

## Board of Trustees Meeting Agenda

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1. Call to Order/Roll/Declaration of a Quorum (1:00 pm) Acting Chair Vince Jones	
2. Selection of Board Chair and Vice Chair	
2.1 Nominations for Board Chair (1:05 pm) (15 min) Acting Chair Vince Jones	
2.2 Nominations for Vice Chair (1:20 pm) (10 min) Acting Chair Vince Jones	
3. Committee Assignments Acting Chair Vince Jones	
3.1 Academic Quality and Student Success Committee (1:30 pm) (10 min)	
3.2 Finance and Facilities Committee (1:40 pm) (10 min)	
3.3 Executive Committee (1:50 pm) (10 min)	
4. Action Item	
4.1 <a href="#">Approve process for early notice for academic programs</a> (2:00 pm) (15 min) Provost and VP for Academic Affairs and Strategic Enrollment Joanna Mott	1
5. Reports	
5.1 Ad Hoc Work Group on AGB Report (2:15 pm) (30 min) Work Group Chair John Davis	
5.2 <a href="#">Ad Hoc Work Group on Shared Governance</a> (2:45 pm) (30 min) Work Group Chair Jeremy Brown	2
6. Discussion Items	
6.1 <a href="#">Campus Climate Assessment Report</a> (3:15 pm) (60 min) Acting Chair Vince Jones	
7. Adjournment (4:15)	

# **ACTION ITEM**

## **Agenda Item No. 4.1**

### **Process for Early Notice of New Academic Programs**

#### **Background**

Proposed new academic programs proceed through a series of internal steps, first to proceed with development and then to approve a full new program request. Following the Provost's approval of the full program request, the new program documents are submitted to the Academic Quality and Student Success Committee (AQ&SS) of the Board of Trustees. If supported, they are then included in the full Board meeting for approval. The proposal is then submitted to Statewide Provost Council for their recommendation to the OCOP and then HECC, which has final approval. Depending on the specific program details, the NWCCU may also need to be notified.

In May 2019, the Statewide Provost Council and Oregon Council of Presidents approved a document 'Ensuring Appropriate Collaboration on Significant Program Changes'. Included in this document is an added step in the process – 'the Provost for the proposing university will discuss the proposal briefly at a Statewide Provosts Council (SPC) meeting. This will include circulating a summary document—ideally no more than two pages—on the program prior to the meeting'. This document constitutes early notice and is provided to the HECC for informational purposes only.

The intent of the new process is to formalize the avenue for the Provost to inform the AQ&SS for an early "heads-up" on programs that are being contemplated and on the radar of Provost and the faculty, prior to informing the SPC. The purpose of such a conversation is to give the AQ&SS an opportunity to provide helpful feedback and raise any initial concerns regarding a potential program, especially pertaining to any deviation from mission, etc.

#### **Staff Recommendation**

After reviewing the background and materials, staff recommends the following motion:

**“To approve a process for early notice dissemination to the Statewide Provost Council. The process will be the Provost, in consultation with the President, will inform the AQ&SS Chair of the early notice dissemination to the Statewide Provost Council. The Provost will also inform the full AQ&SS of new program planning and early notice at the next meeting of the AQ&SS. The Provost will continue the current process to bring the full proposal for review by the AQ&SS Committee and to the full Board for approval.”**

## Ad Hoc Work Group on Shared Governance at OIT

J.D. Brown, J. Mason, P. Nguyen and M. Wichman

August 2022

At the OIT Board meeting in July 2022, the board assembled an ad hoc work group to review the board resolution on shared governance and to recommend changes to Board Resolution 15-2 and implementation thereof.

The work group comprised four members: two current board members (Mason, Brown), a faculty member (Nguyen) and a current student (Wichmann). This group was to meet and develop a report to be presented to the whole board at the August meeting. This document serves as this report and presents a summary of the group's deliberations and recommendations.

Under the requirements of the Oregon Public Meetings law, the group met on three occasions to review the intention of shared governance, the current resolution, resolutions at other institutions, the genesis of the current resolution, implementation of the shared governance expectations and a past review of shared governance at OIT.

The current resolution was developed in concert with consultation with the AGB and has not been revisited or modified since it was first formulated in 2015. It is therefore natural to review the board statement on shared governance in the light of the different context into which OIT has evolved in the course of its growth and concomitant changes. As noted in a 2017 Statement on Shared Governance by the Association of Governing Boards of Universities and Colleges (AGB) *"In today's challenging environment, shared governance needs to work, not as an afterthought but rather as a fundamental driver of institutional change and success."*

As the institution embarks on a new strategic plan and academic master plan, it is critical for each member of the campus community to have the opportunity to review the proposed direction and provide feedback. Each member should be able to see themselves in this important evolution and feel that they have been part of the process.

Shared governance is a cornerstone upon which a university may thrive. It relies on a healthy relationship amongst the campus constituents that is built on trust, collaboration, transparency, inclusiveness, honesty and communication. It also requires a clear understanding of what is meant by shared governance and what is commonly misinterpreted. For instance, while decisions are predominantly made in consultation, the final decision is that of the president who will, as necessary and appropriate, seek assent from the board. Furthermore, as stated in the AGB – Oregon Governance Report from 2021 *"... while unions serve an important purpose, they are not part of the official governance structures and should not expect the same access and privileges as those accorded to formally designated governance organizations."* Other representative bodies such as the student government, administrative council and faculty senate should be considered the formal vehicles for consultations regarding governance.

The current board resolution regarding shared governance appears to align well with OIT's mission and vision. However, a few suggested changes are presented to clarify points of emphasis as well as underscore expectations. These changes are included in the appended draft revisions to the resolution. Ostensibly, they include a clear understanding of the final arbiter of decisions at OIT as well as further defining the role of the president in shared governance and their responsibility in board interactions.

Having reviewed the intent of the shared governance resolution and compared with other institutions, the

group spend a significant amount of time discussing the possible roots for the articulated need for this study. We are concerned primarily that while the resolution on shared governance is still valid, there is some uncertainty of the extent to which the process is being appropriately implemented. Furthermore, there is report that the concept of shared governance means different things to different people, even within the same constituent groups. The aforementioned AGB – Oregon Governance Report noted that “*Shared governance is not well understood by many.... and it seems to be practiced in different ways across the seven universities. This is not unique to the Oregon universities. Institutions across the nation are involved in discussions about the meaning and effectiveness of shared governance on their campuses.*”

The group therefore makes the following recommendations for consideration by the board:

- The president to report to the board at the November 2022 meeting a summary of how the resolution on shared governance is currently being met and what changes are contemplated to improve the process of implementation
- The board sponsor an information session for the campus community where it will reaffirm its commitment to shared governance, define its expectations for shared governance, listen to individuals' input on how shared governance is or is not well implemented and its intention to review the resolution and implementation on a regular basis. This information session should be held shortly after the start of the fall '22 term
- The board direct the campus leadership and the constituent groups to meet twice per year to discuss shared governance implementation and to report directly to the board on their deliberations. This group, upon common internal agreement, may elect not to meet after the first year

## RESOLUTION NO. 15-2

### BOARD OF TRUSTEES OF OREGON INSTITUTE OF TECHNOLOGY

#### A RESOLUTION ON SHARED GOVERNANCE AT OREGON INSTITUTE OF TECHNOLOGY

The Board of Trustees of the Oregon Institute of Technology adopted the following resolutions at a duly held meeting:

**Whereas**, the establishment of separate, institutional governing boards for each of Oregon's public universities, including Oregon Institute of Technology ("University" or "Oregon Tech") is a profound opportunity for the success of students; and

**Whereas**, the authority of the Oregon Institute of Technology Board of Trustees ("Board") and President may be informed and improved by the purposeful engagement with the University's stakeholders-including its faculty, staff, and students; and

**Whereas**, the concept of shared governance in an academic environment is expected and appreciated; and

**Whereas**, the Board is much closer to the affairs of the University than previous system-wide governing boards; and

**Whereas**, a statement affirming the principles of shared governance is a critical step in the success of the University, building trust among University stakeholders and demonstrating a commitment to open deliberation and decision-making;

**Now, therefore**, the Board resolves as follows:

#### **Section 1 Principles and Values**

The Board is committed to shared governance in the academic environment and embraces the following principles and values to guide the effective and efficient governance and administration of the University:

- a. Frank communication.
- b. Open deliberation and decision-making.
- c. Consistent reflection upon the University's mission statement and strategic plan.
- d. Recognition by all University stakeholders of roles and their responsibilities in the efficient governance and administration of the University.

- e. Mutual trust and respect among all University stakeholders.

## **Section 2 Definition**

Shared governance is defined as appropriately shared responsibility and cooperative action among the Board, administrators, faculty, staff and students and, as applicable, their duly-constituted representative bodies, intended to foster constructive and collaborative thought and action within the institutional structure in service of the University's mission.

## **Section 3**

### **Roles, Responsibilities and Representation**

- a. Board

The Board is vested with the ultimate authority to manage the affairs of the University under Oregon law and applicable Board Policies and actions, including, the Board Policy on Delegation of Authority. The Board should receive and consider input and advice from University stakeholders, as articulated in this resolution, either through the President or directly to the Board through processes and channels established by the Board.

The Board, in its Bylaws and Board Policy on Committees, authorizes the creation of ad hoc committees to address specific topics from time to time. As appropriate, representatives of faculty, staff, student body may be asked to participate in these ad hoc committees to provide their expertise and perspective.

- b. President, Officers, and Administrators

The President, as the University's chief executive officer and president of the faculty, is responsible for directing the affairs of the University, provided the President's actions are consistent with law, and Policies and actions of the Board, including, the Board Policy on Delegation of Authority. The President, officers, and administrators have as a primary responsibility the duty to promote collaboration and to encourage faculty and staff in the performance of their duties related to teaching, learning, student and institutional support, professional development, scholarly work and research, and community service.

The President has primary responsibility for communicating with and making recommendations to the Board. The Board expects the President, as appropriate, to provide meaningful opportunity for duly-elected or appointed representatives of the Faculty Senate, Administrative Council, and ASOIT, to offer input and advice on the President's recommendations. This includes but is not limited to the President's recommendations concerning the University's budget, tuition and fee schedule, strategic plan, and mission statement.

The President also has primary authority for the approval of University Policies that define the expectations or requirements for University units and functions, as outlined in the Board Policy on Policies. The Board expects duly-elected or appointed representatives of Faculty Senate, Administrative Council, and ASOIT; to participate in the President's Council to offer input and advice on University policies.

In presenting recommendations to the Board, the President is encouraged to present a balanced discussion that reflects feedback from the aforementioned constituent groups where there is a clear and consistent voice that may differ from the president's conclusion. While the Board recognizes that the President may need to make unpopular decisions that may not hold the support of the majority of the community, it should hear both sides of the discussion before a final decision can be made.

Furthermore, the Board recognizes that it has delegated authority to the President who may in turn elect to designate a member of the leadership team to act in their stead. However, the Board requires the President to engage these and other groups personally as much as their busy schedule permits, but at least once per term; preferably twice. Furthermore, the President should make themselves available for individual consultation through opportunities such as "office hours" that are held regularly and well publicized to the campus communities at both Klamath Falls and Portland Metro.

c. Faculty Senate

The Board reaffirms the faculty's central role in the development and stewardship of the University's academic mission, consistent with Oregon law and the Board Policy on Delegation of Authority, and as outlined in the Faculty Constitution and Charter of the Faculty Senate. The faculty, in conjunction with the President and the Provost, is responsible for (i) academic standards relating to admission to study at the University; (ii) curriculum, curricular materials, method of instruction, grading, credits, and academic standards of the University; and (iii) standards of student competence in a discipline. The Board also expects that the faculty will have substantial participation and input into the development of new academic degree programs and significant changes to academic degree programs before they reach the Board for consideration and approval and, as appropriate, transmission to the Higher Education Coordinating Commission for approval.

The Board recognizes the Faculty Senate as the internal representative body of the faculty. To set forth its internal processes for participating in shared governance, the Oregon Tech Faculty Senate is authorized, consistent with law and the Policies and actions of the Board, to formulate a statement of internal governance expressed as a constitution or in another appropriate format. The statement of internal governance must be consistent with applicable law and the Policies and actions of the Board and is subject to approval by the President in his or her role as president of the faculty. The President convenes and presides over the faculty

and is authorized to veto any decision of the Faculty Senate.

Notwithstanding the President's statutory role as the president of the faculty, the faculty's statement of internal governance may provide for a member of the faculty to serve as the Faculty Senate's president or chair. The statement of internal governance is subject to amendment by the Board after notice to and consultation with the President and the Faculty Senate. Subject to the approval of the President, the statement of internal governance may also be amended as provided for in the statement of internal governance statement, but no more often than annually.

d. Administrative Council

The Board recognizes the Administrative Council as the internal representative body of the Oregon Tech unrepresented, unclassified, administrative staff. In order to set forth its internal processes for participating in shared governance, the Administrative Council is authorized, consistent with law and the Policies and actions of the Board, to formulate a statement of internal governance expressed as a constitution or in another appropriate format. The statement of internal governance must be consistent with applicable law and the Policies and actions of the Board.

e. Associated Students of Oregon Institute of Technology

The Board recognizes the ASOIT as the recognized student government. To set forth its internal processes for participating in shared governance, the ASOIT is authorized, consistent with law and the Policies and actions of the Board, to formulate a statement of internal governance expressed as a constitution or in another appropriate format. The statement of internal governance must be consistent with applicable law and the Policies and actions of the Board.

#### **Section 4 Communication**

a. The Board will, consistent with its Board Policy on the Conduct of Public Meetings, reserve specific time for one duly-elected representative from each of the Faculty Senate, Administrative Council, and ASOIT to address the Board on any matter of concern facing the faculty, staff, or students respectively.

b. As appropriate, the Board may include representatives of the faculty, staff, or student body in relevant work retreats by the Board.

c. The Board expects the University's President to meet with the duly-elected chair or president of the Faculty Senate, Administrative Council, and ASOIT regularly, but preferably at least monthly, to ensure open communication and prompt discussion and consideration of matters of concern.



## **Section 5 Performance Evaluation**

In evaluating the job performance of the President, the Board will consider the President's commitment to shared governance as described in this Board resolution.