

PRESIDENT'S OFFICE
Standing Committees, Commissions, and Councils (2011-12)

President's Council

The President's Council has primary responsibilities: 1) to advise the President concerning policy and management matters; 2) to identify and seek solutions to problems crossing college jurisdictions; 3) to maximize the planning efforts of the institution; and 4) to enhance the communication processes within the institution.*

The Council is comprised of the chief officers of the institution: the Provost, the Vice Presidents for Student Affairs, Finance & Administration, the Associate Vice President for Strategic Partnership, the Deans of schools, the Director of Public Relations, the Chief Information Officer, Faculty Senate and ASOIT Presidents, and the Chair of the Administrative Council. The Council is chaired by the Provost.

Brad Burda, Chair, Provost and Vice President for Academic Affairs
Mary Ann Zemke, Vice President for Finance and Administration
Erin Foley, Vice President for Student Affairs and Dean of Students
Robin Thompson, Interim Vice President for Development and Alumni Relations
Mateo Aboy, Associate Provost and Vice President of Research
Lita Colligan, Associate Vice President for Strategic Partnerships
Charlie Jones, Dean, College of Engineering, Technology and Management
Larry Powers, Dean, College of Health, Arts, and Science
Andy Abbott, Chief Information Officer
Matt Schnackenberg, President, Faculty Senate
Shellie Wilson, Chair, Administrative Council
Daniel Helmricks, President, Associated Students of Oregon Institute of Technology (ASOIT)

Facilities Planning Commission

The responsibilities of the Facilities Planning Commission are: 1) to recommend to the President the priority for building construction, remodeling, and equipment use on the basis of demonstrated need and optimal utilization; 2) to review building plans with particular regard to space requests for classrooms, laboratories, offices, and student facilities; 3) to review requests for additional space and equipment which would become a part of the building inventory; and 4) to review requests for changes in use of space, additions, and/or removal of equipment which would alter room use.

The Commission is comprised of the Vice Presidents for Finance & Administration and Student Affairs &

Dean of Students, the Provost, a Dean, Registrar or a designee, the Chief Information Officer, the Directors of Athletics, Facilities Services, Campus Safety, Risk Management, Library, and three faculty members, a member of the Faculty Senate Executive Committee, Metro Portland representative, and two students. The Vice President for Finance & Administration serves as the chair.

MaryAnn Zemke, Chair, Vice President for Finance and Administration
Brad Burda, Provost and Vice President of Academic Affairs
Erin Foley, Vice President for Student Affairs and Dean of Students
Lita Colligan, Associate Vice President for Strategic Partnerships
Charlie Jones, Dean, College of Engineering, Technology and Management
Wendy Pedersen, Registrar
Andy Abbott, Chief Information Officer
Mike Schell, Director of Athletics
David Ebsen, Director of Facilities Services
Ed Daniels, Director of Campus Safety

George Marlton, Director of Risk Management
Karen Kunz, Interim Director of Library
(2012) - Hallie Neupert, Management, Member of the Faculty Senate Executive Committee
(2013) - Faculty 1: Veera Gude, Civil Engineering
(2013) - Faculty 2: Joe Stuart, Manufacturing Engineering Technology
(2013) - Faculty 3: Dawn Taylor, Clinical Laboratory Science
Student 1: vacant
Student 2: vacant

Fiscal Operations Advisory Council

The Fiscal Operations Advisory Council is a faculty/administrative council for the purpose of advising the President on budget and financial matters. The Council will recommend fiscal management priorities to align with strategic goals of OIT. It will review the institution's annual budget and advise the President on the development of new budget initiatives and allocations. The Council will function as an integral group in strategic planning activities.

Members of the Council include the Provost, the Budget Officer, who is an ex-officio, non-voting member, the Vice Presidents for Finance & Administration, Student Affairs, and Development and Alumni Relations, a member of the Faculty Senate Executive Committee, a member of Academic Council, a representative of the Administrative Council, a representative from the auxiliary enterprises, the ASOIT President or designee, and four senior faculty members appointed jointly by the President and the Faculty Senate President. The chair is appointed by the President.

(2013) - Faculty 1: Mark Neupert, Chair, Management
Brad Burda, Provost and Vice President of Academic Affairs
Mary Ann Zemke, Vice President for Finance and Administration
Erin Foley, Vice President for Student Affairs and Dean of Students
Robin Thompson, Interim Vice President of Development and Alumni Relations
Lita Colligan, Associate Vice President of Strategic Partnerships
Patricia VanCurler, Budget Officer, ex-officio, non-voting member
James Long, Faculty Senate Executive Committee Member
Ken Usher, Department Chair, Natural Sciences and member of Provost Council
Ron McCutcheon, Director of Human Resources and member of Administrative Council
Sara Reuter, Representative of the Auxiliary Enterprises
Daniel Helmricks, President, Associated Students of Oregon Institute of Technology (ASOIT)
Marie Bauman, Associated Students of Oregon Institute of Technology (ASOIT)
(2012) - Faculty 2: Grant Kirby, Information Technology Program Director
(2013) - Faculty 3: Richard Bailey, Management Professor
(2014) - Faculty 4: Timothy Thompson, Mathematics Professor

Sustainability Committee

The mission of the Sustainability Committee is to serve as the coordinating body for the university's activities relating to sustainability. The committee will address ways to imbue the theme of sustainability throughout OIT and to promote sustainability in the community, region, and state. General areas of activities will include: 1) overall administrative functions, 2) student life, 3) facilities management and operations at all OIT campus sites, 4) curricula and other learning opportunities, and 5) OIT involvement with the larger community.

The committee will be appointed by the President and will consist of members from the faculty and administrative staff and will have representatives from OIT Portland operations, as well as from the Klamath Falls campus. Other members include two representatives from ASOIT, and the Directors of Facilities Services and Oregon Renewable Energy Center will serve as ex-officio members. The Provost will also serve as an ex-officio member, and the President will appoint the chair.

Charles Riley, Chair, Civil Engineering Professor
Abbie Allen, Student Services, Portland
Andrew Chiasson Program Manager, Geo-Heat Center
Tom Chester, Director of Oregon Renewable Energy Center (ex-officio)
Jennifer Clark, Assistant Professor, Natural Science
Lita Colligan, Associate Provost (ex-officio)
David Ebsen, Director of Facilities (ex-officio)
Daniel Helmricks, President, Associated Students of Oregon Institute of Technology
Erin Foley, Vice President for Student Services (ex-officio)
Charlie Jones, Dean, College of Engineering, Technology and Management (ex-officio)
Mark Kasper, Facilities Services
Scott Keiffer, Facilities Services
Cristina Negoita, Professor, Mathematics
Lawrence Powers, Dean, College of Health, Arts and Sciences (ex-officio)
Linda Riley, Oregon Renewable Energy Center
Sara Reuter, Director of Business Affairs
Ron Swisher, Professor, Natural Science
Robin Thompson, Vice President for Development (ex-officio)
Gregg Waterman, Professor, Mathematics
Hap Wells, Manager of Information Technology Services
Carrie Wittmer, Professor, Natural Science
Klamath Sustainable Communities Representative (ex-officio)
(2013) - Jan Abeita, Library
(2012) - Mark Clark, Professor, Humanities and Social Sciences
(2014) - Michael Hughes, Program Director, Natural Science
(2014) - Dawn LoweWincentzen, Portland Library
(2014) - Hallie Neupert, Professor, Management
(2014) - Marueen Sevigny, Program Director, Distance Education
(2013) - David Thaemert, Professor, Civil Engineering
(2014) - Mehmet Vurkac, Assistant Professor, Electrical Engineering and Renewable Energy
Student 1: Mackenzie Clark
Student 2: William DeMolina

Tuition Setting Committee

This committee will provide advice and comment about tuition for the upcoming academic year. This committee includes representatives of student government, two faculty members, and two senior administrators. The president of the student government shall appoint undergraduate student members. The president of the university shall appoint all other members, consistent with the shared governance requirements of that university, and shall designate one member to chair the committee.

The committee will meet at least twice during November – February. Its meetings shall be open to the public and broad notification of the meetings shall be made to the university community. The committee will consider the guidelines provided by the Board, the information provided by the president, and proposal advanced by the president, and such other matters as shall seem appropriate.

Membership: TBD

ACADEMIC AFFAIRS

Standing Committees, Commissions, and Councils (2011-12)

PREAMBLE

Education requires the oversight and management of a multitude of tasks and assignments. Shared governance at an educational institution offers the opportunity for faculty and staff to assist administrators with those tasks by providing input, recommending outcomes, and participating in operational decisions. In addition to committees appointed directly by the Faculty Senate and ad hoc committees created for special purposes, the Oregon Institute of Technology recognizes a number of standing committees, commissions, and councils that provide continuous support for academic leadership. These committees report to the Vice President for Academic Affairs (Provost). The membership of these committees are reviewed and selected by the Provost and the President of the Faculty Senate. Although the current Faculty Constitution refers to the President of the Faculty (President of OIT) in place of the Provost, amendments to the Constitution will be considered to align that document with current practice.

Two types of appointment are recognized: 1) position on a committee because of job title or position (e.g., Department Chair on Academic Council); and 2) a member selected for a rotating term. In most cases, terms are intended for three-year intervals. Members may be reappointed for an additional three-year term (six years total), but it is the intention of this process to encourage broad participation and to allow faculty and staff to bring fresh perspectives and skills to their committee assignments. This is deemed especially critical for high profile assignments that impact promotion and tenure decisions. Members can be reappointed after a term off of the committee.

Individuals can request consideration for membership on a particular committee at any time by petitioning the Provost or President of the Faculty Senate. The Office of the Provost will affirm membership and notify appointees for the succeeding academic year before the end of the spring term, allowing faculty and staff to know their respective assignments before returning in the fall. Appointed members have staggered terms so that some membership continuity is present.

The academic community recognizes the importance of committee assignments and the role it plays in shared governance. However, committees that are unwieldy in size often have difficulty in meeting or reaching a quorum. Members who are regularly absent can be removed from a committee at the request of the committee Chair to the Provost. Likewise, a Chair who is deemed inefficient and unable to organize committee business can be removed at the request of committee members to the Provost. Assignment to a committee should be regarded as an obligation

Academic Council

Academic Council serves as an advisory body for Academic Affairs, reporting to the Provost. Unlike Provost's Council, the Academic Council is restricted to the Provost, college Deans, academic department Chairs, and the Vice President of the Faculty Senate. The Academic Council discusses and reviews matters on academic programs and departments in a less formal structure than Provost's Council. Membership is specified by academic position. The Provost chairs the Council.

Brad Burda, Provost and Vice President for Academic Affairs
Charlie Jones, Dean, College of Engineering, Technology and Management
Larry Powers, Dean, College of Health, Arts and Science
Jim Long, Vice President, Faculty Senate
Sean St.Clair, Department Chair, Civil Engineering
Abraham Furman, Department Chair, Clinical Laboratory Sciences
Kevin Brown, Department Chair, Communication
Randy Albert, Department Chair, Computer Systems Engineering Technology
Janita Cope, Department Chair, Dental Hygiene
Mateo Aboy, Department Chair, Electrical Engineering Renewable Energy Engineering

Jack Walker, Department Chair, Geomatics
Lynda Baker, Department Chair, Humanities and Social Sciences
Marla Miller, Department Chair, Management
Brian Moravec, Department Chair, Manufacturing and Mechanical Engineering and Technology
Cristina Negoita, Department Chair, Mathematics
LeAnn Maupin, Department Chair, Medical Imaging Technology
Ken Usher, Department Chair, Natural Sciences

Academic Progress and Petitions Committee (APP)

The Academic Progress and Petitions Committee (APP) reports to the Provost. The responsibilities of the APP are: 1) to review grades and academic records of students placed on probation or academic suspension, to determine the status of these students for the following term, and receive and act upon student appeals concerning academic suspension; 2) to review student requests for special academic consideration; and 3) to act as an advisory group to the Registrar on academic irregularities.

The Committee is comprised of the Dean of Students, the Director of the Technology Opportunities Program (TOP) or designee, the Director of Financial Aid or designee, the Director of Admissions or designee, the Director of the Center for Learning and Teaching (CFLAT) or designee, The Chair of the Financial Aid Committee, the Director of Housing or designee, a representative from Business Affairs, and six faculty members jointly appointed by the Provost and the President of the Faculty Senate. At least two faculty members must be selected from each college and one faculty member must be from a non-Klamath Falls campus. Faculty members serve three-year terms. The Assistant Registrar chairs the APP Committee.

Sonja Bell, Chair, Assistant Registrar
Erin Foley, Vice President for Student Affairs and Dean of Students
Lisa Howard, Business Affairs Representative
Joan Loustalet, Director of Tech Opportunities Program (TOP)
Tracey Lehman, Director of Financial Aid
Carl Thomas, Director of Admissions
Angela Aguiar, Director of Center for Learning and Teaching (CFLAT)
Mandi Clark, Director of Housing
(2013) - Chair Financial Aid Committee: Hui-Yun Li, Natural Science, HAS
(2012) - Faculty 1: Cristina Crespo, Electrical Engineering and Renewable Energy, Portland, ETM
(2012) - Faculty 2: Tiernan Fogarty, Mathematics, HAS
(2013) - Faculty 3: Marilyn Dyrud, Communication, HAS
(2013) - Faculty 4: David Thaemert, Civil Engineering, ETM
(2013) - Faculty 5: Ben Cornelius, Mathematics, HAS
(2014) - Faculty 6: Jeff Dickson, Management, ETM

Advising Coordinator Commission (ACC)

The Advising Coordinator Commission reports to the Provost. The ACC meets annually with advising coordinators at convocation and as needed throughout the academic year. Responsibilities include: 1) coordinate CFLAT activities to provide training for new advisors and provide refresher training as needed; 2) assess academic advising, analyze assessment results, and make recommendations to appropriate academic and student affairs leadership; 3) address advising issues as they occur.

The Commission is comprised of five academic departmental advising coordinators on a rotating membership for a three-year term. Advising coordinators are selected by their respective departments. Other members include representatives from CFLAT, the Registrar's Office, the Advisor Training Coordinator, a representative from a non-Klamath Falls campus, and two students.

Angela Aguiar, Director of Center for Learning and Teaching (CFLAT)

Wendy Pedersen, Registrar
(2012) - Chair: Debbie McCollam, Medical Imaging Technology, HAS
(2014) - Advisor Trainer: Marla Miller, Management, ETM
(2014) - Faculty Advising Coordinator 1: Judy Neighbours, Humanities and Social Sciences, HAS
(2014) - Faculty Advising Coordinator 2: Richard Bailey, Management, ETM
(2014) - Faculty Advising Coordinator 3: Ryan Madden, Humanities and Social Sciences, Portland
(2014) - Faculty Advising Coordinator 4: Rose McClure, Natural Science, HAS
(2014) - Faculty Advising Coordinator 5: Viki Points, Dental Hygiene, HAS
(2013) - Non-Klamath Falls Representative: Andria Fultz, Paramedic Education Program
Student 1: Vacant
Student 2: Vacant

Commission on Assessment

The Commission on Assessment reports to the Provost. The Commission is responsible for developing, reviewing, and implementing an institutional assessment plan. The Commission also recommends and oversees program assessment.

The Commission consists of program assessment coordinators designated by each academic department. The department determines terms of service for assessment coordinators. An Executive Committee oversees the Commission and is comprised of the Chair of the Assessment Commission, the Director of Institutional Research, the Director of Assessment, and at least one faculty member from each College and one faculty member from a non-Klamath Falls campus. The Provost appoints a faculty member to serve as the Chair of the Commission for a three-year term and may be reappointed. In practice, the Provost appoints additional faculty members to the Executive Committee upon the recommendation of the Chair and Director. Faculty members on the Executive Committee also serve three-year terms and may be reappointed.

Executive Committee

MariaLynn Kessler, Chair, Humanities and Social Sciences
Sandra Bailey, Director of Assessment
David Waite, Director of Institutional Research
Faculty 1: Chris Caster, Medical Imaging Technology, HAS
Faculty 2: Hallie Neupert, Management, ETM
Faculty 3: Ryan Madden, Humanities and Social Sciences, non-Klamath Falls
Faculty 4: Sean St.Clair, Civil Engineering, ETM
Faculty 5: Gregg Waterman, Mathematics, HAS
Faculty 6: Dan Peterson, Communication, HAS

Assessment Coordinators Committee

Sean St.Clair, Civil Engineering
Abraham Furman, Clinical Laboratory Science
Linda Young, Communication (General Education)
Dan Peterson, Communication Studies
Todd Breedlove, Computer Systems Engineering Technology
Jim Long, Computer Systems Engineering Technology
Doug Lynn, Computer Systems Engineering Technology
Janita Cope, Dental Hygiene
Frank Rytkonen, Electrical Engineering and Renewable Energy, Portland
Cristina Crespo, Electrical Engineering and Renewable Energy, Portland

Jamie Zipay, Electrical Engineering and Renewable Energy
Mason Marker, Geomatics
Lynda Baker, Humanities and Social Sciences
Mark Clark, Humanities and Social Sciences
Judy Neighbours, Humanities and Social Sciences (Psychology)
Tiernan Fogarty, Mathematics, Applied Mathematics
Greg Waterman, Mathematics
Hallie Neupert, Management
David Culler, Manufacturing and Mechanical Engineering Technology
Hugh Currin, Manufacturing and Mechanical Engineering Technology
Joe Stuart, Manufacturing and Mechanical Engineering Technology
Wangping Sun, Manufacturing and Mechanical Engineering Technology (MS Manufacturing)
Robyn Cole, Medical Imaging Technology, Diagnostic Medical Sonography
Barry Canaday, Medical Imaging Technology, Echocardiography
Rick Hoylman, Medical Imaging Technology, Nuclear Medicine Technology
Jenny Kellstrom, Medical Imaging Technology, Radiologic Science, Portland
Gary Zimmerman, Medical Imaging Technology, Vascular Technology (DE)
Chris Caster, Medical Imaging Technology, Vascular Technology
Janette Isaacson, Medical Imaging Technology, Vascular Technology and Echocardiography (DE)
Hui-Yun Li, Natural Sciences, Biology and General Education
Michael Hughes, Natural Sciences, Environmental Sciences
Suzann Schmidt, Paramedic Education Program, Portland
Jane Perri, Polysomnography, non-Klamath Falls
Jim Hulse, Respiratory Care

Commission on College Teaching (CCT)

The Commission on College Teaching (CCT) reports to the Provost. The responsibilities of the CCT are: 1) to foster and promote sound instructional practices; 2) to promote innovative instructional techniques; 3) to evaluate grant applications and make recommendations to the Provost on these and related activities pertaining to the improvement of college teaching; and 4) to serve as a resource to faculty members in the improvement of their teaching.

The Commission is comprised of the Director of the Center for Learning and Teaching (CFLAT) or a designee, seven faculty members representing both colleges and the library, including at least one member from a non-Klamath Falls campus, and one student. The Provost appoints the Chair from among the seven faculty members; the Provost and Faculty Senate President jointly appoint the Commission for three-year terms.

(2013) - Faculty 1: Joseph Reid, Chair, Mathematics, HAS
Angela Aguiar, Director of Center for Learning and Teaching (CFLAT)
(2012) - Faculty 2: Leo Dubray, Humanities and Social Sciences, HAS
(2012) - Faculty 3: Elvira Schechtel, Natural Science, HAS
(2012) - Faculty 4: Hui-Yun Li, Natural Science, HAS
(2014) - Faculty 5: Claudia Devens, Dental Hygiene, HAS
(2014) - Faculty 6: Eric Egalite, Computer Systems Engineering Technology, ETM
(2012) - Non-KF Faculty: Jay Bockelman, Computer Systems Engineering Technology, Portland
Student 1: Vacant

Curriculum Planning Commission (CPC)

The Curriculum Planning Commission (CPC) reports to the Provost. The CPC 1) reviews and makes recommendations regarding curricular changes at the undergraduate level; 2) reviews the documentation of proposed curricular changes for impact on the curricula of other academic units; and 3) reviews

proposals for new degrees, minors, and certificates to ensure they follow OUS guidelines. Secretarial support will be provided.

The Commission is comprised of the Registrar, the Director of Assessment, Director of Distance Education, ten faculty members, and two students. At least one faculty member is selected from a non-Klamath Falls campus; at least two faculty members are selected from each College. The Provost appoints the Chair of CPC. The Provost and Faculty Senate President jointly appoint faculty members to serve three-year terms.

(2012) - Molly O'Shaughnessy, Chair, Natural Sciences - HAS
Wendy Pedersen, Registrar
Sandra Bailey, Director of Assessment
Barb DeKalb, Director of Distance Education
Marla Edge, Director of Academic Agreements
(2014) - Faculty 2: Doug Lynn, Computer Systems Engineering Technology - ETM
(2012) - Faculty 3: Joe Stuart, Manufacturing Engineering Technology - ETM
(2012) - Faculty 4: Terri Torres, Mathematics - HAS
(2012) - Faculty 5: Irina Demeshko-Proshnik, Mechanical Engineering Technology - ETM
(2013) - Faculty 6: Janita Cope, Department Chair, Dental Hygiene - HAS
(2013) - Faculty 7: Debbie McCollam, Medical Imaging Technology, HAS
(2013) - Faculty 8: Anne Hiller Clark, At-Large
(2014) - Faculty 9: Hui-Yun Li, Natural Science, HAS
(2014) - Faculty 10: Chris Caster, Medical Imaging Technology, HAS
Student: Vacant

Distance Education Advisory Council (DEAC)

The Distance Education Advisory Council (DEAC) reports to the Provost. The responsibilities of DEAC are to: 1) provide advice and consultation to the Director of Distance Education; 2) make recommendations to the Provost on distance education policies and guidelines; and 3) assist in resolving distance education problems, issues, and concerns.

DEAC is comprised of the Director of Distance Education, the Faculty Support Service Manager, the Faculty Support Service Coordinator, a Student Support Service representative, and eight faculty members. At least three faculty members are selected from each College and at least one faculty member from a non-Klamath Falls campus. Faculty members serve three-year terms and represent departments involved in distance education. Faculty members are appointed jointly by the Provost and the President of the Faculty Senate.

Barbara DeKalb, Director of Distance Education
Erika Veth, Faculty Support Service Manager
Janelle Knaggs, Faculty Support Service Coordinator
Diana Evans, Student Support Services
(2013) - Faculty 1: Leo Dubray, Humanities and Social Science, HAS
(2013) - Faculty 2: Grant Kirby, Management, Portland ETM
(2013) - Faculty 3: Julianne Murray, Communication, HAS
(2013) - Faculty 4: Tim Thompson, Mathematics, HAS
(2013) - Faculty 5: Jill Schultz, Dental Hygiene, HAS
(2013) - Faculty 6: Gary Zimmerman, Medical Imaging Technology, HAS
(2013) - Faculty 7: Dawn Lowe-Wincentsen, Portland Library
(2013) - Faculty 8: Janette Isaacson, Distance Education, HAS, non-Klamath Falls

Faculty Advisory Committee on Emeritus Status

The Faculty Advisory Committee on Emeritus Status reports to the Provost. Faculty emeritus selection is covered by OIT policy 21-090. The Committee receives nominations and recommends to the Faculty Senate persons for emeritus faculty status. The Committee consists of five members appointed jointly by the Provost and the President of the Faculty Senate. At least one member is an emeritus faculty and at least two are members of the Faculty Senate. Faculty members serve three-year terms. The Provost appoints the Chair.

(2013) - Elvira Schechtel, Chair, Natural Science, HAS
(2013) - Senator 1: Mark Clark, Humanities and Social Science, HAS
(2013) - Senator 2: Phong Nguyen, Computer Systems Engineering Technology, ETM
(2013) - Faculty: John Puckett, Communication, HAS
Emeritus: Bud Hart

General Education Advisory Council (GEAC)

The General Education Advisory Council (GEAC) reports to the Provost. GEAC provides oversight and recommends changes to OIT general education requirements. The Council establishes guidelines with respect to courses satisfying general education requirements, coordinates between statewide and OIT general education requirements, and reviews formal proposals related to general education requirements.

The Council consists of a member of the Faculty Senate Academic Standards Committee, the Director of Assessment, and at least seven other faculty members jointly appointed by the Provost and President of the Faculty Senate, including at least three from each College and one faculty member from a non-Klamath Falls campus. Faculty members serve three-year terms. The Provost appoints the Chair of GEAC from a department other than a department that provides general education instruction.

(2013) - Faculty 1: Cristina Negoita, Chair, Mathematics, HAS
Sandra Bailey, Director of Assessment
(2014) - Faculty 2: Larry Wolf, Mechanical Engineering Technology, Portland, ETM
(2013) - Faculty 3: MariaLynn Kessler, Humanities and Social Sciences, HAS
(2014) - Faculty 4: Matt Search, Communication, HAS
(2014) - Faculty 5: Mehmet Vurkac, Electrical Engineering and Renewable Energy, ETM
(2013) - Faculty 6: Eric Egalite, Computer Systems Engineering Technology, ETM
(2013) - Faculty 7: Tanya McVay, Natural Science, HAS
(2014) - Faculty 8: Terri Torres, Mathematics, HAS
(2013) - Academic Standards Representative: Jamie Zipay, Electrical Engineering and Renewable Energy, ETM

Graduate Council

The Graduate Council reports to the Provost. The responsibilities of the Graduate Council include: 1) act as the principal curriculum reviewing and recommending body for graduate programs; 2) propose, recommend, and review admission policies for graduate programs; 3) conduct systematic program reviews; 4) propose, recommend, and review policies relating to the efficient academic administration of graduate programs and the well-being of graduate students; 5) consider student petitions for program exceptions, extensions, and reinstatement; and 6) conduct periodic and systematic program reviews.

The Graduate Council consists of at least eleven members: the Dean of the College of ETM, the Dean of the College of HAS, the Chair of the Curriculum Planning Commission (CPC), Program Directors or representative faculty members from each graduate program or prospective graduate program (minimum of five faculty members, at least two from departments without graduate programs), a representative from the Office of the Registrar, and a representative of the OIT Library. The Provost appoints the chair of the

Graduate Council; the Provost and Faculty Senate President jointly appoint the faculty members. Secretarial support will be provided.

(2013) - Faculty 1: Wangping Sun, Chair, Manufacturing Engineering Technology, ETM
Charlie Jones, Dean, College of Engineering Technology and Management
Larry Powers, Dean, College of Health, Arts, and Science
Molly O'Shaughnessy, Chair of Curriculum Planning Commission
Anne Hiller-Clark, Library
Wendy Pedersen, Registrar

(2014) - Faculty 2: Calvin Caldwell, Computer Systems Engineering Technology, ETM

(2012) - Faculty 3: Charles Riley, Civil Engineering, ETM

(2014) - Faculty 4: MariaLynn Kessler, Humanities and Social Sciences, HAS

(2014) - Faculty 5: James Hulse, Respiratory Care, HAS

(2012) - Faculty 6: Slobodan Petrovic, Electrical Engineering and Renewable Energy, ETM

Institutional Review Board for Use of Human and Animal Subjects in Research (IRB)

The Institutional Review Board reviews research proposals by OIT faculty, staff or students that involve the use of human or animal subjects. The IRB reports to the Provost. Registration of a review board is required by federal funding agencies. The IRB assures that the researcher has obtained informed consent from human subjects and that safeguards are adequate for human and animal subjects, including the secure storage and disposal of confidential or sensitive information gathered during the research.

The IRB consists of seven members that serve for three-year terms. Membership will represent the following constituents: 1) an administrator, faculty member, or staff member with expertise or experience in human or animal research; 2) a faculty member from the Department of Natural Sciences; 3) a faculty member from the Department of Humanities and Social Sciences; 4) a faculty member from the allied health professions; 5) a staff member representing student or administrative services; 6) a faculty member from the College of ETM; and 7) a knowledgeable member from the Klamath Falls community not directly associated or affiliated with OIT. Member appointments are staggered so that no more than two members are replaced each year. Partial term appointments can be made to replace a member who resigns before his or her term expires. The Provost appoints the Chair and the Provost and Faculty Senate President jointly appoint other members.

(2012) - Hui-Yun Li, Chair, Natural Science, HAS

(2014) - Faculty: David Culler, Manufacturing and Mechanical Engineering Technology, ETM

(2013) - Faculty: Richard Torres, Natural Science, HAS

(2014) - Faculty: Judy Neighbours, Humanities and Social Science, HAS

(2012) – Michelle Byrant, Student or Administrative Services Representative

External member: Dr. Ralph Breitenstein (physician)

International Committee

The International Committee is an advisory body and reports to the Provost. The Committee: 1) assists in developing goals and objectives for international student and faculty programs; 2) considers issues related to the admission of international students, including TOEFL requirements, scholarships, and immigration; 3) ensures hospitality mechanisms are in place, including host family programs for students; 4) works with the International Students Club (ASOIT) to assist with appropriate activities; 5) considers and reviews opportunities for faculty exchanges; 6) reviews and makes recommendations regarding student exchange programs; and 7) maintains an inventory of international activities and areas of expertise within OIT.

The Committee is comprised of the Registrar or designee, the Director of Academic Agreements or designee, the Director of Admissions or designee, the Director of Campus Life, five faculty members, and

one student. Faculty members should have an active interest in international activities and one should represent a non-Klamath Falls campus. The Provost appoints a faculty member as Chair; the Provost and Faculty Senate President appoint the faculty for three-year terms.

Leo Dubray, Chair, Humanities and Social Sciences, HAS
Marla Edge, Director of Academic Agreements
Carl Thomas, Director of Admissions
Jane Rider, Director of Campus Life
Wendy Pedersen, Registrar
Deanne Pandozzi, Student Development
(2012) - Faculty 1: Jay Bockelman, Computer Systems Engineering Technology, Portland, ETM
(2012) - Faculty 2: Janet Wolverton, Management, ETM
(2012) - Faculty 3: Cristina Crespo, Electrical Engineering and Renewable Energy, Portland, ETM
(2012) - Faculty 4: Mark Clark, Humanities and Social Sciences, HAS
(2014) - Faculty 5: Elizabeth Gordon, Dental Hygiene, HAS
(2013) - Faculty 6: Valerie Ball, Communication, HAS
Student 1: Daniel Helmricks, President, Associated Students of Oregon Institute of Technology

Library Resources Commission (formerly included in Learning Resources Commission)

The Library Resources Commission reports to the Provost. The responsibilities of the Commission include: 1) recommend the funds required for establishing desirable acquisition levels and a discerning allocation of budgeted funds to support the need for books, periodicals, and other educational materials; and 2) develop, implement, and revise policies that govern the use of library resources within and outside the library proper.

The Commission is comprised of seven members: the Director of the Library, the Dean of the College of ETM, the Dean of the College of HAS, a representative from Information Technology Services (ITS), a representative from the Department of Distance Education (DE), the librarian from the Wilsonville campus, and one student. The Director of the Library serves as chair of the Commission. The Commission will meet at least once each quarter during the academic year. The College Deans will be responsible for assessing material needs for new or expanding programs. Programmatic liaisons (departmental faculty) will provide continuous input to librarian counterparts about ongoing needs.

Karen Kunz, Chair, Library Director
Charlie Jones, Dean, College of Engineering Technology and Management
Larry Powers, Dean, College of Health, Arts, and Science
Erika Veth, Distance Education Representative
(2012) - Genevieve Riendeau, Information Technology Services Representative
Dawn LoweWincentzen, Wilsonville Librarian
Student 1: Vacant

Promotion Advisory Committee (PAC)

The Promotion Advisory Committee (PAC) reports to the Provost. Promotion policies for teaching faculty and librarians are covered by OIT policies 20-040 and 20-041, respectively. PAC reviews nominations from College Promotion Committees and from the library for faculty promotions and makes recommendations to the Provost. The Provost makes final promotion decisions.

Membership consists of seven teaching faculty at the full professor rank, jointly appointed by the Provost (three members) and the President of the Faculty Senate (four members), and an Affirmative Action Officer who serves ex-officio non-voting. At least three faculty members from each College will be appointed. The Provost appoints a Chair from among the faculty who has served on PAC for at least two

years. The Chair may be reappointed at the discretion of the Provost. The intention of appointment to PAC is for faculty members to represent the entire institution, not to represent their respective departments, disciplines, or colleges.

- (2012) - Faculty 1: Elvira Schechtel, Chair, Natural Science, HAS
 - (2012) - Faculty 2: James Zipay, Electrical Engineering and Renewable Energy, ETM
 - (2013) - Faculty 3: Roger Lindgren, Civil Engineering, ETM
 - (2013) - Faculty 4: Debbie McCollam, Medical Imaging Technology, HAS
 - (2013) - Faculty 5: Tim Thompson, Mathematics, HAS
 - (2014) - Faculty 6: Mark Neupert, Humanities and Social Sciences, HAS
 - (2014) - Faculty 7: Richard Bailey, Management, ETM
- Ron McCutcheon, Affirmative Action Officer

Provost's Council

The Provost's Council is the advisory body to the Provost. The Council reports to the Provost and the Provost serves as Chair. The responsibilities of the Council are to design, revise, propose and implement policies, procedures, and guidelines affecting academic affairs.

The Council is comprised of the College Deans, the Registrar, Director of the Library, Director of Academic Agreements, Director of Assessment, Director of Distance Education, Director of Institutional Research, Vice President of the Faculty Senate, Vice President for Strategic Partnerships, and academic department chairs.

- Brad Burda, Chair, Provost and Vice President of Academic Affairs
- Charlie Jones, Dean, College of Engineering Technology and Management
- Larry Powers, Dean, College of Health, Arts, and Science
- Wendy Pedersen, Registrar
- Marla Edge, Director of Academic Agreements
- Sandra Bailey, Director of Assessment
- Barbara DeKalb, Director of Distance Education
- David Waite, Director of Institutional Research
- Jim Long, Vice President, Faculty Senate
- Lita Colligan, Associate Vice President of Strategic Partnerships
- Karen Kunz, Director of the Library
- Sean St.Clair, Department Chair, Civil Engineering
- Abraham Furman, Department Chair, Clinical Laboratory Sciences
- Kevin Brown, Department Chair, Communication
- Randy Albert, Department Chair, Computer Systems Engineering Technology
- Janita Cope, Department Chair, Dental Hygiene
- Mateo Aboy, Department Chair, Electrical Engineering Renewable Energy Engineering
- Jack Walker, Department Chair, Geomatics
- Lynda Baker, Department Chair, Humanities and Social Sciences
- Marla Miller, Department Chair, Management
- Brian Moravec, Department Chair, Manufacturing and Mechanical Engineering and Technology
- Cristina Negoita, Department Chair, Mathematics
- LeAnn Maupin, Department Chair, Medical Imaging Technology
- Ken Usher, Department Chair, Natural Sciences

Resource Budget Commission (RBC)

The Resource Budget Commission (RBC) reports to the Provost. The RBC was established to meet unique needs within academic and non-academic departments at OIT. The Commission: 1) considers budget proposals and provides for overlooked needs at the Institute, and 2) allocates the resource budget every year.

The Vice President for Student Affairs chairs the RBC. The Chair does not vote on proposals unless there is a tie. The RBC is comprised of the Vice President for Finance and Administration, the two College Deans, the Chief Information Officer, and six students representing ASOIT, as follows:

Erin Foley, Chair, Vice President for Student Affairs and Dean of Students
MaryAnn Zemke, Vice President for Finance and Administration
Charlie Jones, Dean, College of Engineering, Technology and Management
Larry Powers, Dean, College of Health, Arts and Science
Andy Abbott, Chief Information Office
Daniel Helmricks, President, Associated Students of Oregon Institute of Technology
Nick Odeh, Vice President, Associated Students of Oregon Institute of Technology
Marie Baumann, Finance Officer, Associated Students of Oregon Institute of Technology
Phillip Grigsby, Non-Traditional Associated Students of Oregon Institute of Technology
Patsy Sandoval, Campus Club Officer, Associated Students of Oregon Institute of Technology
Non-Klamath Falls Student: Vacant

FINANCE AND ADMINISTRATION

Standing Committees, Commissions, and Councils (2011-12)

PREAMBLE

Education requires the oversight and management of a multitude of tasks and assignments. Shared governance at an educational institution offers the opportunity for faculty and staff to assist administrators with those tasks by providing input, recommending outcomes, and participating in operational decisions. Oregon Institute of Technology recognizes a number of standing committees, commissions, and councils that provide continuous support for the institution. Eight of these committees report to the Vice President for Finance and Administration. The membership of these committees are reviewed and approved by the Vice President of Finance and Administration and the President of the Faculty Senate.

Two types of appointment are recognized: 1) position on a committee because of job title or position (e.g., director of Human Resources; and 2) a member selected for a rotating term. In most cases, terms are intended for three-year intervals. Members may be reappointed for an additional three-year term (six years total), but it is the intention of this process to encourage broad participation and to allow faculty and staff to bring fresh perspectives and skills to their committee assignments. This is deemed especially critical for high profile assignments that impact promotion and tenure decisions. Members can be reappointed after a term off of the committee.

Administrators can request consideration for membership by petitioning the Vice President of Finance and Administration. The Office of the President will affirm membership and notify appointees for the succeeding academic year before the end of the spring term, allowing faculty and staff to know their respective assignments in the fall. Appointed members have staggered terms so that some membership continuity is present.

The university community recognizes the importance of committee assignments and the role it plays in shared governance. However, committees that are unwieldy in size often have difficulty in meeting or reaching a quorum. Members who are regularly absent can be removed from a committee at the request of the committee Chair to the Vice President Finance and Administration. Likewise, a Chair who is deemed inefficient and unable to organize committee business can be removed at the request of

committee members to the Vice President of Finance and Administration. Assignment to a committee should be regarded as an obligation.

Administrative Compensation Committee

The responsibilities of the Administrative Compensation Committee are to maintain a continuum and monitor the administration of the policy and procedures concerning administrative compensation.

The committee is composed of the Director of Human Resources (ex-officio) and eight members of the administrative staff. The chair is appointed by the Vice President for Finance and Administration. This Committee reports directly to the Vice President of Finance and Administration.

Ron McCutcheon, Chair, Director of Human Resources (non-voting ex-officio)
Jennie Spencer, Human Resource Specialist, Finance and Administration
(2013) - Sandra King, Payroll, Finance and Administration
(2014) - Patricia VanCurler, Director of Budget and Business Systems, Finance and Administration
(2014) - Cheryl Meyers, Executive Assistant to the Provost and Vice President of Academic Affairs
(2014) - Wendy Pedersen, Registrar
(2014) - Carl Thomas, Director of Admissions
(2013) - Jan Abeita, Access Services Manager
(2013) - Mandi Clark, Director of Housing and Residence Life

Affirmative Action Commission

The Affirmative Action Commission responsibilities include: 1) recommending policies; 2) reviewing and recommending changes to the OIT Affirmative Action plan; and 3) serving as a line of communication between the President, Affirmative Action Officer, and the various campus constituencies. Members of the Commission are required to serve and participate as Affirmative Action representatives on position search committees.

The Commission consists of the Director of Human Resources/Affirmative Action Officer, the Director of Admissions, the Director of Campus Life, a representative of Student Affairs, four faculty, two or three administrative/classified staff, and one student. The Commission is chaired by the Affirmative Action Officer. This Commission reports directly to the Vice President of Finance and Administration.

Ron McCutcheon, Chair, Director of Human Resources and Affirmative Action Officer
Carl Thomas, Director of Admissions
Jane Rider, Director of Campus Life
(2014) - Lisa Shoults, Classified Staff
(2012) - Chris Frazier, Student Affairs Representative
(2012) - Abbie Allen, Administrative/Classified Staff - Portland
(2012) - Tom Chester, Administrative/Classified Staff
(2014) - John Jackson, Management, ETM
(2014) - Lloyd Parratt, Natural Science, HAS
(2014) - Alla Powers, Library
(2012) - HuiYun Li, Natural Science, HAS
Student 1: Vacant

College Union Commission

The purpose of the College Union Commission shall be: 1) to review and approve all proposals and/or recommendations pertaining to remodeling or additions to the College Union building before being presented to the Facilities Planning Commission; 2) to review and recommend to the institutional President, policies for campus extra-curricular activities and programs conducted in the College Union

building; 3) to review and recommend to the Incidental Fees Commission the adoption of budgets for the College Union and Conference Committee charge.

Membership of the Commission shall consist of the ASOIT President, ASOIT Vice President, two ASOIT representatives appointed by the ASOIT President, three students at-large appointed for one academic year by the CU Commission, the Director of Business Affairs, the Director of Campus Life or designee, the manager of the College Union and Events, two faculty members (one from each school), one administrator at-large appointed by the Vice President of Finance and Administration, the Vice President for Student Affairs (serves as Chair). This Commission reports directly to the Vice President of Finance and Administration. This Commission reports directly to the Vice President of Finance and Administration.

Erin Foley, Chair, Vice President for Student Affairs and Dean of Students
Nellie Stewart, Commission Secretary
Daniel Helmricks, President, Associated Students of Oregon Institute of Technology
Nick Odeh, Vice President, Associated Students of Oregon Institute of Technology
Patsy Sandoval, Officer, Associated Students of Oregon Institute of Technology
William DeMolina, Officer, Associated Students of Oregon Institute of Technology
Student at Large: Phillip Grigsby
Student at Large: David Clarke
Student at Large: Cheyenne Borja
Shellie Wilson, Business Affairs Designee
Chris Frazier, Campus Life designee
Chris Dalla, Director of College Union and Events
(2013) - Robin Schwartz, Communication, HAS
(2012) - Hugh Currin, Mechanical Engineering Technology, ETM
(2012) - Greg Stewart, Athletics (Administrator at-large)

Financial Irregularity Advisory Committee

The purpose of the Financial Irregularity Advisory Committee is to advise, inform and assist the Vice President for Finance and Administration, Internal Audit Division and relevant parties as appropriate concerning known or suspected financial irregularities.

Members of the Committee include the Vice President for Finance and Administration, the Provost, the Vice President for Student Affairs & Dean of Students, Vice President for Development and Alumni Relations, and the Directors of Human Resources, Risk Management, and Business Affairs, and other staff as deemed appropriate or necessary.

This Committee reports directly to the Vice President of Finance and Administration.

Mary Ann Zemke, Vice President for Finance and Administration
Brad Burda, Provost and Vice President of Academic Affairs
Erin Foley, Vice President for Student Affairs and Dean of Students
Robin Thompson, Interim Vice President for Development and Alumni Relations
Ron McCutcheon, Director of Human Resources
George Marlton, Executive Director of Purchasing and Contract Services/Risk Management
Sara Reuter, Director of Business Affairs

Radiation Safety Committee

The responsibility of the Radiation Safety Committee is to insure that all users of radioisotopes on the OIT campus establish and follow safe procedures when using radioisotopes. To meet these objectives, the Committee 1) reviews all applications for new uses of radioisotopes on campus 2) reviews all proposed safety procedures; and 3) recommends remedial action should approved safety procedures not be followed.

The Radiation Safety Committee consists of a Risk Management representative, the Radiation Safety Officer, two administrative staff and five faculty staff. Meetings may be called by the chair or by any two committee members. The chair is appointed by the Vice President of Finance and Administration. This Committee reports directly to the Vice President of Finance and Administration.

Rick Hoylman, Chair
Sherry Himelwright, Risk Management Representative
James Lake, Facilities, Administrative Staff
Christopher Campbell, Facilities, Administrative Staff
Shirlee Templeton, Radiation Safety Officer
(2013) - Vanessa Bennett, Nuclear Medicine Technology, HAS
(2012) - Don McDonnell, Medical Imaging Technology, HAS
(2012) - Robyn Wilde, Natural Science, HAS
(2012) - Heidi Denton, Dental Hygiene, HAS

Safety Commission

The purpose of the Safety Commission is to bring “workers” and “management” together in a non-adversarial, cooperative effort to promote safety and health in each workplace. An effective safety commission assists the employer and helps identify recommendations for change. The goal is to reduce or eliminate on-the-job accidents by use of every reasonable precaution.

The Commission is mandated under OSHA rules to meet on a monthly basis. The Commission exists to receive and manage campus-wide safety suggestions, reports of safety hazards, and workplace safety concerns. The Commission recommends safety policy and safety procedural improvements to the President of OIT through the Vice President for Finance & Administration. The Vice President for Finance & Administration is an ex-officio, non-voting member of the Commission, who may attend meetings to facilitate receipt of safety recommendations. The Commission will conduct quarterly inspections of OIT to review and document safety progress campus-wide.

The Commission is comprised of the Vice President for Student Affairs or a designee, the Directors of Risk Management or a designee, Facilities Services, Safety, and College Union or a designee. Academic members will include one faculty member from each of the two schools and an ASOIT student representative. Other members include one or more representatives from each of the following areas: trades, food services, custodial, support services staff, health services, environmental health and safety, security, instrument tech, and computing services. The chair is elected by the Commission members at their first official fall quarter meeting. This Commission reports directly to the Vice President of Finance and Administration.

Christopher Bowman, Chair, Campus Safety Officer
Erin Foley, Vice President for Student Affairs and Dean of Students
George Marlton, Director of Risk Management
David Ebsen, Director of Facilities (Facilities Alternate)
James Lake, Maintenance Supervisor (Facilities Designee)
Edward Daniels, Director of Campus Safety
Chris Dalla, Director of College Union
(2013) - Don McDonnell, Medical Imaging Technology, HAS
(2013) - David Thaemert, Civil Engineering ETM
TBD – (ASOIT Student Representative)
Paul Budden, Trades Maintenance worker
Glen Gardner, Trades Maintenance worker
TBD - Sodexo (non-voting ex-officio)

Fred Donahue, Custodial
Faletha Fowler, Payroll Assistant
James Pittman, Director of Student Health
Sherry Himelwright, Environmental Health and Safety
Calvin Collier, Instrument Tech II
Carl Agrifoglio, Computer and Telecommunications
Mary Ann Zemke, Vice President for Finance & Administration (non-voting ex-officio)
Student: Patty Smith, Officer, Associated Students of Oregon Institute of Technology

Substance Abuse Commission

The Commission is charged with establishing a drug-free awareness program that informs employees about: 1) the dangers of drug abuse in the workplace; 2) the institution's policy on a drug-free workplace; 3) any drug counseling, rehabilitation or employee assistance programs that are available for workplace drug abuse violation. The Commission also develops and monitors an implementation plan.

Members include the Directors of Student Health Service, Human Resources, Counseling, Housing & Residence Life, Campus Life; an Athletic Representative; three faculty; two administrative/classified staff; and four students. The chair is appointed by the Vice President of Finance and Administration. This Commission reports directly to the Vice President of Finance and Administration.

James Pittman, Chair, Director of Student Health
Ron McCutcheon, Human Resource Director
Adria Paschal, Executive Assistant to the President (Administrative Staff)
Diana Angeli, Executive Secretary for Finance and Administration (Administrative staff)
Juanita Waites, Senior Counselor Psychologist
Mandi Clark, Director of Housing and Residence Life
Jane Rider, Director of Campus Life
Brian Quigley, Athletic Representative
(2012) - Suzanne Hopper, Dental Hygiene Director, La Grande
(2014) - Iris Godwin, Technical Services Librarian
(2014) - Rick Torres, Natural Science, HAS
Student 1: Daniel Helmricks, Associated Students of Oregon Institute of Technology
Student 2: Alicia Newby
Student 3: Erica Tesdahl
Student 4: Thyanna Voisine

Traffic Commission

The responsibilities of the Traffic Commission are: 1) to establish equitable rules and regulations relative to traffic control on campus; 2) to distribute regulations governing traffic control on campus; 3) to establish means for enforcement and hear appeals of violations of traffic regulations; 4) to recommend means of improving traffic control and safe driving on campus; 5) to recommend maintenance and construction projects related to parking; and 6) to recommend to the Vice President for Finance and Administration parking fees and fines sufficient to support parking operations.

The Traffic Commission will designate members of its standing commission to act as Traffic Appeals Board members. Members are required to participate at least once on the Appeals Board during their Traffic Commission tenure. This Board renders decisions on the appealed citations based on State of Oregon statutes and the OIT vehicle regulations. The Board consists of one OIT faculty, one OIT staff member and one OIT student from the ASOIT officers.

The Vehicle Accident Review Committee is a sub-committee of the Traffic Commission. It is charged with reviewing all accidents involving state vehicles owned by OIT or driven by its employees. A determination is made as to the cause of each accident, whether it could have been avoided, and whether any further

action should be taken. The Vehicle Accident Review Committee, when convened by the Director of Campus Safety, will be composed of selected members of the Traffic Commission and anyone else necessary to complete the investigation.

The Commission is comprised of three faculty, three administrative/classified staff, three students, the Directors of Business Affairs or designee, Campus Safety and Facilities Services. The director of Campus Safety will serve as the chair. This Commission reports directly to the Vice President of Finance and Administration.

Edward Daniels, Chair, Director of Campus Safety
David Ebsen, Director of Facilities Services
Lisa Howard, Director of Business Affairs designee
(2013) - Bruce Barnes, Electrical Engineering and Renewable Energy, ETM
(2012) - Ralph Carestia, Computer Systems Engineering Technology, ETM
(2012) - Don McDonnell, Medical Imaging Technology, HAS
(2012) - Laura Ford, Administrative/Classified Staff
(2012) - Michael Garrard, Administrative/Classified Staff
(2012) - Michael Parson, Administrative/Classified Staff
Student 1: Daniel Helmricks, President, Associated Students of Oregon Institute of Technology
Student 2: Nick Odeh, Vice President, Associated Students of Oregon Institute of Technology
Student 3: Patsy Sandoval, Officer, Associated Students of Oregon Institute of Technology
Student 4: Spencer Jones

STUDENT AFFAIRS

Standing Committees, Commissions and Council (2011-12)

Admissions Committee

The purpose of the Admissions Committee is to: 1) provide counsel concerning admission decisions, particularly those related to applicants who are not clearly admissible; 2) help evaluate current and proposed admission policies and procedures; and 3) give input regarding new student enrollment goals.

The Committee consists of the Director of Admissions, the Assistant Director of Admissions, the Registrar or designee, the Chair of the Academic Standards Committee, a representative from the Center for Learning and Teaching, the Director of Technology Opportunities Program (TOP) or designee, the Director of Athletics or designee, the Chair of the Mathematics department, a representative from Portland, a representative from Residence Life, and two additional faculty members, one from the School of ETM and one from the School of HAS. The Committee is chaired by the Director of Admissions.

Carl Thomas, Chair, Director of Admissions
Angela Aguiar, Director of Center for Learning and Teaching (CFLAT)
James Ballard, Mathematics, Academic Standards Committee Chair
Bettina Burns, Assistant Director of Admissions
Mandi Clark, Director of Housing and Residence Life
Joan Loustalet, Director of Tech Opportunities Program (TOP)
Wendy Pedersen, Registrar
Michael Schell, Director of Athletics
Cristina Negoita, Chair, Mathematics
(2012) - David Culler, Manufacturing Engineering Technology, ETM
(2012) - Richard Hoylman, Medical Imaging Technology, HAS
(2014) - Jay Bockelman, Computer Systems Engineering Technology, ETM

Americans with Disabilities Act Commission

The Americans with Disabilities Act Commission is charged with reviewing potential barriers to equal access to the programs, services and activities of OIT and recommending solutions. The Commission is to prepare an annual prioritization of projects and review progress made in the past year on resolving access barriers.

The Americans with Disabilities Act Commission is composed of one student; two community members; two faculty members and two staff members; the Directors of Human Resources, Housing and Residence Life, Student Health Service, Facilities Services, and Campus Safety; representatives from Information Technology Services, Portland Operations and the OPEU-SEIU. The Director of Disability Services will serve as the chair.

Joan Loustalet, Chair, Director of Tech Opportunities Program (TOP)
Andy Abbott, Chief Information Officer
Mandi Clark, Director of Housing and Residence Life
Edward Daniels, Director of Campus Safety
David Ebsen, Director of Facilities
Ron McCutcheon, Director of Human Resources
James Pittman, Director of Student Health
(2014) - Angela Aguiar, Director of Center for Learning and Teaching (CFLAT)
(2014) – Deniece Davis, Library
(2013) - Andria Fultz, Paramedic Education Program
(2014) - Iris Godwin, Technical Services Librarian
(2014) - MariaLynn Kessler, Humanities and Social Sciences, HAS
Community Member 1: TBD
Community Member 2: TBD
Student 1: Vacant

Financial Aid Committee

The responsibilities of the Financial Aid Committee are: 1) to hear financial aid appeals; and 2) to determine the recipients of some scholarships.

Membership consists of seven faculty members, the Director of Business Affairs or designee, the Directors of Financial Aid and Technology Opportunities Program, and the Registrar or designee. The chair is a faculty member appointed by the Vice President for Student Affairs.

(2013) - Faculty 1: Hui-Yun Li, Chair, Natural Science, HAS
Sonja Bell, Assistant Registrar
Denise Reid, Business Affairs
Tracey Lehman, Director of Financial Aid
Joan Loustalet, Director of Tech Opportunities Program (TOP)
(2012) - Faculty 2: Robyn Cole, Medical Imaging Technology, HAS
(2013) - Faculty 3: Claudia Devens, Dental Hygiene, HAS
(2012) - Faculty 4: Abraham Furman, Clinical Laboratory Science, HAS
(2013) - Faculty 5: Ron Swisher, Natural Science HAS
(2014) - Faculty 6: Jack Walker, Geomatics, ETM
(2014) - Faculty 7: Ben Cornelius, Mathematics, HAS
(2012) - Andria Fultz, Paramedic Education Program

Student Hearing Commission

The functions of the Student Hearing Commission include: 1) provide an opportunity for communication between students and faculty members; 2) consider any campus-wide problems of student-faculty relationships and make recommendations to the appropriate dean; 3) conduct hearings for students whose conduct is not in keeping with the standards of the college as described in the Student Conduct Code; 4) conduct hearings for students who claim to have received prejudiced or capricious academic evaluations.

Membership of the Commission consists of eight faculty, with at least three from each school, two students, and the Dean of Students who serves as an ex-officio member. The President designates one of the faculty to be the chair. A quorum (at least five people, one of which is a student) is needed to make recommendations.

(2012) - Marilyn Dyrud, Chair, Communication, HAS
Erin Foley, Vice President for Student Affairs and Dean of Students (non-voting ex-officio)
(2014) - Calvin Caldwell, Computer Systems Engineering Technology, ETM
(2012) - Christopher Caster, Medical Imaging Technology, HAS
(2013) - Irina Demeshko, Mechanical Engineering Technology, ETM
(2013) - Leo Dubray, Humanities and Social Sciences, HAS
(2012) - Marilyn Dyrud, Communication, HAS
(2014) - Judy Neighbours, Humanities and Social Sciences, HAS
(2013) - Joseph Reid, Mathematics, HAS
(2014) - Pat Schaeffer, Management, ETM
Student 1: Daniel Helmricks, President, Associated Students of Oregon Institute of Technology
Student 2: Nick Odeh, Vice President, Associated Students of Oregon Institute of Technology

Student Media Advisory Commission

The responsibilities of the Student Media Advisory Commission are to: 1) formulate standards and policies for student media, including the college's student newspaper, *The Edge*, OTB, and KTEC, the FM radio station; 2) define qualifications and eligibility requirements for editors of major student publications; 3) to define duties and responsibilities of student editors and managers in relation to advisors and to the college.

The Commission is comprised of one faculty member, two students appointed by the ASOIT President, *The Edge*, KTEC, and OTB faculty advisors, the Director of Public Affairs, the Director of Campus Life, the Student Editor of *The Edge*, the Student Director of KTEC, and the Student Director of OTB. The Director of Campus Life will serve as chair and is anon-voting member.

Kevin Brown, Chair, Co-Advisor, *KTEC*
Michael Garrard, Co-Advisor
Mandi Clark, Advisory, Oregon Technical Broadcasting,
Nathan Cowden, Student Director, Oregon Technical Broadcasting
Steve Matthies, *The Edge*, Student Editor
Derek McIntyre KTEC Student Director
Jane Rider, Director of Campus Life
Gwen Raubolt, Director of Marketing
Student 1: Vacant

DEVELOPMENT AND ALUMNI RELATIONS

Standing Committees, Commissions and Council (2011-12)

Marketing Communications Committee

The Marketing Communications Committee is advisory to the Vice President of Development and Alumni Relations and is responsible for developing, reviewing and implementing marketing and external communication plans; and organizing and administering institution-wide marketing activities. The Marketing Communications Committee will facilitate a collaborative process to set a strategic university-wide marketing agenda, including integrating the tagline/branding, advertising, outreach materials, media relations, website, electronic media, and other activities.

The Marketing Communications Committee's charge is to develop a plan that reflects priorities and strategies in multiple departments, and more clearly defines responsibilities for implementing the plan. Committee members will be responsible for communicating with their constituents and getting information from them to the Committee for discussion and prioritization. The Committee will develop tools to share information with the campus community about the marketing efforts and facilitate engagement of the campus community to extend communication with external partners and supporters.

Members will be broadly representative of faculty, staff and students.

Committee members will have shared responsibility for implementation of various strategies, once they are prioritized, based on job responsibilities and roles on the committee.

Gwen Raubolt, Chair, Director of Marketing
Randy Albert, Computer Systems Engineering Technology, ETM
Kevin Brown, Communication, HAS
Tom Chester, Director of the Oregon Renewable Energy Center
Lita Colligan, Associate Vice President for Strategic Partnerships
Barb DeKalb, Director of Distance Education
Carl Thomas, Director of Admissions
Michael Garrard, Athletics
Jeff Hower, Information Technology Services, Portland
Marla Miller, Management, ETM
Alan Wallace, Information Technology Services

Student Awards Commission

The Student Awards Commission determines the criteria for each student award and the nomination process. The Commission considers any new student awards (and the criteria) and whether it will be awarded annually. The Commission reviews all applications and selects the recipient for each award. The Outstanding Scholar for each major is solicited from the faculty and eligibility is verified by the Commission. The Commission recommends the top students from each school (from the Outstanding Scholar nominees) to the OIT President to receive the President's Cup.

The Commission is comprised of ten faculty members, the Director of Campus Life, and the Vice President for Student Affairs (Chair).

Erin Foley, Chair, Vice President of Student Affairs and Dean of Students
Jane Rider, Director of Campus Life
(2013) - Faculty 1: Ralph Carestia, Computer Systems Engineering Technology, ETM
(2014) - Faculty 2: Burt Clark, Natural Science, HAS
(2013) - Faculty 3: Leo Dubray, Humanities and Social Sciences, HAS
(2012) - Faculty 4: Abraham Furman, Clinical Laboratory Science, HAS
(2013) - Faculty 5: Kelly Peterson, Library
(2013) - Faculty 6: Joseph Reid, Mathematics, HAS
(2013) - Faculty 7: Frank Rytkonen, Electrical Engineering and Renewable Energy, ETM
(2012) - Faculty 8: Sean St.Clair, Civil Engineering, ETM
(2012) - Faculty 9: Ron Swisher, Natural Science, HAS
(2012) - Faculty 10: Robyn Wilde, Natural Science, HAS

