

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

**Trustees Present:**

Jeremy Brown, Chair  
Kathleen Hill  
Jill Mason

Kelley Minty Morris  
Celia Núñez  
Liam Perry

Dan Peterson

**University Staff and Faculty Present:**

Erin Foley, VP of Student Services/Dean of Student Affairs  
Rick Hoylman, Medical Imaging Technology Professor  
Leah Jolly, Medical Imaging Technology Instructor  
Bobbie Kowash, Medical Imaging Technology Assistant Professor  
Gary Kuleck, Provost/Dean of Academic Affairs  
Adria Paschal, Senior Executive Assistant to the President  
Shirlee Templeton, Natural Science Instructor

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

**Chair Brown called the meeting to order at 8:04am. The President's Senior Executive Assistant called roll and a quorum was declared.**

**2. Consent Agenda****2.1 Approve Minutes of the March 22, 2018 Meeting**

**Trustee Mason moved to approve the minutes of the March 22, 2018 meeting.**

**Trustee Peterson seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

**3. Action Items - none****4. Discussion Items****4.1 Provost's Report**

**Provost Kuleck** identified projects underway including establishing clearer guidelines on shared governance, general education reform and the new platform *Thought Exchange* to encourage discussion, and the summer creativity grant program to encourage creative works by faculty. Provost Kuleck will share the shared governance report and the general education reform survey results with the Trustees. Trustee Minty Morris arrived at 8:09am.

#### 4.2 Sabbatical Leaves

**Provost Kuleck** explained sabbatical leaves are for two to three terms and allow time for faculty to engage in professional development, which assists in their career and can raise the image and awareness of the institution. Seven sabbatical requests are awaiting the president's signature.

#### 4.3 New Program Development and Review Process Update

**Provost Kuleck** presented a PowerPoint outlining the graduate and undergraduate new program approval process. He believes the new program development process can be modified to become a review process for existing programs to determine which might be phased out, modified, or continue without any changes. He outlined four key traits desired of a new program: unique to Oregon Tech branding, market-driven, revenue generating, and reputation enhancing. **Chair Brown** suggested, in addition to programs that define Oregon Tech, that a co-alignment of programs be considered. **Provost Kuleck** anticipates the following new programs will be brought before the Board soon: manufacturing engineering, robotics, and data science. He will bring the post-review process to the committee in fall 2018 or summer 2019 for discussion. Discussion regarding the need for additional feedback from the committee on the program approval process and that modifications to the process can happen as we move through the process. **Chair Brown** explained that the committee wants to ensure all new programs have gone through an extremely thorough review process prior to being presented to the committee and that there is no rush to approve the program.

#### 4.4 Report out on Employment Searches

**Provost Kuleck** announced he is in the final negotiations with an ETM Dean candidate and anticipates hiring an Associate Provost for Research and Academic Affairs, to be located at the Portland-Metro campus, next week. He mentioned the University Librarian search and 18 faculty searches. **Chair Brown** requested a report on how we attract a diverse applicant pool and how that carries through to the hires.

#### 4.5 Medical Imaging Externships and Industry partnerships

**Professor Hoylman** gave a PowerPoint presentation covering the five medical imaging programs, competitive differentiations, student make-up, the impact the programs have on the university revenue, student success, development of industry partnerships, equipment needs, and the request that administration and the board consider alternative marketing and tuition strategies to increase the number of out of state students.

### 5. Other Business/New Business

Items for future agendas include: summary presentation on summer creative grant projects, new program review and approval process and existing program review process, report on *Thought Exchange* survey on General Education reform, shared governance report, and a report on diversity in hiring.

### 6. Adjournment

**Trustee Minty Morris moved to adjourn the meeting at 9:46am. Trustee Núñez seconded the motion. With all trustees present voting aye, the motion passed unanimously.**

The trustees joined Professor Hoylman for a tour of the Medical Imaging Labs until 10:30am.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Fox', is positioned above the typed name.

Sandra Fox  
Board Secretary