

### **Minutes**

October 2, 2018, 6:00 PM, the Sunset Room of the College Union (Klamath Falls) and Conference Room #131 (Portland-Metro).

### **Attendance/Quorum**

President Terri Torres called the meeting to order at 6:00 pm. All Senators or alternates were present except Sandi Hanan and Dean LeAnn Maupin.

Mark Clark made a motion, seconded by Veronica Koehn to amend the agenda to allow Kevin Brown to present a review of parliamentary procedure. Kevin presented the review which was followed by questions and answers.

### **Approval of Minutes**

A motion was made to approve the minutes of the June 5, 2018 meeting by Mark Clark and seconded by Cristina Negoita. They were approved with typographical corrections made on pages three, six, and ten. As there was no further discussion, the motion passed with no opposition nor abstentions.

### **Reports of Officers**

#### ***Report of the President – Terri Torres***

- Meetings of the Senate President and the Provost are scheduled for every two weeks.
- We are currently working on the academic calendar. ASOIT will send out a survey to students. This will be discussed at the next President's Council meeting on October 11<sup>th</sup>.
- Professor of Practice is an industry professional who teaches and mentors.
- The Provost is not aware of any plans for COLA increases for faculty this year.
- There were 17 faculty members promoted last year. Of these, two had salary increases that were not in line with the promotion policy; this has been addressed.
- We have been provided a high-level version of Dr. Skip Meyers' shared governance report. Some of the issues and concerns will be discussed at the newly proposed Provost Leadership Seminar.
- The Provost is working with the Commission on College Teaching (CCT) on a faculty mentorship initiative. He is also working on Department Chair training and leadership development.
- Erika Veth has stated that badging is "alive" and has a new name. She will report on this at the next Senate meeting.
- The resolution passed by Senate in June has not been answered by the President.
- Terri is having monthly meetings with the President.
- There is a vacant ETM Senator seat. She asked Senators to start thinking about nominations to fill this vacancy.
- Terri thanked the Management team for working diligently to save the Cyber Security program.

#### ***Report of the Vice President – Matthew Sleep***

- Academic Council met during Convocation.
- The ETM Dean has asked for feedback on the design of the CEET building.
- The new Department Chair policy has been shared with all Chairs after passing President's Council. A resolution passed in June 2018 requested this policy not be passed until further review by Faculty Senate.
- He stated that there will be additional information forthcoming on the new Program Development process.
- At Convocation Stephanie Pope presented the new budget model. Overload and adjunct pay are now part of the Chairs' budget. Each department will receive 85% of the average from the last three year's budgets while the

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remaining 15% will go to the Dean budgets. Funds allotted to the Deans may be requested by each department for use.

### **Report of the ASOIT Representative – Junmin Yee**

- Junmin introduced himself as the new ASOIT President and stated that the slate of ASOIT officers is now complete.
- He stated that, in collaboration with the *ad hoc* committee on the academic calendar, a survey will be sent to all students for feedback on the proposed changes.

### **Reports of Standing Committees**

#### **Faculty Rank Promotion & Tenure (RPT) – Ben Bunting**

- Ben stated the committee has not yet met, but they are considering their charges for the upcoming year.

#### **Faculty Welfare – Yasha Rohwer**

- Yasha stated the committee has not yet met, but they are considering their charges for the upcoming year.

#### **Academic Standards – Veronica Koehn**

- Veronica stated that the committee has not yet met, but are also considering their charges.
- One issue they are considering is the current policy of accepting a grade of “D” or better for General Education classes and if that should be changed to a “C” or better.

#### **Faculty Compensation (FCC) – Eve Klopff**

- Eve stated the committee has not yet met, but they are considering their charges for the upcoming year.
- She also stated that many compensation issues have moved to other committees and that their workload this year may be lighter than usual.

### **Reports of Special or Ad Hoc Committee**

- None.

### **Unfinished Business**

- Terri Torres introduced the Drone policy, page 17 of the packet. Mark Clark moved and Yasha Rohwer seconded to accept the policy. Kevin Pintong questioned who will be responsible to contact Sky Lakes Medical Center (SLMC) for clearance from the hospital to fly. Addie Clark also asked how the 20 mph wind limit would be assessed. The policy includes a number to call SLMC Security. It was the overall consensus that those wishing to fly should call the SLMC number for clearance. The motion carried with no abstentions nor opposition.

### **New Business**

- Terri stated that there would be a 10-minute break so that Senators could meet in small groups to develop committee charge ideas and evaluate presented charges. Upon reconvening Senators were asked to email their suggestions to the Senate Executive committee.

### **Open Floor Period**

- Monica Breedlove brought up the topic of text book cost for students. She stated that some books bought at the bookstore cost \$350 as compared to \$260 on Amazon. She also stated that digital copies purchased on Amazon receive an instantaneous access code via email while the bookstore mails the access code. Christopher Syrnyk also

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stated repeated problems with the bookstore stock of texts being inadequate, even for books used every term. ASOIT President, Junmin Yee, stated most students prefer open source for textbooks, as the prices are vastly less than other sources. Mark Clark stated that at the state level there is concern about high book costs. Due to this factor, there is an initiative to look at lowering book cost for students. Terri Torres stated that she will look further into this issue.

- Aja Bettencourt-McCarthy is now in charge of Catalyze Klamath which will kick-off in November. Anyone interested in participating should notify her.
- Cristina Negoita brought up payroll discrepancies that some faculty experienced last year. She asked accounting to address these issues and correct them. Richard Cornwell, Director of Business Affairs and Michelle Meyer, Accounting Services Manager, made a short presentation to explain the steps being taken to look into these issues. Michelle explained that Faculty Senate minutes were passed to them with the request for an inquiry. The university auditors have received these minutes along with the request for inquiry and are including the information reported to them in additional audit procedures. Michelle explained that the involved parties may or may not be contacted by the auditors. The audit is being conducted by the financial statement auditors and is an annual external audit. A separate report will not be issued on the payroll information. Depending upon the results of the auditor's procedures the items may be included in the auditor's regular reports issued as part of the audit. Michelle also stated that any party may bring questions or concerns to the third party hosted ethics line – Ethics Point. The Business Office can also help answer any questions. Another option is to contact Terri Torres, who can pass along any pertinent information.
- Christopher Syrnyk expressed appreciation regarding the sharing of the CEET building proposed plans. He voiced concern as to what safeguards will be put in place to ensure that value engineering would be vetted appropriately. His example was the installation and lack of hookup of an air mitigation system in Cornett Hall.
- ASOIT is looking at water filling stations across campus. They are also going to look into the current animal policy on campus.
- Mark Clark reported on AAUP. He said that on the bargaining side, they are considering union activities, and researching policies, compensation, etc. The organization side is drafting Bylaws. Veronica Koehn asked for anyone who is interested, to volunteer to work with these two groups. This work will count as institutional service for promotion. Mark also stated that President Naganathan agreed that all current faculty governing policies will remain in place until the union bargaining agreement is agreed upon and implemented.
- Vanessa Bennett asked about the possibility of researching on-campus child care. It was reported by several members that this had been analyzed several times in the recent past and nothing appears sustainable.

### Report of the Provost – Gary Kuleck

- Dr. Kuleck stated President's Council will meet at least quarterly. Their task is to make recommendations to the President.
- President's Council did review the Senate resolution in June 2018. He then reinforced that the President has final say over all policy changes.
- GERAC met all summer – he is waiting for their recommendations.
- Lake Washington Institute of Technology (LWIT): No money has been spent yet; however, Oregon Tech is in discussions with them.

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- The Chair policy was passed by President's Council. This year departments were given 85% of last year's budget to include overload and adjunct pay, the remaining 15% went to the Dean budgets. Departments can request these funds from the Dean for department use. This ratio is not permanent or fixed and may change each year.
- The mentorship program will expand beyond pedagogy though the committee has not met this academic year.
- For faculty who did not get promoted last year, the Provost does not want to leave them hanging, so he plans to meet with them and their Chairs so that they can take steps to get promoted in the next promotion cycle.
- He congratulated faculty members for the great work they did with their summer grants.
- He also congratulated the participants, including Doctors Deb, Kessler, Isaacson and McVay, who helped to draft the New Program Development process. He also thanked those who, at the last minute, were able to get the Cyber Security program passed. This was accomplished by members of the Management department, including Senator Lindsey Stewart. He then thanked those from the Math department who assisted with the Data Science Program development. This included Rosanna Overholser and Joe Reid.
- He stated he has heard from Academic Council that there is a desire to strengthen Chair tools.
- Skip Meyers, who met with a wide variety of people across campus has provided a summary document regarding academic shared governance that has been made available to faculty.
- With Dean Maupin out, some red flags have been raised on the upcoming Northwest accreditation. This has resulted in many department chairs and others helping with preparations for the NWCCU Mid-Cycle Self-Evaluation Report.
- Changes to the academic calendar will be discussed at the October 11 President's Council meeting. If changes are made to the calendar, they must be submitted early in the year for the next year's calendar.
- The CCT program has been written, but all logistics have not been determined. This program is based on pedagogy but could benefit with the addition of professional development being added. He asked for faculty to work on this project and to work with other departments for faculty development.
- Iris Godwin requested that the President's Council agenda be sent to all faculty as well as the minutes. Dr. Kuleck stated the minutes cannot be dispersed prior to the approval by the Council.
- A second *ad hoc* committee on merit pay has forwarded their findings to the President.

### Report of the President's Council Delegate – Terri Torres

- They will meet October 11, 2018.

### Report of the Association of Oregon Faculty (AOF) Representative – Matthew Sleep, Pro Tem

- Matthew stated a representative is being sought; anyone interested please notify him.

### Report of the Interinstitutional Faculty Senate (IFS) Representative – Mark Clark

- Mark Clark reported that discussions at IFS are still centered on HB2998, the community college/university transfer mandate.
- The next IFS meeting will be held at Western Oregon University in November.

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

- The council has not met.

### Report of the Administrative Council Delegate – Lindsey Davis

- Lindsey reported that the Council conducted a survey of Administrative Staff regarding a proposal for staff discount to apply to online classes; this may extend to family members as well.
- They are consulting with HR about the administrative compensation plan.
- They are talking with the President about a standing budget for Spirit Week.

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### Adjournment

Terri Torres adjourned the meeting at 8:15 PM.

Respectfully submitted,  
Don McDonnell, Secretary  
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