Oregon Institute of Technology

ACADEMIC COUNCIL
January 19, 2018

MINUTES

Provost Kuleck called the meeting to order at 2:00 p.m. Academic Council members present were: Todd Breedlove, Jan Cope for Paula Russell, Tiernan Fogarty, Jeff Hayen, Claude Kansaku for Todd Breedlove for a portion of the meeting, Gary Kuleck, LeAnn Maupin, Debbie McCollam, Hallie Neupert, Mark Neupert, Jeff Pardy, Dan Peterson, Farooq Sultan, Sean St.Clair, Ken Usher and Erika Veth. Seth Anthony, Sharon Beaudry, Brian Fox, Laura McKinney and Jack Walker were absent. Jamie Kennel, Dawn Taylor, and Claudia Torres-Garibay joined the meeting remotely. Jim Jones, Stephanie Pope, and Dawn Lowe-Wincentsen were also in attendance.

OPEN EDUCATION RESOURCES UPDATE

Prior to the meeting, Dawn Lowe-Wincentsen, Wilsonville Librarian, emailed the following document to Council members who would be attending remotely. Lowe-Wincentsen distributed hard copies to those in Klamath Falls and plans to send electronically to all faculty next week.

- Low cost, No cost, and Open Educations Resources, Call for Proposals

Lowe-Wincentsen stated that the Library would like to offer individuals money to create, adapt, and adopt low-cost, no-cost, and open education resources. Lowe-Wincentsen stated that although the program at Oregon Tech is primarily for upper-division classes, we also have a statewide committee which deals mostly with lower-division classes.

Copied from the Oregon State Legislature webpage on House Bill 2871:

> WHAT THE MEASURE DOES:
> Establishes Open Educational Resources Grant Program within Higher Education Coordinating Commission (HECC). Directs HECC to employ Open Educational Resource Specialist. Appropriates moneys to HECC to fund grant program and Specialist. Requires public universities and community colleges to designate in catalogs and online, those courses exclusively using no-cost or low-cost course materials. Requires resources created or revised with grant funds to be openly licensed. Declares emergency, effective on passage.

LeAnn Maupin stated that the Bill was legislated last year but that Oregon Tech hasn't been in full compliance. To fulfill requirements, Lowe-Wincentsen is working with Tech Nest to obtain required documentation and sent out a survey fall term during Open Access Week. Lowe-Wincentsen has also learned how others are documenting Open Access resources and getting information out to students.

Gary Kuleck asked Chairs how faculty in their departments view OERs in general. Dan Peterson commented that COM has had conversations in terms of tenure and promotion there is concern regarding time investment and how much value will be given to creating their own OERs.

Regarding creative works, Dr. Kuleck asked if departments would find it valuable for faculty members to focus on developing material and publishing it in a way that can demonstrate that it is being downloaded and used.

Peterson views this as very valuable but voiced concern that on a promotion level it may not be viewed the same way across the campus. Ken Usher stated that this is done for many laboratory courses in NSC; however, faculty are not widely disseminating the material. Usher agreed, this may not be at the top of faculty priority lists and is unclear how it will be valued for promotion and other processes. Lowe-Wincentsen commented that there are programs such as OER Commons and OpenStack that require a peer review process for textbooks published to those sources and have an option for information to be widely shared. Dr. Kuleck added that publishing a textbook externally obviously validates a substantial amount of work and asked how faculty might similarly validate scholarly effort put into OER creation.

Todd Breedlove stated that CSET currently has some open source books, especially for computer engineering and embedded systems where textbooks are typically very expensive. Breedlove stated he and Randy Albert co-authored a book several years ago and added that with current technology, updating material to current is very easy. Debbie McCollam stated that many of the textbooks used in the MIT Department have a large number of images, which could be extremely labor intensive. Dr. Kuleck recognized that many students still prefer a physical book. Breedlove recently conducted a poll of 20 students and only one student preferred an electronic copy. McCollam stated that MIT students definitely prefer hard copies.

BUDGET OFFICE UPDATE

Stephanie Pope, Budget and Resource Planning Director, gave an overview of Budget Office functions. The Budget Office is no longer part of the Business Affairs Office and now operates independently. The Budget Office is working to determine how to best help the campus operate effectively and be mindful of future directions. Budget Office functions include budget forecasting, long-term planning, fiscal reporting, and coordinating all budgets on campus.

Short-term, the Budget Office is working with on-campus stakeholders to:
- develop a new, more transparent budget model
- push tools out to departments for needed data access
- be more active in the budget process, and
- continue providing FAST training.

Long-term, the Budget Office plans to work with departments to develop:
- long-range strategic planning tools
- budget and forecasting models
- more in-depth financial training to understand and track budgets
- a dashboard.

Mark Neupert stated that Pope has been an extremely helpful resource and support system and recently provided assistance and expertise in figuring out enrollment targets and economics of running HSS programs. Pope produced beautiful spreadsheet models, allowing Neupert to plan and forecast. As a service provider to campus, Pope asked all to let the Budget Office know how they can be of assistance in moving departments and the campus forward.

Gary Kuleck added that Deans should have a sense of upcoming expenses and needs and be able to provide support to departments – identifying efficiencies through bundling, encouraging interdisciplinary opportunities and collaboration, and through outreach to industry for financial support.

ITS UDATE

Jim Jones, Chief Information Officer, Information Technology Services, stated that currently there is no consistent process for replacing aging computer equipment across campus. Jones introduced the idea of moving to a leasing option for all networked equipment and distributed copies of the following document:

- Centralized PC Purchasing

Jones would like to form a short-term task force to create a policy around computer renewal and replacement, to establish guidelines and exceptions, and to negotiate standards. Jones stated that adopting a centralized PC leasing model would allow departments to receive new equipment every three to five years. Computers would be replaced on a 1 to 1 basis and departments would pay the initial cost difference for upgrades. Jones stated that departments would set specification standards for department and laboratory computers and that computers purchased via grant money would be part of the exception process as determined by the task force. For individuals operating with both a laptop and desktop, Jones recommended switching over to one device.

Jones spoke about many positive aspects of leasing, stating that at the beginning and end of each fiscal year, there is a huge spike in new computer purchases. Old computers are then offered to individuals with even older computers, creating a cascading effect and placing a heavy time burden on IT staff via installs. As equipment ages, Jones stated that it is unable to receive security patches and thus poses a security risk. With a lease, computers would be on a regular replacement schedule, allowing IT to know which computers were to be replaced annually and to schedule and manage installs over the course of the year. Knowing the annual replacement number would also result in maximum bulk order discounts.

Jones stated that asset management would also improve. Over the summer, IT conducted a physical inventory of computer equipment on the Wilsonville and Klamath Falls campuses and included all devices that checked into the network over the last 18 months. Jones priced computers from low to high-end to find median replacement costs. Jones calculated that a $424,000 initial investment would be needed to begin the replacement cycle, replacing 20% of laptops and 25% of desktops campus-wide. Farooq Sultan inquired where the money would come from and asked if S&S budgets would be reduced. Stephanie Pope replied that a model is under discussion and needs vetting but that a construction of a plan will be out soon. Jones would like to see a policy in place by FY 2019.

Pope stated that, computers aside, the campus should conduct an annual inventory on all capital equipment but currently that isn't happening. The current process comes from the Business Affairs Office (BAO) and only BAO staff have access to the information. Pope added that the Budget Office needs capital inventory information and will be working to update the information and grant access to those who need it for long-range planning, etc.

Chairs interested in serving or wanting to recommend a department member to serve on the task force should contact Jones.

WORKLOAD REPORT UPDATE

Provost Kuleck announced that Anna Clark, Research Analyst, has joined the Institutional Research office. Farooq Sultan thanked all for supplying needed data and stated that the next step will be to compile it and determine which courses remain. Sultan will then send a short list to departments. For changes such as adding an instructor, Sultan will send requests to the Registrar's Office to update Banner. When complete, Sultan will send reports to departments for final review and approval. Departments will be able to make changes through spring should needs arise.

Sultan stated that the tool needs a few modifications such as adding a supplemental piece to capture the DH clinics and labs not currently tied to a course, entering pre-calculated workload, adding summer courses, and adding a drop-down menu to select and categorize non-instructional work. Sultan welcomed additional feedback. Ken Usher stated that after initial data entry, when adding a course or changing the instructor, it would be helpful to be able to add rows. Debbie McCollam believes the spreadsheet will ultimately be a big time saver and asked if it was possible to hide or freeze columns for ease of entering and comparing data. Sultan noted both requests and will make the changes.

Mark Neupert stated that some HSS courses are taught at Boeing where he has no supervision of the course offering. In the comment section, Neupert is making note of this. Sultan stated that he can pull all Boeing courses and send to Seattle for review. Neupert suggested developing a model and formula for externship courses. Sultan stated that, per workload guidelines, he can make externship courses auto populate and allow data to be overridden if needed.

Jamie Kennel commented that determining in-load and out-of-load at the beginning of the year is difficult due to factors such as whether or not a new course will be offered. Kennel also commented that since externship is distributed across multiple faculty, assigning workload appropriately is difficult with one faculty member assigned to the course. Sultan stated that the faculty member listed in Banner is the primary instructor but additional faculty can be added and assigned a percentage of responsibility. LeAnn Maupin noted that some departments with externships are managing this by listing multiple sections of the same course – each with a unique CRN and the appropriate faculty name.

EQUIPMENT PROPOSALS

Provost Kuleck thanked those who worked on form development and asked that any straggling proposals be submitted by the end of the day. Dr. Kuleck asked for feedback to improve the process going forward. Debbie McCollam stated that she struggled with how much content to include and whether to focus on immediate needs or all five years. Dr. Kuleck replied that the most important thing is to focus on needs for this year. All information included will be useful for strategic planning but those who didn't include a lot of information for the entire five-year look won't be penalized.

Maupin stated that there is still confusion around timeframes – placing requests for immediate needs and requests for things needed next year. Dr. Kuleck commented that the goal this year is to determine immediate needs. Dr. Kuleck added that and in an effort to get ahead of the curve, PLT will meet in April-May to review hiring and equipment needs for FY 2019.

RETREAT

Dr. Kuleck would like all to start thinking about dates for a half-day retreat to be held late-winter, early-spring and would like to include Chair training as an agenda item. Dr. Kuleck believes that as Chairs take on high level administrative visioning and strategic thinking for their departments, ample training is critical.

NEXT MEETING

Gary Kuleck stated that the next meeting will be held February 9 and noted that President Naganathan will be in attendance. Agenda items will include Equipment Requests and Workload updates.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,
Valjean Newsome