

## MINUTES

**Committee Trustees Present:**

Jeremy Brown, Chair  
Melissa Ceron

Bill Goloski  
Kathy Hill

Dan Peterson

**Additional Trustees Present:**

President Chris Maples

**University Staff and Faculty Present:**

Sandra Bailey, Director of Academic Excellence  
Lita Colligan, AVP Strategic Partnerships  
Barb Conner, Retention Coordinator  
Erin Foley, VP of Student Affairs/Dean of Students  
LeAnn Maupin, Dean of HAS  
Michelle Meyer, Interim VPFA  
Laura McKinney, VP Wilsonville  
Sara Reuter, Director of Sponsored Projects and Grant Administration  
Tracy Ricketts, AVP Development and Alumni Relations  
Paul Rowan, VP ITS  
Di Saunders, AVP Communications and Public Affairs  
Dr. Matthew Sleep, Assistant Professor Civil Engineering  
Dr. Sean St. Clair, Department Chair Civil Engineering

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

**Chair Brown** called the meeting to order at 10am. The Secretary called roll and a quorum was declared.

**2. Consent Agenda****2.1 Approve Minutes of July 9, 2015 Meeting**

**Trustee Peterson** moved to approve the minutes of the July 9, 2015 meeting.  
**Trustee Hill** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

**3. Action Items - none**

## 4. Discussion Items

### 4.1 Student Services Presentation

### 4.2 Student Success

**VP/Dean Foley** walked through a PowerPoint presentation (on record) addressing both Student Services and Student Success. She explained the retention process and how Student Services fits. She stated the limited number of graduate students are offered the same services as undergraduates. She also explained that the campus security at Wilsonville is contracted out and separate from Campus Safety. Discussion regarding: the need for a definition of student success specific to Oregon Tech, retention rates of various student groups, and how new admits' goals are identified. She explained the makeup of the Student Support Team which meets weekly to discuss students who might be showing concerning behaviors. Discussion regarding tutoring and getting students the help they need prior to them making a decision to drop out or fail. Discussion regarding student/faculty research projects and the need to market those projects on campus and in the communities. She explained how data is acquired from graduates to determine job placement. Discussion regarding measurements to show any correlation between student services and retention.

**Trustee Brown** praised the faculty for their involvement with students.

**In honor of the Umpqua Community College mass-shooting which occurred a week ago today, a moment of silence was taken at 11am.**

Discussion regarding whether the services offered at each campus might affect retention rates; not all services are available on the Wilsonville campus at this time but as it grows additional services will be provided. Discussion regarding the programs offered to students who start at KCC and whose ultimate goal is to come to Oregon Tech. Agreement that there needs to be more work done to enhance the relationship between KCC transfer students and Oregon Tech. An explanation was given of services offered to GLBTQ students including clubs and Safe Zones.

### 4.3 Academic Plan Presentation

**Dean Maupin** presented Provost Burda's PowerPoint (on record) covering the Academic Master Plan, including the process, identification of targets by quadrant (Klamath Falls, Wilsonville, on-line, and extension campuses), how the process will work, measurable goals, and new initiatives. The plan is posted on the Provost's website. **Trustee Peterson** requested the document focus more on tenured track faculty and potential growth, and how the general education courses are impacted with increased growth in programs. Discussion regarding scholarship program for faculty in the promotion process, dual high-school/college credit program, OHSU rural campus partnership, South Metro STEM partnership, Klamath Project and Klamath Idea, and the need to build up a summer program offering courses to community members.

## 5. Other Business/New Business

**Dean Maupin** gave an update on the Master of Allied Health program. The proposal for the new degree is out for external review and should be complete within the next few weeks. The committee will address this at the February meeting.

**Chair Brown** gave an overview of items for upcoming meetings and asked Trustees to send ideas to him or **VP/Dean Foley**. **Trustee Peterson** requested an update on recruitment for an upcoming meeting.

**VP/Dean Foley** stated that all Trustees are required to participate in Title IX training. Trustees will receive the on-line login information when it is sent to all students, staff and faculty (this calendar year).

**President Maples** stated we will be keeping an eye on the impact to our enrollment based on the free community college programs offered.

**6. Adjournment**

**Trustee Goloski** moved to adjourn the meeting. **Trustee Peterson** seconded the motion. **With all Trustees present voting aye, the motion carried unanimously. Meeting adjourned at 11:50am.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Fox', is written over a light blue circular stamp.

Sandra Fox,  
Board Secretary