

Minutes

April 2, 2019, 6:00 PM, the Sunset Meeting Room of the College Union (Klamath Falls) and Conference Room #130 (Portland-Metro).

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00 pm. All senators or alternates were present except: Eve Klopf, Josh Jones, Leann Maupin, and Tom Keyser.

Approval of Minutes

Minutes of the March 5, meeting were approved with minor spelling revisions.

Report of the President of Oregon Tech-Dr. Nagi Naganathan

- Dr. Naganathan announced that he would like to thank Andria Fultz for recommending a staff forum at the Portland-Metro campus.
- Dr. Naganathan announced that he was principally here to talk about the strategic planning process regarding revisions to our university mission statement. He informed us that our mission statement and any changes to that statement must be approved by the HECC. We do not get to tweak our mission statement every year, so for the next four or five years this statement will guide us. Dr. Naganathan also brought to our attention in the mission statement where it states “hands on learning environment,” he thinks it will be important to add a supplement. He added, actually my original proposal to the staff was to eliminate hands on and leave it only as project-based. The fact that we have that identity, and actually Leann Maupin, which I have to credit her, said that this really distinguishes our health professional graduates and she was a proponent of the hands-on. However, I feel “project-based” is more of a current terminology among polytechnics. So, we thought maybe both of these descriptions should be there, “hands on and project-based.” In addition, we have Oregon Manufacturing Innovation Center and OMIC as well as, many other projects our faculty are involved in. One of the things that surprised me when I came to OIT is that there was no explicit reference to our commitment to diversity and leadership development in the mission statement. Therefore, I thought that it is important that we add that. This is a re-arrangement of the words with a commitment to diversity and leadership development and of course it is implied among students, faculty, and staff. Oregon Tech offers statewide educational opportunities and technical expertise. Overall, I want to preserve as much of the current language and as you can see, I’m trying to propose a minimal set of changes. I want to recommend that Faculty Senate support this today along with their suggestions. I appreciate it if all of you share your voice of support because that would be very helpful, especially moving this forward in other conversations.
- Yasha Rowher interjected; I move that the Senate supports the revision of our mission statement along the lines of what Dr. Naganathan has expressed. Motion passed. Dr. Naganathan also pointed out that once the mission statement is approved and we have the final mission and vision then he will make an intentional job of posting it in many places. Meanwhile, you will have the opportunity to look at the intermediate version before it goes to the board.
- Terry Torres-Q. Would you please address financial literacy? Dr. Naganathan- A. Ideally, I would like every one of our graduates to have financial skill sets. I would like them to know what a balance sheet is or how a cash flow works. I would love to see a baccalaureate financial engineering degree offered at Oregon Tech. Or further, a contract in every different kind of applied business degree that connects financial principles and analytics. So, this will be another degree program for Oregon tech and further, I do not know of any other university that has a program like this.

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Reports of Officers

Report of the President – Terri Torres

- First on my agenda is on the HR website which is the minimums for all of our different disciplines and calculations. All of these items are calculated based on the MGT data. I would like you all to understand some of the things that the FCC is working on. They were able to grab the data from the ipeds data and the CUPA data that was available on the Conical. The other calculations were done based on the comparators that MGT selected. These are the comparators from at least 10 years ago. You can look at Oregon Tech and see our salaries for assistant, associate and full professors. Then, if you look at Savannah State or West Liberty, it indicates our university salaries are above those two schools. Unfortunately, if you delve into the information with Savannah State and West Liberty you will note they are experiencing problems. Next, I looked at the Oregon schools and you can see this is where we are, so this is 2012 through 2017 and these are our other Oregon schools. There has been some talk of maybe using Oregon schools as our comparator. They are still making higher salaries than we are. However, if you would adjust for inflation, then you can see that we are pretty much flat. Then here are the administration salaries for Oregon tech, and again, from 2012 through 2017. As we go into these negotiations these are things that you need to be aware of. We need to have comparator groups because the board actually decides on our comparator groups. Something to think about is, should we use our old comparator groups, or Oregon schools, or are we going to use our comparators from the MGT studies?
- Next on my agenda, is that I have asked for the board to visit our campus. I want the board members to view our classrooms and interact with faculty. The next board meeting will be held in May on the Klamath Falls Campus.
- The next issue is “Essential Studies.” I’m happy to say that a lot of work has been completed on essential studies. In addition, at the board meeting I made inquiries about summer creativity grants and innovation grants. I spoke to Dr. Abdi and asked “Could these grants be used to develop ESSE’s?” His response was yes they could be used for ESSE’s. But I found out that’s not the case. Neither of those grants can be used to develop ESSE’s. Hopefully, there will be some additional funds that will go towards that cause.
- Now I would like to talk about the distance education move to Canvas. Erica came to Sen Ex and she wanted to make sure you all understood the letter that went out to the students and the letter that went out to faculty were both sent at the same time. But it just so happened that the one that went to the students got posted two days before the one that was sent to the faculty. In addition, there is a shell already set up for training and there are five modules. It takes two to four hours to complete this training but it’s a complete overview so you can skip certain parts if you don’t use those in your shell. There is also a face-to-face training but you must complete the modules before you are allowed to go to the face-to-face training. A doodle poll has been sent to the Portland-Metro campus requesting dates and times for drop-in training. All satellite campuses have been contacted for training opportunities and the folks at Distance Ed are more than willing to assist all of you in this transition. Erica has also stated to Sen Ex; faculty do not need to clean or edit their shells before the transfer. In addition, there has been a temporary employee hired to help with the migration. All courses will be migrated for summer, fall, winter, and spring. So all of the blackboard shells are getting archived.
- Next on the agenda: I spoke with Dr. Naganathan and we talked about General Education as well as the calendar. Classes will start 10 days after the 16th in September, and we will stay one week later in December. There will be no classes the Wednesday before Thanksgiving. Faculty must commit to cover an additional hour for all three quarters because we will be short. This will start in the year 2020 and Dr. Naganathan will prepare a list regarding the things I just mentioned.
- I met with Provost Kuleck and he is concerned about faculty attendance at the seminars. He is encouraging that we attend the seminars and would like us to remember that these are our colleagues. I’ve already covered the summer creativity grants which you saw in the newsletter and reported that they are due on Friday. Next is the committee assignments and there will be a letter coming out of the Provost office tomorrow. However, it will be a little different because you will be responding to Paul. Paul will keep a record of the committees you would like to serve on. He is also suggesting that we add a community academic review committee.

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Report of the Vice President – Matthew Sleep

- First on the agenda, is the merit pay that I discussed in our last meeting. One thing I want to point out is April 12 is the hard deadline for APES, the 2018-2019 year.
- I wanted to talk to all of you about strategic enrollment management. We need to recognize that we have a large increase in applications this year. A significant number of freshman applications. A whole large double digit percentage, so the caution that is always expressed by us is how many of those applications turn into students. Further is that we cannot rely on our old conversion rate of applications to incoming students because of all that changes. We did have a high conversion rate but they expect that to be a lot lower and are unsure of where it will be in the future. The issue has been discussed at academic council. My conclusion is if there are more freshman than there would be a whole lot more Gen Ed classes.
- Next issue is the workload. Department chairs used to do workload with spreadsheets and now it is converted into banner. A lot of things have been automated and populated so that might change a little bit the way the workload is reported.
- A couple of different things about the conversion to Canvas, a while ago I received an email from Janelle that all faculty should have access to the Canvas training. With that said, keep in mind that there is roughly 380 faculty members currently enrolled in the class. I am assuming that includes a lot of adjunct faculty so that's about 200 more faculty members. In addition, training takes two to four hours and when you complete that step you should have access to your summer course shells. If it happens where you have courses that you taught in the spring and now you are teaching them in the fall and those course shells did not migrate over, I recommend contacting the online department so they can assist with this transition.

Report of the ASOIT Representative – Junmin Yee

- Elections - Starting our elections process.
- Rec Center - Moving forward with the process, students voted on a \$69 rec center fee. Hopefully start demo in Spring 2019 and to be completed by Spring 2020.
- Filling stations - Heard back from Brian Fox, Athletics, Purvine, LRC, and Boivin are getting their stations to be completed by Summer 2019.

Reports of Standing Committees

Faculty Rank Promotion & Tenure (RPT) – Ben Bunting

- First thing, I'm going to be printing the report that Yaheui and I have been working on over the last month. We have been gathering feedback on NTT policy which was synthesized over the last couple of weeks and we will have that put together for next month's meeting. There is nothing that needs to be voted on. We may also have changes to the updated faculty evaluation policy as well as, a follow-up on the charges we've been working on.
- To present the changes we are suggesting for the library Policy-I would like to clarify these changes to 20-042 the librarian's evaluation policy up to the recently updated librarian's promotion policy, is that the idea behind all of this was to bring everything into parity with 20-041 which is the librarians promotion policy. I would now like to ask Iris Godwin to follow up with the new changes.
- Iris Godwin. Please look on page 21 where we made some minor changes with regard to the change from library director title too, "University Librarian." We wanted to bring our evaluation policy up to meet this policy. If you start on page 9, please note the different criteria. Before we were going by faculty evaluation policy and then we decided to go to librarianship. There are three categories; librarianship, professional development and institutional professional related public service. For the most part what was changed was just taking those things from the promotion in rank policy and putting them into appropriate places in this new policy. So librarianship in some or all of the following way; foster learning environment, promote information competencies, inquiry analysis, and critical thinking while encouraging lifelong learning. I make a motion for faculty Senate to accept the academic rank and promotion for library faculty at OIT – 20-041 as it is now written.
- Terry Torres Responded: I can start the discussion off by saying that we can vote for this, but it will not go to Presidents Council until after negotiations. The motion passes.

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Faculty Welfare – Yasha Rohwer

- Over Spring Break Faculty Welfare received three new charges; 23-050, 24-010 and 20-050. Due to the holiday I would like to report that Faculty Welfare will start working on these new charges on Monday.

Academic Standards – Veronica Koehn

- No Report

Faculty Compensation (FCC) – Eve Klopff

- No Report

Reports of Special or Ad Hoc Committee

- The ad hoc committee has just begun the process of work on the evaluations, so at this time they do not have anything to report.

Unfinished Business

- No Report

New Business – Mark Clark

- Hopefully, all of you have had a chance to look over the information we received from IFS about the changes proposed regarding the language in the Northwest accreditation. There was some considerable concern within IFS because this language made some significant changes, meanings, and references to academic freedom, shared governance, and other areas. There was a deadline for these changes was at the end of March during Dead-Week and Finals, so Northwest has added a 2-week extension. In addition, IFS has prepared a letter, therefore, what I am going to suggest is to have Faculty Senate weigh in on this matter. I suggest that the Senate empower the executive committee to prepare a letter similar to the one that the IFS has submitted. I want to make a motion that the executives prepare a letter and forward that to Northwest with the signature of the Faculty Senate President. End of discussion. The motion passes.

Open Floor Period

Junmin Yee: In the marketplace there are flags representing different countries on behalf of our students. They are asking if faculty and staff would also like their country flags represented and if so, how would the marketplace go about completing this goal.

Dr. Deb: I think you all received an email regarding nomination letters. Those letters are due April 10. We have nine awards ranging from; community service, academic success, and outstanding student involvement. Please keep in mind that each award has different criteria. If you need more information, please go to award@oit.edu/student awards.

Monica Breedlove: This concern starts with policies or review of policies for promotion. The promotion policy states that you are at rank for four years and you go up for tenure and promotion to associate professor in year five. For those of us that were hired as instructors and because of timeline, we are not allowed to do that. We won't go up for promotion and tenure until after five years in rank and promotion to associate professor won't occur until year six. So this is a timing issue because as an instructor you are fixed term. All fixed term letters which state that you will be back the next year come out winter term, but of course you don't get your promotion until spring term. We received our fixed term letters during winter term. We were given letters of promotion to assistant professor in June 2015, and our notification of appointment for the 2015 and 2016 year was at the rank of assistant professor, but we were kept at fixed term, instead of being bumped to tenure-track. Where the policy is four years at rank, five years at being your tenure and promotion. We are not allowed to do that. We have to be five years at rank because the first year is fixed term, then in your sixth year, being promoted. We were told, "well

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you guys changed your department chair, so maybe the new department chair did not know to make an adjustment on this.” But when we asked if they would adjust this, they said no. Therefore, it would have been better for us to quit and been rehired. If you are a new hire, you are given that first year as tenure-track. Because we were already working here at the time, we were promoted, but not placed on tenure track until our second year at rank. So we want to respectfully request that Faculty Senate look at that policy. It’s not just affecting us; it’s affecting many people in our program. They are now faced with this six-year dilemma. We request that something be done to make these changes. We are also being told that it cannot be done or fixed.

- Terri Torres: I have a few items and that is we are getting ready for elections, for Senate and also for Sen Ex. If any of you are interested in serving on Sen Ex, please communicate that desire with me. Also, I need volunteers for graduate marshals and faculty marshals. I need one from HAS and one from ETM. Remember, the graduate marshals carried the mace and it is incredibly heavy. The flags are also flappy but not as heavy. Again, I need four individuals, therefore if you would like to volunteer please communicate that with me. I have to get these filled so if you do not volunteer I will be knocking on your door.
- Terri Torres: Sen Ex will talk about the need and desire to form an ad hoc committee that will look at work load. We have asked that Kari Lundgren chair the committee again. It will be a very small committee and if you are interested in working on the workload, just let me know and I will put you on that committee to do that very important work.
- Don McDonnell: I am looking to see if this is an anomaly or if this has happened to other faculty. I have a colleague rolling over courses in blackboard from winter term over into spring term and there has been a major mix-up with the rosters. There are on-campus students and online students that are actually in the same shells and vice a versa. So the good news is that the Blackboard staff have been more than willing to help.

Report of the Provost – Gary Kuleck

- Upcoming academic deadlines, note these are not all encompassing but are the critical upcoming deadlines, for the full list please see the Provost Academic Calendar, and the Registrar Academic Calendar.
- 4/5 All Faculty: Creativity Grant Proposals Due
- 4/5 Chairs/Deans: Deadline to submit hiring requests for AY 2020-21
- 4/5 Eligible Faculty: Deadline for submitting promotion materials
- 4/5 Faculty Advisors/Students: Last day to use Web for Student for all registration changes
- 4/8-19 All Faculty: Faculty complete APE form & provide a copy to their department chair
- 4/12 Faculty Advisors/Students: Last day to drop without a 'W', tuition and fees due
- 4/15-26 All Faculty: Chairs meet with faculty regarding their APE's and AMSF form
- RFP for Faculty Creativity Grants is available online and open for submissions, deadline for submission of complete package is April 5, 2019.
- With input from the Academic Council, I am pleased to present the Faculty Merit Pay Raise process. I have attached the Faculty Merit Pay Policy (OIT-020-016), Faculty Annual Merit Score Form (AMSF), and the Merit Pay Policy implementation process and an FAQ for the process. Your Chair should reach out to you after your '18-'19 APE form has been submitted to move the process forward.
- I am pleased to report that Oregon Tech's Mid-Cycle Self-Evaluation Report and Ad Hoc Report have both been officially submitted to NWCCU. This is the next step in the process prior to NWCCU's visit on Monday, April 15th and Tuesday, April 16th. My thanks and heartfelt gratitude to the members of the ad hoc accreditation team, staff, and administrators who have given generously of their time and expertise to complete these compelling reports.
- I welcome you to join your colleagues for the upcoming Provost Seminar Series for two sets of presentations that should create a lively discussion. First, as we continue to develop our relationship between our faculty and the Keen Engineering Entrepreneurial Network (KEEN), a workshop from Dr. Michael Rust on KEEN. There will also be 2 moderated forums on Gen Ed reform. Additional future seminars, forums, and workshops are being finalized and will be communicated soon.

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- An email message was sent recently to all department chairs asking if they would like to include a person from their department to have access to an extra training option available for one year. Please see this website for information on what type of training is offered: <http://training.canvaslms.com>. Click into “Training Offerings” and then click into the “Building Block Series” and the other links to see topics geared to faculty.
- Additionally, make sure that you are keeping an eye out for Janelle Knaggs’s weekly update email, sent out by Paul Titus each Monday morning. You can also stay up to date by checking our migration webpage: <https://www.oit.edu/online/about/faculty-services/canvas---faculty-info>. Remember that beginning next week, you will also be added to a Canvas training shell that you are required to complete before gaining access to your course materials in Canvas.

Report of the President’s Council Delegate – Terri Torres

- Presidents Council met and there are four policies that are on the table from our title IX coordinator. I have sent these policies to Faculty Welfare. They can look at them but they are massive and so as soon as they complete, I will bring them back to Faculty Senate. Tonya understands that they need to be voted on at Faculty Senate but she wants this done as quickly as possible because there are some problems with lawsuits. That is all I have to report for President’s Council.

Report of the Association of Oregon Faculty (AOF) Representative – Matthew Sleep

- No Report

Report of the Interinstitutional Faculty Senate (IFS) Representative – Matthew Sleep

- Mark Clark already covered all of the IFS email stuff that’s been going on. We haven’t met since the last meeting and we meet next at Southern Oregon University in May which just happens after the legislature in Oregon and where funding will be figured out. End of report

Report of the Fiscal Operations Advisory Council (FOAC) Representative – Matthew Sleep

- FOAC did meet and again I just want to remind everybody all of the agenda and information of the meeting is listed on the FOAC website. I would like to mention that Brittany Miles talked about the state budget update. The state budget situation is very confusing and not that great for higher education. Despite the record revenue in the state of Oregon the funding for higher education is not a high political priority. For example, the University asked for a \$120 million increase in budget but the initial proposal was only a \$40 million increase. That would also cut state lottery funds and cut our engineering technology funding. The state budget seems very bad for Oregon Tech. Critically, it seems the governor was trying to get higher education on the board passing a revenue package and in that package it would fulfill what universities are asking for. So I think that there is a political idea behind going from \$120 million to \$40 million. But as of right now things look a little bit scary and they just don’t look as good as they did last year in terms of how much money we will get. We will not know until May where that ends up. Unfortunately, what I think this is going to come down to is a pretty significant tuition increase. So I anticipate a likely best case scenario 9% and in the worst case scenario 15% tuition increase.

Report of the Administrative Council Delegate – Lindsey Davis

- Admin council is reassessing goals and objectives as we look to turn over spirit week to a committee outside of admin council.
- We will be inviting Dr. Nagi to our May meeting to express concern about the merit pay policy and the way in which it was implemented.

Adjournment

Terri Torres adjourned the meeting at 8:30 PM.

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Respectfully submitted,
Don McDonnell, Secretary
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