
Academic Quality and Student Success Committee MINUTES

Trustees Present:

Jeremy Brown, Chair
Tim Hasty
Kathleen Hill

Rose McClure
Jill Mason
Kelley Minty-Morris

Dr. Nagi Naganathan

Trustees Unable to Attend:

None

University Staff and Faculty Present in person:

Abdy Afjeh, Vice Provost-Research & Academic Affairs
Thomas Cooper, Information Technology Consultant 2
Thom Darrah, Director-Facilities Management Services
Don DaSaro, President-Fiscal Operations Advisory Council
Erin Foley, Vice President & Dean of Students
David Groff, General Counsel & Interim Board Secretary
Pam Grove, Assistant to University General Counsel & Interim Board Secretary
John Harman, Vice President Finance & Administration
Tom Keyser, Dean College of Engineering, Technology & Management
Billy Kimmel, ASOIT Officer, Portland-Metro
Kelsey McCauley, Government Relations
Michelle Meyer, Accounting Services Manager
Travis Miller, Information Technology Consultant 2
Michael Moghtader, Academic Advisor-Retention Coordinator – Retention Services
Joanna Mott, Provost & VP of Academic Affairs
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Dean College of Health, Arts & Sciences
Mario Segura, Oregon Tech Student
Bryan Wada, Information Technology Consultant 2
Mason Wichmann, Oregon Tech Student
Hannah Wolf, Oregon Tech Student
Jack Zoucha, ASOIT President, Portland-Metro

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

Chair Brown called the meeting to order at 10:43am. The Board Secretary called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes from January 27, 2022 Meeting

No changes voiced. Minutes approved as submitted.

3. Reports

3.1 Academic Affairs, Admissions and Strategic Enrollment Management

Dr. Mott reviewed her report included in the agenda which addressed Academic Affairs and Strategic Enrollment Management staffing, the progression of the Academic Master Plan. She shared an update on academic programs which include two requests to offer degrees are pending approval from the Higher Education Coordinating Commission. The Assessment Executive Committee is in the process of reading and scoring all Program Assessment Reports submitted for the 2020-21 academic year. Dr. Mott reported that YuJa, the new classroom capture and video teaching and learning tool platform has been well received; and All Simple Syllabus, an institutional-wide syllabus repository integrated within Canvas vendor demonstrations have been completed. She advised that the National Survey of Student Engagement will be administered at Oregon Tech beginning April 4, 2022, and the Faculty Survey of Student Engagement will begin on April 5, 2022 for faculty. Dr. Mott provided updates for the college of Engineering Technology and Management and the college of Health, Arts and Sciences new initiatives. She also addressed Financial Aid, Academic Advising and Retention, Admissions, Education Partnerships and Outreach. She reported that a Director for the Sponsored Programs & Grants Administration has been hired, which will greatly support faculty write grants. Dr. Mott reported the search for the Dean of Online Education Global Engagement position is in the final stages, and the search for an external Chair for Natural Sciences is underway. Dr. Mott shared that Oregon Tech has been reaccredited for ten years; and there were 12 applicants for tenure, all of whom have been approved.

3.2 Student Affairs

Dr. Foley reviewed her report included in the agenda which included an update on Oregon Tech winter and spring sports stats: Women's Basketball 19-11, Men's Basketball 22-11 overall, Oregon Tech hosted a Golf tournament in Medford and both the men and women took first place. Baseball is currently 19-9 and softball is currently 26-4 and ranked #1 in the NAIA. Dr. Foley reported that medical calls for Campus Safety are on the rise, and there is an uptick in transients and petty thieves passing through. She mentioned upcoming special events requiring a security detail. Dr. Foley reported that some students are discussing the distinction between student and employee parking. She reports that CARES is still very short staffed, but active recruiting for the Coordinator of Peer Consulting/Supplemental Instruction and the Coordinator for Portland-Metro SIS are process. ACES reported for Winter term 361 requests from 251 students, and Spring term 28 requests have been received so far. There are 160 current active students, and 96% of active TOP students are registered for Spring term. Dr. Foley reported that Fall 2022 student housing contract numbers continue to exceed numbers from last year (514 contracts as of March 21, 2022), up from 419 last year. Dr. Foley reported that student

engagement is up, due to more face-to-face activities. She also addressed that student hiring is underway, especially in housing for next year.

4. Action Items

4.1 None

5. Discussion Items

5.1 InventOR Student Presentation (10:50am) (20 min) *Hanna Wolf & Mario Segura*
Hanna and Mario shared their winning InventOR, an environmentally considerate renewable energy project, the Electerro Lumen Tree with unique solar leaves.

5.2 Review Academic Master Plan Mission & Vision (11:10am) (10 min)
Provost and VP for Academic Affairs and Strategic Enrollment & Dean Dan Peterson
Dean Peterson discussed the four charges issued by Dr. Mott: 1) to develop an academic vision and mission statement; 2) to form a plan for fiscally sustainable growth through an array of forward looking academic programs and include signature hands experiences, as well as address the need for coherence and coordination between academic units configured toward the future; 3) outline initiatives that will increase enrollment, retention and four year graduation rates ensuring academic needs and insuring the success of all students; and 4) to build a path toward progress on entrepreneurial collaborative applied research that includes pedagogy and service to the profession that broadens access, promotes student learning and success and enhances the intellectual life of our students, faculty and staff.

5.3 Development of Annual Review of Academic Metrics (11:20am) (20 min)
Provost and VP for Academic Affairs and Strategic Enrollment
Dr. Mott discussed data needs and what is readily accessible and what is not. Dr. Mott also shared the key performance indicators that were used for developing institutional dashboards a couple of years ago, which have been updated and are included in the packet. Twenty-seven (27) dashboards have been updated each year and provide basic metrics used to evaluate different parts of the institution, and includes enrollment of students, profiles, academics and finance and Human Resources.

Trustee Brown asked to hear from others on the committee concerning this data as the Board will need to respond or guide the leadership based on the information received, rather than relying on anecdotal information. Trustee McClure requested clarification with respect to information provided concerning “Fixed Term – Number of Faculty on Annual Contract as of October 31, 2021” and whether this included adjunct faculty. Dr. Mott responded that the adjuncts are set out separately. Trustee McClure shared that over the last couple of years the number of adjuncts teaching courses have gone up, and that data should be monitored. Dr. Mott said she anticipates changes in those levels next year, as 31 faculty should join.

Trustee Brown advised that the committee should drill down a little bit further to the departmental level, rather than just the school level. He said he likes the idea of melding together information on students, as well as the financials. Trustee Hasty said he is interested in seeing the number of faculty openings right now, and whether that number is continuing to grow or is it stagnant. Dr. Mott replied that this is a rolling number because

we have faculty leave throughout the year. In Dr. Mott's experience faculty leave at the end of the year and stay through that academic year, which allows for planning.

5.4 Faculty & Staff Vacancies (11:40am) (10 Min) (verbal only) *Provost and VP for Academic Affairs and Strategic Enrollment Joanna Mott & John Harman*

Trustee Brown noted that the issue of faculty and staff vacancies has been raised several times and said he looks forward to initial data and thoughts about where Oregon Tech is headed. Dr. Mott said Oregon Tech is moving briskly with replacing faculty. VP Harman addressed what the university knows and does not know about faculty and staff departures. Trustee Brown asked how Oregon Tech's turnover rates compare to the market. VP Harman it is difficult to find that out in higher education; the university does not have that data yet, but is trying to find that out. Trustee McClure acknowledged staffing challenges at HR and recommended a formal exit interview process. Trustee Minty-Morris inquired about what VP Harman hears his colleagues. VP Harman responded that there is talk that institutions throughout the state are facing challenges with recruiting and retaining faculty and staff, but that institutions are shy to share hard numbers in these areas. VP Harman suggested HR could explore longer-term leadership development and professional engagement efforts that might help retain staff and faculty.

6. Other Business/New Business – None.

7. Adjournment

Meeting adjourned at 11:55am.

Respectfully submitted,



David P. Groff

University General Counsel & Interim Board Secretary