

Oregon Institute of Technology

ACADEMIC COUNCIL

December 11, 2017

**MINUTES**

Provost Kuleck called the meeting to order at 2:00 p.m. Academic Council members present were: Seth Anthony, Sharon Beaudry, Todd Breedlove, Tiernan Fogarty, Jeff Hayen, Gary Kuleck, LeAnn Maupin, Hallie Neupert, Mark Neupert, Jeff Pardy, Dan Peterson, Paula Russell, Farooq Sultan, Sean St.Clair, Ken Usher, Laura McKinney and Jack Walker. Brian Fox was absent. Jamie Kennel, Debbie McCollam, Dawn Taylor, Claudia Torres-Garibay, and Erika Veth joined the meeting remotely. Randall Paul and Suzette Yaezenko were also in attendance.

**NEW FACULTY HIRES**

Prior to the meeting, Provost Kuleck sent two documents to the Council:

- Creative works *Listing basic features as it applies to professional development*
- Brief summary\_hiring *Outlining PLT+ academic hiring recommendation rationale*

Kuleck stated that creative works expectations will vary per department and emphasized that they will provide a framework for tracking career progression and provide guidance to chairs in FOP and APE preparation. Kuleck added that although non-tenure track faculty are being hired and guidelines aren't fully in place, a policy should be finalized within six months. Kuleck believes that part of the attractiveness of working for Oregon Tech is having a position with some permanence and stated that non-tenure track faculty will be eligible for contract renewal of up to three years.

**EQUIPMENT PROPOSALS**

Prior to the meeting, Provost Kuleck sent the following document to the Council:

- 2017-18 equipment proposals

Dr. Kuleck asked LeAnn Maupin to highlight form elements. Much discussion followed. Maupin briefly went over the form, noting that the Proposals-General section is the same as 2014-15 and encouraged departments to continue with a five-year academic planning concept. Maupin stated that while equipment needs are built in to department strategic plans, the table on page 4 should be used more as an "at-a-glance." Maupin suggested changing the table 1-5 rankings to represent years which will better allow the PLT to plan several years out in terms of needs and cost. Maupin added that funds should be spent by the end of the fiscal year in which they are awarded.

Laura McKinney stated that it is critical for departments to be able to count on a long-term trajectory for equipment funding. Laying out a five-year strategy will allow the PLT to have requests on the strategic horizon and be able to secure funding. It will also give the University a better idea of costs needed to keep programs current.

Dr. Kuleck stated that providing information to the Deans will allow them to develop a plan for the College, empower them to fundraise via alumni and industry partners, and strengthen the sponsored projects office via grant submissions. Kuleck added that the Deans will assist chairs in submitting proposals and would like for departments to think strategically with a five-year look at what objectives might be accomplished with equipment purchased.

Jeff Hayen stated that for the past few years he has utilized the tab system in the strategic planning Excel spreadsheet and likes the way it is laid out. Hayen would like to continue using the same form. McKinney believes that since an approach has already been adopted, automating a form that can pull from existing sheets would save department chairs a lot of time. Debbie McCollam agreed that this would be very efficient.

Tiernan Fogarty stated that the Math Department planned and saved for several consecutive years but at the end of each year remaining funds have been swept. Fogarty wanted assurance that administration was aware of upcoming expenses and that swept monies would be made available.

McKinney stated that departments saving individual usually results in departments either saving more than is necessary or not being as flexible as they could be. McKinney went on to say that using the Equipment Proposal Form as the endorsed direction for equipment requests would allow departments to purchase needed equipment and allow the University to realize larger cost savings. Dr. Kuleck added that common needs can more easily be identified and purchased with greater discounts.

Dr. Kuleck believes purchasing computers in bulk may yield a large discount and asked how many lab computers each department annually purchases. Dr. Kuleck stated that although we are already doing this to some degree, there may be room for greater bargaining power. Maupin stated that faculty computers have historically been paid for with departmental S&S funds and believes there may be a better way to manage that. Maupin would like to see IT serve as a general clearinghouse and manage the computer portion of requests, keeping an inventory of all computers on campus, and helping to determine replacement due dates. Dr. Kuleck noted that he is in favor of a five-year replacement cycle.

Claudia Torres-Garibay commented that departments may have unforeseen needs that arise and asked how those needs might be handled. Dr. Kuleck replied that although a five-year plan will help the Deans strategize, he realizes that circumstances may change and stated that requests will be reviewed annually. Garibay asked if there are limits to departmental requests. Dr. Kuleck replied that while the dollar limit per proposal is \$100K, there is no limit on the number of request that can be made. Maupin added that the total annual equipment budget is \$600K. Dr. Kuleck would like to amend the document to state that any item over \$5K needs to be in a separate proposal. Miscellaneous items under that amount can be lumped together.

Jamie Kennell commented that with limited resources available, certainly all requests will not be funded. For the sake of transparency, Kennell requested that the PLT make funding decisions and justification available to all. As departments attempt to increase the persuasiveness of future requests, Kennell believes knowing which request tend to be funded and those that don't would help departments to plan better and to be more realistic. Dr. Kuleck stated that all proposals and a brief description of funding decisions could be shared on the T:/drive. Dr. Kuleck added that for proposals that aren't funded, other funding opportunities may be available.

Mark Neupert asked how expenses for reconfiguring office space would be handled. Maupin stated that in the past, requests were made by departments to the Provost and were included in department strategic plans but that there currently isn't a formal process. Dr. Kuleck proposed that small upgrades, those under \$10K, be included with equipment requests. Mark Neupert and Dan Peterson submitted a joint proposal last year. Dr. Kuleck asked if other departments are looking at joint proposals for shared space and if the current form is sufficient for interdisciplinary proposals. Jack Walker believes there are a number of initiatives with other programs, departments, and faculty where combining uses and applications would make sense. Walker believes the current form could work by adding space for signatures of lead faculty members from each department to the signature page. Walker added that each department could also have their own priority ranking. Dr. Kuleck encouraged interdisciplinary projects and the Council agreed that both departments could work on the narrative together and add signatures to

the existing form as needed. McCollam stated that she is currently working on a joint initiative and would like to see the form have a section relating to space requests.

Mark Neupert added that planning in advance for space requests is important. Small space renovations can usually be handled by Facilities during the summer months and providing ample lead time usually reduces the cost. Maupin believes office space renovations requests would be fine but cautioned about larger renovation requests as the Academic Technology Advisory Council (ATAC) in conjunction with the Commission on College Teaching (CCT) are working on general instruction classroom usage. Dr. Kuleck added that all renovation proposals would be shared with ATAC and CCT for input.

McKinney stated that we don't often tend to think of these things as a strategic plan, where all components of a plan are review and priorities are set relating to what is to be accomplished. McKinney believes these types of conversations need to come under strategic review and would like to start having them. McKinney added that the University needs to decide which initiatives are important and to look at all aspects of support. Dr. Kuleck asked if the master academic strategic plan takes into account strategies at a higher level. Maupin stated that the current master academic plan needs to be reviewed and rebuilt. McKinney added that currently there isn't a process to report on the past year; what changes occurred, what new needs arose, what goals were met, etc., but sees value in that.

Paula Russell stated that the Dental Hygiene Department has been working with several departments on interdisciplinary activities in a dental setting which would require additional space to expand their dental clinic. Including dental equipment, the remodel would cost at least \$100K. Russell asked if this is the correct avenue to make that type of request. Dr. Kuleck stated that changes that large should go through the ATAC. Maupin noted that the rooms to be remodeled as upscale classrooms have already been decided on and dollars allocated and that the room being requested may not be available.

Todd Breedlove asked for clarification on proposals currently being compiled, specifically if they are intended for purchases this academic year. Dr. Kuleck stated that yes, funds are available for this year. Breedlove suggested that moving forward, the process be completed spring term of the previous academic year to allow departments to prepare during summer term. Dan Peterson asked that firm deadline dates be set and added to the academic calendar. Dr. Kuleck asked what ideal dates would be. Ken Usher replied that the dates chosen for this year, which are the same as last year, work well.

Dr. Kuleck reiterated that from the conversation, the following are suggested document changes:

- Laura McKinney – pulling data requests from the 5-year strategic plan
- Departments will create separate proposals with rankings
- Separate proposals will be submitted for items over \$5K
- Small Facilities request are acceptable proposals, particularly office space renovations

Dr. Kuleck asked that additional feedback regarding document language be sent to him right away.

Dr. Kuleck will revise and send to chairs in the next few days. Dr. Kuleck extended the proposal deadline from January 19 to January 26 and reminded all that award announcements will be made by February 2.

## **WORKLOAD REPORT UPDATE**

Prior to the meeting, Provost Kuleck sent the following document to the Council:

- 2017-18 Course Planning V4.3

Farooq Sultan went over the latest version of the form and functions of the three tabbed documents within. Sultan stated that 2017-18 Current Courses is a reporting document that looks at the courses taught over the current academic year. Columns to be completed by the department chair are shown in

blue and include Load Type, Workload Units, Action and Comments. Sultan reminded all that this will replace the end-of-year workload reports that have been completed in the past. Sultan added that chairs will update the form throughout the year rather than waiting until the end of the year to complete the entire report.

Sultan welcomed comments and will update and resend the Summer 2017 and Fall 2017 to chairs in the next few days. Dr. Kuleck would like to revisit and discuss Winter 2018 and Spring 2018 at a later date.

### **REQUESTS FOR CARRY-OVER FUNDS**

Prior to the meeting, Provost Kuleck sent the following documents to the Council:

- Request for Carry Over Funds College of ETM fillable
- Request for Carry Over Funds College of HAS fillable

LeAnn Maupin reminded all who wish to request 2016-17 carry-over funds fill out the appropriate form and submit it to their Dean.

Provost Kuleck cancelled the December 29 Academic Council meeting and stated that the next meeting is scheduled for January 19.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Valjean Newsome