Meeting of the

Oregon Tech Board of Trustees

 Academic Quality and Student Success Committee

Room 225, Portland-Metro Campus

January 23, 2020

8:40am – 11:15am

Academic Quality and Student Success Committee

MINUTES

**Trustees Present:**

Jeremy Brown, Chair (via Skype)

Dana Londen

Rose McClure

Jill Mason

**Trustees Unable to Attend:**

Kathleen Hill

Kelley Minty Morris

**University Staff and Faculty Present:**

Erin Foley, VP of Student Services/Dean of Student Affairs

Michal Kawka, TOP Program Director

Tracey Lehman, Director of Financial Aid (via Skype)

Joanna Mott, Provost/Vice President of Academic Affairs

Adria Paschal, Senior Executive Assistant to the President

Dan Peterson, Interim Dean, College of HAS

**Others Present:**

Juliana Bateman, student

Patrick Cornwall, student

Davia Fleming, student

Carter Knutson, student

Justin Ringle, student

Laura Sanchez, student

1. **Call to Order/Roll/Declaration of a Quorum**

**Trustee Mason, at the request of Chair Brown, called the meeting to order at 8:40am. The President’s Senior Executive Assistant called roll and a quorum was declared.**

1. **Consent Agenda**

**2.1 Approve Minutes from the November 21, 2019 Meeting**

**Trustee McClure moved to approve the minutes of the November 21, 2019 meeting. Trustee Londen seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

1. **Action Items - none**
2. **Discussion Items**

**4.1 Provost Update**

**Provost Mott** reviewed a PowerPoint presentation. She noted the university is in compliance with the Open Education Resource requirement to have a searchable database of courses with OER. There was a change in bookstore vendors and in the transition the OER requirement was not met. She gave an update on personnel searches. She explained the Lake Washington Institute of Technology proposal was submitted to the Washington Student Achievement Council and to NWCCU for approval but tuition rates are still being discussed; the Data Science program will start in the fall and is awaiting approval from NWCCU; the DPT program is also under consideration by NWCCU. She reviewed enrollment figures for the newer programs. She noted Strategic Enrollment Management is now fully integrated with the Provost’s office. She explained the various ways faculty and staff are working on increasing the efficiency of teaching including cancelling sections with low enrollment for Winter term; creating a two-year schedule of courses to assist students in planning; and reviewing the Stipend-Release model for department chairs. Discussion regarding student deposits for fall term and the impact on scheduling general education courses.

**4.2 Retention Presentation**

**Interim Dean Peterson** presented a PowerPoint explaining the importance of focusing on retention so students can complete their degrees. He explained the holistic approach to advising and a project that is underway through NWCCU to identify, implement, and assess retention challenges we face at Oregon Tech. He suggested the board continue to track retention and completion, learn about the student experience, and encourage strategic investments in retention and completion. **Provost Mott** stated the interim director of retention and advising is looking at having advising for first year and undeclared students in the ROCK and having an advisor in both colleges to work with the faculty in each program to provide more focused and specific advising. Discussion regarding the return on investment of adding another employee in retention. **Trustee McClure** noted that one thing that helps professors advise is having photos of students in FAST so they can associate names with faces quickly.

**4.3 Financial Aid Presentation**

**Director Lehman** shared a PowerPoint presentation explaining the makeup of the financial aid department including a veteran’s certifying official on each campus. She stated approximately 67% of degree seeking students received aid in Fall 2019 with $33.6 million dollars of aid being dispersed from various sources. She noted approximately 32% of Oregon Tech students are PELL eligible and over $900,000 in scholarships were given out from the Foundation. She shared that remissions are roughly 32% and 44% of our students take out loans. She compared Oregon Tech figures with national and state averages of student debt for graduates, and noted default rates. Discussion regarding financial literacy of students and assistance given including the Owls Worth program.

**4.4 RockSat-C Presentation**

Students, **Davia Fleming,** **Juliana Bateman, Patrick Cornwall, Davia Fleming, Carter Knutson, Justin Ringle, Laura Sanchez,** presented a PowerPoint covering the history of the program, their current experiment, and the financing for the project. RockSat-C is part of a nationwide program that allows students to build experiments and share the data with NASA.

**4.5 TOP: TRiO Program Presentation**

**Director Kawka** shared a PowerPoint presentation explaining the TRiO program’s origin and mission of providing access to university for disadvantaged students; providing social equity. The program provides opportunity, support, and resources to help students persist and graduate. Oregon Tech’s TRiO program is called TOP which stands for Tech Opportunities Program. He addressed student characteristics; requirements for joining the program; funding sources; the objectives of retention, academic standing, and graduation; and success stories. Discussion regarding factors of attrition and the need for lobbying to continue funding.

1. **Other Business/New Business** - none
2. **Adjournment**

**The meeting was adjourned at 10:59 am.**

Respectfully submitted,



Sandra Fox

Board Secretary