

## Academic Quality and Student Success Committee Agenda

	<u>Page</u>
1. Call to Order/Roll/Declaration of a Quorum (8:15am) <i>Chair Brown</i>	
2. Consent Agenda <i>Chair Brown</i>	
2.1 Approve Minutes from the <a href="#">October 26</a> and <a href="#">December 7, 2017</a> Meetings	1
3. Action Items - none	
4. Discussion Items (8:20 pm)	
4.1 Provost Report (40 min) <i>Provost Kuleck</i>	
4.2 Institutional Review Board Presentation 9:00am (15 min) <i>Program Director Kennel</i>	
4.3 <a href="#">Student Services in Wilsonville</a> Presentation and Tour 9:15am (60 min) <i>Associate Dean Onorato</i>	7
5. Other Business/New Business (10:15am) (15 min) <i>Chair Brown</i>	
6. Adjournment (10:30am)	

LUNCH  
11:45am-12:45pm



**Meeting of the  
Oregon Tech Board of Trustees  
Academic Quality and Student Success Committee  
Mt. Thielsen Room, Klamath Falls Campus  
October 26, 2017  
8:30am – 11:00am**

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**Academic Quality and Student Success Committee**

**DRAFT MINUTES**

**Trustees Present:**

Jeremy Brown, Chair  
Kathleen Hill

Jill Mason  
Kelley Minty Morris

Liam Perry  
Dan Peterson

**University Staff and Faculty Present:**

Jolene Cady, Student Health Counselor  
Ed Daniels, Director of Campus Safety  
William Dowling, Student Health Counselor  
Erin Foley, VP Student Affairs/Dean of Students  
Brandy Hunter, Student Health Administrative Program Assistant  
Gary Kuleck, Provost/Dean of Academic Affairs  
Mark McClure, Student Health Counselor  
LeAnn Maupin, Interim Provost/Dean of College of HAS  
Adria Paschal, Senior Executive Assistant to the President  
Trevor Peterson, Assistant Professor Humanities and Social Sciences  
Gregg Waterman, Associate Professor Mathematics

**1. Call to Order/Roll/Declaration of a Quorum**

**Chair Brown called the meeting to order at 8:32am. The President's Senior Executive Assistant called roll and a quorum was declared.**

**2. Consent Agenda**

**2.1 Approve Minutes from the May 25, 2017 Meeting**

**Trustee Mason moved to approve the minutes from the May 25, 2017 meetings. Trustee Minty Morris seconded the motion. With all Trustees present voting aye, the motion passed unanimously.**

**3. Action Items - none**

**4. Discussion Items**

**4.1 Provost Presentation**

**Provost Kuleck gave an update covering the first three months of his appointment, including recent faculty hires and searches underway, faculty development and new**

technologies. He informed the committee one of his priorities is to increase the dialogue between administration and academics in the spirit of transparency and shared governance. He briefly discussed standing committees, faculty workload issues, and a new concept of creative works for faculty. There was discussion on the academic program review process, new program proposal process, and an update on the essential study model project including the financial impact and the junior year synthesis experience. He explained the seamless transfer model.

**Trustee Minty Morris** requested an explanation of the potential ROI and how it impacts student recruitment and investment. She would like our comparative advantages identified. **Trustee Peterson** asked for clarification on what level of items should be brought before the Committee and the Board and how processes were created. **Chair Brown** stated historically the committee and board were asked to review proposals at the last minute, consequently, the programs were not properly vetted, causing frustration. He asked that a calendar or schedule be created, working backward from when the first student cohort is to enter the program. He asked that programs have benchmarks set to assist in review and assessment. **Provost Kuleck** suggested contracting with outside entities for program review, and the need to request input from students.

#### 4.2 Textbook Cost Update

**Associate Professor Waterman** stated there is no central open resource repository and noted that courses should be flagged on our website if they are no- or low-cost. **VP Foley** reminded the committee that the bookstore offers reduced cost options including price matching (2,246 students/65% of the student body took advantage of this), text book rental (1,070 students/31%), and digital rental (167 students/5%). **Trustee Peterson** stated faculty are mindful of textbook costs for students and attempt to keep the costs low.

#### 4.3 Veteran Support Presentation

**VP Foley** stated there are 298 self-reporting veteran's or dependents of veterans; the breakdown is 118 admits at Klamath Falls, 119 at Wilsonville, 7 at Boeig, 4 at Chemeketa, and 50 online. She explained the difference between a program and a club and described the Student Veteran's Program. The program has a dedicated space with resources and is staffed with a Veteran Certifying Official; the area is available for other student events. The program members are involved with other events on campus such as the annual nerf-war game, and memorial day celebration, and involve and interact with other students.

#### 4.4 Integrated Student Health Center Presentation

**Director Maurer** made a presentation, stating the center is an auxiliary service funded by student fees. There is a center on the Klamath Falls campus and on the Wilsonville campus. The center in Klamath Falls acts similar to a primary care physician office and has a variety of employees to meet the physical and mental health needs. Various health activities are held throughout the year. She explained the mental health program and that there is no maximum number of sessions for a student. She shared results of the National College Health Assessment survey delivered last year, identified the types of students served and the retention rates of those students, detailed the counseling services and staffing changes over the years, listed obstacles to receiving care in the community, and the benefits of having counseling services on campus. When asked what would help, she said more space would be beneficial as staff has to shuffle depending on the student needs. The

discussion focused on summer coverage, option of tele-counseling, and addressing a student who might be a danger to others.

**5. Other Business/New Business - none**

**6. Adjournment**

**Trustee Mason moved to adjourn the meeting. Trustee Hill seconded. With all Trustees present voting aye, the meeting adjourned at 10:51am.**



**Meeting of the  
Oregon Tech Board of Trustees  
Academic Quality and Student Success Committee  
Room 402, Portland-Metro Campus in Wilsonville  
December 7, 2017  
Noon–2:00pm**

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**Academic Quality and Student Success Committee  
DRAFT MINUTES**

**Trustees Present:**

Jeremy Brown, Chair  
Kathleen Hill

Jill Mason  
Celia Núñez

Liam Perry  
Dan Peterson

**University Staff and Faculty Present:**

Erin Foley, VP Student Affairs/Dean of Students  
Josie Hudspeth, Associate Director Campus Life and Multicultural Student Services  
Jim Jones, CIO/AVP ITS  
Gary Kuleck, Provost/VP Academic Affairs  
LeAnn Maupin, Dean of College of HAS  
Brittany Miles, Director Government Relations and Industry Outreach  
Adria Paschal, Senior Executive Assistant to the President  
Di Saunders, AVP Communication and Public Affairs  
Greg Stewart, Interim Athletic Director/Women's Softball Coach  
Nellie Stewart, Executive Assistant Academic Affairs  
Christopher Syrnyk, Communications Professor, Director of Honors Program  
Erika Veth, Dean of Online Learning  
Suzette Yaezenko, Director of Human Resources

**1. Call to Order/Roll/Declaration of a Quorum**

**Chair Brown called the meeting to order at 12:02pm. The President's Senior Executive Assistant called roll and a quorum was declared.**

**2. Consent Agenda - none**

**3. Action Items – none**

**4. Discussion Items**

**4.1 Degree Approval Process Update**

**Provost Kuleck** explained the existing new-program/degree approval process and the desire to amend it. The current order of review has the Board making a recommendation to the provost's council; and the time from vetting to approval is between 12 and 24 months.

The proposed process would amend the order of review to have the Board make a recommendation directly to the HECC. He recommended communication occur early with the provost council and to request input from the Board prior to the internal vetting process. He acknowledged the need to increase the financial review/analysis and market analysis of proposed programs. The new process was proposed by the Oregon Council of Presidents and is proposed for use by all universities. Programs from a workforce objective will come from faculty and industry. **Chair Brown** recommended watching the market so it does not become flooded and consequently the possibility of salaries of graduates driven down. Concerns were raised that finances should not be the sole driver of whether to move a program forward and a timeframe needs to be identified by which a decision to move forward or not, is made. **Chair Brown** also recommended milestones be set if a program is approved so the program can be analyzed. **Provost Kuleck** would like to explore proposals off-line as much as possible before submitting a new program for review and to review all programs on a cycle.

#### 4.2 Proposed Degrees and Those Under Review

**Provost Kuleck** stated the only program under review is the Doctorate of Physical Therapy, however, there likely will be proposed undergraduate programs associated with the Cyber Defense Center. **Dean Maupin** stated we submitted a separate application to request a major substantive change, the authorization to offer a doctoral degree, is required for accreditation after HECC approval, but no known policy changes are required internally. Accreditation agency CAPFTE is another significant review of the program. **Provost Kuleck** stated we are seeking ABET accreditation of our Mechanical Engineering program at the Portland-Metro campus.

#### 4.3 International Student Offerings

**Associate Director Hudspeth** explained her duties and showed a PowerPoint presentation including information on where our international students are from, which campus they are at, preferred majors, credit hours, and how information is tracked in SEVIS (Student and Exchange Visitor Information System). She stated most are transfer students and stay approximately 3 years, and have an overall GPA of 3.1. She explained the support offered for international students at intake and throughout their time at the university. She stated there is also a new multicultural student position. **Chair Brown** voiced concern about the reliance on students from Saudi Arabia. He asked what the return on investment is to justify hiring an international recruiter. There was discussion about how many international students are on-line students.

#### 4.4 Honors Program

**Professor Symyk** explained the difference between honors bestowed on graduates, honor societies, honors colleges, and honors programs. He stated he would like to create an honor society (chapter of Phi Kappa Phi – interdisciplinary honors society) on campus as Oregon Tech is the only Oregon university that does not have a chapter. He said the Honors Program focus is on providing an educational experience that is broader, deeper, and more complex, where the learner is directed with variety of modalities for learning. He

explained the Honors Experiential Learning and Inquiry in Outdoor Settings, which occurs once a quarter. He highlighted Dean Larry Powers' efforts to start the Honors Program in 2012. The program is student driven and he would like this to be a granted degree rather than a certificate. A great deal of the program is outside of the classroom but if a bigger cohort existed there could be more specific honors courses.

#### 4.5 Athletics

**Interim Athletic Director Stewart** gave an overview of the athletic department outlining the 13 programs and conference. He highlighted the achievements of the programs and student athletes including athletic accomplishments, high GPAs, and retention and graduation rates. He walked through how the department is funded: general fund for travel and staffing, incidental student fees, and lottery funds. The department is trying to provide newer equipment to improve the facilities for students and athletes. Basketball is the only sport that is at the NAIA limit for scholarships. The remaining programs still have room for scholarships. A new athletic department webpage was launched this year, improving marketing. He explained that fundraising is a joint effort with the Foundation and the department. Student athletes are involved in community services including SMART reading and PE activity programs in grade schools.

#### 4.6 Clery Reports (Klamath Falls and Wilsonville)

**VP Foley** explained the history of the Clery Act, the increased reporting requirements, and the purpose: to address safety and security of students. She stated the university is working on data tracking, hiring a Title IX Coordinator, and increasing programs on prevention. She stated inspections of campus occur, almost annually, to look for safety issues on campus.

#### 4.7 Identification of Future Agenda Items

**Chair Brown** stated he will have individual conversations with committee members to identify agenda items summarize those conversations at the May meeting to outline future agendas.

#### 5. Other Business/New Business – none

#### 6. Adjournment

**The meeting was adjourned at 2:01pm.**





## Where did we start?

Fall 2012:  
584 students

One Student Services staff member

## How far have we come?

Fall 2017:  
803 students



- Associate Dean of Students
- Director of Career Services
  - Assistant Director Career Services (KF)
- Assistant Director of Academic Success
- Mental Health Counselor
- Disability Services Coordinator (not shown)
- Financial Aid/Admissions Counselor

## Student Services Charter

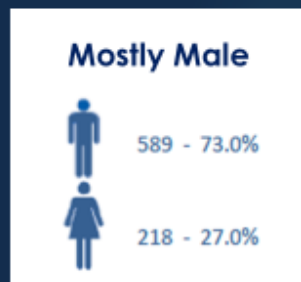
- ▶ Support academic, professional and personal student success through services and programs
- ▶ Remove barriers to student success
- ▶ Promote a sense of campus community

## Portland Metro Student Demographics

### Enrollment Status



### Gender

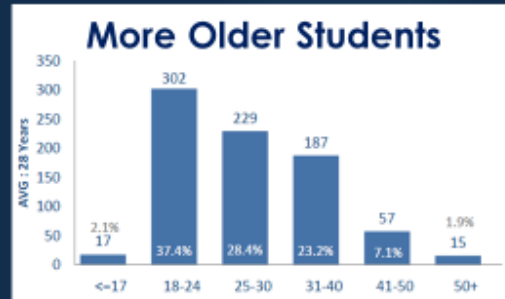


## Portland Metro Student Demographics

### Financial Aid



### Age Distribution

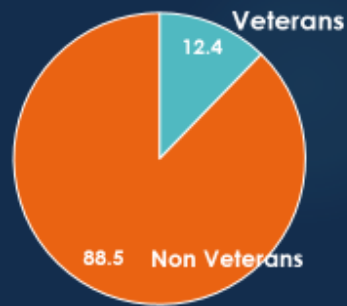


## Portland Metro Student Demographics

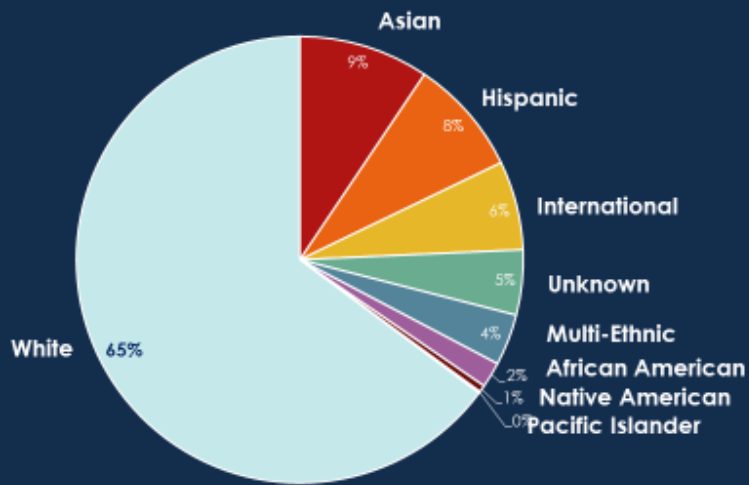
### Transfer Students

83%

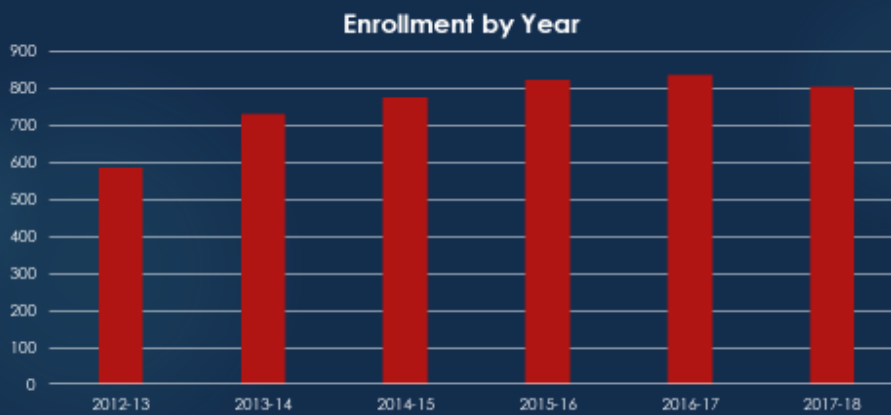
### Veteran Students



## Portland Metro Student Demographics



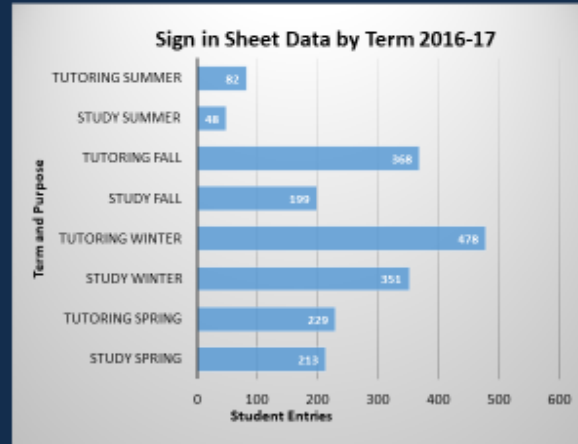
## Enrollment at Portland Metro



## Help when students need it: Peer Consulting Center

**FREE academic tutoring covering  
most subjects**

- ▶ Trained Student Peers provide tutoring for individuals and groups
- ▶ Evening and Saturday hours
- ▶ On-line and in-person tutoring available
- ▶ Appointments or walk-ins welcome



## Testing Center: Working for Students

**Quiet & Secure Testing Environment**

- ▶ Testing for online courses
- ▶ Make-up exams
- ▶ Accommodated Exams
- ▶ Distance Testing

**New Security Cameras**

**Online Scheduling/processing**



**Completed Exams**

- ▶ 13/14: 314      14/15: 586      15/16:681      16/17: 914

Career Services helps with...

**Resumes    Career Counseling**


**Interviewing    Cover Letters**

**Internship Search    Job Search**

**LinkedIn    Networking**

...and more!

**Our campus-wide results...**



**\$58,000\***  
MEDIAN SALARY

**97%\***  
EMPLOYED OR  
CONTINUING EDUCATION

\* 8 months after graduation | 3-year rolling average, 2015-2017

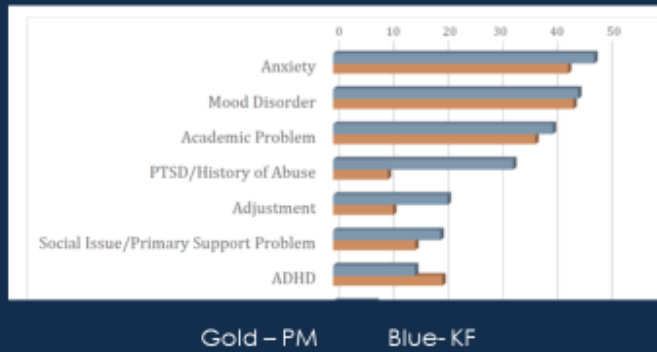
# Here for students: Mental Health Counseling

- ▶ Individual, couples & crisis counseling is available
- ▶ Morning, afternoon & evening appointments

## Usage Statistics by Year

	Clients	Sessions
14/15:	51	301
15/16:	50	334
16/17:	54	356

Most Common Mental Health Diagnoses by Campus



# Disability Services Welcomes Students!

Provides equal access to academic programs & other services

- ▶ Serve students with documented disabilities
- ▶ Exam accommodations
- ▶ Classroom & event accommodations



Academic Year	Staffing	Students Served
16-17	Part time staff	15 per term
17-18	Full time Staff	28 per term



## Campus Life: Promoting community engagement



### On Campus Programming

- ▶ Dinner Breaks
- ▶ Club Fair
- ▶ Dead Week Activities
- ▶ Student Awards
- ▶ Healthy Active Challenge



## Student Government/Clubs

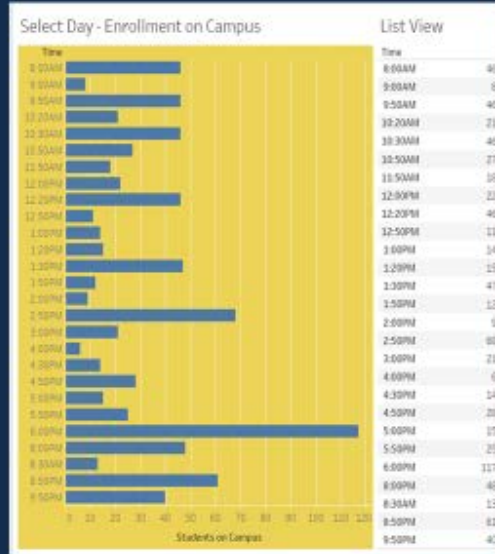
- ▶ Provide guidance, support and leadership training for student leaders
- ▶ ASOIT
  - ▶ Building campus community
  - ▶ Supporting 12 active clubs
  - ▶ Gathering valuable student feedback
  - ▶ Makes recommendation for student fees
  - ▶ Advocates for resources to improve student experience





# Student Experience

- ▶ PM Night Owls
- ▶ Course schedule is designed for working adult
- ▶ Students don't have time outside of class
- ▶ Career-focused



## Meeting the Needs of Portland Metro Students

Issues reported in Student Surveys

Student Issues/Barriers to Success	Action Items
<b>Student Spaces</b> - Lack of appealing/usable student community and study spaces.	3 major student spaces re-designed for comfort, utility and student appeal
<b>Food</b> - Lack of food on campus	Piloting We Deliver Eats for Lunch and Dinner Service/Food Pantry
<b>Student Engagement</b> with campus community and student services	Implemented plan for making better use of social media, online resources and evening dinner breaks
<b>Campus Access</b> on evenings and weekends	Looking into options for extended campus hours and more access to bookstore merchandise

## Meeting the Needs of Portland Metro Students

Issues reported in Student Surveys

Student Issues/Barriers to Success	Action Items
<b>Transfer Advising</b> for perspective students wanting to understand credit transfer & path to degree	Researching software and staffing options to meet this need
<b>Academic Advising</b> for students on probation or returning from suspension	Piloting an Academic Success program in an effort to retain students that are struggling
<b>Course schedule</b> is not aligned with student needs	Gather and share data with faculty and administration
<b>International and Veteran Students</b> are not being adequately served	Looking into staffing options to better serve these students

## Wrap Up/Questions

