

Oregon Institute of Technology

ACADEMIC COUNCIL

October 1, 2019

**MINUTES**

Provost Joanna Mott called the meeting to order at 2:00 p.m. Academic Council members present were: Tiernan Fogarty, Wendy Ivie, Tom Keyser, Veronica Koehn, Roger Lindgren, Deb McCollam, Brian Moravec, Hallie Neupert, Mark Neupert, Jeff Parady, Lloyd Parratt, Dan Peterson, Wendy Peterson, Paula Russell, John Schoppert, Farooq Sultan, Erika Veth, and Jack Walker. Jaron Hartman also attended the meeting. Abdy Afjeh, Todd Breedlove, Hope Corsair, Jamie Kennel, and Adam Wagner attended remotely. Dawn Taylor and Ken Usher were absent.

**ACADEMIC ROOM SCHEDULING PROTOCOL**

Paul Titus sent Council members the following documents electronically and distributed paper copies for those in attendance in Klamath Falls:

*Classroom Scheduling Protocol KF*

*Classroom Scheduling Protocol PM*

Wendy Ivie emphasized that the documents are protocol, rather than policy, and are in place to provide basic guidelines. Ivie stated that currently schedule change requests come from a variety of people - scheduling coordinators, faculty, etc. and that moving forward requests will need to come from Chairs. Ivie added that emails initiated by others are acceptable as long as Chairs forward them with approval. Ben Kintner will send the academic schedule to scheduling coordinators and Chairs. Provost Joanna Mott added that as department leaders, Chairs are expected to be aware of scheduling and faculty workload.

**DATA REQUESTS PROTOCOL**

Dr. Mott stated that Farooq Sultan receives a variety of data requests from faculty and Chairs, some of which are very time intensive. Dr. Mott added that moving forward, requests are to be sent to the Dean who will forward to Institutional Research (IR) and help Sultan to prioritize requests.

**STIPEND/RELEASE**

Dr. Mott stated that although late, stipend/release forms will be sent to Chairs soon. Dr. Mott instructed all only to complete the top form and fall term for now. Dr. Mott added that she is working to find funding close to what was allocated last year and that Chair stipends will remain at \$5K. Hope Corsair asked how to proceed as winter schedules need to be completed soon and release time plays into the number of workload units. Dr. Mott replied that as soon as she knows where she can pull funding from she will let the Chairs know and recommended leaving releases the same as last year for now. Dr. Mott added that there are changes from last year, including non-tenure moving from 12 to 14 non-instructional units per term.

Mark Neupert stated that previous stipend/release elements included money coming in based on enrollment in programs and revenue sharing for online courses based on headcount and merit. Neupert asked if departments could expect to see revenue sharing, adding that funds could help to support positions such as program directors. Dr. Mott replied that with the recent restructuring changes she does not have the budget yet but believes that last year's model will likely continue for this year.

## **WORKLOAD COLLECTION DEMO**

Farooq Sultan stated that there were many problems last year with the FAST data collection. Sultan continued that Jaron Hartman has developed an Excel workbook, which will be used as an intermediate solution to track workload. Sultan added that the workbook has filtering options for viewing ease and built-in, error-checking features to help eliminate past issues such as double payments.

Hartman walked all through a few pages of the workbook:

*Instructional Sheet*  
*Faculty Information Sheet*  
*Instructional Workload Sheet*

Hartman clarified a few points:

- The Chair managing the faculty member should report and input workload, regardless if the course is taught for another department.
- 12-month faculty in overload status will show as needing to receive overload.
- Overload is calculated annually at the end of the year rather than term by term.
- When assigning overload, not a lot of weight should be placed on any particular course.
- All courses should be reported, regardless if faculty receives workload for a course.
- Out-of-load is defined as a summer contract, adjunct contract, or a separate contract created for a course that is paid separately from the primary contract.
- Enrollment and instructor information will be locked as of week 4.
- Courses for each term will be auto-populated based on what is in Banner.
- A separate spreadsheet will be sent each term, including summer.

Hartman stated that he would like to test the new system with a few Chairs then will send to all. Initially, Chairs will review faculty and course information for accuracy only. Hartman will send the workbook again in Week 5 for data entry. Dr. Mott requested that workload be complete by week 6. Hartman added that he will be available for training and assistance.

## **RETENTION DASHBOARDS**

Erika Veth stated that FAST Dashboards have been modified based on faculty feedback and walked all through accessing them by going to:

- TECHweb
- FAST Reporting
- Student Reporting
- Dashboard

Veth emphasized that the dashboards are operational and information only. Veth stated that the dashboards have many sorting/filtering mechanisms, allowing departments to view by student type, advisor, campus, etc. Veth continued that all should be able to view applicant, retention and registration trends. Several Chairs stated that they did not have all three and Veth replied that all would be available by end of day.

Tiernan Fogarty asked if program directors and advising coordinators would have access as well. Veth stated that initially it was decided that a more focused, chair-led way of talking about and using the data was best, adding that those with access will be at the Provost and Dean discretion.

Veth demonstrated how run reports, access student lists as well as graphs with information such as stop out numbers by campus, advisors, and graduation, and how to view academic standing and contact information. Veth stated that information can be exported to Excel or put into a pivot table and that there is a place for comments. Dr. Mott voiced concern that once comments are entered they are retained and that others would be able to view personal information about the student. Ivey agreed stating that this could become a student record by FERPA and suggested not adding personal information in the comments.

Dr. Mott stated that via conversations with faculty there is interest in working on retention and in having Academic Affairs involved. Dr. Mott encouraged all to view the dashboards and to let her know of ideas for improvement.

#### **NEXT MEETING**

The next Academic Council meeting is scheduled for Tuesday, Nov. 5, 2019.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,  
Valjean Newsome