

Oregon Tech President's Council
Approved Minutes – December 4, 2018

Roll Call: See attached

Call to Order:

Chair Kuleck called the meeting to order at 2:02 p.m.

Approval of October 11, 2018 Minutes:

Motion made to approve minutes from October 11, 2018. Seconded. **Approved with no changes.**

Opening Comments by Dr. Kuleck:

Dr. Kuleck asked Sandra Fox to take over conducting the meeting so he may participate more directly in the discussion. Dr. Kuleck read a passage (Paragraphs 1-3) from the November 27, 2018 Memorandum from Dave Groff, University General Counsel Re: Legal Concerns Regarding Certain Agenda Items. Also referred to the opinion attached detailing further discussion.

Old Business:

1. OIT-XX-XXX (OIT-20-04x) Rank and Promotion for Non-Tenure Track Instructional Faculty – Sponsored by Faculty Senate

Discussion held:

Terri Torres questioned the appropriateness of discussing this policy based on her previous conversation with Counsel Dave Groff.

Counsel Dave Groff confirmed that it was his recommendation that this policy, as well as the four policies placed on the Agenda under New Business be withdrawn, as they are inappropriate to discuss with Faculty and Management at this time, and such discussions could be considered direct dealing.

Terri Torres inquired of Counsel Groff the possibility of putting an MOU into place for Non-Tenure Track Instructional Faculty that would last until bargaining takes place.

Counsel Groff clarified that such discussions with this Council would conflict with labor laws if we were to have a Management-Employee conversation about this policy. That does not mean however, that something concrete could not be put into place, such as guidelines, so that those employees have something concrete to look at. However, it cannot be the subject of conversation outside of bargaining.

Sandra Fox: Asked Prof. Torres if she wanted to table these matters or to remove them indefinitely?

Terri Torres moved to remove the following items from the Agenda:

Old Business:

Academic Rank and Promotion for Non-Tenure Track Instructional Faculty –

Sponsored by Faculty Senate

New Business:

Academic Rank and Promotion for Library Faculty – Sponsored by Faculty Senate

Academic Rank and Promotion for Instructional Faculty – Sponsored by Faculty Senate

Post-Tenure Review – Sponsored by Faculty Senate

Indefinite Tenure Selection – Sponsored by Faculty Senate

Seconded by Junmin. **Motion passed unanimously.**

2. Academic Standards Committee Proposal Regarding the Foreign Language Requirement – Sponsored by Faculty Senate

Discussion held:

Terri Torres explained that there was some concern about Oregon Tech's foreign language requirement. Academic Standards met and decided to support removing the foreign language requirement.

Erika Veth stated that she was of the belief that any changes to academic requirements should go through the President's Council, and then discovered it is actually a process but that there is no formal process in place for changing academic requirements. She and Erik Johnson drafted a proposed workflow, but did not believe the President's Council was the proper place to vet the workflow either. Erika opined that perhaps it should go to the Provost Leadership Team, the Faculty Senate and maybe the Administrative Council. It should also go through the Admissions Committee so all stakeholders have a say and then the Provost would sign off on it. Erika said she will send the workflow to the appropriate bodies for review.

Brian Fox commented that the admission standards are a major strategic question for the institution and requested that the end steps of the workflow review include senior levels of the institution, to include the President.

Erika Veth stated she would send the workflow to Brian Fox.

Sandra Fox: No further action required by this Council

3. Policy Template update – University Counsel

Discussion held:

Dave Groff explained OIT-01-001, Policy Addition and Revision (Policy on Policies) states that the VP for Finance and Administration maintains the template for policies. Suzette Yaezenko drafted the proposed policy template and forwarded it to Counsel. This proposed template updates the current policy format and includes some important information recommended in the policy template going forward.

Sandra Fox clarified the intention of the template is that any new policies or revised policies would be submitted in this format, but still have redline when submitted to the Council Secretary's Office for placement on the Agenda.

Gary Kuleck expressed his concern that redlining is not reflecting back to the original policy. It is very important that we are able to compare the policy, as it currently exists with what is being proposed.

Terri Torres raised a question regarding Section 7 – Policy Review/Consultation and the groups listed. Questioned if there is an existing flow chart that specifies which groups should be included in the review process of a proposed or revised policy.

Dave Groff clarified that the groups listed in Section 7 of the template are a possible list of some of the groups that may be included in the review process, not that they are mandatory.

Sandra Fox stated that this body may request that a proposal be sent to the groups it deems to be stakeholders. In addition, the sponsor bringing the proposal to this body can do so prior to bringing it here.

Erin Foley commented that historically, any policy or review of a policy has always gone before the Faculty Senate, Administrative Council, ASOIT, and then any other group that has a particular interest in it.

Gary Kuleck commented that in the interest of transparency and broad participation, policies should be shared with all groups represented on this Council.

Dan Peterson requested to clarify that it is the expectation that new policy coming forward will appear in this new format, as well as old policies that exist, as they come through for revision, they would rise to this standard.

Sandra Fox stated that would be ideal.

4. Academic Calendar Committee Report, March 20, 2018; Recommendation of ad hoc Academic Calendar Committee – Sponsored by Faculty Senate

Discussion held:

Terri Torres stated that there are some problems with our current calendar:

- 1) We are not meeting the number of hours that we should for Fall quarter; and
- 2) The Wednesday before Thanksgiving currently lets students out at 1:00pm, and this sometimes causes hardships for students (i.e. bad weather making travel difficult). In addition, a majority of faculty cancel their classes.

Two options proposed by the Ad Hoc Academic Calendar Committee were:

- 1) Cancel classes on the Wednesday before Thanksgiving and make up the three days by starting the Fall quarter three days earlier; and
- 2) Cancel the entire week of Thanksgiving and then add a week onto Winter break.

Faculty Senate voted for Option 1, ASOIT voted for Option 1, Erin Foley voted for Option 1. It is unknown if there were any votes for Option 2. The recommendation is to change the academic calendar to Option 1.

Gary Kuleck commented that Executive Staff have had discussions to consider other options to achieve this goal. One of the challenges are the constraints with respect to making sure we have appropriate seat time for the students. We have constraints with Option 2 that will affect both faculty and students' ability to work during break. Option 1 constraint is the impact on convocation week and some of the critical training that must occur during that week. One of the considerations discussed was to take two days of convocation week (Thursday and Friday) and devote them to classes and that would cover most, if not all, of our problems with seat time, and keep the Wednesday before Thanksgiving as is with 1:00 dismissal. The challenge is compressing convocation so much that that it makes it difficult to get the critical training accomplished.

Erin Foley commented that the option put forth by Dr. Kuleck makes it easier for families, because the students could move in on the weekend before, and continuing with dismissal of classes at 1:00 on the Wednesday before Thanksgiving outweighs the other options. Students have an option to attend classes or not on that day.

Junmin commented that if students can move in on the weekend that is much better for families. Regarding the Wednesday before Thanksgiving, either the professors have class and the students complain, or the professors do not have class and the students complain.

Terri Torres stated that this option does not address the issues with the Wednesday before Thanksgiving. Classes are supposed to go on until 1:00, but that there is not much productivity due to the cancellation of many classes, or students make the choice not to attend. Prof. Torres also expressed disappointment that this body is not sticking to the two

recommendations of the Ad Hoc Committee.

Sandi Hanan commented that she sat on the Ad Hoc Committee, and the number one option of the Committee was the full three days off the week of Thanksgiving, because many classes get cancelled, and for student safety. The full day off the Wednesday before Thanksgiving would give students a full day to travel for the holiday should they need to catch a flight, or travel on difficult roads due to bad weather.

Sandra Fox summarized the discussion: Eastern is the only University that follows what we do with a partial day or a full day on the Wednesday before Thanksgiving. OSU starts early, PSU starts the same day, and the other schools do not acknowledge Veteran's Day. Dr. Nagi has asked that, for accreditation purposes we meet the seat hours. Because of Veteran's Day and that half-day before Thanksgiving, we do not currently do that. The proposal is that we start at least two days early based on what faculty and the students have requested, and that the two days be placed at the front end of the quarter. The concern then becomes the potential impact on convocation. If we can accommodate convocation, is the consensus that we add days onto the front end of Fall term?

Poll of Members:

Gary Kuleck: Yes.

Sandi Hanan: No preference.

Erin Foley: Yes

Dan Peterson: Yes

Terri Torres: Yes

Erika Veth: Yes

Junmin: Yes

Jim Jones: Yes

Tom Keyser: Option 2 (cancel the entire week and then add a week onto Winter break)

Di Saunders: Yes

Johnathan Nguyen: Yes

Brian Fox: Yes

Sandra Fox will inform Dr. Nagi of the concerns stated here today, and provide Dr. Nagi with a calendar that explains the options for 2020 and share that with this Council.

[See attached information provided to Dr. Nagi by Sandra Fox]

New Business:

1. OIT-20-041 Academic Rank and Promotion for Library Faculty – Sponsored by Faculty Senate

Proposal removed from the Agenda by Terri Torres, Faculty Senate President

2. OIT-20-040 Academic Rank and Promotion for Instructional Faculty – Sponsored by

Faculty Senate

Proposal removed from the Agenda by Terri Torres, Faculty Senate President

3. OIT-20-035 Post-Tenure Review – Sponsored by Faculty Senate

Proposal removed from the Agenda by Terri Torres, Faculty Senate President

4. OIT-20-030 Indefinite Tenure Selection – Sponsored by Faculty Senate

Proposal removed from the Agenda by Terri Torres, Faculty Senate President

Other Business:

Terri Torres: Faculty Senate has asked that: 1) These minutes be posted; and 2) A Skype link be provided so that they can join in and watch what is happening in the meeting. Not to participate, just observe.

Adjournment: 3:05 pm

Future meeting schedule:

- a. ~~Thursday, October 11, 2018 – 2pm~~
- b. ~~Tuesday, December 4, 2018 – 2pm (special meeting)~~
- c. Thursday, January 10, 2019 – 2pm
- d. Thursday, March 14, 2019 – 2pm
- e. Thursday, May 16, 2019 – 2pm
- f. Thursday, June 13, 2019 – 2pm

President's Council Meetings are recorded for record keeping purposes.

Oregon Tech President's Council Roll Call

MEMBER/NAME	YES	NO
CHAIR: GARY KULECK, Provost & VP Academic Affairs	X	
TOM KEYSER, Dean, College of Engineering, Technology, and Management	X	
DAN PETERSON, Interim Associate Dean, College of Health, Arts & Science	X	
BRIAN FOX, VP Finance & Administration	X	
ERIN FOLEY, VP Student Affairs & Dean of Students	X	
ERIKA VETH, Associate VP Strategic Enrollment Management; Dean Online Learning	X	
ABDY AFJEH, Associate Provost Research & Academic Affairs		X
DI SAUNDERS, Associate VP Communication & Public Affairs	X	
TRACY RICKETTS, Associate VP Development & Alumni Relations		X
JIM JONES, Associate VP - Chief Information Officer, Information Technology Services	X	
SANDRA FOX, Board Secretary Board of Trustees (<i>Ex Officio</i>)	X	
ADRIA PASCHAL, Senior Executive Assistant (<i>Ex Officio</i>)		X
SUZETTE YAEZENKO, Associate VP Human Resources		X
TERRI TORRES, President – Faculty Senate	X	
JUNMIN YEE, President – ASOIT Klamath Falls	X	
JOHNATHAN NGUYEN, President – ASOIT Wilsonville	X	
SANDI HANAN, Chair, Administrative Council	X	
BRITTANY MILES, Asst. VP Government Relations		X
DAVID GROFF, Secretary – President's Council (<i>Ex Officio</i>)	X	
OTHERS PRESENT:		
PAM GROVE, Legal Assistant to David Groff, Secretary-President's Council	X	



PRESIDENT'S COUNCIL

MEMO

TO: President Naganathan
FROM: Sandra Fox, Board Secretary and Community Relations Director
DATE: December 4, 2018
RE: **Academic Calendar Amendment**

The President's Council met today and discussed proposed amendments to the academic calendar. The recommendation to the president is to front-load the fall quarter to make up for missed credit/seat hours taken by Veteran's day and the day after Thanksgiving so long as convocation can be scheduled to accommodate the necessary events.

Following is information that might assist in making a decision to alter the academic calendar.

Background info:

- Faculty contracts usually start September 16.
- Courses usually start the last Monday of September.
- Decision on the academic calendar needs to be made ASAP (by January at the latest) so admissions info can be printed.
- First year of implementation could be 2020.
- NWCCU credit hour requirement for us, based on our credit hour definition, is 1 hour (50 minutes) of classroom work each week for ten to twelve weeks – it doesn't really equate to days (that is just how we schedule it).

Other public university schedules (note that not all days of teaching are the same – credit hours do not really equate to days):

- OIT: celebrates Vets day; takes ½ day before Thanksgiving; 46.5 total days of teaching
- PSU: celebrates Vets day; starts/ends the same days we do; does not take ½ day before Thanksgiving; 47 total days of teaching
- SOU and EOU: do not celebrate Vets day; start/end the same days we do; do not take ½ day before Thanksgiving; 48 total days of teaching
- OSU: celebrates Vets day; starts 2 school days before we do/ends same day we do; does not take ½ day before Thanksgiving; 49 total days of teaching.
- EOU: celebrates Vets day; starts 2 school days after we do/ends 7 calendar days after we do; does not take ½ day before Thanksgiving; 49 total days of teaching

Proposal for OIT:

Start school the Thursday before the last Monday of September. This will put us at 48.5 total teaching days.

Calendars showing current and potential new start dates (2019 shows potential early start date – ignore this):

2018 Calendar

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2019 Calendar

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FAC. CONTRACT START
 USUAL START DATE FOR COURSES

2020 Calendar

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CONTRACT START DATE ^{COURSE}
 USUAL 4th/LAST MONDAY, START DATE = 47 TEACHING DAYS
 V. WORKING START DATE = 47 TEACHING DAYS

2021 Calendar

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November

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31

- CONTACT START
- USUAL COURSE START
- PROPOSED COURSE START

2022 Calendar

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- CONTRACT START
- USUAL COURSE START
- PROPOSED COURSE START

2023 Calendar

January							February							March							April																																							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

May							June							July							August																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

September							October							November							December																																						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- CONTRACT START
- USUAL COURSE START
- * PROPOSED COURSE START

2024 Calendar

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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