

Oregon TECH

FACULTY SENATE

Minutes

November 6, 2018, 6:00 PM, the Sunset Room of the College Union (Klamath Falls) and Conference Room #131 (Wilsonville).

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00 pm. All senators or alternates were present except Andria Fultz, Provost Gary Kuleck and Interim Dean Dan Peterson.

Approval of Minutes

A motion was made to approve the minutes of the October 2, 2018 meeting by Mark Clark and seconded by Yasha Rohwer. There was no discussion and were approved as written with no opposition nor abstentions.

Reports of Officers

Report of the President – Terri Torres

- Terri welcomed the new ETM Senator, Mike Healy.
- She has met with President Naganathan and discussed:
 - The Associate Dean position is a permanent, mostly operational position. Faculty Senate has volunteered the skills of our committees to assist the Deans in writing a job description for this position. The concern of an appointment rather than a search was expressed.
 - The Academic calendar was discussed. This should be decided upon at the next President's Council meeting December 4, 2018. Option one was recommended which was supported by ASOIT.
 - Information on the plans to move forward with the implementation of the Essential Studies Model was discussed. Dr. Nagi will make a presentation to the Board in November, so we should be hearing about the direction Oregon Tech will be taking in the near future.
 - There was discussion about the faculty titles for non-tenure track faculty (NTTF). Provost Kuleck has suggested the title of lecturer. Hopefully this can be substituted in the policy RPT has prepared for President's Council December 4, 2018
- Terri summarized her meeting with Provost Kuleck:
 - SenEx met with Dr. Kuleck on November 2, 2018.
 - The Provost is currently working on an Internationalization Committee with the goals of bringing foreign students to campus; Strategic Enrollment Management (SEM) is working on this as well. The target date is Fall 2019 or 2020.
 - Dr. Kuleck should have some steps in place to move the Essential Studies work forward by the end of Fall 2018 term. Currently, transfer data, credit count and financial impact are being assessed. Seth Anthony is also tasked with this review.
 - Work is being done on Department Chair training.
- Terri will be speaking to the Board on November 15, 2018. If there are any topics faculty would like presented, please notify Terri.
- Terri wanted to publicly thank all those who are working on the Faculty Union organization. She stated that this is a labor of love that will benefit everyone now and those in the future. If anyone would like to join in the work, please let Terri know and she will pass your name to the proper individuals on the Faculty Union organization team.

Report of the Vice President – Matthew Sleep

- Academic Council met and are working on two items:

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- Department scheduling and year-long plans.
- The new Department Chair policy. Currently there appears to be a problem with all chairs knowing how to review expenses and budgeting in adjunct and overload payroll costs.
- More information will come at a later date.

Report of the ASOIT Representative – Junmin Yee

- Junmin stated that ASOIT did conduct a student survey regarding calendar changes. The students voted two to one for option one, this proposal will be presented to President's Council for a decision December 4, 2018.
- Junmin expressed thanks to everyone for participation in their latest blood drive.
- He is going to the Portland-Metro campus to meet with ASOIT officers and students.
- ASOIT has obtained extended hours for studying at the library again during dead week and finals week.

Reports of Standing Committees

Faculty Rank Promotion & Tenure (RPT) – Ben Bunting

- Ben stated the committee has met and is beginning work on the following two charges:
 - They will revisit the NTT policy to obtain feedback from faculty.
 - They are reviewing the APE form for library faculty.
- RPT also hopes to work with members of the Oregon Tech AAUP organizing group to avoid overlapping efforts.

Faculty Welfare – Yasha Rohwer

- Yasha stated the committee will meet tomorrow, November 7. He read the committee's two charges.
- Additional information will be forthcoming at a later date.

Academic Standards – Veronica Koehn

- Veronica stated that the committee will meet next Tuesday, November 13.
- She stated that regarding their first charge, they are looking at what CPC does versus what Academic Standards does and reviewing the relationship between the two and how best to move forward.
- For their second charge, "Academic Standards is looking at requiring a grade of C or higher in every general education course, and they know that such a change will require input from both CPC and GEAC."

Faculty Compensation (FCC) – Eve Klopff

- Eve stated the committee has not yet met. She did read their charges:
 - Request data in cooperation with Oregon Tech AAUP from Human Resources related to the development of the current \$3,356 pay differential and make an independent evaluation of the validity of that figure for faculty salary calculation.
 - Request data in cooperation with Oregon Tech AAUP from Human Resources related to the current MGT Study Faculty Salary Minimums Tables document and update that document based on current comparator data.
 - Survey Oregon Tech faculty in cooperation with Oregon Tech AAUP with regard to concerns about pay and benefits, compile results, and make a report to Senate by a date to be determined later.

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Reports of Special or Ad Hoc Committee

- None.

Unfinished Business

- None.

New Business

- Matthew Sleep stated policies OIT-20-030 and OIT 20-040 have been reviewed by Senate Executive committee. The recommendation is to add faculty union activities as a service for promotion and tenure. Christina Negoita moved, Mark Clark seconded the motion to accept the change to both policies. Aja Bettencourt-McCarthy made a friendly amendment to add the same change to the library faculty policy. Mark Clark made a second friendly amendment to add this change to post-tenure review. There was no further discussion. The motion passed with no abstentions nor opposition.

Open Floor Period

- Strategic Enrollment Management (SEM) update was presented by Erika Veth and Farooq Sultan. Farooq presented Student enrollment report updates and dashboards. He stated that the Oregon Tech website provides the history of enrollment. He has created snapshots of enrollment groups onto graphs on the website. Farooq also shared that enrollment numbers reported to the state differ from those reported to the Federal government. Federal does not consider as part of the enrollee numbers any remedial courses or those being audited. But both those categories are included in the numbers reported to the state, which will account for the slight difference between the two totals. He also explained that HECC does verify the enrollment figures. Farooq stated that the dashboard presented was built by IR without user input and was a sample to show we have working dashboards and infrastructure is in place to add more. Farooq also elaborated that enrollments did not decline post-recession and therefore we did not follow the normal trend of declines like other institutions; however, that doesn't mean we are not affected by economic changes. He also showed how specific information can be obtained per department, headcount, major, credit hours, etc. He asked that if anyone would like to see something else to let him know what data they are looking for and he can work to provide the requested information.
- Erika Veth shared that although total numbers are down there are some areas of growth. Klamath Falls headcount is up and Portland-Metro has the highest enrollment ever. Online enrollment is up while dual credit enrollment is down, due to increased competition from other institutions. To improve enrollment numbers, dual credit and admissions teams are now working closely together. SEM is reviewing which school's potential applicants apply to and attend. Erika stated that OIT will begin to use the National Clearing House, which is also used by OSU and PSU, to discern where students attend and the reasons why. She said this has proven very effective for other schools and should be of great benefit to OIT.
- Erika stated that in order to grow OIT needs to embrace the following:
 - Adequate financial aid.
 - Data-based strategic planning, like EAB partnerships- work with ITS to read Banner scripts to better understand enrollment trends.
 - Revise date and deadline changes (e.g., scholarship and application deadlines).
- Erika stated SEM strategy going forward will include:
 - New admissions tactics.
 - Visiting more high schools.
 - Increased influencer events.
 - Putting in place an Admissions transfer recruiter in the Portland area.

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- Adding communication and data specialists in Klamath Falls.
- Implementing a new Fast Response Communication plan (e.g. 5-minute response time for application decisions).
- Increase territory for recruitment activities.
- Move to a new customer relation management (CRM) software away from Recruit.
- Increased international recruitment, which Dr. Kuleck is working on and has experience with, and will focus on China and India then possibly Mexico and Africa.

- Discussion followed regarding the use of professional advisors. This will be a joint effort between the Deans and SEM. The question was asked if a student survey then a faculty survey could be useful to develop a framework for this option, which should not be mandated. Surveys are being deployed within the week.
- Don McDonnell brought up the topic of procurement cards for faculty use on travel. He stated in some departments, numerous trips are required for student extern evaluations and it has been a long-standing problem in which faculty are required to use personal credit cards for expenses on OIT business trips and then wait long periods, paying interest to their credit card company. He wondered if there were any thoughts on how this burden might be alleviated.

- Veronica Koehn queried why on Blackboard, it is now required to export folders and if that might compromise the content or proprietary concerns. Erika stated that she believes this was done simply as the easiest and best way to transfer content.

- Mark Clark reported on the activities of the Coordinating Committee for Oregon Tech AAUP. The committee is working to formalize union organization by establishing bylaws and conducting elections. Bylaws have been distributed to all faculty, along with a request for nominations for officers. The committee hopes to have this completed by the end of fall term. The union will be sending a survey to all faculty regarding compensation issues. The decision as to whether department chairs will be part of the faculty bargaining union or a separate bargaining unit is currently in process.

- Kari Lundgren asked about a new administrative position in P-M that first appeared in an email from President Naganathan. She stated that several faculty had asked her to find out if these positions had been posted and if a search committee had been involved in the appointments. The academic, operations, and student services of the P-M campus will now be managed through a newly formed P-M Leadership Team, composed of Dana Onorato, newly appointed as Assistant Vice President of Student Services, Dr. Lara Pracht, newly appointed as Director of Academic Affairs, Portland-Metro Campus, and led by Dr. Abdy Afjeh. Dr. Abdy stated that Dr. Pracht had already been doing these duties and that her job description was re-written and expanded. No one else knew anything about how these jobs came about or were filled, including P-M faculty, who were questioning them also. Faculty Senate asked for additional information.

Report of the Provost – report given by Tom Keyser, ETM Dean

- Dr. Tom Keyser, ETM Dean, spoke for the Provost. He stated that the items the Provost wanted to cover are all contained in the Provost newsletters.

Report of the President's Council Delegate – Terri Torres

- They will meet December 15, 2018.

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

- Matthew stated a representative is being sought. Anyone interested please notify him.

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Report of the Interinstitutional Faculty Senate (IFS) Representative – Mark Clark

- Mark Clark reported that discussion at IFS is currently centered on legislative activity and IFS elections.
- The next IFS meeting will be held at Monmouth next week.

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

- Matthew stated FOAC discussed how to help rank dollar priorities. The reserve fund last fiscal year has increased to over \$600,000.
- OIT received a small increase from the state, from 27.7 to 29.3 due to a differential based on the engineering and health care programs offered at OIT. Funding is tied to graduation rates. He stated that some schools are talking of re-setting the funding calculations.
- Last spring, Faculty Senate heard Jim Jones explain the planned refurbishing of 25% of on-campus classrooms. Some of this work has been completed.
- The pool in the recreation center will be converted with construction beginning March 2019, into a weight room, multi-purpose area, etc. Funding for this will come from student assessments that will commence once construction begins. ASOIT did survey students and they were in favor of this assessment.
- One member brought up the recent land purchase of \$600,000 by OIT to purchase the vacant land at the edge of the campus below the soccer field. Dr. Nagi has expressed this was a defensive purchase, so that no other entity would purchase this adjacent land.

Report of the Administrative Council Delegate – Lindsey Davis

- Lindsey stated they are still working on finalizing the fee waiver for employees for online classes.
- They are working to change Spirit Week. They are hoping to work with area businesses to promote specials and discounts for those wearing OIT gear, bringing food trucks on campus and other new and different activities for the week rather than the hallway decoration concept. More information will come later.

Adjournment

Terri Torres adjourned the meeting at 7:40 PM.

Respectfully submitted,
Don McDonnell, Secretary
/jp