

# **Assemblies of God Theological Seminary**

## **MSS 629/CE 626 ADMINISTRATION IN THEOLOGICAL EDUCATION**

### **COURSE SYLLABUS**

**Warren B. Newberry, D.Th.**  
**Visiting Professor of Missions**

Spring 2005

**Time: 7:30-10:15 am Tuesdays**

#### **COURSE DESCRIPTION**

An overview of Bible school administration in a cross-cultural context. Using a basis of organization/management theory, traditional and nontraditional forms of administration are made relevant to domestic and foreign settings. Governance, personnel relationships, fiscal matters, curriculum development, and assessment issues will be studied.

#### **COURSE OBJECTIVES**

At the end of the course, the student should be knowledgeable of the organization and governance of Higher Education in the following areas:

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- 1. Institutional governance and trustees/Board of governors
- 2. Administrators
  - Director/president
  - Academic Dean
  - Business Administrator
  - Librarian
  - Department chairs
- 3. Working with paid and non-paid faculty
- 4. Contextualized Curriculum development
- 5. Scheduling
- 6. Faculty Evaluations
- 7. Accreditation: Domestic and Foreign
- 8. Students and shared governance
- 9. Relationships with parent organization
- 10. Fiscal matters

## **TEXTBOOKS**

### **Required:**

Birnbaum, Robert. *How Colleges Work: The Cybernetics of Academic Organization and Leadership*. San Francisco: Jossey-Bass Publishers, 1995.

*Director's Manual CD*. Hong Kong: Asia Pacific Education Office, AGWM, 2003. (supplied by the professor)

Seymour, Daniel T. *On Q: Causing Quality in Higher Education*. Phoenix, Arizona: The Oryx Press, 1993.

### **Recommended:**

Hughes, Richard & William Adrian (ed). *Models for Christian Higher Education : Strategies for Success in the Twenty-First Century*. Grand Rapids : Eerdmans Publishing Company, 1997.

Komives, Susan & Dudley Woodward, et al. *Student Service: Handbook for the Profession* (3rd edition). San Francisco : Jossey-Bass Publishers, 1996.

## **METHODOLOGY**

Lecture  
Visual Presentations  
Guest lecturers  
Group Discussion  
Student Presentations

## **COURSE REQUIREMENTS**

### **Readings**

1. Readings are assigned for each class. Graduate study assumes readings are complete previous to class and the student is conversant in the content. Please use the provided form to make a brief report of each article read. (Not for the textbooks)  
**Note:** All readings are on reserve at the AGTS library and available for the student to photocopy. See the circulation staff.
2. Read the two required textbooks

### **APEO Resource CD:**

Pick up a free copy of this CD from the faculty secretary, Mrs. Norma Simmons. It is recommended that the student print out the following folders or have access to them in the classroom via a laptop computer. The material can also be accessed at this website:

[www.apeo.org](http://www.apeo.org)

1. The Bible School Director's manual
2. The Faculty manual
3. The Student manual
4. LEAD manual

### **Research Project**

Develop a *contextualized* B.A. curriculum for a chosen country of the world. Details will be provided by the professor.

### **Reflection Paper**

Write a 5 page reflection paper on Seymour's book, *On Q: Causing Quality in Higher Education*. Guidelines will be provided by the Professor.

### **Plagiarism**

Evidence of plagiarism will result in the work being assigned a grade of "F" and possibly in the student failing the course.

### **GRADING PROCEDURE**

Exam	20%
Required Reading	20%
Project	45%
Reflection Paper	15%

Late work is subject to penalty!

### **SELECTED BIBLIOGRAPHY**

#### **Books**

Albrecht, Karl. *Successful Management by Objectives*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1978.

Anglin, Dan L. *Directors' Manual: Asia Pacific Assemblies of God Bible Schools*. Laguna Hills, California: Asia Pacific Education Office, 1990.

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Angelo, Thomas and K. Patricia Cross. *Classroom Assessment Techniques* 2<sup>nd</sup> edition. San Francisco: Jossey-Bass Publishers, 1993.

Batten, Joe D. *Tough-Minded Management*. New York: AMACOM, 1978.

Berk, Joseph and Susan. *Managing Effectively*. New York: Sterling Publishing Co., 1991.

Blackwell, Thomas Edward. *College and University Administration*. New York: The Center for Applied Research in Education Inc., 1966.

Bower, Robert K. *Administering Christian Principles. Principles of Administration for*

*Ministers and Christian Leaders*. Grand Rapids, Michigan: Eerdmans Publishing Co., 1964.

Bowden, Henry. *Boards of Trustees: Their Organization and Operation at Private Colleges and Universities*. Macon, GA: Mercer University Press, 1982.

Carpenter, Joel A. and Kenneth W. Shipps (eds.). *Making Higher Education Christian: The history and mission of Evangelical colleges in America*. Grand Rapids, MI: Christian University Press, 1987.

Cuninggim, Merrimon. *Uneasy Partners: The College and the Church*. Nashville: Abingdon, 1994.

DeJong, Arthur. *Reclaiming a mission: New direction for the Church related college, 1990*.

Durasoff, Steve. *Introduction to Christian Education*. Irving, Texas: ICI University Press, 1987.

Drucker, Peter F. *Managing for the Future*. New York: Dutton, 1992.

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Ebel, Kenneth E. *The Art of Administration: A Guide for Academic Administration*. San Francisco, California: Jossey-Bass, Inc., 1978.

Falendar, Andrew J. and John C. Merson, (eds). *Management Techniques for Small and Specialized Institutions*. San Francisco: Jossey-Bass, Inc., 1983.

Ferris, Robert W. *Renewal in Theological Education: Strategies for Change*. Wheaton, Illinois: Billy Graham Center, 1990.

Finzel, Hans. *The Top Ten Mistakes Leaders Make*. Wheaton, illinois: SP Publications, 1994.

Fuller, Jon W. (ed). *Issues in Faculty Personnel Policies*. San Francisco, California: JosseyBass, Inc., 1983.

Fisher, Ben C. *The idea of a Christian University in Today's World*. Macon, GA: Mercer University Press, 1989.

Fulton, Roger V. *Common Sense Supervision*. Berkeley, California: Ten Speed Press, 1988.

Gangel, Kenneth O. *Building Leaders for Church Education*. Chicago, Illinois: Moody Press, 1981.

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- Henricks, Howard G. *Teaching to Change Lives*. Portland, Oregon: Multnomah Press, 1987.
- Holmes, Arthur F. *The Idea of a Christian College*. 2<sup>nd</sup> ed. Grand Rapids, MI: William B. Eerdmans, 1987.
- \_\_\_\_\_ (ed). *The Making of a Christian Mind. A Christian world view and the academic enterprise*. Downers Grove, IL: InterVarsity Press, 1985.
- Hughes, Richard T. and William B. Adrian. *Models for Christian Higher Education. Strategies for success in the Twenty-first century*. Grand Rapids: William B. Eerdmans, 1997.
- Imundo, Louis V. *The Effective Supervisor's Handbook*. New York: AMACOM, 1991.
- Malik, Charles Habib. *A Christian Critique of the University*. Downers Grove, IL: InterVarsity Press, 1982.
- Marsden, George. *The Soul of the American University: From Protestant Establishment to Established Non-belief*. New York: Oxford University Press, 1994.
- Maxwell, John C. *Developing the Leader Within You*. Nashville, Tennessee: Thomas Nelson Publishers, 1993.
- McCorkle, Chester O. and Sandra Orr Archibald. *Management and Leadership in Higher Education*. San Francisco, California: Jossey-Bass Publishers, 1982.
- McVey, Frank L. and Raymond M. Hughes. *Problems of College and University Administration*. Ames, Iowa: The Iowa State College Press, 1952.
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- Nash, Ronald H. *The Closing of the American Heart: What's really wrong with America's Schools*. Grand Rapids: Baker Book House, 1990.
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Spinder, George. *Education and Cultural Process: Anthropological Approaches* 3<sup>rd</sup> edition. Prospect Heights, IL: Waveland Press, 1997.

Tamasy, Robert J.(ed). *The Complete Christian Businessman*. Brentwood, Tennessee: Wolgemith & Hyatt Publishers, Inc., 1991.

Tucker, Allan and Robert Bryan. *The Academic Dean: Dove, Dragon, and Diplomat* 2<sup>nd</sup> edition. New York: Macmillan Publishing Company, 1991.

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Wiles, Jon. *Curriculum Development: A Guide to Practice* 4<sup>th</sup> edition. New York: Macmillan Publishing Company, 1993.

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## Articles

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### **SPECIFIC DATA**

Prepared by Dr. Warren Newberry, November 2004