

MINUTES

Committee Trustees Present:

Jeremy Brown, Chair
Nicole Galster

Kathleen Hill

Jill Mason

University Staff and Faculty Present:

Sandra Bailey, Director of Academic Excellence
Nicole Briggs, Title IX Coordinator (via telephone)
Barb Conner, Director of Retention
Lita Colligan, AVP Strategic Partnerships
Erin Foley, VP Student Affairs/Dean of Students
LeAnn Maupin, Acting Provost/Dean of the College of HAS
Laura McKinney, VP Wilsonville
Steve Neiheisel, VP of Strategic Enrollment Management
Hallie Neupert, Interim Dean of the College of E/TM/Department Chair
C.J. Riley, Civil Engineering Associate Professor
Maureen Sevigny, Distance Education Program Manager
Farooq Sultan, Institutional Research Analyst Programmer

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

Chair Brown called the meeting to order at 8:20am. **AVP Colligan** called the roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes of June 29, 2016 Meeting

Action was tabled until the February 23, 2017 meeting.

3. Action Items

3.1 Request for Recommendation to the Board to Recommend to Provost's Council Approval of a New Program: BS in Professional Writing

Acting Provost/Dean Maupin walked the committee through the proposed new program, how it meets the mission of the university and the job opportunities. There are three emphases: scientific and technical writing, digital media, and writing for organizations. Anticipated enrollment is 25-40 students annually. No new faculty are required at this time. Discussion regarding the rationale behind the Bachelor of Science

designation rather than Bachelor of Arts; when the proficiency test is given (junior or sophomore year); technical electives offered/required.

Trustee Mason moved to recommend to the Board to have additional discussion regarding the proposed program: BS in Professional Writing. Trustee Hill seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

4. Discussion Items

4.1 Accreditation Updates

Dean Neupert stated ABET conducted site visits in October 13-18, 2016 and reviewed four programs: BS Mechanical Engineering in Seattle and Klamath Falls, BS Electrical Engineering, and BS Renewable Energy Engineering in Willsonville and Klamath Falls, and BS Civil Engineering in Klamath Falls. She reviewed the audit summary received at the end of the visit. There were no weaknesses or deficiencies noted.

Recommendations/concerns include: the number of faculty in Civil Engineering for the number of areas of expertise being taught, stability of ongoing funds for maintenance of lab facilities; stability concerns in Electrical Engineering and Renewable Energy Engineering as there are very few senior faculty; and the alignment of assessment activities between campuses in Mechanical Engineering. **Chair Brown** thanked the faculty and staff involved in the programs.

Acting Provost/Dean Maupin stated the Commission on Dental Accreditation had representatives on the Klamath Falls and Salem campuses on October 12-14, 2016. There were three recommendations noted in the preliminary draft report: written course descriptions and syllabi were not the same at both campuses; need to establish a mechanism to ensure a significant number of patients for the students' experiences; have a formal written curriculum management plan.

4.2 Retention Presentation

Director of Retention, Barb Conner, walked through a powerpoint presentation including Retention's mission, vision and goals. She explained the various programs offered to increase retention. Dashboards are available online but Trustees need to request access to them and obtain training.

BREAK

4.3 Review of Written Title IX Training Update

Title IX Coordinator, Nicole Briggs via phone gave an overview of Title IX Training completion/compliance: student participation is at 46% for the Campus Safe Act and 45% for the Oregon Tech Sexual Misconduct Information Procedures and Resources Policy. Faculty and Staff: 50% complied. Internally track we do not have to report unless an office of civil rights inquiry is made. Task force looking at how to achieve 100% compliance. **Chair Brown asked for a written update for the February 2017 Board meeting.**

4.4 Review of Written Faculty Profile Report

Acting Provost/Dean LeAnn Maupin walked through the faculty profile report which is broken down by type of faculty, location/region, gender, and race.

4.5 General Education Reform Update

Director of Academic Excellence, Sandra Bailey and **Dr. C.J. Riley, Civil Engineering Professor**, walked through a powerpoint presentation explaining the history of the General Education Reform process, the makeup of the task force, issues addressed through the taskforce, the General Education Reform model, desired outcomes, potential obstacles, and proposed roll-out.

5. Other Business/New Business

None

6. Adjournment

Meeting adjourned at 11:15am.

Respectfully submitted,



Sandra Fox
Board Secretary