Meeting of the
Oregon Tech Board of Trustees
Academic Quality and Student Success Committee
Virtual Meeting
Sunset Room Klamath Falls Campus
November 15, 2018
8:00am–10:40am

Academic Quality and Student Success Committee MINUTES

Trustees Present:

Jeremy Brown, Chair	Rose McClure	Jill Mason

University Staff and Faculty Present:
Seth Anthony, Associate Professor, Natural Sciences
Sharon Beaudry, Associate Professor, Management and Acting Department Chair
Tracy Coon, Assistant Professor, Management
Erin Foley, VP of Student Services/Dean of Student Affairs
Dave Groff, Legal Counsel
Sandi Hanan, Acting Director, HR
Scotty Hayes, Information Technology Consultant
Wendy Ivie, Registrar
Jennifer Kass, Director of Career Services
Tom Keyser, Dean of the College of ETM
Gary Kuleck, Provost/Vice President of Academic Affairs
Brittany Miles, AVP Government Relations
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Interim Associate Dean of the College of HAS
Paul Titus, Executive Assistant to the Provost
Terri Torres, Faculty Senate President and Professor, Mathematics

1. **Call to Order/Roll/Declaration of a Quorum**
   Chair Brown called the meeting to order at 8:00am. The President's Senior Executive Assistant called roll and a quorum was declared.

2. **Consent Agenda**
   2.1 **Approve Minutes of the May 17, 2018 Meeting**
   Trustee Mason moved to approve the minutes of the May 17, 2018 meeting. Trustee Brown seconded the motion. A roll call vote was made and the motion passed unanimously.

3. **Action Items**
   3.1 **Recommendation to the full Board to Approve the New Program Approval Process**

Provost Kuleck stated the Curriculum Planning Commission and Graduate Council worked on improving the new program approval process prior to his arrival. The latest proposal requires more robust market needs and financial analyses, clarifies the timeline, and encourages ideas for new programs and certificates. He explained the required submittals, review bodies, and phases of the process, noting that ideally the timeline would be shorter than proposed. One of the desired outcomes is to have a regular flow of new programming for the Board to consider. **Chair Brown** requested the Provost give a regular update to the Committee on programs in the pipeline. He clarified that the new program approval process for consideration is represented on the colored flow-chart.

Trustee Mason moved to recommend the full board approve the new program approval process. Trustee McClure seconded the motion.

Discussion regarding timeline and parallel review processes.

A roll call vote was made and the motion passed unanimously.

4. **Discussion Items**
    4.1 **Provost's Report**
    Provost Kuleck gave an overview on the progress and the steps required for the Doctorate of Physical Therapy program; a full proposal is anticipated in 6-8 months. Discussion regarding funding commitment to the program and other entities offering the same program. He clarified the program would be in partnership with OHSU and the doctorate program would work under OHSU's mission statement. He summarized the main recommendations from a report on shared governance. He stated there are proposed degree programs in the pipeline including Cyber Security and Data Science. He gave an update on the status of accreditation and reviewed the timeline. He mentioned the upcoming hiring of an interim associate provost.

    4.2 **Summer Grant Projects and Sabbaticals**
    Provost Kuleck explained the summer creativity grants program was designed to promote faculty professional development and new program development, and to encourage improvements in existing academic infrastructure and programming. Awardees will present the results to the remainder of faculty. He gave an overview of the sabbaticals awarded for academic year 2018.

    4.3 **General Education Reform Update**
    Chair Peterson explained that the general education reform process has been in the making for several years now. He and Registrar Ivie co-led an ad hoc task force (General Education Review *ad hoc* Committee (GERAC)). He provided an overview of the General Education Reform Ad-hoc Committee and its purpose. The focus areas were transferability, budget, students, and academics. **Registrar Ivie** stated the committee came up with six options and made a recommendation to the Provost. Additional data was gathered and analyzed by the Office of Academic Excellence. A decision to move forward is pending. **Director Anthony** stated the committee addressed some of the hurdles of the

original proposal. He noted community colleges are taking a closer look at the universities that are involved in general education reform and its impact on transferability

BREAK 9:23a.m. to 9:35a.m.

4.4 Introduction of Cybersecurity Degree

Assistant Professor Coon explained the shortage of skilled cyber security professionals, the need for them in the government and private sectors, and the executive order from the U.S. President. He identified the degree courses and gave a summary of each. **Acting Chair Beaudry** gave an overview of the existing faculty and their specialties, and proposed new hires; the timeline for program approval; and the accreditation bodies. Oregon Tech's Cyber Defense Center will have operations both at the Portland-Metro and Klamath Falls campuses. **Assistant Professor Coon** outlined potential partnerships. Discussion regarding timing of offering the degree, certification option and potential students.

4.5 Employment Searches Report

Acting Director Hanan gave an overview of faculty searches, explained the new applicant tracking system in which applicants can submit equal opportunity employment information. She outlined the diversity of applicants, where postings are made, and how the posting sites are determined. She stated the new system tracks declined offers and whether a top candidate accepts an offer. **Trustee Brown** recommended we identify whether our applicant pools reflect the growth of the Hispanic and Latino populations. **Acting Director Hanan** explained each search committee member and chair are required to have diversity training prior to obtaining access to the applicant pool. The hiring authority is to include at least one male, female, and member of a diverse background on each committee.

4.6 Career Services Presentation

Director Kass introduced herself and her team. She explained the mission of career services, what career management means, how the staff educates students, career fairs and event, how success is measured, challenges to address to assist students, and assistance offered to alumni.

5. Other Business/New Business - none

6. Adjournment
Trustee Mason moved to adjourn. Trustee McClure seconded the motion. With all trustees present voting aye, the motion passed unanimously. The meeting adjourned.

Respectfully submitted,

Sandra Fox
Board Secretary