

## **Academic Quality and Student Success Committee MINUTES**

**Trustees Present:**

Jeremy Brown, Chair  
Kathleen Hill

Rose McClure  
Jill Mason

Kelley Minty Morris  
Liam Perry

**University Staff and Faculty Present:**

Abdy Afjeh, Associate Provost of Research and Academic Affairs  
Sandra Bailey, Professor, Management  
Erin Foley, VP of Student Services/Dean of Student Affairs  
Jim Jones, CIO/ AVP of ITS  
Gary Kuleck, Provost/Vice President of Academic Affairs  
Dana Onorato, AVP of Student Services  
Rosanna Overholser, Assistant Professor, Mathematics  
Adria Paschal, Senior Executive Assistant to the President  
Dan Peterson, Interim Associate Dean College of HAS  
Joe Reid, Associate Professor, Mathematics  
Di Saunders, AVP of Communication and Public Affairs  
Maureen Sevigny, Director of Distance Education  
Joe Stuart, Associate Professor, Manufacturing and Mechanical Engineering  
Terri Torres, Faculty Senate President and Mathematics Professor

**1. Call to Order/Roll/Declaration of a Quorum**

**Chair Brown called the meeting to order at 8:02am. The President's Executive Assistant called roll and a quorum was declared.**

**2. Consent Agenda****2.1 Approve Minutes of the November 15, 2018 Meeting**

**Trustee Minty Morris moved to approve the minutes of the November 15, 2018 meeting. Trustee Mason seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

**3. Action Items****3.1 Recommendation to the Board to Recommend Approval of the Cybersecurity Degree to HECC**

**Provost Kuleck** reported that the Curriculum Planning Commission, Graduate Council, and the Statewide Provost Council reviewed and approved the Cybersecurity Degree. He detailed the program and recommended the committee recommend the full board approve the program for submittal to HECC. He shared the internal process for curriculum development and the coordinated effort of faculty to meet the necessary requirements for accreditation.

**Trustee Minty Morris moved to recommend the full board approve the Cybersecurity Program and recommend approval by HECC. Trustee Mason seconded the motion. With all trustees present voting aye, the motion passed unanimously.**

#### 4. Discussion Items

##### 4.1 Provost Update

**Provost Kuleck** provided an update on the process of creating the joint rural health DPT program with OHSU with support from Sky Lakes Medical Center. He announced Oregon Tech will hire a program director to assist with the program approval process. He noted there are other Oregon universities developing DPT programs that will be presented at the Statewide Provost Council. **Chair Brown** relayed his concern about the Provost Council process and how it processes multiple proposals for similar programs without creating conflict between the schools.

**Provost Kuleck** discussed two faculty professional development grant programs - the summer creativity grants and the innovation fund, the hiring of a Librarian and gave kudos to Dawn Lowe-Wincentsen for her two-year interim role. He noted there are several faculty searches in process for the Klamath Falls and PM Campus, and an imminent hiring of an International Program Manager.

**Provost Kuleck** mentioned there are seven sabbatical leave applications under review.

##### 4.2 Workload Audit Review

**Provost Kuleck** provided an overview of the Workload Audit Review. He noted the data used to analyze the workload was from 2016 and reviewed steps taken since 2017 addressing the findings and recommendations. **Trustee McClure** requested the workload calculations be reviewed to include non-teaching duties to represent the true workload. **Provost Kuleck** replied that workload and compensation topics will be discussed during the collective bargaining process. **Chair Brown** expressed his concern regarding the policies and practices not being following by the institution. **Provost Kuleck** explained the new strong-dean model to assist in following policies and practices. Discussion regarding budget training and understanding of finances, and when courses are offered. There is a need to have an annual schedule to permit students and faculty to plan.

##### 4.3 Sabbatical Presentations

**Professor Bailey** detailed her sabbatical as a coach for the National Institute for Learning Outcomes and Assessment (NILOA), an organization that focuses on providing support to institutions to use assessments to increase and enhance student learning. She outlined the universities she visited explaining the visits provided opportunities to discuss Oregon

Tech, student learning outcomes, organizational change, general education, accreditation, curriculum design, assessment and student success. She stated she is also working as an external reviewer regarding general education at the University of Wisconsin STOUT. She has found that our work on general education reform is similar to what other institutions are doing.

**Associate Professor Stuart** detailed his sabbatical that focused on a balanced solution to work and life while delivering online instruction utilizing unusually remote connections. His research included ocean renewable energy, online course development, and connections with OSU and the Marine Science Center. His research resulted in the development of upper division online courses in manufacturing.

#### **4.4 Introduction of Data Science Degree**

**Assistant Professor Overholser** and **Associate Professor Reid** provided a brief description of the development of a BS degree in data science, integrating math, business, and computer science.

#### **4.5 Portland-Metro Student Services Update**

**Assistant VP Onorato** provided an update regarding the advancements of Portland Metro Student Services including career services, campus life, and academic services. She reported on some of the issues that the students at the Portland Metro identified in surveys and the progress made to address the issues: ASOIT established a food pantry in the fall and students can access the local food bank; the Avenue C Micro Market opened in the student commons area with a percent of the proceeds returning to Oregon Tech; spaces were made available for students to study, game and reflect; Oregon Tech merchandise will be available on campus starting in February; and a campus coordinator was hired who will focus on International and Veteran Support Services. She noted other Student Services projects: creation of a plan to address concerns regarding pre-advising for prospective transfer students, increased student engagement, providing support for students that are struggling academically, and assistance with access to campus.

### **5. Other Business/New Business - none**

### **6. Adjournment**

**Meeting adjournment at 10:47am**

Respectfully submitted,



Sandra Fox  
Board Secretary