

MINUTES

Provost Gary Kuleck called the meeting to order at 3:00 p.m. Academic Council members present were: Sharon Beaudry, Tiernan Fogarty, Wendy Ivie, Tom Keyser, Veronica Koehn, Jeff Pardy, Lloyd Parratt, Dan Peterson, Paula Russell, Matthew Sleep, Sean St.Clair, Farooq Sultan, and Ken Usher, and Jack Walker. Jim Jones and Tony Richey also attended for a portion of the day. Steve Addison, Todd Breedlove, Hope Corsair, Debbie McCollam, MariaLynn Kessler, Dawn Lowe-Wincentsen, Adam Wagner attended remotely. Roger Lindgren, Hallie Neupert, and Mark Neupert are on sabbatical and will join remotely when able. Abdy Afjeh, Seth Anthony, LeAnn Maupin, Brian Moravec, Maureen Sevigny, Dawn Taylor, and Erika Veth were absent.

TECHNOLOGY REPLACEMENT PLAN

Provost Gary Kuleck stated that he is working to add technology replacement funds to the annual budget. Dr. Kuleck continued that he has been trying to address concerns from the last meeting and provided updates on the following:

- *Labs* – \$80K was set aside for lab computer replacements this year with \$64K currently remaining. Jim Jones stated that he has been working with ATAC to determine allocations starting with the oldest and most heavily used with a target replacement of spring break.
- *New Faculty Computers* – All new faculty were provided new computers this year.
- *Faculty Computer Replacements* – Approximately 30 replacements will be made this year starting with the oldest and those in greatest need of replacement. Jones stated that computers would be replaced with the basic model at the IT Store, which should handle most needs except for CAD. During the meeting Dr. Kuleck sent Chairs a list of faculty scheduled for replacement. Jones added that he will send deployment emails to faculty and copy the Chairs.
- *Accessory Replacements* (Smartboards, projectors, etc.) – Jim Jones and Tony Richey will discuss a potential lease plan for accessories.

Dr. Kuleck stated that at the last meeting, timing for faculty and lab computer replacements was discussed. All agreed that this should happen during finals week and the first week of the break and that informing affected individuals was critical. Jones added that a robust communications plan has been developed to provide individuals with information on changes being made to classrooms and labs – emails will be sent to faculty scheduled to teach in affected rooms to allow for time for testing prior to the start of each term. Tony Richey added that IT is also trying to reduce the number of upgrades throughout the year to maintain consistency.

Ken Usher inquired about computer and projector replacements for classrooms that are not general use. Jones responded that all rooms connected to the network are managed by IT and will be on ATAC's replacement list. Paula Russell asked if ATAC will communicate funding decisions to Chairs to allow all to know when replacements will be made. Russell continued that knowing when rooms will be replaced is important even if immediate replacements do not affect them. Russell stated that she has

inquired several times about the Dental Hygiene Clinic – why it is not considered a classroom and listed on the replacement cycle. Jones replied that the Clinic is considered a lab. Russell asked that, as a lab, it be added to ATAC’s replacement cycle. Dawn Lowe-Wincentsen inquired about LRC 113 and LRC 211. Jones replied that LRC 211 is a conference room and thus not in the replacement cycle. Jones added that LRC 113 is a classroom and that he will look into it and follow up with Lowe-Wincentsen.

Jones stated that Smartboards are very challenging. Jones continued that most classrooms have 2 Smartboards (each costing \$5500-7500 with an average lifespan of 5 years) totaling approximately \$14K per classroom. Jones added that there are 21 rooms in Klamath Falls with Smartboards – 11 of which have Smartboards over 10 years old. Jones stated that replacing all would cost over \$250K and asked if it is pedagogically required to have Smartboards for faculty and, if so, in how many classrooms. Jones continued that reducing the number of Smartboard rooms would allow for more computer and projector replacements.

Tiernan Fogarty responded that the Mathematics Department would prefer chalkboards to Smartboards and that most important is that technology is reliable and function. Jack Walker concurred stating that Smartboards were not necessary for his classes. Jeff Pardy commented that Smartboards are also dependent upon a computer and that replacing one meant replacing both. Debbie McCollam added that Smartboards are utilized and needed in MIT sonography labs. Fogarty stated that he recently had a conversation with Tony Richey about interactive board such as the one in OW 217 and how they are much cheaper and more reliable than Smartboards. Ken Usher agreed stating that there are many people using them and that they seem to have fewer things to break.

Jones stated that he would like faculty input prior to making changes to Smartboards and that he will send a faculty survey out soon. MariaLynn Kessler asked if the survey will be sent to Portland-Metro as well. Jones replied that he will contact Jeff Hower (who also serves on ATAC) to address Portland-Metro. Veronica Koehn asked that the survey include a brief description to enable faculty to distinguish between the different technologies and functions. Richey stated that he will include a chart with images and a list of features for each.

Jones stated that IT is exploring leasing options for classroom technologies and will be making those decisions soon. Richey stated that leasing would ensure new equipment in all classrooms at all times. Todd Breedlove asked if there is a plan for continuity after Jones is gone. Jones replied that he will be available on a consulting basis for the new CIO and that Richey will be here to ensure things happen.

Jones stressed the importance of documenting classroom issues via the IT ticketing system. Dr. Kuleck stated that when equipment does not work individuals often move on to the next appointment or meeting due to time and asked for the quickest way to handle that. Jones stated that it is very important to call or email the Help Desk with any problems, adding that issues cannot be addressed if IT is unaware of them. Jones added that it is best to send an email to techsupport@oit.edu, which automatically generates a record for each issue. Jones continued that simply entering something in the subject line is sufficient.

WORKLOAD COLLECTION

Farooq Sultan stated that workload will be collected via FAST this year and is hopeful that this will make the process much easier. Wendy Ivie commented that Anna from Millennium will introduce the system at the next meeting and that faculty can begin entering workload after the demo. Sultan added that Chairs will enter data term by term and will need to begin as soon as possible after the demo as it is already winter term. Ivie continued that FAST will also help with overload payments as it ties HR data to the Banner student data for courses. Sultan stated that Ben Kintner will be available to update Banner for special instances such as cross-listed courses and adding faculty to courses.

Sultan stated that much of the information can be entered in advance but suggested waiting until the second week of each term for enrollment to account for add/drops. Fogarty asked a question regarding faculty pay and student enrollment. *If enough students drop a class to lower the pay bracket, will the contracted amount still be honored?* Provost Kuleck stated that yes, the contract amount should be honored, although for official reporting 4th week numbers should be used in the workload. Fogarty stated that how to do this is not clear in the workload guidelines. Dr. Kuleck replied that due to the diversity of programs, defining everything in the guidelines and in Banner is very difficult; however, if we want to automate as much as possible, guidelines will need to be clear.

Sultan stated that from the administrative side, enrollment numbers should match pay in case of an audit, adding that when students drop a course, tuition is not collected making the contracted rate an issue. Fogarty suggested that faculty pay be determined using the same enrollment numbers used when determining whether to run the class. Sultan stated that dates and enrollment cut offs should be made clear in the guidelines.

Paula Russell stated that due to the complexities mentioned by Dr. Kuleck, no matter how automated we get, in the interest of the strong Chair model, Chairs need to be able to do manual overrides. Ivie responded that Chairs will be able to override the program-generated workload. Usher asked if there would be a place for Chairs to insert explanations for changes and if there will be a place to generate a report for Deans to periodically review the reports. Ivie responded that yes, it is possible. Ivie added that prior to working at Millennium, Anna was a programmer at Oregon Tech, then worked for Banner. Ivie continued that Millennium wrote the workload module for Oregon Tech and that we are one of their beta partners. Ivie added that Anna is very willing to adjust to our needs.

Dan Peterson stated that FAST should help workload go much smoother. Peterson continued that there have been recent conversations around elective courses, specifically those with less than 10 students enrolled. Peterson added that some of those conversations have led to this discussion around fairness and when faculty should be compensated. In the interest of time, Dr. Kuleck summarized several questions from Portland-Metro regarding special cases and lower enrollment justification. Dr. Kuleck stated that each will be approved in consultation with the Deans with the goal of improving efficiencies to free up faculty time.

NEXT MEETING

The next Academic Council meeting is scheduled for Friday, February 22, 2019.

The meeting adjourned at 4:00 p.m.

Respectfully submitted, Valjean Newsome