
Academic Quality and Student Success Committee Minutes

Trustees Present:

Jeremy Brown, Chair	Phong Nguyen	Jill Mason
Kathleen Hill	Celia Núñez	Nagi Naganathan (<i>ex officio</i>)

Trustees Unable to Attend:

Kelley Minty

Other Trustees in Attendance:

John Davis

University Staff and Faculty Present in person:

Abdy Afjeh, Vice Provost-Research & Academic Affairs
Ken Fincher, Vice President University Advancement
Erin Foley, Vice President of Student Affairs & Dean of Students
David Groff, General Counsel & Interim Board Secretary
John Harman, Vice President Finance & Administration
Tom Keyser, Dean College of Engineering, Technology & Management
Michelle Meyer, Director of Audit & Compliance-Business Affairs
Joanna Mott, Provost & VP of Academic Affairs
Adria Paschal, Senior Executive Assistant to the President
Dan Peterson, Dean College of Health, Arts & Sciences
Lori Garrard, Executive Assistant to VP of University Advancement
Bryan Wada, Information Technology Consultant 2
Riley Ambrose, Oregon Tech
Caroline Doty, Associate Professor/MLS
MariaLynn Kessler, Professor/Department Chair of Humanities and Social Sciences
Desire Wooten, Assistant Director of Career Services
Anna Fowler, Employer Relations & Career Advisor, Career Services
Thomas Arce, Director of Student Involvement and Belonging/Interim Director of Career Services

1. Call to Order/Roll/Declaration of a Quorum, Chair Jeremy Brown

Chair Brown called the meeting to order at 2:35 pm. The Board Secretary called roll and a quorum was declared.

2. **Consent Agenda** *Chair: Jeremy Brown*

2.1 **Approve Minutes of the October 17, 2022 Meeting**

John Davis attended the meeting and would like it reflected that he was there. Minutes approved as submitted with the change noted.

3. **Reports**

3.1 **Provost's Report** *Provost and VP for Academic Affairs and Strategic Enrollment Joanna Mott*

Dr. Mott reviewed her PowerPoint presentation which addressed a correction needed in the date to 2023.

- The top priority for academic affairs is the upcoming seven-year report which is due March 1st and campus site visit from Northwest Commission on Colleges and Universities (NWCCU) for the reaccreditation review and site visit in the spring.
- Updated key performance indicator dashboards. It is not complete because the employee information and student to faculty ratio will not be available until April.
- Data comparisons were completed with other peer universities that is needed for the northwest report.
- Human resources data was also provided in the attachments regarding employee and applicant diversity.

Staffing

- **Dr. Mott** advised that Oregon Tech has a number of leadership positions open. Dean Keyser has accepted a new position and will be leaving Oregon Tech mid-March and there are searches for two department chairs in ETM that are pending. Dr. Mott states that 30 new faculty started in the fall of 2022. This fall there are approximately 30 faculty searches underway, at various stages. There have been some failed searches also.
- **Chair Davis** asked if there were any root causes for the failed searches. Dr. Mott said several pools did not have qualified applicants. Salary has been discussed to see if we can attract more qualified applicants. **Trustee Nguyen** advised that the pools are small, and they consist of not qualified applicants, international (visa) issues in some cases, competition from other universities and employers, and salary. **Trustee Núñez** asked if there was a plan to bring in candidates through targeted outreach and recruitment. **Dr. Mott** also added that staff positions are harder to fill. Internal movement creates shortness in other divisions.
- **Trustee Mason** asked how the positions are distributed among the different campuses. The majority is on the Klamath Falls campus. **Trustee Brown** asked about the faculty hiring and the data shared. 45% of the applicants identified as white in the applicant pool, but when we hire, we hire 88% white. He asked if there was something we could be doing to improve the yield with more diversity. **Dr. Mott** said that there are several candidates from underrepresented groups who also have many applications to other employers. Our location and demographics might not be perceived as friendly to some groups.
- **Chair Davis** noted that that it has been hard to fill position in the Portland Metro area. . It is hard to find skilled workers. **Dr Nagi** added that there is an RFP for a

national search firm to help us attract candidates for leadership positions. **Trustee Brown** advised that diversity in hiring is a good discussion for the future.

- **Dr. Mott** talked about tenure track versus non tenure track positions. In comparison, Oregon Tech has a higher percent of tenure/tenure track faculty to the other public universities. **Trustee Brown** advised that tenured faculty salaries are also higher, and it is a double-edged sword. **Chair Davis** pointed out that Oregon Tech is not just hiring visiting faculty or non-tenured and the data reflects that. **Trustee Brown** requested that the tenured track hiring be a future discussion as well.

New and Developing Academic Programs

- **Dr. Mott** stated that the ETM programs were evaluated for their accreditation in calendar year 2022. HAS programs are also going through the process. The \$5.5M special funding pool allocated by the legislature has been used for the expansion of rural health initiative, camera for MIT, DPT program development, ABA, and cybersecurity.
- **Dr. Mott** stated the Boeing collaboration lab is ready for launch and the first project is scheduled for March and it is real world experiences for our students on actual Boeing projects. Boivin is being renovated and is on track. DPT requires space for the faculty to do research and they have identified the Dow basement for research. The Big ABA clinic is also in dire need of a new location. **Chair Davis** noted the important contribution of Oregon Tech to the workforce. He noted that the Boeing partnership is amazing and encouraged the university to find more collaborations.
- **Dr. Mott** advised that OREC was recognized and named as a semifinalist in American Made Solar Prize. Faculty also had several publications. HAS also had several faculty publishing and presenting at conferences. We also had students and programs who were also recognized. **Trustee Brown** asked if we can also track citations for faculty.
- The Honors Program and National scholarships Director Christopher Syrynk was appointed to Board of Directors for the National Collegiate Honors Council. Honors programs enrollment is 8% higher this year.
- **Dr. Mott** added that our Office of the Registrar deserves recognition. Our Registrar has done a lot of work on the HECC transfer council common course numbering initiative. The faculty senate made requests to start an automatic wait list system and the Registrar is getting that ready to implement this in fall 2023. Faculty senate also requested that we modify summer schedule which is being done.
- **Chair Davis** asked about the impact about renumbering courses and the significance. **Dr. Mott** explained the courses need to have common course outcomes. Courses will be required to be accepted with the certain numbering (Z) as credits.
- **Trustee Brown** asked about the automatic wait list and if there is a way to have a shadow section. **Dr. Mott** stated that HAS has been doing that and agreed that we need to do more of it to accommodate students. It is for when a course selection is full and if a student drops, the next student on the list will be automatically

contacted. Dr. Mott advised that effort is underway to rebuild schedules based on student needs instead of just rolling over the previous year schedules automatically. Chair Brown said that it is very important to alleviate the issue of students not being able to take required courses.

- **Dr. Mott** advised, as part of a pilot program, the financial aid office is getting financial aid information out to students earlier. Education partnerships and outreach (EPO) is reaching out to the schools in the Klamath County with more success.
- **Dr. Mott** stated the expansion of MESA to the Klamath County area is progressing well. Dual credit enrollment has increased both for the fall and winter quarters. Unfortunately, the Assistant Director at Klamath Falls resigned and the first search to fill the position failed. However, our efforts are continuing with the remaining staff.
- **Dr. Mott** shared that advising and retention is working closely with departments and faculty. **Trustee Brown** stated that he had spoken to friends in New York that they have a program in high schools that does not teach general education classes and their retention is about 85%. Dr. Mott talked about Klamath County school officials came to Oregon Tech for a visit and that Klamath County school district is on board for getting more students to Oregon Tech.

3.2 Student Affairs *VP Erin Foley*

Dr. Foley recognized efforts of her team.

- Dr. Foley reported that our student athletes are excelling in sports and in the classroom.
- She advised that campus safety has had some extra challenges to deal with because of the death of two students on campus.
- Dr. Foley advised that the college union has some aging issues for facilities.
- The Winter Wings is being diligently planned which brings in visitors from all over the state.
- Disability services is serving 278 students and being innovative with electronic versions of their materials.
- Housing and Residence Life has good retention with a 3.3% attrition, which is the best in a decade. Housing actively supports students with more than just a roof over their heads and actively supports student success. **Trustee Brown** asked if we know what keeps the students in housing other than just the need for housing. **Dr. Foley** advised that there has been a survey, but they do not have the results yet. The timing of the new housing project is very important.
- Student Health has been working with the mental health and welfare of our students. Anxiety and depression are on the rise especially since the pandemic. Counseling staff is instrumental in helping campus managing grief.
- International student numbers are down slightly.
- Portland Metro is working hard on bringing life to campus with events and increase in participation.
- Resilience, Emergency Management and Safety have been working on creating strategies.

- Student Involvement and Belonging (SIB) has several new clubs that want to participate on campus and there was a week of service last week creating food and/or hygiene kits for community organizations with need.
- Veterans Affairs opened a larger space on the Portland Metro campus.
- Dr. Foley advised they are struggling to fill positions within their department including a few director positions.
- **Trustee Hill** inquired about the student deaths on campus. Dr. Foley advised they were chronic medical issues and there is not a safety issue on campus. **Chair Davis** commended the administration for letting him know right away and he is organizing flowers and cards to be sent to the families of the students and the staff member who passed away.

4. Action Items

4.1 Academic Master Plan *Dr. Mott*

- **Dr. Mott** advised that the academic master plan is moving forward and was started in January 2022. It will align with the institutional strategic plan. **Trustee Brown** stated that this is a significant undertaking by the academic side of the house because it really sets out the intention for the academic side of Oregon Tech for the next five years. It is important for the board to be behind this and to be able to articulate this. The reason it is an action item today is for a vote to approve the academic master plan. If it goes forward, it will go before the full board tomorrow.
- **Dr. Mott** stated the mission and vision was presented to the board in April 2022 and shared across campus in spring of 2022. It was submitted to the board at the July retreat and comments were addressed. It was presented at convocation and final comments were incorporated and the plan was posted on the website in the fall of 2022. **Dean Peterson** advised that there was good representation across the academic community for input and collaboration.
- The charges were to develop academic vision and mission statements for Oregon Tech, form a plan for fiscally sustainable growth, outline initiative to increase enrollment, retention, graduation rates, and to develop a path for progress in entrepreneurial and collaborative initiatives. Dr. Mott advised that each charge has a preamble and goals and subgoals. Dr. Mott provided an example charge from the master plan.
- **Trustee Brown** addressed his concern that we will need a “gate keeper” to be able to review what is relevant to our university, either adding or getting rid of programs. Trustee Brown asked that we develop a process to review the relevance of new programs for review after a few years after implication. Trustee Brown would like the academic plan to reflect the interests of industries and required skills. Dr. Mott said she would include those in the resources.
- Dr. Mott provided an example of enrollment and student success focus. Trustee Brown talked about creating an innovative first year experience for all students and how it increases retention by creating student interest and excitement. Trustee Nguyen supported Trustee Brown’s statement.
- **Chair Davis** requested Dean Peterson to talk about the process and next steps. Dean Peterson stated we need to look at the metrics to be able to execute the plan. He advised that it would help create a stronger plan for all departments. He said logistically they will get there and encouraged the board to adopt the master plan.

- **Trustee Hill** asked about areas of resistance or if people are ready for the change and Dean Peterson said that there might be some challenges, but this is an opportunity to move the university forward. He worries that there might be some faculty who are not ready to do more research but knows others will be excited. An academic master plan will give direction and promote excitement. Dean Peterson feels there will not be too much friction and for the plan to get implemented and followed through.
- **Trustee Brown** asked what two or three programs do we have now that have national recognition or have the potential for national recognition and how to get people to buy into it. Dr. Mott advised that there are several programs they have discussed and she is not envisioning a slew of new programs.
- **Trustee Brown noted the importance of a 20 second elevator pitch for the Academic Master Plan.**

Action Item: Motion to approve the academic master plan for Oregon Tech to be brought to the consent agenda of the full board.

Moved Trustee Mason

Second Trustee Núñez

With all trustees present voting aye, the motion passed unanimously.

5. Discussion Items

5.1 Update in New Programs Dr. *Joanna Mott*

- Dr. Mott shared her presentation with the board and advised their early notice disseminations were submitted to statewide Provost Council in fall 2022. The programs are MS Dental Therapy, MS Natural Resources, MS Biomedical Sciences and BS Respiratory Care (new location – PM).
- The Doctor of Physical Therapy program is preparing for an oral hearing in April, and they are interviewing student applications for the cohort.
- MLS program is planning start an online completion program.
- Dr. Mott stated they are putting in early notice for new locations for three MMET degrees and a CSET degree for a new location approval in Medford.
- There is an internal review in progress for MS mechanical engineering program, MS Natural Resources and MS Bio-health science degrees and graduate certification in Population Health Innovation.
- Dr. Mott advised that dental therapy is still under discussion and respiratory care at Portland Metro is under discussion with OHSU.
- **Trustee Brown** asked about a transitional doctorate of physical therapy and said he had heard it a program that is becoming popular and only requires a certificate. He requested Dr. Mott to look into the possibility for details on that kind of program.
- **Trustee Brown** commented about online students versus face-to-face students and if we are starting an online degree with a program we already have as face to face. Dean Keyser gave an example of Geomatics students who are able to practice the profession while also taking classes online to get a degree.

- **Caroline Doty** stated that the online degree program is to help with the rural clinical sites as it is geared towards people who already have an associate's degree and are currently working in the field.
- **Trustee Brown** stated that sometimes when you have a degree completion program, the general education requirements are more expansive than a two-year degree program. **Caroline Doty** advised that the general education requirements must be completed prior to applying to the program.

5.2 Oregon Tech Career Services Update *Interim Director Thomas Arce, Assistant Director Desire Wooten, Employer Relations, and Career Advisor Anna Fowler*

- **Thomas Arce** shared about the restructure of Career Services and how they are marketing it in alignment with the strategic plan.
- **Trustee Brown** pointed out how amazing the salary comparisons for Oregon Tech students in comparison to other Oregon universities and this should be our biggest marketing point for people to invest in Oregon Tech.
- **Trustee Nguyen** asked if **Thomas Arce** had the data on which employer provides the highest salary for our graduating seniors. **Dr. Foley** advised that there is data on the web site regarding hiring agencies and salary averages.
- **Desire Wooten** talked about Handshake which is a platform for posting student jobs and other registrations for events. **Dr. Naganathan** asked if there were other competing platforms. **Desire Wooten** said Handshake is the dominant platform.
- **Desire Wooten** said that they make student appointments and walk them through resume, applications, interviewing, career exploration and development and internship/job search processes. **Trustee Brown** asked if this was student initiating contact with the Career Services team and if Oregon Tech requires students to contact them. **Desire Wooten** said that it is not built into the curriculum, but they have expanded outreach to students.
- **Desire Wooten** talked about career events that are offered on campus. The events include student events, academic events, and employer events.
- **Thomas Arce** talked about career development and advised they are partnering with deans and department heads.
- **Anna Fowler** talked about employer relationships. When students use Handshake, each job posting has been approved by Career Services and are only applicable to Oregon Tech students.
- **Trustee Brown** asked about career services to Oregon Tech alumni and if they have access to Handshake job postings. **Anna Fowler** advised that alumni have access to all the resources. She also stated that the career fairs are not just focused on graduating seniors. They encourage all students to participate for experience.
- **Thomas Arce** shared that they are specializing some career fair events to focus on certain majors and departments. They obtained feedback from students and are catering to more of their needs and requests to include locations of the career fair events and which employers are being invited.
- **Trustee Núñez** asked about students who have not found a good job match and are job hopping and if Career services addresses that issue. **Desire Wooten** said she asks students on a one-on-one basis what they are looking for and what work culture they seek. **Wooten** said they attempt to prep students on what to expect.

- **Trustee Brown** asked if there is a career faculty advisor for the students. **Dean Keyser** said each advisor should be discussing that with their students. Trustee Brown feels that Career Services should have a specific person in their department for students to reach out.
- **Thomas Arce** talked about sustaining partnerships with employers in Southern Oregon.
- Department and staffing and future visions for Career Services were discussed.
- **Dr. Naganathan** asked about students interviewing virtually and how Career Services are assisting them at being successful in that process. **Desire Wooten** explained about the platform they use and how they coach students to be successful.
- **Trustee Brown** recommended that Career Services offer a tool for students to get into graduate schools. Desire Wooten said they do not track that information and it is a service that they could offer, and it would be a good recruiting tool.
- **Trustee Wichmann** talked about the MECOP experience that allows interaction for students as they are treated like a fulltime employee.

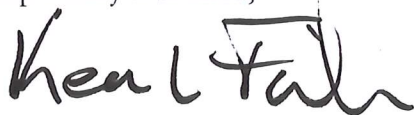
6. **Other Business/New Business** – *Chair Jeremy Brown*

None

7. **Adjournment**

Adjournment: 5:17 pm

Respectfully submitted,



Dr. Ken Fincher

Vice President University Advancement & Interim Board Secretary