

## MINUTES

### Trustees Present:

Jeremy Brown, Chair  
Nicole Galster  
Kathleen Hill

Jill Mason  
Kelley Minty Morris  
Celia Núñez

Dan Peterson

### University Staff and Faculty Present:

Sandra Bailey, Director of Academic Excellence  
Erin Foley, VP Student Affairs/Dean of Students  
LeAnn Maupin, Interim Provost/Dean of College of HAS  
Hallie Neupert, Interim Dean of the College of ETM/Department Chair  
Adria Paschal, Senior Executive Assistant to the President  
Erika Veth, Dean of Distance Education

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

**Chair Brown called the meeting to order at 10:02am. The President's Senior Executive Assistant called roll and a quorum was declared.**

### 2. Consent Agenda

**2.1 Approve Minutes from the February 23, 2017 Meeting**

**2.2 Approve Minutes from the March 3, 2017 Meeting**

**Trustee Peterson moved to approve the minutes from the February 23 and March 3, 2017 meetings. Trustee Minty Morris seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

### 3. Action Items - none

### 4. Discussion Items

#### 4.1 Verbal Update on BS in Professional Writing

**Interim Provost/Dean Maupin** stated HECC approved the professional writing degree on April 19; she and Dr. Peterson will submit the NorthWest Accreditation requirements in the next few weeks. Approval is expected approximately 9 weeks after submittal and then the degree can be marketed. The first class students need to take is in Winter quarter.

#### 4.2 Verbal Update on Masters in Applied Behavior Analysis

**Interim Provost/Dean Maupin** stated that the Provost's Council unanimously approved the masters degree on May 4 and the proposal will go before HECC at its June meeting. Documentation to NorthWest Accreditation is complete and will be submitted once HECC approval is received.

#### 4.3 Verbal Update on Wilsonville/Klamath Falls Accreditation for Students in BS Mechanical Engineering Major

**Interim Dean Neupert** explained the BSME program was originally offered in Seattle and then extended to Klamath Falls, and can be offered in Wilsonville once accreditation is extended to that campus. As part of applying for extended accreditation, a self-study is required and will be complete by the end of June to allow faculty time to review prior to submittal to ABET in September. She stated there is a plan in place for the 27 students currently enrolled in the program on the Wilsonville campus.

#### 4.4 Verbal Update on Degree Approval Process

**Interim Provost/Dean Maupin** stated a proposed degree approval process is not complete; she would like to receive input from incoming Provost Kuleck and to address issues with the two separate internal review processes. **Chair Brown requested a list of degrees currently under internal review and those that are proposed. Suggestion to look at other universities' processes and how they address Board of Trustees, Provost Council and HECC calendars in their degree approval process. Dr. Foley requested the internal process be modified to inform all stakeholders on campus of the new degree, including recruiting, admissions, financial aid, etc. Dr. Brown requested the overall process identify 1, 3, and 5 year milestones so there is some accountability of whether the program is meeting expectations.**

#### 4.5 Results of National Survey of Student Engagement (NSSE)

**Director Bailey** walked through a PowerPoint presentation, explaining the survey, the type of information obtained from students, and how the data is and can be used to assist students in their academic success. **Request for the actual questions asked of students to be sent to committee members.** She stated the university cannot design specific question; however, Oregon Tech does administer a separate exit survey. The NSSE is administered to first year students at the end of their first year and to seniors at the end of their 4<sup>th</sup> year. Discussion on comparator and aspirational universities. **Trustee Núñez suggested discussing aspirational characteristics and aspirational universities at the board retreat. Director Bailey** stated that through the general education reform that is starting to be implemented students will receive targeted assignments toward diversity and diverse perspectives. The survey results are used in accreditation reporting and marketing/recruiting, and disseminated in various forms from annual reports to small group presentations. Two companion surveys, Beginning College Survey of Student Engagement (BCSSE) and Faculty Survey of Student Engagement (FSSE) will be given.

### 5. Adjournment

**Trustee Minty Morris moved to adjourn the meeting. Trustee Mason seconded. With all Trustees present voting aye, the meeting adjourned at 11:37am.**

Respectfully submitted,



Sandra Fox  
Board Secretary