

DATE: 28 January 2020
TO: All Faculty
FROM: Terri Torres, Senate President
SUBJECT: Agenda for Faculty Senate Meeting
Tuesday, 4 February 2020



The Faculty Senate will meet Tuesday, 4 February 2020, at 6:00 pm in the Sunset room of the College Union (Klamath Falls) and conference room 130 (Portland-Metro). Faculty and other interested persons are invited to attend. The agenda is as follows:

- 1) Call to order
- 2) Roll call of Senators
- 3) Determination of quorum
- 4) Approval of meeting minutes:
 - a) 5 November 2019 – pages 3-7
 - b) 3 December 2019 – pages 8-15
- 5) Reports of officers:
 - a) President
 - b) Vice-President
- 6) Report of the ASOIT delegate
- 7) Reports of standing committees:
 - a) Faculty Rank Promotion and Tenure – page 16
 - b) Faculty Welfare
 - c) Academic Standards
 - d) Faculty Compensation
- 8) Reports of special or ad hoc committees
- 9) Unfinished business
- 10) New business
 - a) Zach Jones – Student Success Center Presentation
 - b) Tony Richey and Connie Atchley – Information Technology Services
 - c) Mike Myers – Student Registration Experience Survey – page 17-38
- 11) Open floor
- 12) Report of the Provost
- 13) Report of the President's Council delegate
- 14) Report of the AOF representative

- 15) Report of the IFS representative
- 16) Report of the FOAC representative
- 17) Report of the Administrative Council delegate
- 18) Adjournment

Minutes

November 5, 2019, 6:00 PM, the Sunset Meeting Room of the College Union (Klamath Falls) and Conference Room #130 (Portland-Metro).

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00 pm. All Senators were present except for Christopher Syrnyk, Eve Klopff, Dan Peterson, and Tom Keiser.

Approval of Minutes

Minutes of the October 1, 2019 meeting were approved with minor typo revisions.

Reports of Officers

Report of the Associate Vice President of Strategic Enrollment Management – Erika Veth

- Erika discussed admissions requirements for 2020, enrollment updates for Fall 2019, and talked about changes to the New Wings Event.
- The New Wings Event will see some changes. Erika explained that because we are growing in freshman students we want to change their experience by adding more activities. Our plan is to add team-building activities, food trucks, and have a trolley available on campus. We are also working with the Deans and Dr. Mott on group advising. Our goal is to have faculty advisors meet with the students in a lab, get their course schedules identified, and then meet with them individually. Future events are scheduled for June, July, August and September. However, we are encouraging our freshmen to attend the one in June. It has been requested we have a smaller session in July. The fifth event will be in September when students are moving into the dorms.
- Admissions changes for Fall 2021: Currently, we use a cumulative unweighted GPA, and require students to submit their SAT or ACT scores. If they have a 3.0 GPA better, we do not require a test score. We also require freshmen to have three years of Math, Social Sciences, Lab Science and four years of English.
- Starting Fall of 2021 we want to eliminate the SAT and ACT scores entirely for students who have a 3.0 GPA or higher based on their core GPA. To further make sure those students are qualified we are going to add a fourth year of math. Nothing will change for some students, however, students that do not have that fourth year of math will still go through the regular admission process, and still submit their SAT & ACT scores. We are not eliminating anyone; we are making the process easier for those students who are most likely to remain at Oregon Tech.
- This is called Test Optional. It is a national movement and is being used at Western Oregon and Southern Oregon. Oregon State University maybe next on the list because the new VP of enrollment started this movement.
- End of Report

Report of the President – Terri Torres

- Dr. Nagi and I met and discussed the budget, relationships and communication with faculty, and OIT's strategic investment.
- The strategic investments that he listed currently are a CEO think tank and new programs.
- The new programs are Data Science, DPI, and Cyber Security.
- We also talked about enrollment, retention, Oregon Manufacturing Innovation Center (OMIC), and campus pride. He expressed desire to hire a new AP of Labor Relations. This individual would be involved in the processing of contracts.
- Dr. Mott and I met and discussed the stipend release, which is being reexamined.
- We discussed workload and the need for promotions to be flexible.
- We talked about remote teaching and enrollment numbers.
- I attended President's Council and have a goal to clean up the ORSs, OARs, and OIT policies. Sen Ex is currently working on our portion of the policies to see which ones need to be re-done or evaluated.
- Sen Ex is concerned about the financial health of the university. Our opinion is that there is no viable plan to get us out of the current situation. We are over-spending in spite of the fact we have increased state support and tuition.

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- Our enrollment is flat, however, current administration is banking on increased enrollment and increased state support.
- Sen Ex has written a letter to the board expressing our concern for the future of the university. Letter to the board is attached.
- Please see attached graphs that were presented during Faculty Senate meeting:
 - Revenue vs year
 - State support vs year
 - Total expenses vs year
 - Fund balance percentage vs year
 - Oregon Tech ending fund balance forecast scenarios
- End of Report

Report of the Vice President – Matthew Sleep

No Report

Report of the ASOIT Representative – Samantha Henkell

- We hosted a successful blood drive at the end of October.
- We approved three new clubs.
- We hosted a Sodexo forum and received good feedback.
- End of Report

Reports of Standing Committees

Faculty Rank Promotion & Tenure (RPT) – Monica Breedlove

- We addressed the non-tenure track promotion policy.
- I provided the percentages of non-tenure track faculty to tenure track faculty. The preamble from the original non-tenure track promotion policy was passed by this body two years ago but not passed by the President's council. We have provided a revision.
- Last year Ben Bunting was the chair of RPT and he and Yuehai completed a great deal of research as well as met with the Chairs and the Chairs informed them they wanted percentages removed. When RPT met with faculty they requested that percentages not be removed from tenure track faculty verses non-tenure track faculty. For those of you that are new why would this play a role and that is because of it is continuity of program curriculum. Making sure that the curriculum that is offered is maintained and the quality is sufficient. If faculty are coming and going there is a fear that we would lose that. RPT reported that there is a lot of people that want to get rid of it so they asked Christopher Syrnyk to present this information to faculty senate requesting feedback. I also decided to reach out to RPT's key person with the Union and that is Phil Howard. I asked him what he felt about percentages of tenure track verses non-tenure track faculty. He felt that we should have some kind of clearly defined numbers in our articles and after he said that, I decided to do a bit of light reading. I downloaded the articles from every Oregon University that has a union. After reading them, I found that none of them have percentages. They have clearly defined positions and promotion paths for both non-tenure and tenure track faculty but none of them qualify to the certain amount of tenure track to the amount of non-tenure track. The only one that mentions this is the University of Oregon. Under the promotion for non-tenure track faculty, the AAUP policy paper says you should have 85 percent tenured to 15 percent non-tenured. They go on to say that, they are not even close to those percentages but they strive to be close. That is the only institution that mentions percentages.
- Our committee is asking, should we drop the percentages, leave that out of the preamble entirely and just focus on the promotion path and what it takes to go from instructor to senior instructor?
- End of Report

Faculty Welfare – Karl Lundgren

- Faculty Welfare has met three times and plans to meet two more times this term. We have focused our efforts on two charges; contracts and work life balance.

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- Charge 1) “Contracts.” Representatives’ of the Faculty Welfare committee met with HR to discuss delays in both faculty contracts and offer letters and to learn about the current process. Based on information gathered from that meeting the Faculty Welfare committee recommends the following: the Deans and Provost should provide HR with all pertinent data relating to faculty salaries, promotions, bonuses, FTE etc. for the following academic year, no later than June 1st.
- We learned that part of the process is being held up because that information is not being given to HR. There is no clear timeline.
- HR should provide faculty with all renewed contracts for the following academic year and no later than July 1st. To ensure that HR can process all contracts in a timely manner, HR should be authorized to begin processing contracts for faculty who are not up for promotion before June 1, so there is not a delay in processing.
- To accelerate distribution of formal offer letters to new hires, Chairs need to be provided HEROS training so when a departmental hiring process begins, they will know what their specific HERO responsibilities are, and for making sure a verbal offer is turned into a formal offer letter. This training can be brief but specific to department Chairs. We also learned that part of the hang-up with offer letters is that some of the boxes are not being checked in HEROS. If new hires could receive a ten-minute visit from an HR person to communicate to them what they should do, this could substantially decrease the transition time.
- Charge 2) “Work Life Balance.” Representatives of Faculty Welfare have set up meetings with Dean’s Peterson and Keyser to gauge their perspective about the issue of faculty work life balance.
- Additionally representatives’ of Faculty Welfare met with HR about issues with summer work but HR reports not being aware of an issue with faculty work in the summer. Faculty Welfare committee anticipates this charge will require additional research, therefore, at this time there are no specific recommendations.
- End of Report

Academic Standards – Addie Clark

- Academic Standards met once this term and will meet twice again in November.
- We are working on charges one and two for the rest of the term. Charge two we believe will sort itself out after receiving clarification in pertinent areas. We have been having discussions as a committee via email about it and I can imagine one of our November meetings we can check that box because we do not think there is a lot to change in the final exam schedule. There is one piece of wording on the final exam schedule website for the Klamath Falls Campus that needs to be amended because we do not have an assistant provost to ask to move a final exam.
- Charge one is going to take a little bit of time. We have invited Erika Veth and Erick to attend one of our November meetings to help us review charge one. There is an entire flow chart, which is also in the report I provided about how they are going to make admissions changes. We had some suggestions and we forwarded to Erika. Terri and I are going to meet with the Provost this month.
- End of Report

Faulty Compensation - Mike Healy

- We have two new charges.
- Charge 1) Review the overload calculations for clarity to make sure it is administered correctly.
- Charge 2) Determine whether faculty release time is being applied in a consistent manner across different university departments.
- I plan to prioritize our next meeting around Provost Mott’s schedule to make sure we have her involvement.
- End of Report

Reports of Special or Ad Hoc Committee – Kyle Chapman

- The Ad Hoc committee on teaching evaluations met and made a decision to include more folks so we can gain more recommendations on changes. We recently added a Faulty member from the Portland Metro campus and a member from on-line. Unfortunately, we haven’t been able to find a time where we can all meet. We made a list based on our report from last year. We will be working on prioritizing the smallest things first. As they continue to grow, and we get input from other folks, we will then start making recommendations.
- End of Report

Unfinished Business

- No Report

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New Business – Mark Clark

- This is in regards to our letter.
- The motion is on the floor. There are a number of recommended minor changes; the only substantial one is the request to include hard numbers in addition to the budget deficit. Additionally, a change to the word demographic was changed, as well as, under point two, a lack of transparency with respect to spending leading to a significant decline in trust in the administration was added.
- Motion passed with the recommended changes.

President Torres

- Presented OIT-01-003 policy on Ethical Standards for employees. She stated the policy needed to go through Faculty Senate, and then go through President's Council.
- It was questioned as to where the policy came from and who wrote it, Terri was unable to clarify. Therefore, it was recommended to table the motion to approve the policy until further clarification.
- Motion to table the policy was passed.

Open Floor Period

- Open Floor- Dr. Naganathan
- Good Evening. Thank you for inserting my comments on the open floor here.
- From the comments, I assume there were discussions regarding the budgets. I was hoping for more questions in the budget forum so we can come up with more information, however, I have had many hallway conversations. Somebody asked me today about fund balances and so forth. The interesting dynamics in Oregon is that we have to be careful not to have too high of a fund balance. It is interesting how it works against the interest of the university. The politics offered in the state is that we need to manage it between around the 12 to 13 or 14 percent range. That would be healthy for us as a public university. Because of the kind of conversations that took place, Southern Oregon has made a big deal about 8 percent fund balance and attracted attention to the point of the speaker commenting where she expects reasonable fund balances and not people hoarding money. We just have to be careful. That is why the board gave us the budget the last couple of years and I want to make sure the balances are understood.
- We will have more conversations on November 19, based on this feedback and I hope more folks will present more questions so we can address them in a way people can understand. We need to manage the budget to a point where we can continue to be effective. If we did not do any strategic investments as the board has approved the last two years we would not have a deficit.
- The reason we want to grow is to continue to have the opportunity to invest. We do not want to barely be paying our bills and existing, we want to invest as we are doing in areas such as DPT.
- Other topics I want to talk about is the Oregon Council of Presidents. We are already working on the upcoming short session as the last long session in terms of legislature strategies in terms of what they should have been and what we need to focus on and there are some key legislating officers that are changing in the state. Oregon States long term legislating officer has retired and it just so happens that one of the candidates is the Governors current budget director. So people are positioning themselves for this term and the next on how to compete. We have submitted the Boivin Hall project as a revised rubric. We are now beginning to step up our lobbying efforts so that we can once again get to a better point. HECC will again grant us highly, and we are working on the legislature to lobby for Boivin. The key legislation that will be pursued in the short session is designating Oregon Tech as Oregon's Polytechnic University. It is not a name change; it is simply a slogan so we have exclusive rights to use that particular one.
- On another note, regarding our funding formula changes, those discussions have started. Again, I do not expect any major changes in the Fall of 2020, but it will definitely effect 2021, and beyond. The things we need to be vigilant about with respect to the Boivin project and while it is a capital project, the threat is that Cascade is once again stepping up in reference to build more like Oregon State in Bend.
- The University of Oregon is now openly beginning to roll out their intentions to launch Hard Science programs. The programs will be in Bio and Chemical Engineering.
- End of Report

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Ralph Santiago

- My name is Raphael Santiago and I graduated back in 2010. I founded the Oregon Tech Veteran's association now known as the Student Veteran's Program.
- I would like to present three talking points.
- Point 1) Oregon Techs transfer credit system pertaining to Veterans military education, how it is evaluated and transferred as credits here at Oregon Tech. Currently, we have what is called the Joint Services Transcript. That is used by our registers office to take any military education, any class for any branch, and give us an equivalent class that you can take. We understand that it is generalized and it limits us. We are requesting one of two choices, more like tools that exist online and are free. The transfer evaluation system provides an extensive database. We ask you to consider using the tool as well as the registers office in making sure that Veterans are getting the most for their money. I know that Veterans chose this campus because we are labeled a, "Veteran Friendly Campus." They understood that coming to this intuition, most of their credits would transfer.
- Point 2) Financial aid issue. Right now, a deficit occurs at the beginning of the term. Our VA benefits, in the way of a GI bill, 911, and any other student loans that some of us also have to pay is affected. We also know the rules that allow the cashiers or business office to hold all of our funds until the VA benefits come through. For some Veterans that means they wait six weeks or more. That money we paid for our GI bill was meant for us to use for living expenses. This is a heavy burden for students to take on. There is money being held that could serve us, and actually meet our other financial obligations such as food and so on. It was also pointed out that in the student Veteran's letter they receive from the Military, it states their money and tuition should be ready the very first day of school.
- Point 3) VA work-study opportunities. We had previous leadership in the SVP where the executive director and his staff went out to find work-study opportunities for Veterans. Jeff Parady is our current advisor is now working on our behalf. We would like to see more work study opportunities for Veterans on campus.

Mark Clark

- We have begun the official bargaining process. We working on the ground rules and have made some progress, but the negotiations continue.
- It is strongly encouraged for faculty to come and see what bargaining is like.

Report of the Provost - Joanna Mott

- I would like to thank everyone who served on the Hiring Prioritization committee. We are hoping to send out decisions by the end of the week.
- I have met with some departments and have had good conversations. It is helpful for me to learn the culture of different departments and get a feel for what they do and what their needs are.
- I sent out a task force invitation to a group of people about two house bills that relate to course materials.
- Thank you to those that attended and participated in the Energy Summit last week. Mason and Aaron were panelist and it went well.
- The stipends were sent out. I know they were late but there were a number of issues regarding some departments who were much timelier in responding than others. In order to look across departments we need to have everyone's, so that delayed us considerably and as Terri mentioned we will be looking at how those are set up.
- We have been invited to be part of the Kern Entrepreneurial Engineering Network (KEEN). Dean Keyser has been active in that process. I hope this will open doors for us.
- End of Report

Report of the Fiscal Operations Advisory Council (FOAC) Representative – Matthew Sleep

- We discussed our budget build and came up with four priorities.
- If you go to the FOAC website you will see the original four, however, not the reworked version.
- End of Report

Adjournment

Terri Torres adjourned the meeting at 8:49pm.

Respectfully submitted,
Vanessa Bennett, Secretary
/sb



FACULTY SENATE

Minutes

December 3, 2019, at 6:00 PM, location: The Sunset Meeting Room of the College Union (Klamath Falls) and Conference Room #130 (Portland-Metro).

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00 PM. All senators or alternates were present except Samantha Henkell

Approval of the Minutes

Minutes from the November 5, 2019 Faculty Senate meeting were not approved.

Reports of Officers

Report of the President – Terri Torres

- I apologize for not attending the event at the Wilsonville campus but felt it would not be wise to travel due to weather conditions.
- I would like to go on record and state that Faculty Senate meetings are open to all who wish to attend. You do not have to have an invitation to attend.
- I presented challenges and concerns to the board; you all have been given access to the video. I welcome comments, concerns, and criticism. The next board meeting will be January 23 in Klamath Falls. Communications, Civil Engineering, Mathematics and Faculty Senate sent letters to the board. Shared governance, the financial health of the university, growth, administration both salaries and positions, and our current environment seem to be the shared concerns.
- While in Portland, I visited Oregon Manufacturing Innovation Center Research and Development (OMIC R&D). It is an impressive facility with great potential for the State of Oregon. I encourage you to visit the facility if you are ever in the area.
- At our last meeting, Ralph Santiago a representative of our Veterans on campus shared his concerns with issues affecting Veteran students, and asked Faculty Senate to look into the issues. I reached out to Jeff Smith who is in charge of Military Outreach on campus as well Tracey Lehman the Director of financial aid. They will be working to solve the challenges Ralph presented.
- We had a question about Title IX reporting. It is reported in the Campus Security and Fire Safety Annual report. Note, not all complaints received by the Diversity Title IX office are reportable under the Clery Act. The complaints mandated to be disclosed have been according to Tanya Coty our former Title IX coordinator.
- The Senate Executive committee met with Dr. Mott. We discussed access to FAST, enrollment numbers, the academic calendar, the transition of Faculty Senate after the union, and FOAC. There is interest in creating a more productive, interactive, and meaningful FOAC. It has been suggested there should be an election of faculty members to FOAC instead of the current appointment process. Please let me know if you have any opinions on this matter.
- End of Report

Report of the Vice President - Mathew Sleep

- I sent an email to all Senators with a link to the YouTube video of President Torres' presentation to the board, and a copy of the faculty video.

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- I want to thank all faculty members who helped work on the presentation. I thought it was very honest, and heartfelt.
- In viewing the rest of the board meeting, I became a little concerned. I am not sure why the board met faculty concerns with suspicion. At the meeting, they were going around, and all of the board members expressed thoughts about the meeting. A board member said, "I think we are getting too wrapped around the axle with faculty concerns and letters." They need to step back and discern what facts versus posturing and position were. I do not think anything Sen Ex put together for the presentation or any of the words expressed in the video by the faculty members, was posturing or positioning. I feel that sometimes the board is confusing unionization and labor with the Faculty Senate.
- When President Torres presented to the board, moving beyond salary increases to administration, and increase in positions, and just looking at change in divisional budgets; we are looking at a 73 % increase in enrollment management over the last three years, a 70% increase in the President's budget over the last three years, a 55% increase to the marketing budget, contrasted with a 13 and 12% increase in budget for the college of ETM and college of HAS. I think this should be concerning. I think this is valid and should be respected, and I did not necessarily see that from the board.
- Academic Council has not met so I have no further report.
- End of Report

Report of the ASOIT Delegate – Samantha Henkell

- No Report

Report of Standing Committees

Report of Faculty Rank & Promotion – Monica Breedlove

- No Report

Report of Faculty Welfare – Kari Lundgren

- Faculty Welfare has three items to report this month.
- The first two items pertain to our efforts on charge 2 (work/life balance).
- Charge 2: Investigate and make recommendations with respect to work culture and work/life balance at Oregon Tech, including, but not limited to, expectations and compensation for summer activities by faculty with 9-month contracts, expectations for work on nights and weekends, and unreasonable overload assignments.
 1. As reported previously, representatives from the Faculty Welfare committee interviewed the two deans about work/life balance. One interview took place in person; the other took place over email. The questions and responses from those interviews are included at the end of this report.
 2. The Faculty Welfare committee is now drafting a short survey to measure faculty perceptions of work culture, work/life balance, and burnout. This survey should be under 10 questions long, and we plan to administer the survey to all faculty by the end of week 4 of winter term.
- Our third item is separate from our charges but is a concern brought to the Faculty Welfare committee's attention by one of our committee members:
 3. Apparently, Oregon Tech is the only educational institution in the county without video surveillance, which is affecting some campus community members' sense of personal safety, especially when more remote buildings (like Purvine) are empty. Adding video surveillance to entries and exits may be worth considering.

Appendix: Interviews with the Deans on Work/Life Balance

Dean Dan Peterson (scribed by Kevin Brown; approved by Dan Peterson):

Could you reflect on how you see the work/life balance of faculty members and the issues surrounding that tension?

The faculty work/life balance could be better at OIT. While some faculty have found a balance, there seems to be a general imbalance throughout the faculty. However, some faculty have brought this on themselves by

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saying yes to administrative requests or by seeking out additional opportunities on their own--they should say no if they feel overburdened or imbalanced. Some faculty want the opportunities and are not seeking balance. Faculty should choose an appropriate work life balance--it's a way, long-term, to maintain a healthy and productive faculty.

What should be the expectations of faculty when they are not under contract?

Tough question--from an administrative perspective, it helps to have faculty available, however, they should be compensated fairly for their time. I believe there should not be an expectation that faculty are available when they are out of contract. Those who chose to teach in the summer or do other contracted works should do the duties associated with the contracted role, like teaching and responding to the needs of students in their classes. Department chairs have a role in summer work to help advance their departments, however, they only work 10 hours a week. The question remains of what the administration can accomplish while the faculty are unavailable. Expectations of faculty not under contract might be a question that could be resolved through the bargaining process.

What should be the expectations of faculty when they are under contract, but school is not in session (for example winter and spring breaks)?

I expect that during those times it will be difficult to get hold of faculty and my expectations of faculty responsiveness during winter and spring breaks both in responsiveness to contacts and administrative needs is limited. I think faculty having the same expectation is appropriate. The role of Dep. Chairs in the summer needs to be reexamined in order to accomplish necessary department work and correspondence along with university goals.

What is your perspective on teaching out of load/overload? Should overload be routine or expected?

Overload should not be routine or expected. It should be a temporary solution to an immediate need. We need a clearer understanding of when it is appropriate to use adjuncts, non-tenure track faculty, or instructors. Some faculty have embraced the opportunity to increase their earnings through additional overload or out of load work.

How should distance Ed be staffed? What is the effect on the University of our current DE overload staffing model?

In some cases, teaching out of load has negative effects on both online and in-class teaching and impacts overall performance and quality. It could negatively affect the student experience and at some point, time can't be replaced with money.

What expectations should a faculty member have regarding work outside their regular assignments, especially during nights and weekends?

These sort of assignments should be voluntary. This is the work/life balance issue--faculty should not be expected to be universally available. It's alright to not respond to emails on the nights or weekends. Faculty should appropriately manage their work effort in cooperation with their colleagues and department chairs.

Dean Tom Keyser (over email):

Could you reflect on how you see the work/life balance of faculty members and the issues surrounding that tension?

Good question. For me faculty positions are seldom a 40 hr. /wk. job and this includes some weekend responsibility from time to time. I always try to keep this in mind and try to respect non-contract (outside the typical 9-month contract) as the faculty's time. Additionally, administration should always judge faculty performance on meaningful output and not their presence on campus.

What should be the expectations of faculty when they are not under contract?

My expectations and evaluation of faculty are based on meaningful output. Often non-contract/break time is used by faculty to perform development, which often requires blocks of un-interrupted time, which often cannot be attained during the typical academic year, or this is the time in which they can re-balance work/life. Both need to be respected when examining faculty and setting expectations.

What should be the expectations of faculty when they are under contract, but school is not in session (for example winter and spring breaks)?

See previous answer.

What is your perspective on teaching out of load/overload? Should overload be routine or expected?

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Teaching overload and out of load should be the decision of the faculty. Faculty should have the right to refuse both without penalty. Overload should never be an expectation.

How should distance Ed be staffed? What is the effect on the University of our current DE overload staffing model?

It would be optimal to have our full time faculty participate. However, additional courses often require the use of adjunct instructors. I would like to see an optional online/in-class model be available so as a faculty member could serve both online and on-ground populations without having to double their efforts. One effect that I currently see is that in several cases, on-ground students are taking on-line courses and thereby diluting on-ground course attendance.

What expectations should a faculty member have regarding work outside their regular assignments, especially during nights and weekends?

Nights and weekends may be part of their regular assignments. Chairs should carefully work with faculty so as not to have large disjoint periods of time in a faculty's schedule as to make their assignments un-necessarily burdensome (for example: avoid scheduling 8am and 8pm courses for an individual faculty).

- End of Report

Report of Academic Standards – Addie Clark

- Academic Standards met once this month.
- The first charge was regarding our flow chart we discussed last month. We had the opportunity to meet with Erika Veth. She brought more understanding and clarity for those on the Academic Standards committee on how the flow chart outlined process works. The Admissions committee has not met. There are no proposed admission changes we are aware of at this time. We are considering this charge complete for the moment or until further changes.
- The second charge had to do with the final exam schedule and make recommendations if necessary. As a committee, we decided no update was needed for the Klamath Falls or Portland Metro campuses. However, we did request that webmaster update the language on the website for the Klamath Falls Campus to be consistent with the current policy. The reason for this change is that we do not have an Assistant Provost.
- The third charge has to do with the Faculty Senate committee structure. President Torres and I met with Provost Mott and shared our concerns regarding the issue. The committee last year completed work researching other unionized schools in Oregon on their respective Faculty Senate committee structure. Winter term we are going to be looking for comparators outside of Oregon. I welcome any suggestions.
- End of Report

Report of Faculty Compensation – Michael Healy

- The Faculty Compensation committee will meet again this Friday (12/6). I have asked that we focus on two charges: reviewing how faculty release time is administered, and review the overload calculation.
- I spent time with Joe Reid who I am calling “the keeper of the data.” He is among the longest-serving members of FCC, and he has possession of a lot of the historical data. Spending time with Joe has been enormously helpful for me, so I can effectively chair the FCC.
- I am in the process of setting up a repository for relevant data. ITS now would like us to use Microsoft Teams exclusively, rather than the old T-drive. Once that is set up, I can add access for anyone that needs it, including the AAUP Bargaining Team.
- End of Report

Report of Ad Hoc Committee – Kyle Chapman

- Report of the Ad-Hoc committee-Kyle Chapman
- The Ad Hoc committee on teaching evaluations has met twice since our last meeting.
- Our goal is to rewrite policies and procedures on how we use our teaching evaluations.
- The Ad Hoc committee has three working groups. One on policy, which consists of Sarah Fitzpatrick, Claudia Garibay, and myself. We will be talking with administration regarding any issues with policies.

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- We have a meeting Provost Mott next week.
- We have a committee member doing some work on the IDEA center. They are contacting with the IDEA center folks to see if there is a way we can change some of the current settings. We also are requesting them to provide us with more data.
- Our task for winter is to be compile a bank of options to widen our reach in terms of how we measure our teaching evaluations.
- That is what we have done, and where our focus will be moving forward.
- End of Report

Unfinished Business

- No Report

New Business – David Groff

- I am going to try and summarize what was explained at the President's Council meeting in June.
- While doing some work I came across an existing Oregon Tech Ethical Statement from OIT employees. It was adopted and signed by Martha Ann Dow in 2006. The policy refers to the Oregon Government Standards and Practices Commission, which is no longer the functioning body. It is now the Oregon Government Ethics Commission and it has a dead link to a set of recommended ethics interpretations and laws. The commission no longer exists so that link does not work. The Executive committee requested I move forward and fix the issue. They also requested I change our references from OIT to Oregon Tech. IT is updating the Government Standards and Practices including the temporary link, and changing it from OIT to Oregon Tech.
- President Torres commented on David Groff's report: This was on the agenda for the Presidents Council and I am assuming it will be again. I would like to make sure that policies go through Faculty Senate before President's Council passes them. With the suggested change to the last sentence of the policy to include "to avoid personal or professional conflict of interest," I would like to have a motion to approve the policy.
- Motion Passes
- End of Report

Open Floor – Eve Klopff

- I have a point that my constituents wanted me to bring up. This is to request that Oregon Tech should provide a clear policy about supporting current residents of its International Faculty members. This policy should be published on the website as it is on other university websites, and this policy should apply to each International Faculty member.
- Recently we have had a couple faculty members concerned regarding un-clarity of the level of support for their green card. In the past, I think some employees received support, and going forward it seems they are no longer receiving this support.
- End of Report

Report of the Provost – Johanna Mott

- Most of you have heard that Academic Affairs has become a larger group then they were before. Advising and retention is now going to be permanently integrated into Academic Affairs, and for the time being, Strategic Enrollment Management.
- I have no AVP so all of those direct reports are sent to me, and may take some time for processing, I am asking for your patience.
- I am meeting with many individuals, learning about their divisions, and keeping track of things to be addressed.
- The Deans and I met with the Chairs today and talked about retention.
- Dan Peterson, Jeannette Isakson, Lindy Stewart, Farooq Sultan, and six other people from HAS, Student Affairs, and Cory Murphy from retention attended a daylong workshop training.

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- Dan Peterson reported about the training and addressed possible changes to departments. We are working on ways to make data more available to Chairs, departments, and faculty in order to improve retention.
- We are at the finalist stage for the Financial Analyst position and are hoping to have that position filled soon.
- The positions of AVP for Academic Excellence, and the HAS Dean are posted, but the DPT is still in process.
- Today was the deadline for sabbaticals and yesterday was the deadline for the sabbatical applications. At this time, we have six to consider.
- The student and faculty innovation awards are under review, we had nine proposals. We funded one proposal outright, and we had two that we need more information before we can proceed.
- It was suggested at the town hall that we have a suggestions box. We now have Tech tips, the electronic version, and are looking at those suggestions as they come in. Some people are not confident the information will be confidential; therefore, a physical suggestion box is located in the library.
- Now to address the online vender question Mark Clark asked about; I have not received any inquiries at this point. I do have some knowledge regarding the issue, and feel there are advantages, and disadvantages. I am aware that they provide logistical support as well as advertising. There are many pieces to this, and that is why some universities have gone to that model. However, as I said I have not seen anything regarding moving in that direction. There are some specific areas of concern and that may not be the way to go.
- I attended the Board of Trustees meeting for the first time. There is considerable interest in certain areas that we will be addressing in the up and coming meeting. There will be a presentation on retention information. They would like more information on how we are addressing retention, given our current decline.
- There is always interest in the faculty hiring process, and the diversity of the pool versus the diversity of the faculty we eventually hire.
- We had a presentation from Dawn LoweWincentzen on open access and where we are with advertising course material costs. We are working in an area, which requires us to have a searchable database by cost of course materials for all courses. I talked to the registrar's office and Connie Atchley in IT, and they were working on it; however, things were derailed with a change in software. They are now back on track and plan to have it resolved before the next board meeting.
- Regarding permanent residence. I think there is some confusion about the difference between people who are on H1B Visas and who want to get green cards, and those who have green cards and want to become citizens, and those that are not on H1B but need to be on H1B to work at the university. There are different situations and I will follow up with Human Resources for clarification. The university will provide letters of support but will not financially support Lawyers for further processes or next steps.
- Regarding the Academic Standards question about looking at committees, I would like to look at other universities, rather than Oregon Universities only. We will move forward once we have a broader look.
- End of Report

Report of Presidents Council Delegate – Terri Torres

- No Report

Report of the AOF Representative – Matthew Sleep

- No Report

Report of the IFS Representative – Mark Clark

- Mark Clark began his report by briefly reviewing the organization and purpose of the Inter-institutional Faculty Senate (IFS). He stressed that IFS is now the principle faculty voice when it comes to policymaking at the State level, and plays a major role in faculty interaction with the Higher Education Coordinating Committee (HECC).

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- He outlined the major topics discussed at the November 2019 IFS meeting at Oregon Health Sciences University (OHSU) in Portland, Oregon.
 1. The administration of OHSU made a presentation to Senators and stressed that OHSU is very much emphasizing its statewide mission. There are quite a number of new initiatives outside of Portland, particularly in rural areas. They are very concerned about meeting rural health needs, so current cooperative efforts between OHSU and Oregon Tech should be seen as part of that statewide mission.
 2. IFS is working to support the Oregon Transfer Agreement Committee (OTAC) that is charged with implementing House Bill 2998, which mandates transfer paths from community colleges to four-year state institutions. Three transfer paths have been established, and the committee is working on additional paths.
 3. Through the work over the past months, it was recognized there is a need for some kind of unified computer resource that community college students can access information about different degrees and transfer paths. Given the shortage of community colleges advisors, it is very important that students can access information. As a result, HECC is going to be requesting money from the legislature for computer resources, and some kind of a unified system to allow essentially all of the registrar's systems to talk to one another, and make it easier for students to access transfer information.
 4. HECC is reviewing the statewide funding model that distributes dollars appropriated by the legislature to the different public institutions. An advisory group has been established and includes members of IFS. This is in a very preliminary stage, but the major take-away from early meetings is that because of the competing interest of the different state institutions, it is very unlikely there will be any major changes to the current funding model.
 5. HECC has established a new oversight committee for high school-based partnerships. The committee is looking at all sponsored-credit programs and other initiatives for high school students to earn college credit.
 6. In a related item, Senators had an extended discussion with Tracey Hodgen, President of the Community College Council (the representative body of the various Faculty Unions at Oregon's Community Colleges). There is no equivalent of IFS at the community college level so the Community College Council is the closest thing to a body where there are faculty representatives from multiple community colleges. Hodgen noted that high school-based credit programs are becoming more common among community college students. This has led to concerns about quality of instruction, as well as problems with financial aid resulting from poor advising and students transferring into college with excessive credits.
 7. Senators discussed a recent trend towards the use of outside vendors to offer and advertise online courses. Southern Oregon University (SOU) and Eastern Oregon University (EOU) have programs currently in place, and Senators from EOU expressed concern that the program at their institution had been implemented with limited faculty input.
 8. University of Oregon Faculty are concerned how members of Public University Boards of Trustees are appointed. They plan to work, and bring legislative change to the way board members who represent students, staff, and faculty are selected. The goal is to move that selection out of the hands of the Board of Trustees and put it entirely under the control of the groups being represented.
- The next IFS meeting will be in January at Oregon State University (OSU).
- End of Report

Report of the FOAC Representative – Matthew Sleep

- FOAC met once and last time I talked about our budget development principles.
- The board approved these so I just want to read them directly to you and they are the principals we should follow as we build fiscal year 2021.
 1. Balance revenue and expenses with the operating budget.
 2. Prioritize recruiting, retaining and graduating students to ensure long-term sustainability.
 3. Align programs and initiatives with industry and other employer demand.

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4. Invest in faculty, staff, and infrastructure to support student and institutional success.
 5. Use an open and transparent budget development process.
- End of Report

Report of the Administrative Council Delegate – Zach Jones

- We are currently in our infancy stage in terms of trying to figure out what our constituents want. We just created a constituency list, so every Administration Council representative now has a list of constituents. That is a big step forward compared to previous years.
- We are also in the stage of creating sub-committees. We will be addressing that at our next meeting.
- Admin council needs to act, and we cannot do that once a month through these meetings so sub-committees are necessary.
- We developed and distributed a survey. We reviewed some good feedback, which has helped determine what we focus on next.
- We are in the process of reviewing our bylaws that have not been updated since 2005, and updating our election procedures as well.
- End of Report

Adjournment

Terri Torres adjourned the meeting at 7:49pm.

Respectfully submitted,
Vanessa Bennett, Secretary
/sub

RPT Report

RPT was asked to consider concerns from faculty who find themselves in the situation (facing promotion) where they had been hired in a position that did not allow for full-time college level teaching, like a program director, OMIC employee, or as in my previous position here at Oregon Tech, where I worked 50% of the time for ACP and taught 50% in Communication. The situation does not allow a faculty member the time to amass "a minimum of six years full-time, college level teaching."

The "Eligibility Requirements" in OIT 20-040 (p. 3) on promotion from Associate to Full Professor state the following:

Associate Professor to Professor Eligibility Requirements:

"Four full years in current rank..., which will include a minimum of six years full-time, college level teaching in addition to appropriate professional experience..."

Discussion addressed what percentage of the faculty this situation affected: it was suggested that 1-3 people might currently be affected by such a situation. Discussion also addressed the concern about whether it was good practice to change the policy based on the needs of the few (consensus was this was not good practice). We also discussed the likelihood that there could be more of these situations facing faculty in the future, and whether it would be good to offer an "exception sentence" in the current policy.

Ultimately, it was suggested that rewriting policy is not the right approach, but instead it would be better for faculty, chairs, deans, and provosts to address these situations (that would make it impossible to teach for six years) as HR matters, as part of the hiring and contract offering process. In this way, then, faculty, chairs, and colleges would know from the start of a faculty member's time here that this matter has been agreed upon from the start of the faculty member's contract. It was also suggested that this situation could, and should, also be addressed by a faculty member's department chair as part of the FOP and APE evaluation and advising process on a yearly basis. However, it was also noted some chairs are themselves Associate Professors, and have not themselves navigated this promotion to Professor, thus they might not possess the experiential wisdom to offer this guidance to their own faculty.

Therefore, if HR and Provost, when issuing a contract, could address these particular situations at the start of a faculty member's career expectations at Oregon Tech, then all parties from the faculty member to PAC would be operating under a clear set of requirements and expectations, rather than needing to request a special exception waiver from the Provost. Clear expectations and requirements at the start of a career would amount to an agreed-upon and successful experience for all involved.

Lastly, some faculty's job descriptions or duties change at some point in their career, and thus such circumstance are out of the purview of HR, so it ultimately may be useful to add some "exception sentence" as part of the policy, in expectation for such changes that faculty members might be expected to take on, or might willingly accept as a change in their job duties, their position descriptions.

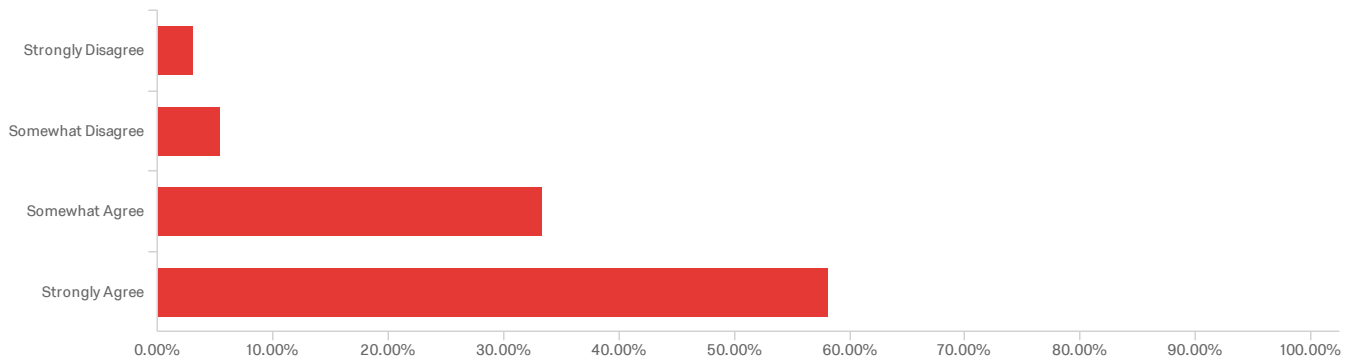
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Student Registration Experience Survey

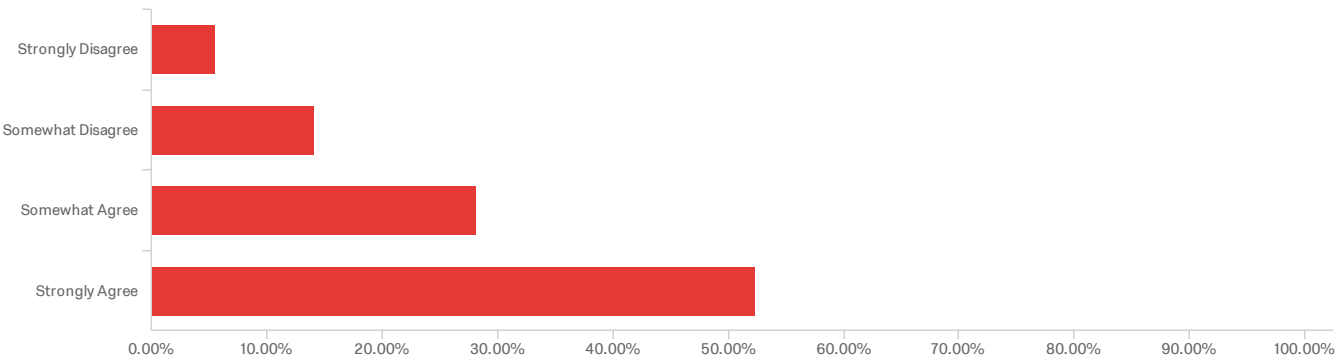
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1 - Knowing what books and software are required for each course would make

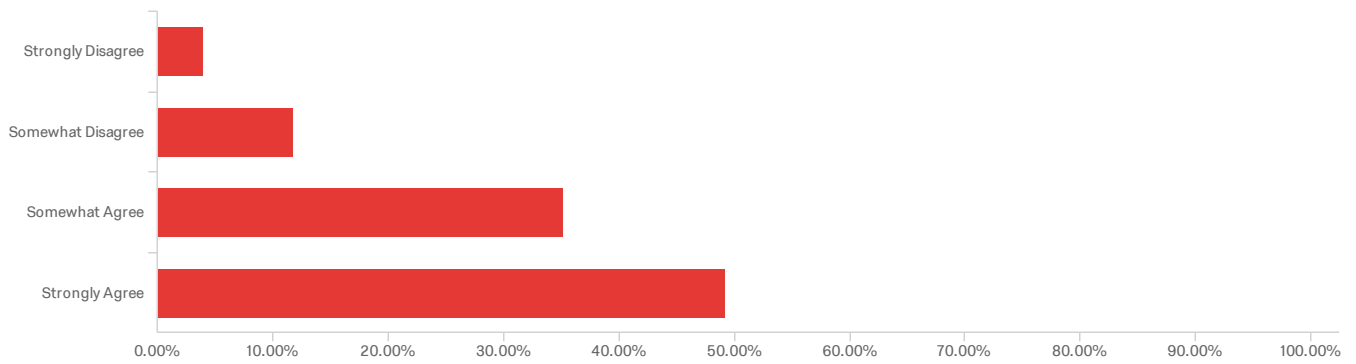
registration easier.



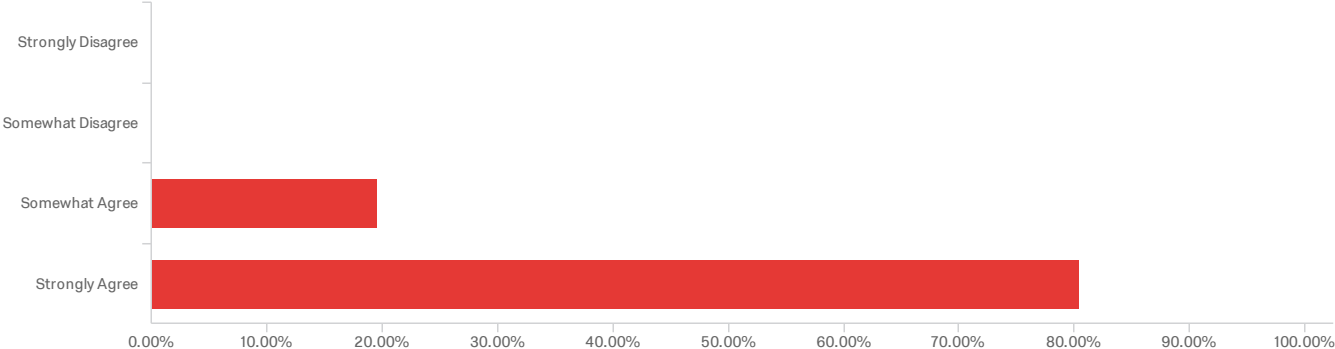
2 - Knowing the cost of required books or software would make registration easier.



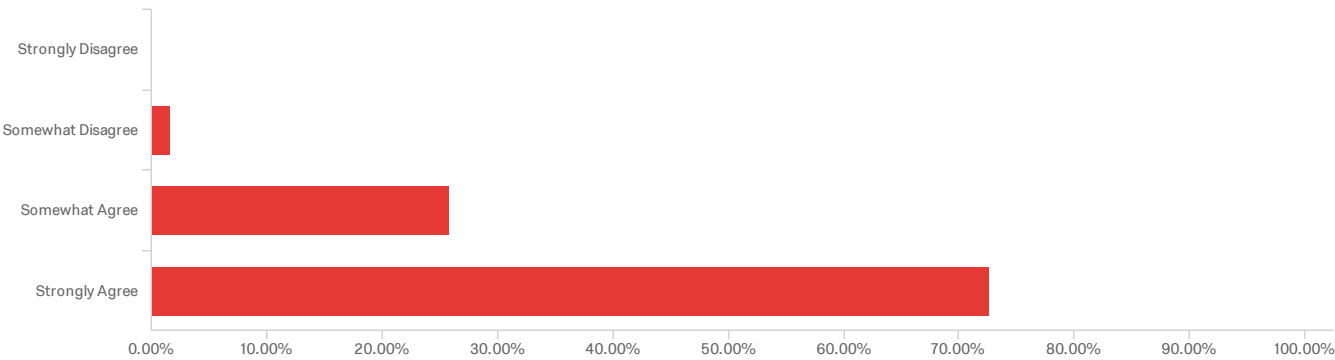
3 - It is helpful to me to see the syllabus of courses before registering.



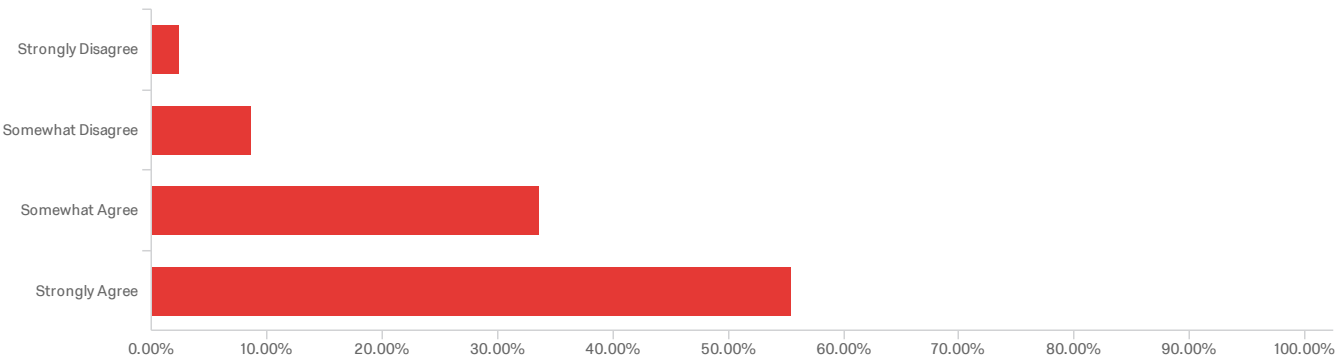
4 - An accurate course map for my major would be helpful to me.



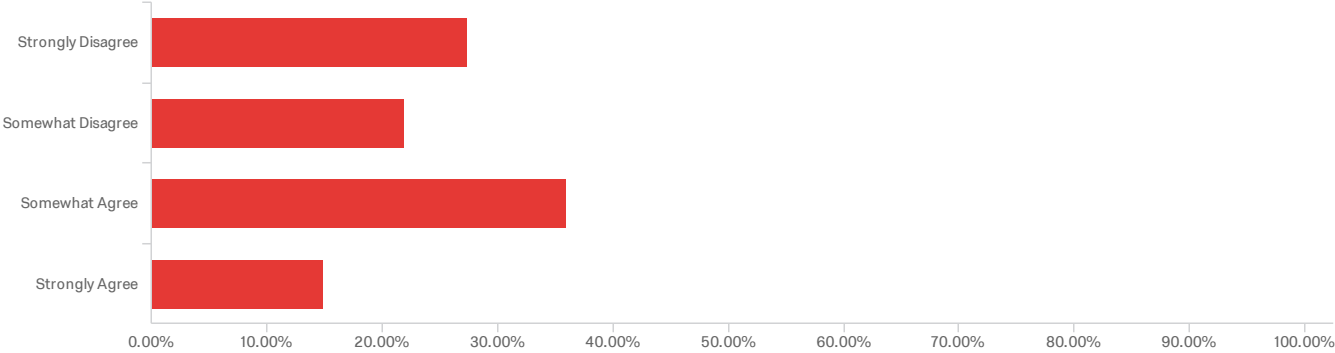
5 - A year long schedule of course offerings would be helpful for me.



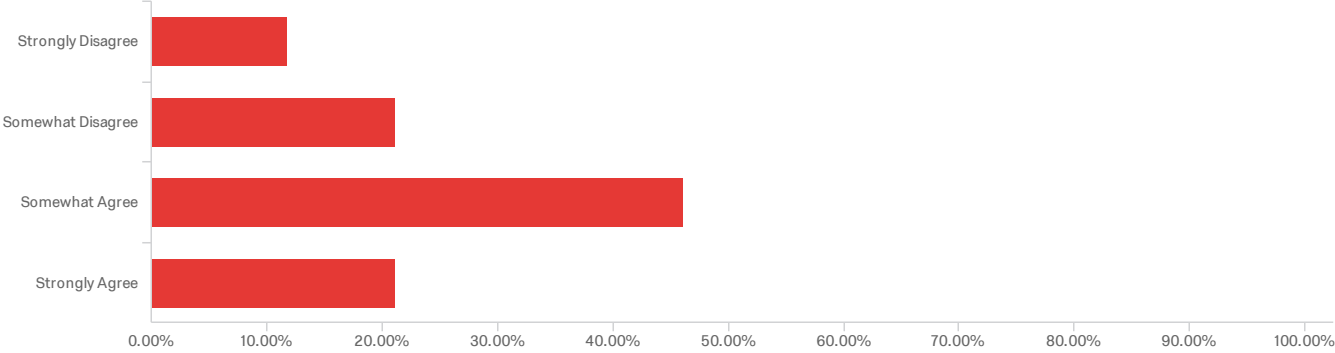
6 - Creating a year-long academic plan with my advisor would be helpful to me.



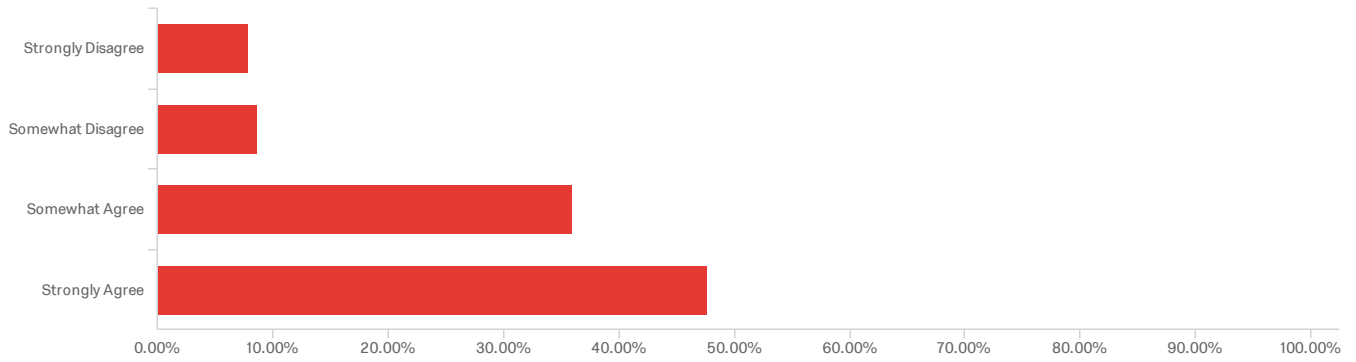
7 - I am aware of which courses in my program are offered once a year.



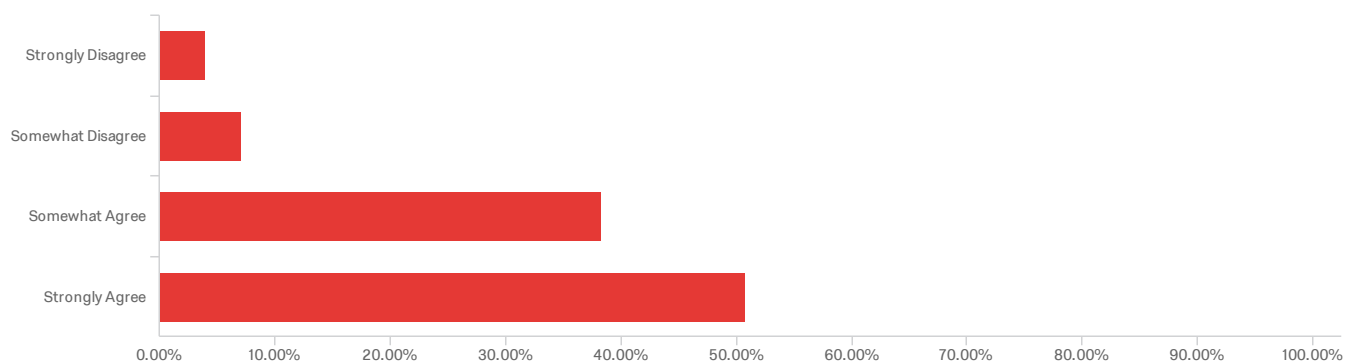
8 - The courses I need for my degree are offered at times of day that are convenient to me.



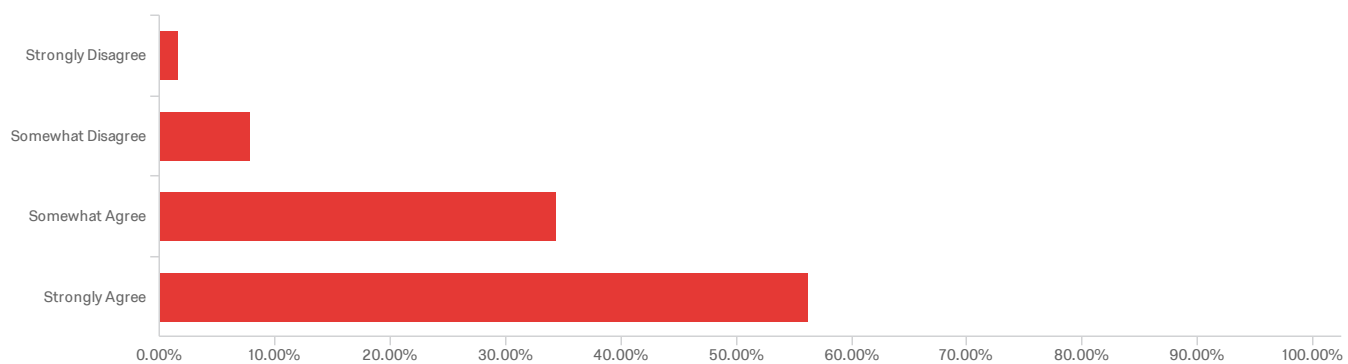
9 - I understand how to use the Degree Works program to track my progress towards my degree.



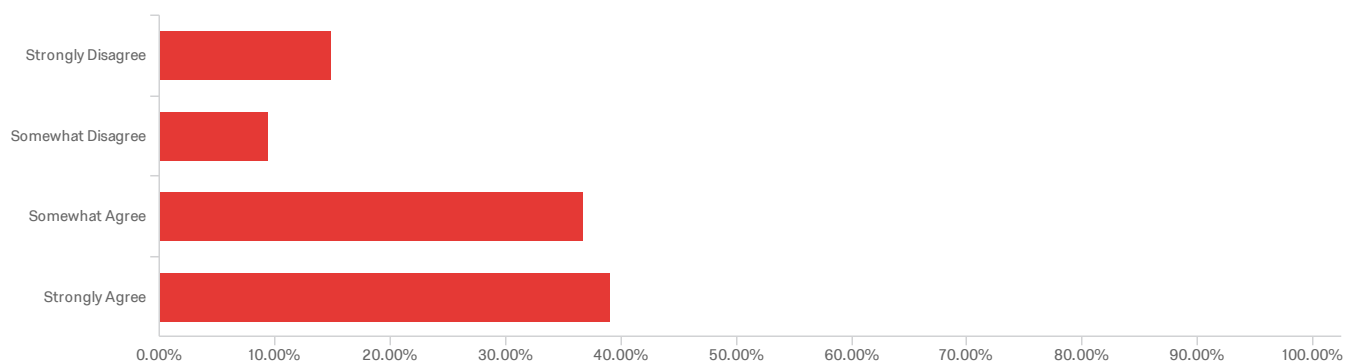
10 - I have a positive relationship with my faculty advisor.



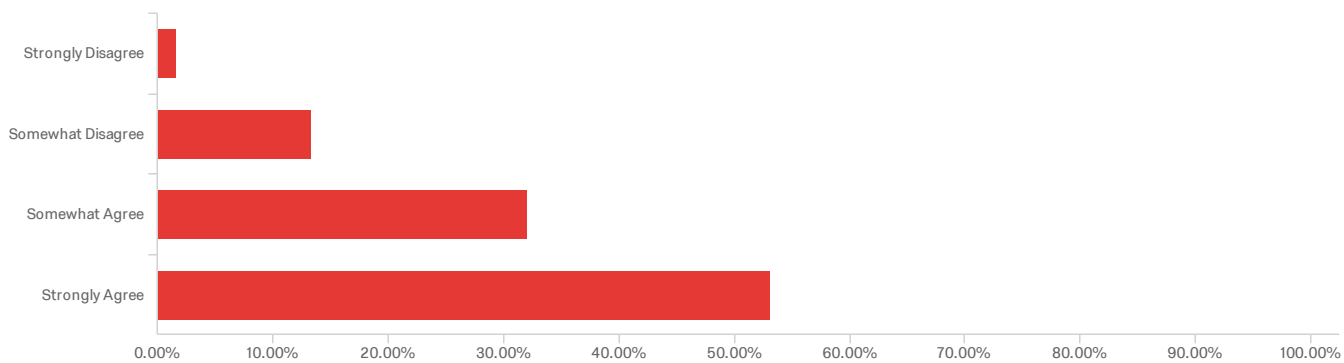
11 - My advisor is adequately capable of helping me select courses to meet my goals.



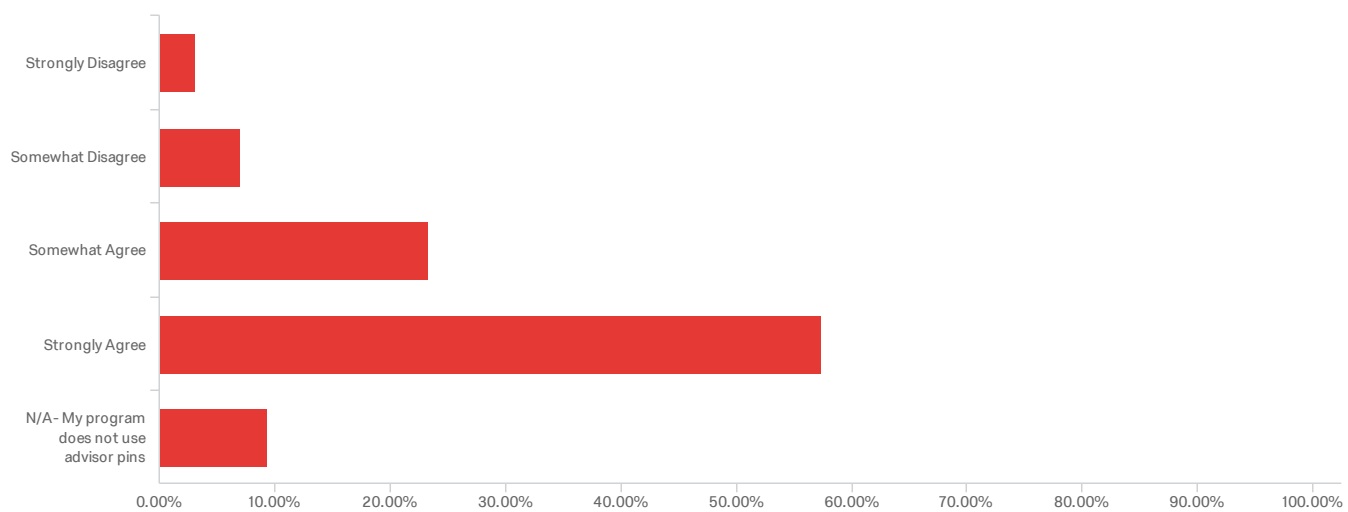
12 - My advisor helps me plan my term schedule.



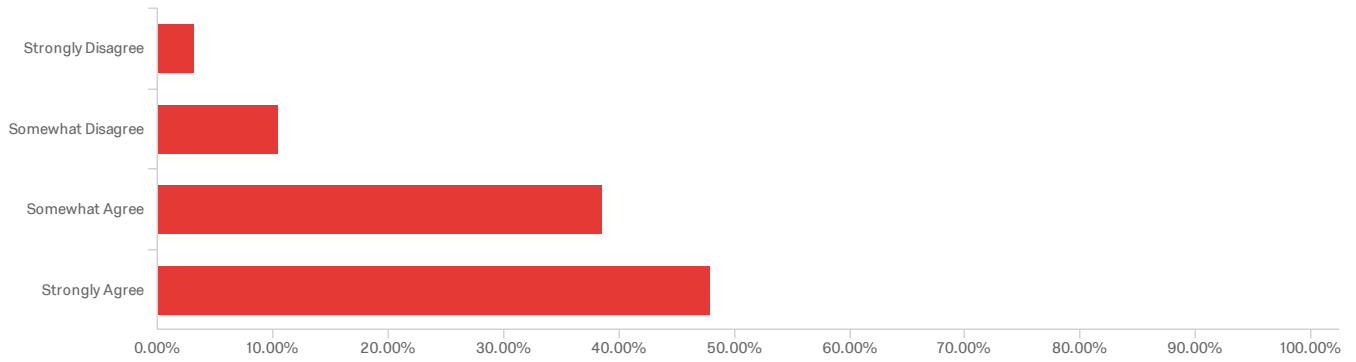
13 - My advisor is available by appointment when I need assistance with schedule planning.



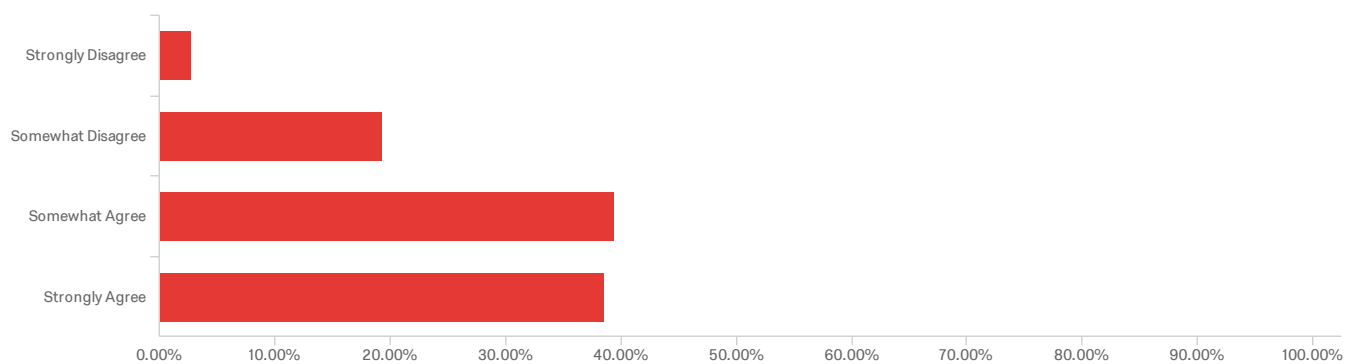
14 - I have access to my advising pin.



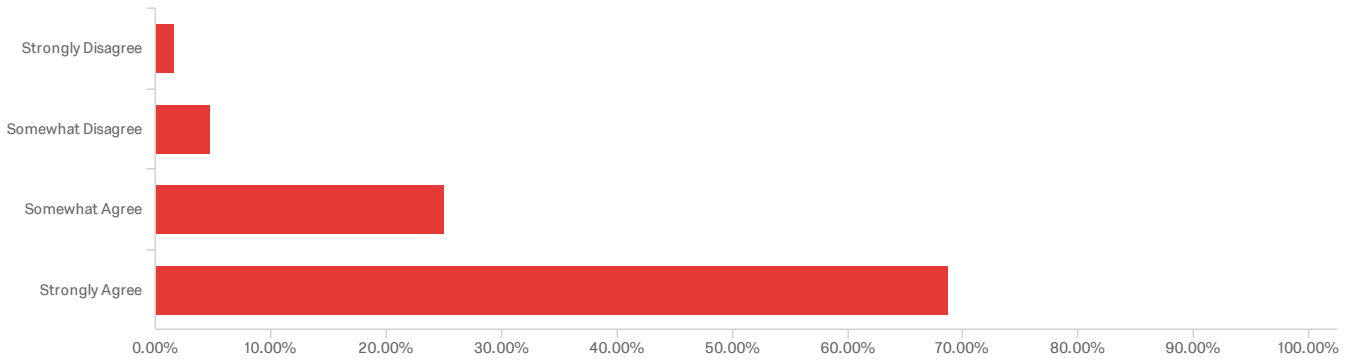
15 - Oregon Tech helps me apply college credits earned at another institution towards my degree.



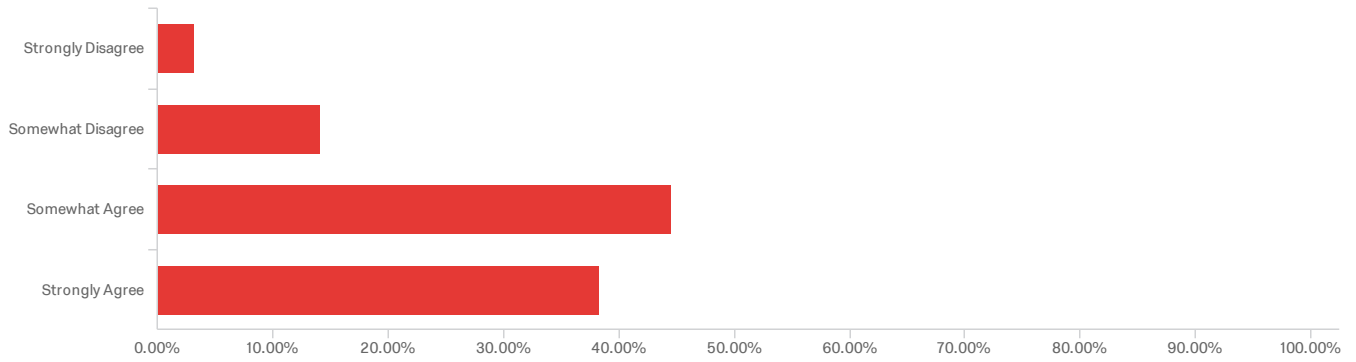
16 - I have access to someone who can answer my financial aid questions.



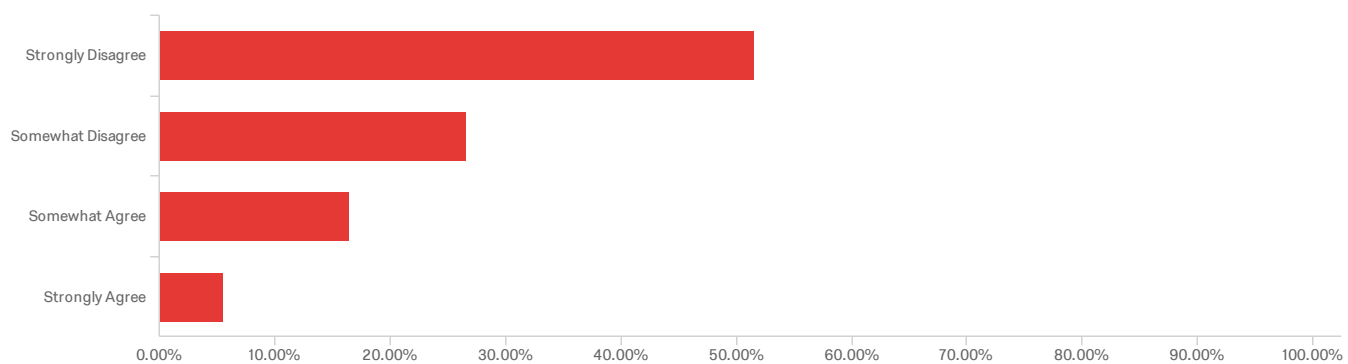
17 - I understand the importance of registering for the next term before finals week of the current term.



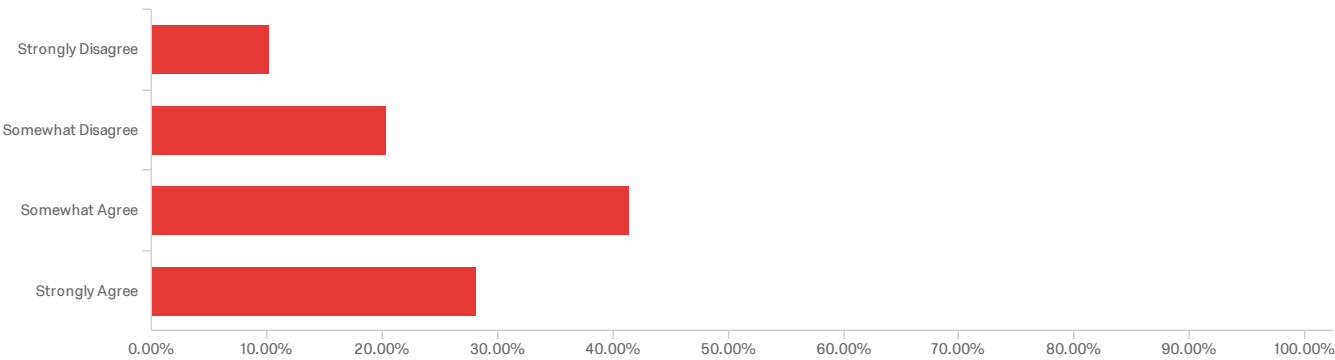
18 - I understand that late registration is a main contributor of courses being dropped due to low enrollment.



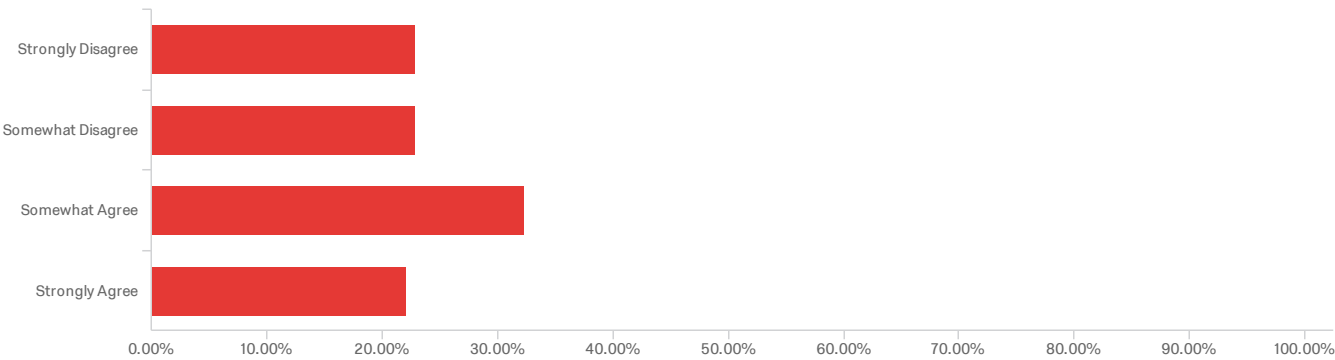
19 - I primarily take classes online.



20 - When classes I need are not offered, I look for online alternatives at Oregon Tech



21 - When classes I need are not offered, I look for alternatives at other colleges.



22 - It would be helpful for my instructors to send an introduction and supplemental information a week before classes start.

