

Oregon Institute of Technology

ACADEMIC COUNCIL

June 1, 2018

MINUTES

Provost Gary Kuleck called the meeting to order at 2:00 p.m. Academic Council members present were: Sharon Beaudry, Tiernan Fogarty, Jeff Hayen, Debbie McCollam, Dawn Lowe-Wincentsen, Hallie Neupert, Mark Neupert, Jeff Pardy, Dan Peterson, Sean St.Clair, Nellie Stewart for Seth Anthony, Farooq Sultan, Ken Usher, Erika Veth, and Jack Walker. The following individuals attended the meeting remotely: Todd Breedlove, Tina Clark for Paula Russell, Jamie Kennel, Dawn Taylor, and Claudia Torres-Garibay. Lloyd Parratt, was also in attendance. Seth Anthony, Brian Fox, and Brian Moravec were absent.

Due to technical difficulties in Mt. McLaughlin, faculty joining the meeting via Skype were able hear the conversation in Klamath Falls but Klamath Falls was unable to hear them. As a workaround, faculty attending remotely who wished to comment were asked to send a chat message to Dawn Lowe-Wincentsen, who relayed messages to the group.

HIRING REQUESTS

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

- *Faculty Hiring Request Form_final2_Acad_council_distribution*

Dr. Kuleck stated that since the beginning of the year the goal has been to move the hiring process to its appropriate location; spring term of the preceding year. Dr. Kuleck noted that some departments have ongoing searches and stated that unsuccessful searches will not need to be reauthorized. Dr. Kuleck added that he has been involved in hiring for ETM and LeAnn Maupin for HAS and that the Chairs have been involved in negotiations.

Dr. Kuleck asked Chairs to fill out the *Faculty Request Form 2019-20 Prioritization* and encouraged all to refer to their academic strategic plans to provide economic and strategic justification. Dr. Kuleck added that Farooq Sultan will provide necessary enrollment data by Monday and that forms will be given to PLT for review at the June 8 meeting. Hiring decisions will be announced by June 15. Dan Peterson noted that the form does not provide a place to distinguish between tenure-track and non-tenure-track and asked how to provide justification. Dr. Kuleck asked all to make a note on the form, adding that it will be updated for next year.

Dr. Kuleck stated that providing economic and strategic rationale is critical – if enrollment is dropping but program courses need to be taught, non-tenure-track positions would be offered. Dr. Kuleck added that in an effort to align with tenure-track positions for promotion, non-tenure-track positions were changed to 3-year renewable positions this year and will move to 4-year renewable positions beginning next year.

Ken Usher inquired about abrupt faculty departures and having a process in place to fill such positions on short timeframes. Dr. Kuleck stated that he has seen many unplanned departures since he arrived and that the approval process to fill those positions has been and will continue to be abbreviated. Dr. Kuleck encouraged all to use the same form for these instances and stated that PLT will expedite those requests.

WORKLOAD REPORT UPDATE

Farooq Sultan reminded all that overload will be calculated from workload reports submitted by the Chairs and stated that his office will not be checking numbers for accuracy. Sultan has assigned workload to all but 14 courses (ACAD and ALH prefixes) which will be sent to the Deans for review. Sultan added that there were a lot of changes at the end of the term – changes that should have been made at the beginning of the term such as adding and removing instructors. Sultan thanked all for their work in compiling the information.

Several suggestions were made for an improved process next year. Mark Neupert would like clearer instructions for externships. Neupert stated that Christopher Syrynk is teaching Honors Program courses that are listed under HSS but are overseen by the Provost. Neupert asked that overload pay not come from HSS. Ken Usher suggested an in-load or out-of-load option for non-instructional workload. Sultan agreed, adding that a drop-down menu would be ideal.

FACULTY WORKLOAD GUIDELINES

Prior to the meeting, Dr. Kuleck sent the following documents to the Council via email:

- *18-19 Workload Guidelines_Final2*
- *Proposed Online Workload Guidelines_draft3_ev*

General Guidelines

Dr. Kuleck went over proposed workload guideline changes and asked all to provide feedback by next Friday:

- Non-tenure Track Appointment (Professional Track) – added.
- Instructional Load – updated thresholds.
- Course Prefixes – updated.
- Graduate Course Workload - increased workload distribution. Sean St.Clair stated that the language (*3 term, 3 credit sequence with one student = 4.5 WLU*) is confusing and may be interpreted as one credit each term making up a three-credit sequence over three terms rather than the intended three credits per term over a three-term sequence. Dr. Kuleck agreed and charged St.Clair with providing clearer language.
- Minimum Class Size Standards
 - Chairs to work in consultation with the Dean to determine workload assessment for courses with less than 10 students enrolled.
 - Removed the word *waiver*.
 - Removed the words *and/or independent study*.
 - For clarification, changed $\frac{3}{4}$ and $\frac{1}{2}$ pay to read $\frac{3}{4}$ and $\frac{1}{2}$ class workload.
- Overloads – updated nine-month contract language.

Online Guidelines

Erika Veth announced that she has recently worked to draft the first ever online workload guidelines. Veth added that the guidelines have been vetted through the Faculty Welfare Committee, the Faculty Compensation Committee, and the Budget Office. Veth added that the Online Learning Advisory Council (OLAC) is also working on a set of quality standard guidelines as a policy proposal that will be submitted to Faculty Senate in the fall. Veth stated that the goal of the guidelines is to promote financial equity and to facilitate a positive impact on faculty welfare and student access and is hopeful that it will provide an opportunity to hire more people to teach online. Veth stated that while working on the guidelines she tried

to think of all possible scenarios at Oregon Tech. Veth briefly went through the document and asked for Council feedback.

Sean St.Clair noted that 1. Online-only, 1.0 FTE states what happens when teaching additional workload but that the same is not noted in 2. On-campus 1.0 faculty, teaching online courses in-load. St.Clair suggested adding the same verbiage to #2 if they are to be separate processes. St.Clair stated that for faculty members teaching totally online that choose to teach an on-campus course, the language should be clarified to reflect that the in-person course will be paid at the adjunct rate.

There was discussion of out-of-load work being considered a separate contract and the moonlighting policy having a cap of 20 percent. St.Clair asked how 20% of 12 WLU per term (36 WLU per year) is equal to 6 and asked for clearer language. Veth stated that the goal is to be able to teach one class out-of-load per term. It was suggested to clearly state the number of courses rather than credits and to have an either/or statement since class credits can vary greatly. It was decided to move away from workload unit and toward student credit hours or course and to define that further. This would allow faculty to teach multiple courses with only 1 or 2 students enrolled. Veth agreed to work on the changes.

Veth stated that although these are currently guidelines and not policy, it is a starting place for providing some structure. Veth added that the guidelines will be phased in and is hopeful that they will go before Faculty Senate to become policy. Veth stated that when students graduate it is expected that the online courses have the same rigor as the on-campus counterpart. However, there is no mechanism currently in place to promote better course quality or to remove a faculty member who is not doing a good job. Veth stated that teaching a large number of online out-of-load classes is not only about class quality but is also about faculty bandwidth. Veth stated that doing too much may affect ability to push department strategic goals.

There was discussion of who should review course rigor. Mark Neupert stated that Chairs should be paid extra if they are required to review outside jobs. Veth commented that OLAC discussed the possibility of paying a stipend to a faculty member within the department who has received online review course training. Neupert suggested having a full-time online faculty member review the courses as part of their departmental service.

Dan Peterson commented that summer should be a time to flourish yet many of the 100 and 200-level courses are not full. Peterson added that it seems really unfair and bad for the University to not have on-campus, face-to-face classes and fears that as more faculty teach online, fewer on-campus courses will be offered. Veth agreed and stated that having all courses online also forces students to pay online prices. Peterson would like to find a way to encourage on-campus classes and to see summer faculty compensated fairly. Fogarty stated that compensation for faculty in his department has been poor, adding that classes with less than 11 students receive less than adjunct pay.

Tiernan Fogarty stated that for the past 15 years the Mathematics Department has taught 10-12 on-campus math classes. This year they offered 0. Fogarty added that as soon as online offerings were available, on-campus enrollment was cut in half. Veth replied that there have been a lot of student and parent complaints about not having on-campus options this summer. Veth stated that many courses could be filled with adjuncts if there is demand but departmental faculty do not want to teach. Veth added that this is an opportunity for Dr. Kuleck to support hiring more online faculty and to build up an adjunct pool.

Dr. Kuleck asked for Council input on how to create a vibrant, sustainable, on-campus summer presence to include courses, food options, and various events. Farooq Sultan suggested cross-listing courses to allow faculty to receive online pay.

NEXT MEETING

The last meeting for this academic year will be held Friday, June 8. Light refreshments will be provided at both locations.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,
Valjean Newsome