

Oregon Institute of Technology

ACADEMIC COUNCIL RETREAT

October 26, 2018

**MINUTES**

Provost Gary Kuleck called the meeting to order at 2:00 p.m. Academic Council members present were: Seth Anthony, Sharon Beaudry, Todd Breedlove, Tiernan Fogarty, Debbie McCollam, Brian Moravec, Jeff Pardy, Lloyd Parratt, Dan Peterson, Paula Russell, Matthew Sleep, Ken Usher, Jack Walker. Steve Addison, Hope Corsair, Wendy Ivie, MariaLynn Kessler, Dawn Lowe-Wincentsen, LeAnn Maupin, Maureen Sevigny, Caroline Doty for Dawn Taylor, Erika Veth, and Adam Wagner attended remotely. Abdy Afjeh, Tom Keyser, Sean St.Clair, and Farooq Sultan were absent. Roger Lindgren, Hallie Neupert, and Mark Neupert are on sabbatical and will join remotely when able. Carrie Dickson, Erin Foley, and Sandi Hanan also attended a portion of the meeting.

**YEARLONG PLANNING**

Provost Gary Kuleck asked Chairs where they are in terms of yearlong planning and who currently has a plan that can be posted. Several departments indicated that they do. Ken Usher stated that NSC routinely has a yearlong plan but throughout the year, it often undergoes changes. For this reason, Usher has concern about publishing it. Dr. Kuleck stated that yearlong plans are very helpful for advising and to allow students to plan, and realizes that they may change. Paula Russell commented that this would depend on departments being programmatic or support – support departments may have more variance while programmatic departments follow curriculum maps listed in the catalog. Debbie McCollam stated that MIT maps are listed in the catalog and is working to ensure that faculty and times are assigned as well.

Erin Foley stated that it is a challenge for students to plan courses for the next year and that they often comment that courses listed in the curriculum map are not offered. Foley asked the Council how often this happens and if there is a way to inform students as some are in their senior year and under the gun to finish. Foley stated that the number of in-person classes offered during the summer is also becoming a problem, adding that international students are limited to the number of online courses they can take.

MariaLynn Kessler stated that some departments only teach 9 months out of the year, which is problematic for trailing students wishing to take summer courses. Tiernan Fogarty stated that in the past, there were at least 10 math offerings during the summer with 10-15 students enrolled in each class. Fogarty added that with the increase of online offerings, on-campus enrollment decreased dramatically. Fogarty continued that because faculty are paid per student, teaching low enrolled classes does not make economic sense.

***Dr. Kuleck asked, with the rise of online course availability, does Portland-Metro have the same issues?***

- MGT Maureen Sevigny stated that students wanting to attend on-campus are few – most enroll for online.
- EERE Hope Corsair stated that some technical electives are offered and there is a decent response.
- HSS Kessler stated that summer is usually lighter due to online and community college competition.
- COM Dan Peterson stated that online courses are dedicated solely to degree completion students.

***Dr. Kuleck asked Foley, how many students are impacted by scheduled classes not being offered?*** Foley replied there is no way to provide exact numbers but that each term students ask when a class will be offered. Foley often asks students if they have spoken to their advisor. Brian Moravec stated that there is also misleading information. Recently a student scheduled to graduate winter term wanted to register for a course. Moravec added that the course showed as being offered in Degree Works but not in the class schedule. Seth Anthony replied that advisors do not always know and suggested developing a list of student situations to identify the most problematic areas and formulate a plan to resolve them.

Peterson stated that from a service department perspective, cutting courses is not maliciously done. Peterson While cancellations are sometimes inevitable and happen for a variety of reasons, (class sizes, available faculty, students waiting to the very end to register) Peterson added that his department is very contentious about canceling classes and meets with the affected students to find a resolution.

***Dr. Kuleck asked about under-enrolled courses and if there have been discussions to address efficiencies.***

Debbie McCollam replied that some MIT courses are under-enrolled due to lack of equipment and not having enough to support more than ten students. Corsair stated that part of the problem is that more than half of the students across the University are transfer students who are out of sync with curriculum maps and added that, due to low enrollment, courses cannot be offered all of the time.

McCollam asked if there are restrictions where on-campus students are not allowed to take the online course, adding that she was told to do so to keep on-campus headcount up. McCollam stated that before approving pre-MIT online courses, she asks that students have a valid reason for not taking it on campus. Other Council members responded that they were told that they were not allowed to do that.

LeAnn Maupin stated that with the new budget model, it is the responsibility of Chairs and Deans to operate at the highest level of efficiency. While yearlong planning will benefit students, it is a two-fold issue. Depending on the term, if low-enrolled courses are allowed, we lose money. If we do not graduate students in a timely manner we lose state revenue as we are paid per graduate. Dr. Kuleck concurred that graduating students is critical to state funding and added that retention is also very important and that planning must be done in a way that benefits students and allows Deans to manage budgets. Corsair replied that those can be conflicting goals. Corsair continued, if trailing classes are offered to students then cancelled due to low enrollment, even if it is not in the curriculum map, this affects student graduation. Fogarty concurred and added that he thought this was the reason that schedules were not made available more than a few weeks in advance. Wendy Ivey stated that the Registrar's Office typically publishes classes a few weeks prior to the start of the term.

Dr. Kuleck stated that Chairs will be asked to share their yearlong plans at the next meeting. Dr. Kuleck asked all to provide an electronic copy of their 2018-19 courses (by term, for each campus) to Valjean Newsome by Nov. 9. Dr. Kuleck added that the format they are currently in is fine. Anthony suggested that Council members upload files to Microsoft Teams. Newsome will work to create a team for this purpose.

## **NEW ONBOARDING PROCESS FOR ADJUNCTS**

Carrie Dickson and Sandi Hanan attended a portion of the meeting to provide an update on the new onboarding process for adjuncts. The document *Adjunct Onboarding Committee* was distributed to all. Dickson stated that last year the Online Learning Advisory Committee (OLAC) was charged with looking at the on-campus and online onboarding process for adjuncts. A subcommittee was formed and tasked with interviewing departments across all campuses. Sandi Hanan stated that the Committee found that it is not a streamlined process and that each campus has a different process for requesting resumes, transcripts, and sending adjunct request forms to the Provost's Office. Dickson added that this causes delays in getting adjuncts set up in email, Banner, Blackboard, and the Learning Management System and in getting them involved in the University.

Dickson stated that the Committee recommendation was to use HEROES to create adjunct pools (created by the college or department) where information can be gathered and kept and where faculty can direct adjuncts to find information and to apply. Hanan stated that going forward, all new adjuncts (not current) will need to apply in HEROES and attach a resume to meet accreditation requirements. Hanan continued that the Chair will complete a hiring proposal which will trigger HR to start the process of issuing an ID number, etc. Hanan added that information will remain active for one year but can be extended by notifying her via email.

Hanan stated that one of the biggest complaints from adjuncts is that they are unaware of resources available to them. Dickson added that with HEROES, training guides and a checklist can be implemented and that adjuncts will no longer miss information on Title IX and FERPA and from Disability Services and Student Services.

**Dr. Kuleck asked the Chairs what their current adjunct hiring process is.** Jeff Pardy replied that RCP has a very limited pool of adjuncts and that recruiting is accomplished via word of mouth. Applicants are asked to fill out the Request for Adjunct Faculty form, which is then given to the Dean for signature. Pardy added that he is unaware of the process flow after that. Corsair stated that often departments have very little notice for the need of adjuncts and is concerned about the length of time for the process. Hanan replied that the process can move quickly and be completed in a matter of hours. Once an application is submitted, the Chair can select the adjunct in HEROES. Dickson added that currently in HEROES, hiring often gets hung up at the budget step; however, the budget piece can be eliminated when hiring adjuncts. There was brief discussion of background checks. Hanan stated that currently background checks are not done for adjuncts. Hanan added that cost for background checks varies but is at least \$67.50 per person and can take up to 2 weeks to complete.

Maupin stated that beginning this academic year, a large percentage of the adjunct budgets are now in the departmental budgets. McCollam had concern that she does not know how much MIT spent on adjuncts in the past and how to plan for future expenses. Fogarty concurred and stated that all math adjuncts are in Portland Metro and Seattle and that he has not worried about how to pay until now. Fogarty and McCollam requested training in this area. Maupin stated that salary will be determined by location and put into corresponding indexes. Maupin agreed that this would be a great training topic, adding that FAST reports would be very helpful.

Maupin stated that there is a policy for evaluating adjuncts and that the policy and accompanying form are online. Maupin continued that each adjunct faculty member should be evaluated for each term they teach, even if only one course per year and that it is the responsibility of the Chairs to complete an Annual Performance Evaluation (APE). Maupin added that in HAS very few adjunct evaluations occur which is not in compliance with NWCCU. Russell inquired about clinical adjuncts with no didactic component. Maupin replied that being evaluated via an Adjunct APE should suffice for NWCCU. MariaLynn Kessler stated that she was able to locate the form online but not a policy. Hanan replied that the HR website recently went through some changes and that she will locate it.

Fogarty stated that last year he completed adjunct APEs but found them to be useless. Fogarty added that because adjuncts had no training, they were confused about how to fill out the form. Anthony replied that this term Academic Excellence is taking over administration of IDEA Center faculty evaluations and that there will be information available to adjuncts to serve as a basic orientation. Hanan added that some of this information could also be added to the HEROES checklist as part of the onboarding process (a pdf or video, something that would need to be watched or read) and that both the applicant and Chair would have viewable access to know what information has been received.

Dr. Kuleck stated that at the next retreat there will be budget training with Stephanie Pope to help determine items such as average department spending for adjuncts over the last 5 years. Russell inquired about the status of department dashboards in FAST that were discussed last year. Dr. Kuleck stated that Farooq Sultan will also attend and is hopeful that a mock-up will be provided for discussion.

## **DEPARTMENT CHAIR ROLES & RESPONSIBILITIES EXERCISE**

Paul Titus handed out a document entitled *Recruitment, External Engagement, Communication*. The document was arranged in columns with items taken from the *Departmental Chair Roles & Responsibilities* that the Council worked on last year. Dr. Kuleck asked the Council to break into four groups and to work together to prioritize roles and responsibilities and identify items that need to be addressed in the future. Titus stated that the goal is to identify areas of opportunity – not solutions, but suggestion of what can be improved on and what action is needed to help the Chairs accomplish it. Dr. Kuleck asked all to focus on their top three priorities and to give completed forms back to Titus. Dr. Kuleck asked those attending remotely to focus on their top one or two priorities and return electronically to Titus. Based on feedback, Dr. Kuleck stated that he would push for resources and training.

**NEXT MEETING**

The next Academic Council meeting is scheduled for Friday, Dec. 7, 2018.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Valjean Newsome