

Oregon Institute of Technology

ACADEMIC COUNCIL

March 2, 2018

**MINUTES**

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

**WORKLOAD REPORT UPDATE**

Provost Gary Kuleck stated that the goal for revising the workload process is to make it much more seamless. Dr. Kuleck invited Heather Smith from the Registrar's Office to discuss potential solutions. Todd Breedlove noted challenges and stated that although the current spreadsheet will serve as a stop-gap for this year, he would like to see a better, less time-consuming design. Farooq Sultan agreed that merging spreadsheets and making changes is cumbersome. Sultan stated that currently course information is gathered after the fact and added that it would be best for information to be populated as soon as courses are offered. Smith commented that since course information does not roll forward, it needs to be entered each term for each class. Breedlove replied that most course information remains the same from term to term and if input in advance, final adjustments such as assigning workload or overload would be minimal.

Sultan stated that he will begin looking at a better model for next year, with the Registrar's Office doing much of the course data collection and input and IR focusing on data analysis and reporting. Sultan reminded all to submit changes by March 12 and to send change requests directly to the Registrar's Office.

**DEPARTMENT CHAIR DUTIES**

Prior to the meeting, Provost Gary Kuleck sent the following document to the Council electronically and distributed hard copies at the meeting. Dr. Kuleck asked LeAnn Maupin to highlight the main duties.

- *Departmental Chair Roles and Responsibilities v4*

Leadership

Maupin stated that although the Department Chair Position Description hasn't been revisited since 2002, expectations are much different. Maupin added that the goal is to empower departments in their efforts to work with their Deans and across colleges in multidisciplinary efforts. Maupin stated that to accomplish this, having clear-cut roles and responsibilities and providing adequate training is important. Maupin referred to Dr. Naganathan's concept of part-time departmental leaders and acknowledged that being a part-time leader with all of the responsibilities is difficult and wanted to define how that might work.

Budget

Maupin stated that information for new budget model will include clear guidelines on how the University will build the budget and that these components will be tied together.

### Communication

Maupin commented that as we transition to new Chair and Dean roles, having an effective communication plan, including with whom to communicate for various initiatives, will be beneficial.

### Faculty and Student Development

Maupin stated that Dr. Kuleck has spoken a lot about developmental aspects such as creative works, working with students, and multi-disciplinary work and added that it will be important to define those duties and how they affect Chair roles and responsibilities.

### Recruitment

Maupin commented that Dr. Naganathan has stated several times that recruitment and fundraising at the department level is very important and that enrollment should be a concern for all. Maupin noted that straight forward recruitment roles need to be developed.

### External Engagement

Maupin noted that the Chair role may change in this respect. Having clear-cut responsibilities and training is important as well as identifying what is currently being done and what can be improved upon. Maupin added that Chairs will be empowered as departments work together with their Deans and across colleges to identify multidisciplinary opportunities.

Maupin stated that components are not set in stone and welcomed input. Jamie Kennel stated that this is an impressive expansion of Chair duties and asked if there would be an expansion of release time to accommodate the additional responsibilities and if there is a document to compare the old and new department chair roles and responsibilities. Todd Breedlove noted that duties would require much more than 20 hours/week and that .5 release time would not be adequate. Breedlove asked if there was a push to move to half-time or full-time chairs.

Dr. Kuleck reminded all that Dr. Naganathan has mentioned implementing professional chairs with their primary role being strategic planning, visioning and securing resources. Dr. Kuleck believes this makes sense in several instances, especially for larger departments struggling to stay afloat just dealing with operational matters. Dr. Kuleck expressed a need to distribute support for those types of inequities and to revise compensation models.

Dr. Kuleck added that Chairs are not necessarily responsible for doing everything on the list. Primary fundraising will be the Dean responsibility and Chairs will work with them. Dr. Kuleck noted that some items may not be relevant to some departments and that some may be assigned to others within the department. The following suggestions were noted:

- Jeff Hayen – Roles and responsibilities relating to instruction are missing.
- Mark Neupert – External engagement, sponsored projects, grant funding and oversight, adjunct hiring and reviews, and HR duties are missing.
- Dan Peterson – All signatures may not need to fall under Chair duties.

Hallie Neupert stated that although duties and responsibilities are different, Chairs are currently evaluated with the same APE form used for teaching faculty and asked if a separate evaluation form will be developed. Mark Neupert stated that the review process for Chairs is incredibly weak. Mark Neupert recently underwent post-tenure review and was Chair during the entire review period. In the PTR policy, department chair is listed along with scheduling coordinator and program director. Neupert added that although the role of Chair requires a huge amount of time, energy, effort and inspiration, it is evaluated the same as other department faculty. Neupert also noted that departmental development falls under Chair duties, however there is no way to include that on the APE.

Dr. Kuleck agreed that a Chair evaluation process needs to be developed and asked the Council if evaluations should involve teaching, administration or both. Jamie Kennel replied that currently there isn't anything in place where comments make it back to the Chair, identifying strengths and weaknesses. Dr. Kuleck also asked what Deans want to see when evaluating Chairs. LeAnn Maupin stated that evaluating is difficult without a list of expected duties to refer back to.

Dr. Kuleck emphasized the importance of training to aid in Chair success. Dan Peterson agreed that proper, more meaningful training, directed specifically to Chairs is important. Dr. Kuleck reminded all that this is a draft document and asked all to send suggestions and comments to him via email and to copy Dede and Valjean. Dr. Kuleck added that a department chair policy is currently under review at Faculty Senate and that he will share it once available.

Dr. Kuleck stated that his role as Provost is to support faculty and added that a few ways he is doing this is through summer productivity grants, an improved sabbatical leave policy, and incentive startup packages for tenure-track faculty, and added that one of Dr. Naganathan's goals is to develop meaningful mentorship programs.

## **WORKLOAD GUIDELINES**

Dr. Kuleck stated that he would like 9-month faculty to stick to the 36 instructional unit guideline and asked for feedback on how falling under 36 has been addressed in the past and how to address it moving forward.

Ken Usher stated that NSC he has 3 new faculty members this year (2 are in an overload status and one is 2 units short) and that meeting 36 instructional units can be challenging. Mark Neupert added that he can be creative and make additional assignments but wanted clearer guidelines for what is permissible. Neupert asked if it is allowable to give banked release time a faculty member who is short.

Dr. Kuleck replied that although it should not be chronic, being flexible and assigning equivalent projects is important. Dr. Kuleck added that Chairs usually have several projects that need to be done and can be assigned out – making it fair and balanced to other faculty while accomplishing something useful for the department. Hallie Neupert stated that since MGT faculty teach so many online courses, there is flexibility to place an online class in-load if they are short, but noted that this is not in the workload guidelines.

Paula Russell stated that she appreciates the ability to be flexible but also asked for clarification on what is allowable. Russell noted that within DH, there is a great workload inequity for labs – lead instructors have a large amount of responsibility managing all coordination, scheduling, and student experiences, yet they receive the same workload as adjuncts assigned to the lab. Russell asked if an additional workload unit could be assigned to lab managers. Russell also noted that DH labs are 4 hours long rather than 3.

Jamie Kennel stated that as policy is discussed, 12-month faculty need to be better incorporated. LeAnn Maupin replied that the workload guideline is just that, a guideline, not a policy. Maupin noted that the guidelines are outdated and need to be adjusted to fit what is happening now and to ensure equity. Debbie McCollam stated that MIT has a tenured position (36 instructional units) that was replaced with a non-tenured position (45 instructional units) and that trying to find courses to fill workload is problematic. Dr. Kuleck said that he would be happy to meet with McCollam and Maupin to discuss options.

Terri Torres commented that overloads are not paid until summer term. Torres added that at one time, overload didn't kick in until the faculty member reached 39 instructional units, then Brad Burda changed it to 37 instructional units, but that it did not get changed in the workload guidelines. Dr. Kuleck stated that he will look into that.

## INVESTITURE CEREMONY

Dr. Kuleck read the official meaning of ‘investiture’ and stated that relating to universities, investiture ceremonies date back to the middle ages. Dr. Kuleck added that an investiture is symbolic of a new era and the commitment of the university and the new president to work together to achieve a strategic vision. Dr. Kuleck noted that the Board of Trustees will be heavily involved as well as community members and asked for feedback for ideas to encourage student participation, possibly by offering a class substitution or cancelling classes. Hallie Neupert and LeAnn Maupin are helping to coordinate some of the investiture events. Below are events currently listed on the OIT website:

<h3>Schedule of Events</h3>	
<i>Celebrating Student Success</i> Thursday, May 17, 2018	<a href="#">Board of Trustees Meeting</a> College Union 8:00am – 4:00pm <a href="#">Catalyze Klamath Falls Challenge</a> Student Entrepreneurship Event 4:00pm – 7:00pm
Friday, May 18, 2018	<a href="#">Iron Owl Challenge</a> Military Honor Event, Opening Ceremony Snell Hall Lawn 12:00pm – 1:00pm <a href="#">Student Symposium and Open House</a> 2:00pm – 5:00pm
<i>Investiture</i> Friday, May 18, 2018	<a href="#">Platform Party Breakfast</a> Mt. Mazama Room, College Union 9:00am – 10:00am <a href="#">Investiture Ceremony</a> Gymnasium 11:00am – 12:30pm <a href="#">Investiture Reception</a> Crater Lake Complex, College Union 12:30pm – 2:00pm

For the Student Symposium/Open House, Beaudry would like to showcase every program and is currently talking to all departments on how to highlight them via demonstrations and tours. In terms of community engagement, Beaudry stated that Ashley VanEssen is working on PR and that high school students will be bussed to campus. Beaudry added that they will also work with Career Services to help employers attend the Student Symposium and Catalyze Klamath events and that Tracy Ricketts will help connect with alumni and with tours of Cornett Hall. Additional activities happening that week include:

- May 14-18 Spring Fling, sponsored by the Residence Hall Association
- May 15 Faculty/Staff Retirement and Service Recognition dinner
- May 19 Foundation Board Meeting
- May 19 16<sup>th</sup> Annual Taste of Klamath

Kuleck stated that this will be an amazing marketing opportunity with great potential gain. For event updates, go to the OIT homepage click on Investiture. Jamie Kennel stated that this has not been talked about much in Wilsonville. Dr. Kuleck will look into correcting that.

## **DEPARTMENT CHAIR TRAINING**

Department Chair Training is scheduled for March 23, 2018. Dr. Kuleck stated that he and Suzette Yaezenko have been working to schedule the day. Yaezenko is looking to schedule a meaningful event for Chairs and asked all to contact her regarding what types of support and training would be helpful. A draft agenda will be sent early next week. LeAnn Maupin suggested inviting chairs that will start on July 1. Dr. Kuleck invited all Portland-Metro employees to attend in Klamath Falls offered to pay for travel expenses. Dr. Kuleck added that ETM Dean Search interviews will be held the same day and recognized that some individuals may need to come and go as needed to attend both. Dr. Kuleck added that more structured Chair training will happen during convocation.

## **NEXT MEETING**

The Academic Council Retreat/Department Chair Training is scheduled for Friday, March 23, 8:00 am - 5:00 pm. The next regularly scheduled meeting be held Friday, April 13.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,  
Valjean Newsome