

Academic Quality and Student Success Committee Agenda

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| 1. Call to Order/Roll/Declaration of a Quorum (8:00am) <i>Chair Brown</i> | |
| 2. Consent Agenda <i>Chair Brown</i> | |
| 2.1 Approve Minutes of the March 22, 2018 Meeting | 1 |
| 3. Action Items - none | |
| 4. Discussion Items (8:05am) | |
| 4.1 Provost's Report (10 min) <i>Provost Kuleck</i> | |
| 4.2 Sabbatical Leaves (8:15am) (10 min) <i>Provost Kuleck</i> | |
| 4.3 New Program Development and Review Process Update (8:25am) (20 min) <i>Provost Kuleck</i> | |
| 4.4 Report out on Employment Searches (8:45am) (10 min) <i>Provost Kuleck</i> | |
| 4.5 Medical Imaging Externships and Industry Partnerships (8:55am) (30 min)
<i>Rick Hoylman, Medical Imaging Technology Professor</i> | |
| 5. Other Business/New Business (9:25am) (5 min) <i>Chair Brown</i> | |
| 6. Adjournment (9:30am) | |

Medical Imaging Labs Tour: 9:40am – 10:30am
Led by Professor Hoylman

9:40am – 9:50am	Diagnostic Medical Sonography
9:50am – 10:00am	Radiological Science
10:00am – 10:10am	Vascular Technology
10:10am – 10:20am	Echocardiography
10:20am – 10:30am	Nuclear Medicine Technology



**Meeting of the
Oregon Tech Board of Trustees
Academic Quality and Student Success Committee
Room 402, Portland-Metro Campus in Wilsonville
March 22, 2018
8:15am–10:30am**

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

Trustees Present:

Jeremy Brown, Chair
Kathleen Hill

Jill Mason
Kelley Minty Morris

Liam Perry
Dan Peterson

University Staff and Faculty Present:

Jim Jones, AVP of Information Technology/CIO
Jamie Kennel, Institutional Review Board Program Director
Gary Kuleck, Provost/Dean of Academic Affairs
Dana Onorato, Associate Dean of Student Affairs
Adria Paschal, Senior Executive Assistant to the President

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

Chair Brown called the meeting to order at 8:17am. The President's Senior Executive Assistant called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes from the October 26, 2017 and December 7, 2017 Meetings

Trustee Peterson moved to approve the minutes from the October 26, 2017 and December 7, 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 Provost Report

Provost Kuleck prefaced his report with a statement that over time the topics he will speak about can be presented in more depth but he will give periodic updates until there is more substance to report or action needed on a project/initiative. He gave updates on the following: the launch of a monthly provost newsletter to share information in the spirit of shared governance and transparency; the start of a seminar series for faculty; new-program approval process under review including a market analysis and need for pre-approval from the Board. **Chair Brown** requested the process look at how a proposed degree relates to the strategic plan. He expressed concern that there could be a newly proposed program but no review process in place, and encouraged a quick completion. **Provost Kuleck**

continued his report stating the Gen-ed reform committee will have an implementation recommendation by convocation; they are tasked with keeping the implementation as revenue neutral as possible with the least amount of disruption to students and faculty. **Trustee Peterson** stated he appreciated the faculty involvement in the process. **Provost Kuleck** discussed the importance of shared governance, outlined faculty support for professional development that includes the pedagogy of external facing creativity, support of independent scholarly work, and department chair training. He reviewed the new hiring and search processes, identifying there are 12-15 new faculty searches underway in various stages, an active Dean search for the college of ETM, and an active search for the Associate Provost for Research and Academic Affairs. He also explained the Title IX position is vacant and a search is underway. VP Foley and AVP Yaezenko have handled two investigations since the position was vacated; inside legal counsel will start April 2 and will assist in covering this position. **Chair Brown** requested staff submit a summary of all open positions, followed by a summary of the number of applicants broken down by race/ethnicity. He desires to maintain a comfortable level of diversity for the pool of applicants, interviewed applicants, and finalists. He would like to know how failed searches are handled and if there is a Policy addressing such. **Trustee Peterson** commented that some searches failed because of the salary offered.

4.2 Institutional Review Board Presentation

Program Director Kennel gave a brief overview of the Institutional Review Board, the impetus for its creation and its current role in higher education. He explained the guidelines protect humans from the risks involved in research and federal guidelines allow universities to interpret and implement the guidelines. He stated the existing IRB is a faculty committee that reviews proposals before research subject recruitment and often times before grant application submittal. He anticipates growth of research based on management discussions and therefor, growth of the IRB. **Trustee Peterson** stated he would like to see more faculty training to ensure awareness of the IRB and requirements.

4.3 Student Services in Wilsonville Presentation

Associate Dean Onorato gave a presentation on the services offered to the students at the Portland-Metro campus. She explained the services address the campus life aspects of the student body and include: student government, leadership, clubs, and addressing the concerns of students. She discussed student demographics, a typical student experience, enrollment trends since the campus's inception, financial aid, peer consulting center (academic tutoring), career fairs, testing, and disability services. She identified student issues including student spaces (new furniture in common public spaces), access to food (online ordering and delivery from local restaurants), the desire for access to the building after 10:00pm, transfer advising (for prospective students), course scheduling, and international student services. She explained she works and shares ideas daily with many Klamath Falls staff, however, she believes the students could benefit from increased interaction between the campuses. In summary, services are offered to reduce barriers to student success, whether academic, professional, or personal. **Chair Brown** would like to hear about Career Services and receive a periodic update.

5. Other Business/New Business

Chair Brown discussed potential future agenda items: shared governance, faculty development in terms of hiring new faculty/diversity of faculty, sabbatical leaves and hearing from faculty on the things they did on sabbatical, support provided for faculty for research, new program review and process, status of recently approved programs, building spaces and the changes being made to increase the communication between disciplines, commitment to sustainability in the buildings (LEED certification), student life with respect to faculty and staff members outside of the classroom (what type of community do we have), general education implementation, career services, alumni networks, advancing dual credit opportunities, and reaching out to international and transfer students. There is an interest in campus safety and student mental health. **Trustee Hill** referenced the salary issue in terms of recruiting faculty and asked if other barriers to hiring faculty and increasing diversity have been identified. **Trustee Peterson** would like to hear what is being done to retain faculty. **Trustee Brown** would like to hear what the value of research is for faculty versus the institution, and how scholarly work is defined for the variety of faculty. **Trustee Peterson** suggested the F&F and AQ&SS committee meetings be held consecutively rather than concurrently as some of the topics cross over both group's areas of interests. **Trustee Mason** asked what type of faculty support is offered to help change the culture, to encourage research and give faculty time to do scholarly activity. **Trustee Peterson** would like to talk about academic quality. **Trustee Mason** likes the high-level look and the ability to request details.

6. Adjournment

Trustee Minty Morris moved to adjourn the meeting at 10:22am for a tour of Student Services. **Trustee Mason** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

The Trustees toured the student services area of the campus with Associate Dean Onorato.

Respectfully submitted,



Sandra Fox
Board Secretary