Phillips | | |

The Faculty Committee Meeting was called to order by Dr. Ricketson, Chair of Faculty Meetings, at 10:00 a.m. in the upstairs conference area. Dr. Kinnebrew led a devotional, followed by prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Dr. Guthrie made a motion to accept the February 8, 2012 Faculty Committee Meeting minutes as presented. Dr. Kinnebrew seconded the motion. The motion passed unanimously.

Item #2: Who's Who Nominations
Discussion/Action

Dr. Ricketson encouraged the faculty to submit Who's Who nominations to Sherri Humphrey by Friday, March 9, 2012.

Item #3: Regalia
Discussion/Action

Vanessa Nealey needs regalia forms submitted by Friday, March 9, 2012. The faculty were reminded that graduation attendance is required.

Item #4: Updates from VP for Academic Affair
Discussion/Action

Dr. Arnett updated the faculty on several issues:

- a) The search for a full-time New Testament professor is being conducted. Dr. William Wilson has been interviewed and remains a candidate. Dr. James Davis will fly in next

week for an interview. Dr. Davis has a Ph.D. from Dallas Theological Seminary. There are several other prospects that may be called for an interview if necessary.

- b) On March 21, 2012, the faculty will be going to the Passages exhibit as part of their professional development.
- c) The computer lab in Woodlawn Hall has had its number of terminals reduced to six. Please keep this in mind if an on-campus class needs to meet in the lab.
- d) Departments Chairs will be meeting this afternoon to discuss the summer schedule.
- e) On February 27, 2012, there was an unauthorized entry in the faculty area, resulting in keys being stolen. The lock on the exterior door to the faculty offices has been changed to match all other exterior doors.
- f) Dr. Arnett distributed a survey to the faculty regarding Graduation Clearance forms. The faculty was asked to complete the survey and return to Dr. Arnett today.
- g) Effective immediately, Dr. Vines will be working from home, Monday through Friday. Dr. Vines will advise students who submit requests online. Margie Miller and Kim Kendall will be dedicated solely to the Academic Advising Office (AAO). Dr. Vines will continue to troubleshoot issues with Blackboard. He will not be required to attend committee meetings. On behalf of the entire faculty, Dr. Dieringer expressed feelings of appreciation for Dr. Vines' many years of dedicated service to LRSU.
- h) Dr. Dieringer announced that the Student Government Association (SGA) is having an apparel sale through the end of March. Order forms will be available in the faculty area.

Item #5: TRACS Self Study Discussion/Action

Dr. McCann announced that LRSU is ready to move to the next stage of the TRACS self study. In August 2012, the self study proposal will be submitted to TRACS. Any recommendations that have not been completed need to be addressed and a budget needs to be submitted.

Everyone will serve on one of the seven sub-committees to review standards in each area. In addition, areas in which LRSU is in or out of compliance will be identified. This will occur from September 2012 to Spring/Summer 2013. All seven reports from the sub-committees need to be uniform before presented.

The self study with documentation should be completed by July 1, 2014. LRSU will have a TRACS team visit in October 2014. The TRACS commission will make a decision regarding reaffirmation in April 2015.

Item #6: Faculty Evaluations Discussion/Action

Student evaluations from the Fall 2011 semester were sent to professors for review in order to complete the assessment cycle. The faculty was reminded that an evaluator will be visiting on-campus classes as part of the faculty evaluations. Online classes will be reviewed online by department chairs.

Item #7: Unlimited Partnerships
Discussion/Action

Drs. Flanagan, Arnett, and Ricketson met with representatives from Unlimited Partnerships. This organization is a national ministry that provides students who possess minimal ministry experience the opportunity to partner with an organization in order to serve in a mentor capacity. This organization trains students to be growth oriented in pastor/staff relationships.

Several Southern Baptist seminaries as well as several participating churches are helping to fund this program. LRSU likely will participate in this partnership.

Item #8: Missions Conference
Discussion/Action

Dr. Ricketson asked the faculty to be in prayer for the missionaries and students who will be participating in the upcoming Missions Conference.

The meeting was adjourned by 10:40 a.m.

All motions passed by the Faculty Committee will be forwarded to Dr. Ricketson, Chair of Faculty meetings for approval. Approved motions will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: April 11, 2012 at 10:00 a.m.
Dr. Guthrie has been assigned the April devotional.

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice Seminary/University
Meeting and Agenda Minutes
Special Called Faculty Meeting
March 28, 2012

Members Present:

- | | | |
|---------------------|--------------------|-----------------|
| 1. Brad Arnett | 7. David Mapes | 13. Hal Haller |
| 2. Rusty Ricketson | 8. Marvin Jones | 14. Jeff McCann |
| 3. James Kinnebrew | 9. Scott Henderson | |
| 4. Dennis Dieringer | 10. Tony Guthrie | |
| 5. David Phillips | 11. Sharon Atkins | |
| 6. Ben Cocar | 12. Ron Cobb | |

Members Absent: Tim Skinner

Others in Attendance: James Flanagan

The Faculty Committee Meeting was called to order by Dr. James Flanagan, President, at 10:00 a.m. in the upstairs conference area.

Agenda Items

Item #1: New Faculty Member
Discussion/Action

Dr. Flanagan announced that Mark Owens has been offered a contract for the position of full-time New Testament professor. Prof. Owens is in the Ph.D. program at Aberdeen University (ABD). Prof. Owens should complete the Ph.D. program within one year or his contract will not be renewed.

Dr. Flanagan encouraged the faculty to help acclimate Prof. Owens to LRSU when he arrives July 1, 2012.

Item #2: History of LRSU
Discussion/Action

Dr. Flanagan reviewed the history of LRSU with the faculty:

Dr. Witty, a Methodist preacher, graduated from Asbury University. He arrived in Jacksonville in the 1930s and pastored one of the largest churches in the United States at that time. Dr. Witty divorced his first wife and remarried at a later date. He continued to pastor in an era when this was frowned upon. He later pastored Central Baptist Church.

Dr. Witty founded LRSU at the age of fifty-five. He recognized the need to further his education and entered FSU in his mid-sixties, earning a Ph.D. in English. Dr. Witty retired at the age of seventy-five.

Dr. Witty offered the Th.D. and Th.M. degrees in the mid-seventies. He eventually dropped these programs and began the D.Min. program. Well-known preachers such as Charles Stanley and Jerry Vines graduated from LRSU with a D.Min. degree. LRSU was graduating 150 D.Min. students per year during that time.

Dr. Flanagan clarified the fact that Fuller University created the D.Min. program; LRSU formalized the program.

In the late 1970s, LRSU hired approximately 4 professors with earned Ph.D. or Th.D. degrees from other institutions. Until this point, all faculty were LRSU graduates. LRSU was ten to twelve years old before having its first full-time faculty.

In 1972, Dr. Witty became the first full-time President for LRSU. In the late 1970s, some of the faculty such as Paul Enns rebelled against the distance education program and some of the theological views held by the institution. Articles regarding this can be found in previous editions of *Christianity Today*. Enns developed LRSU's current doctrinal statement. Dr. Witty denied his beliefs surrounding some of the key issues in the doctrinal statement. He did not hold to the pre-tribulation or pre-millennialist views. Dr. Witty retired in 1982.

Dr. Witty used the word transdenominational to describe LRSU. When Dr. Williams became President in 1982, LRSU aligned itself with the Southern Baptists, using words such as 'affirmed' and 'baptistic.'

LRSU bylaws state: 1) Board members must be comprised of at least eighty percent Southern Baptists and 2) all faculty must be members of Southern Baptist churches.

Dr. Flanagan stated that he attended his first faculty meeting after having worked at LRSU approximately thirty days. He, along with several others, was blamed for the 'downfall of the seminary.'

Dr. Flanagan reminded the faculty that it is important to the Board members for LRSU to hire faculty who are relatable and personable. The Board is adamant about faculty members being Southern Baptist. LRSU is not interested in pursuing the direction of Independent Baptist or Bible Church.

LRSU is looking at several Ph.D. candidates for full-time faculty positions. Among these are Ann Kerlin, Joshua Stewart, David Casas, Evan Posey, Gilbert Fields, and Rodney Massey.

Dr. Flanagan concluded by reminding the faculty to be respectful when discussing the founders' beliefs and vision. LRSU wants to carry on the legacy that Dr. Witty began.

Dr. Guthrie asked if LRSU should anticipate changes being made to the doctrinal statement. Dr. Flanagan informed the faculty that he has asked the Foundational Standards Committee to review the *Baptist Faith and Message* for the purpose of merging that with the doctrinal statement to produce a standard confessional of faith.

The meeting was adjourned at 10:35 a.m.

Luther Rice Seminary/University
Meeting and Agenda Minutes
Faculty Committee Meeting
April 11, 2012

Members Present:

- | | | |
|---------------------|--------------------|---------------------|
| 1. Brad Arnett | 6. Scott Henderson | 11. Hal Haller |
| 2. Rusty Ricketson | 7. Tony Guthrie | 12. Marvin Jones |
| 3. Dennis Dieringer | 8. Ron Cobb | 13. Ben Cocar |
| 4. Sharon Atkins | 9. David Mapes | 14. James Kinnebrew |
| 5. Tim Skinner | 10. David Phillips | |

The Faculty Committee Meeting was called to order by Dr. Rusty Ricketson, Chair of Faculty Meetings, at 10:00 a.m. in the upstairs conference area. Dr. Guthrie led a devotional, followed by prayer.

Agenda Items

Item #1: Approval of Minutes

Discussion/Action

Dr. Guthrie made a motion to accept the March 7, 2012 Faculty Committee meeting minutes as presented. Dr. Cobb seconded the motion. The motion passed unanimously.

Item #2: Who's Who Nominees

Discussion/Action

Dr. Ricketson announced that Who's Who nominees have been submitted and award certificates have been mailed. Nominees will be recognized at the Graduation Banquet on May 17, 2012.

Item #3: New NT Professor

Discussion/Action

Dr. Ricketson announced that Mark Owens was offered a contract as full-time New Testament professor. Professor Owens accepted the offer and will begin July 1, 2012. Professor Owens will be participating in the 2012 graduation events. Please be in prayer for Professor Owens' completion of his dissertation in the Ph.D. program.

Item #4: Dr. Jones

Discussion/Action

Dr. Jones completed the comprehensive exams for his Ph.D. program. Please be in prayer for favorable results.

Item #5: Information from Dr. Arnett
Discussion/Action

- a) There are 291 graduates in the LRSU class of 2012.
- b) Dr. Arnett will be out of town on a TRACS visit from April 23-27, 2012.
- c) Dr. Arnett distributed a Course Syllabus Template. He asked that faculty members use this as a model as courses are prepared for the Summer 2012 semester. Please be sure that the course description in the syllabus matches the one listed in the catalog. Course objectives are mapped out for all courses in the Department Curriculum Map. Please use the objectives listed in the Curriculum Map when preparing syllabi.
- d) Dr. Arnett suggested that when advising students, the faculty should encourage new students to take the Research and Writing course (RW 100 or RW 500) within their first semester.

Prof. Skinner made a motion that students entering LRSU should be required to take the Research and Writing course (RW 100 or RW 500) within the first semester. Rev. Haller seconded the motion. The motion passed unanimously.

- e) The faculty summit tentatively is scheduled for August 14-15, 2012.
- f) The faculty work schedule will be 2 days per week through graduation.
- g) The LRSU Golf Tournament is scheduled for May 17, 2012 (prior to the Graduation Banquet).
- h) Dr. Ricketson invited the faculty to his property for lunch and a day of fishing on April 18, 2012.

Item #6: Kaltura – Video Integration
Discussion/Action

After participating in a Kaltura demonstration, a sub-committee (Brad Arnett, Ken Stokes, Sherri Humphrey) met to discuss the possibility of video integration into the Blackboard system.

Dr. Arnett wants to move towards the utilization of videos in online classes. In order to do this, beginning with the Summer 2012 semester, Dr. Arnett wants every online class to have a 5-15 minute (no more than 15 minutes) introductory video loaded into Blackboard. The next step will be to include 2-3 content related videos per course.

The meeting was adjourned at 10:50 a.m.

All motions passed by the Faculty Committee will be forwarded to Dr. Ricketson, Chair of Faculty meetings for approval. Approved motions will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: May 9, 2012 at 10:00 a.m.
Dr. Cobb has been assigned the May devotional.

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice University/Seminary
Meeting and Agenda Minutes
Called Faculty Meeting
September 12, 2012

Members Present:

- | | | |
|--------------------|---------------------|----------------------|
| 1. Brad Arnett | 7. Tony Guthrie | 13. Dennis Dieringer |
| 2. William Wilson | 8. Jeff McCann | 14. James Kinnebrew |
| 3. Ben Cocar | 9. Ann Kerlin | 15. Tim Skinner |
| 4. Hal Haller | 10. Scott Henderson | 16. David Phillips |
| 5. Ron Cobb | 11. Sharon Atkins | 17. David Mapes |
| 6. Rusty Ricketson | 12. Mark Owens | |

Members Absent: Marvin Jones

Others in Attendance: Ron Kroll, James Flanagan, Sally Shirley

The Faculty Meeting was called to order by Dr. Flanagan, President, at 11:00 a.m. in the upstairs conference area.

Dr. Flanagan introduced Dr. Ron Kroll, Director for Commission on Accreditation for the Association of Biblical Higher Education (ABHE), to the faculty. He mentioned that Dr. Kroll's brother, Woodrow Kroll is President of the organization *Back to the Bible*. Dr. Kroll's brother, Jerry Kroll is nearing retirement at Liberty University as a professor.

Dr. Kroll addressed the faculty regarding ABHE which was founded in 1948. ABHE was a charter member of the initial group recognized by the USDE in 1952. ABHE represents 110 accredited institutions. There are an additional 70 institutions that are affiliates or applicants.

Dr. Kroll reviewed the accreditation process: 1) The institution must indicate by letter of certification that the Board is committed to the process, 2) The institution must agree with the tenets of faith, and 3) The institution is asked to respond to 22 conditions of eligibility.

The accreditation committee makes a determination with regard to applicant status. The government has timeframes in which to subscribe. An institution has up to 5 years to achieve candidacy status (achieve ABHE requirements).

Once candidacy status is attained, the institution has an additional 5 years to achieve accredited status.

Two reviews will be conducted at the candidacy stage and again at the accredited stage.

Dr. Kroll stated that ABHE made the decision to become the accrediting agency that institutions could not live without vs. the accrediting agency that institutions had to live with. This philosophical change occurred 5 years ago under ABHE's new director.

Being an accreditation agency is the cornerstone of what ABHE does and who they are. ABHE is striving to become a services agency, as well. Nearly 50% of ABHE accredited institutions also are regionally accredited.

Dr. Kroll mentioned that a combined team visit with national and regional accrediting agencies will not happen.

Many ABHE requirements parallel SACS requirements. ABHE considers herself to be a "Renewal of a Movement," not just an accrediting agency. Dr. Kroll stated that SACS operates on a professional level individually, seeking general success through research. ABHE's institutional members work together to become successful.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice University/Seminary
Meeting and Agenda Minutes
Faculty Committee Meeting
September 19, 2012

Members Present:

- | | | |
|---------------------|--------------------|-----------------|
| 1. Rusty Ricketson | 7. Tony Guthrie | 13. Ben Cocar |
| 2. Dennis Dieringer | 8. Marvin Jones | 14. Hal Haller |
| 3. Sharon Atkins | 9. Tim Skinner | 15. David Mapes |
| 4. Mark Owens | 10. Ron Cobb | |
| 5. Scott Henderson | 11. David Phillips | |
| 6. James Kinnebrew | 12. William Wilson | |

Members Absent: Brad Arnett, Ann Kerlin

Others in Attendance: Jeff McCann, Sally Shirley

Prior to the meeting being called to order, Dr. Cobb nominated Dr. Ricketson to continue as Chair of Faculty Meetings for the academic year 2012-13. Dr. Phillips seconded the nomination. The nomination was approved unanimously.

The Faculty Committee Meeting was called to order by Dr. Ricketson, Chair of Faculty Meetings at 9:00 a.m. in the upstairs conference area. Dr. Guthrie led a devotional on the subject of Creativity, which was followed by prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Dr. Cocar made a motion to accept the May 9, 2012 Faculty Committee Meeting minutes as presented. Dr. Jones seconded the motion. The motion passed unanimously.

Dr. Henderson made a motion to accept the August 14-16, 2012 Faculty Summit minutes as presented. Dr. Cocar seconded the motion. The motion passed unanimously.

Dr. Wilson made a motion to accept the August 22, 2012 Faculty Committee Meeting minutes as presented. Dr. Phillips seconded the motion. The motion passed unanimously.

Item #2: Committee Reports
Discussion/Action

Undergraduate Committee – No report was given

Graduate Committee – Dr. Cobb stated that major changes have been made to the MABC and MAL programs with regard to the SLOs. Dr. Wilson is working on the MACS program. Dr. Henderson is working on the MAA program.

Seminary Committee – Dr. Kinnebrew stated that the committee has met several times. As a result, the SLOs have been narrowed down for the upcoming assessment evaluation.

Item #3: Assessment Report – Institutional Effectiveness (IE)
Discussion/Action

Dr. McCann distributed a Self-Study proposal (attached) to the committee. He stated that committee work needs to begin for the self-study.

Dr. McCann reviewed the timeline for TRACS reaffirmation, which also includes several ABHE due dates (see page 3 of proposal). Faculty and staff will work on TRACS and ABHE simultaneously in an effort to avoid duplication of work.

Dr. McCann added the following dates which are in addition to the dates stated in the proposal:

April 2013 – 2-day consultant visit with ABHE. Also, a letter will be sent to ABHE requesting a delayed submission of the self-study along with a fall 2013 visit. Dr. Kroll stated that LRU should pursue initial accreditation rather than candidacy.

May 1, 2013 – ABHE self-study due

October 2013 – ABHE team visit

December 2013 – submission of compliance document which addresses 22 conditions of eligibility

Dr. McCann reminded the faculty that a joint submission will not be approved. Two separate documents must be submitted, although both agencies basically are looking for the same information. The possibility exists that in 2015, LRU will be ready to apply for SACS accreditation.

The following seven committees have been created for the self-study (see pages 3-4 of proposal):

1. Governance Committee
2. Academic Committee
3. Faculty Committee
4. Library Committee
5. Financial Committee
6. Institutional Effectiveness Committee
7. Student Development Committee

Dr. McCann reviewed the membership of the committees (pages 4-5 of proposal), as well as the 11 standards for the self-study.

TRACS and ABHE standards will be posted as a reference for committee work after the IE retreat.

Dr. McCann mentioned that Dr. Kroll was impressed with LRU and did not see any 'red flags' pertaining to accreditation. However, LRU is out of compliance in one area. ABHE requires students to be involved in Christian service. Ninety-seven percent of LRU students are involved in ministry upon entrance into the school. LRU needs to require Christian service from students. With regard to implementation, LRU has some flexibility. The suggestion was made to tie Christian service to specific courses or students could create a Christian service portfolio to be placed in a capstone course.

LRU also needs to improve in the area of tracking the employment of graduates.

Item #4: Writing Style Manual
Discussion/Action

Dr. Ricketson announced that David Casas is developing a writing style manual to be used by students as a reference when writing papers. Please contact Mr. Casas with any suggestions regarding format.

The meeting was adjourned at 10:10 a.m.

All motions passed by the Faculty Committee will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: October 17, 2012 at 2:00 p.m.

Dr. Ricketson has been assigned the October devotional on 'Eloquence.'

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice University/Seminary
Meeting and Agenda Minutes
Faculty Committee Meeting
October 17, 2012

Members Present:

- | | | |
|---------------------|--------------------|---------------------|
| 1. Rusty Ricketson | 7. Tony Guthrie | 13. Ron Cobb |
| 2. Brad Arnett | 8. Ben Cocar | 14. Tim Skinner |
| 3. Dennis Dieringer | 9. David Mapes | 15. David Phillips |
| 4. Sharon Atkins | 10. Hal Haller | 16. James Kinnebrew |
| 5. Mark Owens | 11. William Wilson | |
| 6. Scott Henderson | 12. Marvin Jones | |

Members Absent: Ann Kerlin

Others in Attendance: Jeff McCann

The Faculty Committee Meeting was called to order by Dr. Ricketson, Chair, at 2:00 p.m. in the upstairs conference area.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Dr. Kinnebrew made a motion to accept the September 12, 2012 Faculty Committee minutes as presented. Dr. Mapes seconded the motion. The motion passed unanimously.

Dr. Jones made a motion to accept the September 19, 2012 Faculty committee minutes as presented. Dr. Dieringer seconded the motion. The motion passed unanimously.

Item #2: Committee Reports
Discussion/Action

The following reports were presented to the faculty:

- a) Undergraduate Programs Committee – Dr. Henderson summarized the conference call from Dr. Flanagan in which the committee was instructed to reduce the number of course offerings for the undergraduate programs.
- b) Graduate Programs Committee – Dr. Ricketson summarized the conference call from Dr. Flanagan in which the committee was instructed to reduce the number of course offerings for the Master of Arts programs.
- c) Seminary Programs Committee – Dr. Kinnebrew summarized the conference call from Dr. Flanagan in which the committee was instructed to reduce the number of course offerings in the Doctor of Ministry and Master of Divinity programs.

Item #3: Report from VP for Academic Affairs
Discussion/Action

Dr. Arnett provided the following updates:

- a) Budget Input Forms 2013-14 – Please complete and submit the budget input forms to Dr. Arnett or Mr. Hardcastle by October 31, 2012. Everyone must submit a budget form, even if no items are requested. Do not list items such as office supplies. Items that are not already allocated in the budget should be included. Feedback will be provided as to whether or not requests are granted or denied.

The Budget and Strategic Planning committees have been combined. Any questions should be directed to Dr. Arnett or Mr. Hardcastle.

- b) Spring Schedule – Dr. Arnett is finalizing the Spring 2013 course schedule.
- c) Joshua Stewart – Professor Joshua Stewart will join the full-time faculty in January 2013. Professor Stewart is pursuing a Ph.D. in Old Testament at New Orleans Baptist Theological Seminary. His anticipated graduation date is May 2013.
- d) Nemitz Presentation – Dr. Arnett will create a survey in the Faculty Development Center in Blackboard as a place to voice feedback concerning the conference held by Dr. Nemitz.

Dr. Arnett mentioned that many faculty members attended school in a traditional setting, yet most students are taking classes in a non-traditional format (online). Faculty members must engage their students using email, discussion board, videos, phone conversations, etc.

Dr. Owens expressed a concern of over-emphasizing interaction with students and neglecting course material. Dr. Arnett confirmed that engagement should be focused on instructional material.

- e) Video Presentations – Dr. Arnett mentioned that LRU has a variety of video options:
 - 1) PowerPoint to create voice-over (PowerPoint movie);
 - 2) Utilize a camera to record live classes. These must be edited due to the length of the videos. Ideally, videos will be divided into 20 minute segments and students will be asked to hold questions until the presentation is complete;
 - 3) the video studio contains a variety of backgrounds and has a green screen, allowing more creativity.
- f) ShareStream – Currently, videos are uploaded to Vimeo. A ShareStream license has been purchased for video uploads. This is a video hosting service in Blackboard. Students will be able to load videos, as well.
- g) Phone System – A new Cisco phone system has been purchased. All employees will receive new phones and new extensions. The system has greater functionality, such as the

ability to record conversations. Voice mail messages will appear in the employee's email as a voice recorded message for convenience.

- h) Annual Faculty Profile – Dr. Arnett distributed a draft of the Annual Faculty Profile for evaluations to be completed yearly. The profile will be due February 15, 2013 to allow time for the review process. Dr. Arnett will finalize the profile and implement after the fall semester.

Item #4: Foundational Standards Review
Discussion/Action

Dr. Ricketson distributed a Foundational Standards Review Process form to be completed by the faculty members. Dr. Arnett asked committee members to familiarize themselves with LRU's foundational standards before completing the form. Please complete the form within one week and submit to Sherri Humphrey.

Item #5: Full-Time Non-Residential Faculty
Discussion/Action

Dr. Henderson made a motion to create a new faculty designation in the Faculty Handbook for full-time, non-residential faculty. These faculty members would be issued an annual contract without being required to be on-campus. Faculty members would teach the same load as residential faculty members and would teach solely online classes. Dr. Cocar seconded the motion.

Discussion was held regarding monetary compensation. Dr. Arnett stated that non-residential faculty members would be compensated more than adjunct faculty members.

Twelve members voted in favor of the motion; three abstained.

Item #7: Definition of a Credit Hour
Discussion/Action

Dr. Arnett distributed a proposal regarding the definition of a credit hour for review. After review, the committee suggested that the Annotated Bibliography of Five Resources be increased to 10 hours.

Dr. Owens made a motion to adopt the proposed formula for calculating a credit hour (residential and online) as amended. Dr. Cocar seconded the motion. The motion passed unanimously.

The meeting was adjourned at 3:20 p.m.

All motions passed by the Faculty Committee will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: November 14, 2012 at 9:00 a.m.

Dr. Mapes has been assigned the November devotional on 'Integrity.'

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice University/Seminary
Meeting and Agenda Minutes
Faculty Committee Meeting
November 14, 2012

Members Present:

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|---------------------|--------------------|----------------|
| 1. Rusty Ricketson | 7. Scott Henderson | 13. Ben Cocar |
| 2. Brad Arnett | 8. James Kinnebrew | 14. Hal Haller |
| 3. Marvin Jones | 9. Tim Skinner | |
| 4. Dennis Dieringer | 10. David Phillips | |
| 5. Sharon Atkins | 11. Ron Cobb | |
| 6. Jeff McCann | 12. William Wilson | |

Members Absent: Tony Guthrie, David Mapes, Mark Owens

Others in Attendance: Vanessa Nealey

The Faculty Committee meeting was called to order by Dr. Ricketson, Chair, at 9:00 in the upstairs conference area. Dr. Cocar led a devotional on 'Fidelity' followed by prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Dr. Jones made a motion to accept the October 17, 2012 meeting minutes as presented. Dr. Cocar seconded the motion. The motion passed unanimously.

Item #2: Health/Dental Insurance
Discussion/Action

Ms. Nealey discussed the different options for health and dental insurance. She mentioned that whereas all employees are under Health Choice 1000 currently, all employees will have two options for the upcoming year. The choices are Health Choice 1000 and Health Choice 2000. Insurance coverage is with HighMark Blue Cross Blue Shield (not BCBS of GA). Open enrollment is November 28 and 29, 2012.

Item #3: Spring Course Schedule
Discussion/Action

The Spring 2013 schedule has been posted online. Dr. Arnett asked the committee to review the textbook selections as soon as Ms. Yolanda Thompson makes the list available to ensure the selections are correct.

Item #4: Office Expansion

Discussion/Action

In 3-4 weeks, three new office spaces will be built, the conference area will be enclosed, and a new work space will be created for Ms. Humphrey and Ms. Futch. The smaller upstairs conference room has been remodeled.

Item #5: Job Description – Teaching Assistant

Discussion/Action

Dr. Arnett distributed a job description for Teaching Assistants to the committee for review.

Dr. Wilson made a motion to approve the job description for Teaching Assistants. Dr. Dieringer seconded the motion. The motion passed unanimously.

Item #6: Student Grievance Policy

Discussion/Action

Dr. Dieringer distributed the Student Grievance Policy as stated on pages 47-48 of the LRU catalog.

Dr. Wilson mentioned that one of the questions asked for the self-study is in regards to the official record keeper for student complaints. A clearer statement needs to be published in the catalog stating who the official record keeper is.

For clarification purposes, the Student Grievance policy does not address grade appeals. This is for non-academic issues only. The policy for academic appeals is found on pages 60-61 of the LRU catalog.

Dr. Arnett asked the faculty to tell students who have complaints that there is a procedure in place that needs to be followed for resolution.

Dr. McCann mentioned that TRACS' address has changed and should be updated throughout the catalog.

Item #7: Holiday Schedule

Discussion/Action

Dr. Arnett stated that professors can be out of the office for the Christmas holidays as soon as grades are submitted to the Registrar's office. Professors do not need to return to the office until the week of January 7, 2013. However, January 5, 2013 is New Student Orientation and all faculty members are required to be in attendance.

Review of Upcoming Holiday Schedule:

November 21-23 – Office closed for Thanksgiving

December 5 – Christmas Luncheon

December 16 – Last day of Semester

December 19 – All grades must be submitted to the Registrar's Office

December 24-28 – Office closed for Christmas

January 14 – Spring Semester Begins

January 21 – Office closed in observance of MLK Day (classes will not meet this day)

Item #8: Update from VP for Academic Affairs

Discussion/Action

- a) Course Elimination Project – Dr. Arnett has submitted the proposal regarding course eliminations to Dr. Flanagan and is awaiting a response.
- b) Nemitz Survey – Dr. Arnett was unable to post the survey regarding feedback to the conference held by Dr. Nemitz. However, notes are available for review if desired.
- c) ShareStream – the new video hosting platform has not been tested, but the building block in Blackboard has been installed. Training will be held soon.
- d) Cisco Phone System – the new phone system has been installed.

Item #9: Fire Drill

Discussion/Action

Dr. Dieringer stated that in case of an emergency, phones have been installed in all classrooms. These phones will dial 911 and internal extensions.

If an evacuation is necessary, students, faculty, and staff should be directed to the area on the other side of the parking lot. Faculty members are encouraged to take class rosters if possible to identify any missing students. Professors are responsible for making sure classrooms are evacuated. In case of fire, elevators are not to be utilized. In the event of a tornado, students should go to the Library.

The meeting was adjourned at 9:50 a.m.

All motions passed by the Faculty Committee will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: December 12, 2012 at 2:00 p.m.

Dr. Mapes has been assigned the December devotional on "Integrity."

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings

Luther Rice University/Seminary
Meeting and Agenda Minutes
Faculty Committee Meeting
December 12, 2012

Members Present:

- | | | | |
|--------------------|--------------------|----------------------|-----------------|
| 1. Brad Arnett | 6. William Wilson | 11. Hal Haller | 16. Jeff McCann |
| 2. Rusty Ricketson | 7. Tony Guthrie | 12. Ron Cobb | |
| 3. Tim Skinner | 8. Scott Henderson | 13. Sharon Atkins | |
| 4. Ben Cocar | 9. David Phillips | 14. Dennis Dieringer | |
| 5. Marvin Jones | 10. Mark Owens | 15. David Mapes | |

Members Absent: James Kinnebrew

Others in Attendance: James Flanagan, Thomas Mapes

The Faculty Committee Meeting was called to order by Dr. Ricketson, Chair, at 2:00 p.m. in the upstairs conference area. Dr. Flanagan opened in prayer. Dr. David Mapes led a devotional on Integrity followed by prayer.

Agenda Items

Item #1: Approval of Minutes
Discussion/Action

Since the November faculty meeting, the date for final grade submission changed from December 18 to December 19, 2012. Dr. Ricketson requested that this be changed in the November minutes.

Dr. Henderson made a motion to accept the November 14, 2012 Faculty meeting minutes as amended. Dr. Cocar seconded the motion. The motion passed unanimously.

****Grades are due by noon on December 19, 2012****

Item #2: Introduction-Thomas Mapes
Discussion/Action

Dr. Arnett introduced Professor Thomas Mapes as LRU's newest employee. Prof. Mapes is pursuing his Ph.D. in English at Georgia State University. He will begin January 1, 2013 as a full-time General Education faculty member.

Item #3: Announcements/Updates
Discussion/Action

- a) Grades are due in the Registrar's office by noon on December 19, 2012. Once grades are submitted, faculty members are free to leave for Christmas break.
- b) New Student Orientation – all faculty members must be present for orientation on January 5, 2013.
- c) Course Elimination Project – Committees should be working on proposed changes to the various programs regarding course elimination.
- d) Blackboard has a program regarding rubrics that pertain to course design and best practices in online education. Dr. Arnett will post information about this in the Faculty Development Center.
- e) Syllabi – Dr. Arnett mentioned that more standardization regarding the content of syllabi is needed. He is considering 2-3 parts per syllabus: 1) Instructional portion – the school would provide professors with this information which could not be modified. Course descriptions, numbers, objectives, and textbooks would be reviewed annually, 2) Bibliography – Departmental portion to be provided by professors who would meet to develop bibliographies for courses, 3) Schedule – This would include reading assignments, tests, grading distribution, etc. and would be handled on an individual level.
- f) Textbooks for Spring – Dr. Arnett instructed the faculty to check the website for any textbook changes. Any changes need to be submitted to Ms. Yolanda Thompson immediately.

The meeting was adjourned at 2:42 p.m.

All motions passed by the Faculty Committee will be forwarded to the VP for Academic Affairs and then to the Office of the President for final approval.

Next meeting: January 23, 2013 at 9:00 a.m.

Dr. Dieringer has been assigned the January devotional on "Wisdom."

Respectfully submitted,

Rusty Ricketson, Ph.D.
Chair of Faculty Meetings