Minutes
The Faculty Senate met on October 1st 2024, in the Mount McLoughlin Meeting Room of the College Union (Klamath Falls campus) and via Zoom for Portland-Metro faculty and others attending remotely.

Attendance/Quorum
Before taking roll, I noted that this was our first meeting using Teams instead of Zoom. I explained that I made this change based on a recommendation from ITS, and that if anyone had any input on the change (positive or negative) they should contact me directly. I also explained that Teams begins the video recording when the meeting starts, so once an attendee has joined the meeting remotely or entered the conference room, they are being recorded. After making everyone aware of this, I proceeded as usual with the roll call.

President Yuehai Yang called the meeting to order at 6:00pm. All Senators or alternates were in attendance.

Approval of Minutes
Yuehai asked if anyone had any comments on or corrections to the September Open Meeting minutes. There were none. He called a vote to approve those minutes and it passed unanimously.

Following the minutes, Yuehai announced that Jennifer Wilson was in attendance to talk to the Senate about faculty safety (psychological safety, not physical safety). Ken Usher made a motion to move her to the top of the agenda, Christy VanRooyen seconded. The vote pass unanimously.

Open Floor
Jennifer Wilson
- Jennifer started off by introducing herself as the Executive Director for Diversity, Inclusion, and Cultural Engagement (DICE) *and* the Title IX coordinator at Oregon Tech. In these positions, Jennifer explained, she often gets reports and concerns regarding psychological safety, and so she was asked to come to Senate to explain the existing process and policies around safety issues. She also offered to answer questions if/when people have them.
- Jennifer went on to explain that we have several policies on campus to protect from harassment and discrimination, and that those are the types of things that her department covers. She wanted to discuss 1) the division of labor when it comes to keeping the campus safe, and 2) what resources and policies exist to help faculty. Jennifer said that the DICE side of her office wasn't originally designed to address equity claims directly, but instead to close equity gaps and to promote equity on campus. Now, though, they *are* participating in addressing equity claims because of Oregon Tech being short-staffed and many people having to do multiple jobs. The DICE office now handles all discrimination and discriminatory claims, and nondiscriminatory harassment.
- Jennifer continued, explaining that there are a few policies that help faculty: an anti-discrimination policy, an anti-discriminatory harassment policy (which extends to nondiscriminatory harassment as well). This policy reflects the reality that anyone can be harassed, not just members of protected classes. Claims that fall into these categories are handled by the DICE office through Process B, which Jennifer described as "the investigative process."
- When it comes to Process B, Jennifer stressed that everyone involved in a claim has established rights. The people who make claims have rights (such as the right to have their claim taken seriously, the right to have the university look into their claim in an unbiased way, they have the right to an outcome, a right to a timely resolution. The respondents (those accused by a claimant) also have rights (such as the right to be notified of what they're accused of, of who they're being accused by, of how the institution plans to carry out the investigation, and to representation. Claimants also have the right to look at all of the evidence and to respond to all of the evidence, as well as to defend themselves throughout the process. The claims process is iterative, and very open, and everyone on each side of a claim has established rights.

- Jennifer next clarified that the only unilateral decision she makes through this investigative process is whether there's going to be a formal investigation or not. On all other decisions, lots of different parties collaborate and collectively come to conclusions. Examples of these decisions that Jennifer gave include decisions regarding discipline, the claims process, and so on.
- Jennifer said that she hopes that the investigative process provides faculty with a sense of psychological safety, with a feeling that they can safely engage in the process and receive fair consideration, if they feel they've been discriminated against.
- When it comes to the Title IX side of things, Jennifer explained, it is "a whole other beast," as that process is set more in stone at the federal level, and our university simply enforces the federal statute. In short, neither Oregon Tech at large or Jennifer in particular have as much of say in how this process plays out. Her role in these cases is to just help both involved parties "walk through" the process.
- To clarify further, Jennifer said that if your complaint is not about discriminatory harassment, non-discriminatory harassment, or sexual discrimination, sexual misconduct, or gender inequity (anything that falls under Title IX), there may be other offices that are better equipped to help you resolve your issue, including Campus Safety. All threats made on campus, for example, should be reported immediately to Campus Safety. If you overhear something concerning among students, you can address those concerns by contacting the Dean of Students. You can fill out an incident report, and it will be handled through the student conduct system. If there's a concern about faculty or staff behavior that isn't "imminent," send it to HR or Faculty Relations.
- Jennifer then offered to answer any questions people had.
  - Vanessa Bennett asked if Jennifer could talk her through the Title IX process for faculty who have reports brought against them.
    - Jennifer said that when she gets a Title IX claim, the first thing she does is check and decide if it's *actually* a Title IX violation. It might be a Process A or Process B violation, and that determination needs to be made first. Sexual violence is immediately a Process A problem, as is stalking, dating or gender-based violence, and sexual harassment that is "severe, pervasive *and* objectively offensive" (before 8/1/24) or sexual harassment that is "severe, pervasive *or* objectively offensive" (after 8/1/24) is Process A. The Processes A and B are similar up to a point (you get notified, you get told what Process the claim will be adjudicated through, you get told who has made the claim and what the claim is about, and you get a Process advisor) but at the end, in Process B, the decision is made alone by a panel of decision-makers and the "sentence" is handed down. When a Process A investigation is over, in comparison, a panel meets live (like a court would) and holds a hearing, and a verdict is reached during that hearing.
      - Vanessa then asked, basically, what the "or" that's been changed since August 1st means. Jennifer explained that this deals with "SPOO" ("severe, pervasive, and objectively offensive"). A claim used to need to "be" all of these things to qualify as harassment (the "and" in the legal language). Now, it's an "or," so it only needs to meet *one* of the SPOO qualities to qualify as harassment.
  - Vanessa then asked who generates a notice of allegations.
    - Jennifer explained that she generates those notices based on the reports she receives from claimants. The claimant is required to submit a written report, and then she builds the notice of allegations based on what she reads in that report.
  - Vanessa asked if, hypothetically, she was accused of something, when would she be able to present "her side" as part of the investigation.
    - Jennifer said that she either takes the respondent's (the accused) side of the story during an intake meeting *or* as a written report, depending on the respondent's preference.
  - Cristina Negoita then asked Jennifer how the three people who form the panel during Process B investigations are chosen.

- Jennifer responded by saying that anyone who has been formally trained to take this role can be chosen: here at Oregon Tech we currently have trained staff, trained students, and, additionally, a third-party service that provides trained people. The three-person panels are made out of these groups. The hearing committees (for Process A) are also formed the same way.
- Cristina then asked if respondents in a Process A hearing have the right to legal representation.
  - Jennifer said "absolutely." She clarified that in some cases it can get "a little sticky," though, because if the university provides representation for one side, it might also be required to provide representation to the other side as well. The live hearing process is changing: for claims taking place after August 1st, the live hearing process will be different. The implication here is that this change will address Cristina's concern, but how it would do so was left unclear.
- Riley Richards asked how the three members of a panel (Process B) or hearing committee (Process A) are picked from the pool(s) they come from.
  - Jennifer says she tries to choose a cosmopolitan group, then all parties involved are asked to make sure that there are no conflicts of interest, and if everything checks out, then the panel or hearing convenes as-is. If changes need to be made due to conflicts of interest, those changes are made.
- Christy VanRooyen asked if, hypothetically, there was an ongoing investigation regarding harassment that also involved the police (i.e., there was a criminal element to the claim(s)), do the two investigations (both Campus Safety and police) happen concurrently?
  - Jennifer said yes, they do.
- Vanessa said that faculty can report to HR if there's a sexual harassment issue, then asked if they also report such an issue to Title IX?
  - Jennifer said yes.
- Vanessa asked: if a report to HR contains a complaint about a Title IX violation, is HR required to forward that complaint to the Title IX Office?
  - Jennifer said yes. She explained further how each of the potentially-involved campus groups coordinate to make sure that all claims go to the office(s) they're meant to go to, and otherwise work to stay out of each others' way so claims can be resolved efficiently and effectively.
- Vanessa next asked Jennifer if she decides a claim doesn't need to go forward, then is it dead in the water?
  - Jennifer responded that yes, she unilaterally decides (based on established criteria) whether claims go forward into an investigative process or not.
- Vanessa also asked about the possibility of an investigation getting rerouted if the claim turns out to be less serious than initially believed: is this something that happens?
  - Jennifer said that yes, this happens often. Of the seventy-three claims made last year, she said, only six of them ended up in investigations. Many claims that are made eventually get reduced and are dealt with satisfactorily without a formal Process A or Process B investigation.
- Riley asked: if a claim is "a SPOO thing" will it always go to Jennifer?
  - Jennifer said yes.
- Riley asked: if it's an employee-to-employee issue, it would go to HR?
  - Jennifer said yes to this as well, except for when that employee-to-employee issue is something that would fall under Title IX or would be discriminatory, in which case it would end up under investigation within her office(s).
- Riley then asked how the process works for staff/faculty complaints against students.
  - Jennifer explained that the process is the same as the process for student complaints against staff/faculty. There is no differential or preferential treatment regardless of who files a complaint and who has a complaint filed about them.
- Riley also asked about who has jurisdiction over issues that take place off-campus.

- Jennifer said this can be "really muddy." She can have jurisdiction regarding off-campus events *if* they end up on campus eventually. Otherwise, no. She could, for example, support a student who was assaulted by someone who came onto to campus to commit a crime against the student, but she couldn't affect the person who came from off-campus.
    - Riley asked about a hypothetical example where both people involved know each other from campus but the incident happens off campus: who would have jurisdiction?
        - Jennifer said she could have limited jurisdiction if that incident "spills over" onto campus, otherwise no.
- Riley asked about claims regarding "anonymous harassment": for example, if a student anonymously leaves a harassing comment on a teaching evaluation against a faculty member, can they be held accountable?
    - Jennifer said they can be held accountable to some degree. The comments could be reported, but as they're anonymous, there's also only so much that can be done. She said that ten of the complaints her office(s) took last year were based on anonymous comments. She said these are useful even if they can't be directly investigated because it lets her know what's going on on campus.
        - Cristina pointed out that a potential extra issue arises when harassing students are not only leaving anonymous comments, but also contributing to tanking your student evaluation scores by giving you negative numerical reviews.
            - Jennifer agreed that this can be a real issue, but said again that there's little that can be done by her office when the reviews are anonymous.
- Matt Schnackenberg asked about where we stand compared to other universities when it comes to the amount of Title IX claims her office(s) field per year.
    - Jennifer said that we have fewer claims than most universities, actually, and she attributes some of that to the fact that we don't have a football program and we aren't a "party school." She said she turned in a Title IX report just today and that it looked really good and made our campus appear safe to prospective students.
- Yuehai asked about Oregon Tech's outline for Process B, in the context of examples provided by other universities of Process B-based violations (which he shared briefly on-screen). He was curious about what he perceived as differences between our "version" of the process and others' "versions."
    - Jennifer asked him, before considering the examples, if the documents Yuehai was shared were written before or after the new regulations were introduced on August 1st.
        - Yuehai's response to this was unclear.
- Yuehai then asked what other examples we have of claims that would warrant an investigation. In particular, he said, he was curious about retaliation.
    - Jennifer said that Title IX only covers retaliation when it's retaliation *within* the context of an existing Title IX process. Other retaliation in other contexts wouldn't be covered under Title IX.
- Yuehai next asked if, hypothetically, he could be brought under investigation by two female students who got bad grades and then claimed that it was because they were women.
    - Jennifer gave some examples of questions that she might proceed to consider before deciding whether or not that kind of claim warrants an investigation. It would boil down to her trying to determine if, on a broader scale, Yuehai was discriminating against women in his classroom(s). If there seemed to be some evidence of that, the claim might result in an investigation. If not, it would not.
- Yuehai asked if under Process B, both sides are consulted during investigations.
    - Jennifer said yes.

- Vanessa asked if Jennifer typically gathers evidence initially when a claim is made.
  - Jennifer said no: usually, the investigator will gather evidence first, though occasionally she gets *some* evidence through intake interviews.
    - Vanessa asked for clarification: this is after you (Jennifer) decide the claim warrants investigation?
      - Jennifer said yes. First, she makes the decision regarding whether or not there will be a "little-i" investigation. When investigators carry out the "big-i" Investigation, she isn't directly involved in that.
  - Yuehai shared a process example from San Jose State, to again raise the question of how our process works compared to other universities. He explained that we don't have a university ombudsman due to budget issues, but wondered if our investigatory process is harsher than some of these other universities'.
    - Jennifer explained that people tend to find stricter, more formal processes more trustworthy, but when it's possible to resolve a claim informally, she tries to do so when it's appropriate. Being able to do so also saves her office(s) work and allows them to resolve issues more quickly.
- Yuehai thanked Jennifer for her time.

Reports of the Officers
Report of the President — Yuehai Yang
- Yuehai wanted to start his report by holding a vote on the SenEx slate for the year.
  - He mentioned that he will try to identify a Portland-Metro campus (or other campus) representative to include on the slate for next year's SenEx.
  - Yuehai presented the proposed SenEx slate:
    - Himself as Senate President
    - Ashton Greer as Senate Vice President
    - Myself as Senate Secretary
    - Vanessa Bennett and Dibyajyoti Deb as At-Large members
  - Matt moved to vote to approve this slate, and Vicki Crooks seconded.
    - The slate was unanimously approved.
- Next, Yuehai reported that he had talked to Sandi Hanan about the stay survey results, and he provided those on-screen. He also briefly discussed the results of the survey that he sent around to Senators during the September Open Session meeting.
  - The relevant slides can be found on **pages 32 through 36 of the November 2025 Senate Packet**.
- He said that he has met with most of our Klamath Falls Senators already here on-campus, and he has also met with Chitra Venugopal online. He hopes to reach out to more of our Senators in the coming weeks to gather ideas, suggestions, and concerns from everywhere.
- Yuehai also reported that he met with Dean Alp to discuss some ways to interpret and respond to the data from the two surveys. Psychological safety is part of faculty retention, as is pay, of course. Yuehai hopes we can all work together to better address some of these concerns throughout this year.
- In the spirit of increasing faculty involvement and addressing some of these concerns directly, Yuehai encouraged every Senator to participate in at least one Senate committee.
  - He also encouraged Senators to gather concerns and suggestions from "local hallway" faculty that they might already know.
- Yuehai reported that Dr. Nagi will meet monthly with the Senate President (and potentially other Senators) going forward, and that he also plans to attend our next Senate meeting in November.
- Questions?

- o Riley asked if there's a chance that HR could come to a Senate meeting to discuss any actions they and/or we might take to address issues raised by the stay survey.
  - ▪ Yuehai explained that Sandi is off-campus right now, but wants to meet with Senate in the future once she's available.

Report of the Vice President — Ashton Greer
- Academic Council had a special meeting last week on 9/26. There were four business items that were discussed:
  - o Advisor-in-major changes: The Advisor Coordinator menu will be disappearing from TechWeb. There was a suggestion that the power to change approve student advisor and major changes might be given directly to students, but ultimately chairs are keeping those powers.
  - o The APE/FOP timeline: the DocuSign forms will be assigned at the end of winter term, and be due during spring term. There will be more emphasis in the future on getting people to submit their APEs on time this year, because otherwise people can't get promoted without their APEs having been given merit scores and signed. New faculty were told to work with department chairs to submit their FOPs by the end of the second week of fall term.
  - o The Faculty Evaluation Policy: this policy is out of compliance and not in line with OIT-20-040. The Provost' Office has reviewed the policy in light of this and have submitted suggested changes to Academic Council. They want feedback by the end of next week so that it can be presented to Faculty Senate at the November meeting.
  - o Workload: the new Provost workload guidelines are up on the website. They discussed the Faculty Involvement Factor (FIF), which works as a workload multiplier and is negotiated between faculty members and their chairs so that workload can be established and standardized before week four.
    - ▪ They're going to return to this at the end of the term to see how ended up working and then make changes as necessary.
- Questions?
  - o Vanessa asked if it was correct that the FIF needs to be calculated before week four of each term.
    - ▪ Beverly McCreary answered that it actually *after* week four, because week four is when the census data is finalized. The conversation, then, needs to happen during weeks four and five, because everyone's situation is going to be different. They want everything figured out and done by mid-term so that predictions about what future quarters will look like will be as accurate as possible.
  - o David Hammond asked if Ashton felt that chairs are happy with the FIF system, or if they don't think it's going to help with workload issues.
    - ▪ Ashton said that she can't provide much of an answer to that question yet because much of the discussion the group had was centered more on particular examples and not the broader implications of the policy.
  - o Ken asked a question about the promotion policy: when is the revised version of the policy meant to be implemented?
    - ▪ Ashton deferred to Beverly on this, and Beverly said that last time there were revisions necessary, it went to department chairs first, then to Faculty Senate and then to the Faculty Policy committee.
      - Ken said that this makes sense and that he is reassured by Beverly's answer.

Reports of the ASOIT Delegates
Report of the Klamath Falls Delegate
- Yuehai explained that we still need to reach out to ASOIT to get this year's delegates to begin attending Senate meetings. For this reason, there is no report this month.

Report of the Portland-Metro Delegate

- No report, for the reason explained above.

Report of the Administrative Council Delegate — Carl Agriofolio
- Carl reported that Admin Council hasn't met again since their initial Convocation meeting. That initial meeting was a sort of introduction that discussed the purpose of Admin Council.
- The Council also introduced a survey to get input on what issues it should focus on this year, and he expects to have results from that evaluation next meeting.
- Carl is Admin Council's representative to Faculty Senate this year, and Gaylyn Maurer is the Council's chair.
- This month's Unclassified Staff Kudos Award winner was Scott Adams.
- Admin Council had a summer retreat, and discussed revisions to their bylaws and charter there. They also discussed their budget and their goals for the coming year. Carl reiterated that the Admin Council's bylaws request that a representative from Senate attend their meetings and offered to accommodate such a representative in the future if we designate one.
- Admin Council's next meeting will occur later this month.
- Yuehai encouraged any Senators who are interested to reach out to Carl if they want to join Admin Council as the Senate representative.
    - Andria Fultz volunteered to fill that position.

Reports of the Standing Committees
Faculty Policy Committee — Ken Usher/Matt Schnackenberg
- Ken explained that the committee doesn't have any new charges yet, but that they still have some "leftover" charges from last year, so they have a rough idea of what they'll be looking at, at least in the fall term: things like tenure review, post-tenure review, and the faculty evaluation policy.
- Ken said that he wants to get broader representation from faculty on this committee this year, to "do better" on this than last year. It's important to have people from different ranks and from different campuses, colleges, etc. so various viewpoints are represented.
- Yuehai once again reiterated his desire to have Senators volunteer for work they want to do, and pointed out that we'll do better work if we volunteer for things that we're interested in. Ken agreed, and encouraged Senators to make him aware of non-Senator faculty (especially new faculty) who might be interested in participating.
- Ken asked when Senate committee charges might be coming. Yuehai said to start working on leftover charges from last year and to send ideas for new charges to SenEx.

Academic Standards Committee — Christy VanRooyen
- Christy said that the committee hasn't met yet, since there aren't any charges to discuss.
- She then asked for input from Senators on things that Standards might want to explore as charges this year.

Diversity, Equity, and Inclusion (DEI) Committee — Chitra Venugopal
- Feng Shi was in attendance as Chitra's alternate, and said that there was no report.

Reports of Special or Ad Hoc Committees
Ad Hoc Student Evaluations Committee – Vicki Crooks
- Vicki asked for volunteers for the committee if anyone is interested in helping out.
- She then said that she sees student evaluations as an issue that touches everything we've already talked about tonight, and so it's something that's important for us to keep developing our thinking on.
- Questions?
    - Krista Beatty asked about the reports that this committee turned in at the end of the 2022-2023 academic year: has anything new been done on that front over the last year?

- - - Vicki explained that two then-committee-members went on sabbatical starting in June 2023 and that she herself spent much of the ensuing year away on Family Medical Leave, so not much has happened on this front over the last year.
    - Linus Yu weighed in to say that our existing Faculty Evaluation Policy mentions "CampusLabs" specifically, so we have to maintain our contract with that group until or unless the policy changes. This will be something that Senate will have to discuss this year.
    - Linus also said that there are going to be trainings on how to use CampusLabs coming up soon on November 19th, from 2pm-3pm.
      - After this training, Linus wants to talk to faculty more broadly about where we should go based on the information we receive from the company.
  - Vanessa pointed out the depth of research in the reports previously turned in by the ad hoc committee. She asked what happened after those reports were submitted.
    - Vicki explained that the Senate voted at the end of AY 2022-2023 to support a pilot program, but then nothing went forward from there.
  - Riley suggested that the Faculty Policy Committee look into creating a new evaluation-related policy, to which Ken responded that he thinks we should run the previously-approved pilot program and gather data on its efficacy before trying to write any policy.
    - Vicki pointed out that one of the other complications when it comes to implementing (or at least testing) some of the recommendations those previous reports made is that the administration is the only body that has the power to actually make a pilot program happen. Faculty aren't empowered to make this happen on our own.
      - Riley offered to change his wording of a potential charge to the Faculty Policy Committee to "review and revise as necessary" the existing faculty evaluation policy.
        - Matt then pointed out how they have made small changes to policies in the past to do things like remove specific references to specific platforms (like not mentioning "DocuSign" specifically in the evaluation policy) and have been able to make such changes as "friendly amendments."
          - Ken agreed, but wants to see a pilot program run ahead of making any bigger changes to the evaluation policy.
  - Riley asked how long the CampusLabs contract would be for, if we chose to renew.
    - Linus said that the previous contract was five years, and agreed that removing specific platform names from the current policy would be a good idea.
    - He also pointed out that in the past we have only occasionally reviewed tenured faculty because it was cheaper and saved paper; now that the evaluations aren't done on paper anymore, there's no reason to try to save money this way.
      - Linus seemed to be implying here that we're going to start making tenured faculty be evaluated every term.
  - Cristina asked about the cost of CampusLabs, and Linus said that it currently costs us about 20K per year.
  - Cristina then stated that we likely don't want to spend *more* money on evaluation in the future, but Linus pointed out that if we decide that we want to change to another platform, we'll have to hire someone to evaluate other options for us, and that might cost more, at least in the short term, than maintaining our existing contract would.

Unfinished Business
- Since this is the first regular Senate meeting of the year, there was no unfinished business.

New Business
- Yuehai reiterated his request that every Senator volunteer for at least one Senate committee.

Report of the Provost — Joanna Mott
- There was no report because Dr. Mott was not in attendance.

Report of the President's Council Delegate — Yuehai Yang
- Yuehai reported that President's Council hasn't met yet, but will meet on October 8th.
- There was no report.

Report of the IFS Representative — Cristina Negoita and David Hammond
- David reported that the first IFS meeting of the year is going to be October 17th and 18th at U of O. They will be trying to attend in person, as IFS wants to hold more in-person meetings in the future.
- He and Cristina are in the midst of creating their campus report. There will be more to report on that front at next month's meeting.
- David asked a question about attendance why he wasn't included during the roll call, and I explained that I didn't call him because historically we only have one IFS representative attend Senate each month: the voting member. I apologized and will call both representatives next month during roll call.

Report of the FOAC Representative — Ashton Greer
- FOAC hasn't met yet, so there was no report.

Open Floor
Matt Schnackenberg
- Matt asked if faculty will have any role going forward regarding the passage of the five interim policies that were introduced to President's Council over the summer.
  - Yuehai answered that the President's Council will discuss those policies on October 8th. He said he will be prepared to bring Senate's concerns to that meeting.
  - Beverly said that any member of the President's Council can ask their constituents to review a policy. This, presumably, includes Senate, who would have thirty days to review the policy and weigh in.
    - Matt asked: if we didn't exercise this right, would the policies completely bypass Faculty Senate?
      - Beverly said she wasn't sure, but typically this is how it would work.

Ben Bunting
- I announced that I had received a draft of the minutes from the June 2024 Senate meeting from CJ Riley and would include a final version in the November Senate packet for the Senate's approval. I apologized for not passing these along sooner, but explained that I wasn't able to find time to prepare the June *and* September minutes ahead of our current meeting.
- Second, I mentioned that I would be contacting Senators after the meeting to collect their contact information and the names of their alternates so that I could get the official Senate roster up to date.
- Finally, I mentioned, in response to Cristina's earlier concern regarding students engaging in discriminatory behavior through faculty evaluation, that part of the Ad Hoc Student Evaluations Committee's work back during the 2022-2023 academic year had been to suggest changes to our evaluation procedure that would take such discriminatory behavior into consideration and seek to minimize its impact. Our two reports written during that year and submitted to the Senate in June 2023 address this concern in detail.

Vanessa Bennett
- Vanessa asked if policy has been changed to better reflect how, when, and if non-tenure track faculty members can or should serve on standing committees.
  - Ken answered that such faculty are *allowed* to serve on standing committees, they just aren't *required* to serve for their promotion (though they will get credit for that work if they choose to pursue it).

- Vanessa and Ken both said that some non-tenure track faculty *don't* want to be on committees, and agreed that they shouldn't have to if their contract doesn't require them to do so.
- Cristina pointed out that there are limits included in the CBA regarding how much work NTT faculty can devote to service, and that the changes to our university demographics mean that there's currently a lot of pressure on TT faculty to do all the service that needs done, but at the same time, NTT faculty *should* be protected from the pressure of "having to" serve.
- David provided another point of view: faculty service time is a precious resource, and faculty numbers are decreasing, so could we also do away with some committees to lessen that load?
  - Vanessa asked Ashton if committees had already been "slimmed down" to a degree last year, and Ashton said yes, committees were eliminated, merged, and shrunk.
    - On the NTT front, Ashton said that NTT faculty's inclusion was discussed. They didn't want to exclude those NTT faculty when they wanted to be included; however, it's also important to protect those faculty from unreasonable expectations and/or from being coerced into doing extra work they aren't required to do.
- Cristina pointed out that our adjunct ranks are swelling, too, and that they still have no representation on Faculty Senate.
- Yuehai encouraged new Senators to speak up and participate, and welcomed them again.

Ganghee Jang
- Ganghee asked about whether or not we're currently advertising Oregon Tech online (through YouTube, social media, etc.).
  - Yuehai said that he didn't know, but that he will ask Marketing to see what's going on there.

Rebeka Yocum
- Rebeka asked if she could get summaries of what each of the Faculty Senate committees do so she could make a better decision about where she might want to serve.
  - In response, Matt and Ken summed up the role of the Faculty Policy committee: there are some policies that have little to do with faculty, but those that *are* faculty-centric come through their committee. Matt explained that originally this committee was called Rank, Promotion, and Tenure (RPT), but it changed when the union formed so as not to overlap with matters that came under union jurisdiction. Now, the Faculty Policy Committee deals with matters of faculty promotion *and* welfare.
    - Krista asked if the Faculty Policy Committee also deals with retention.
      - While they don't directly, Ken said that it's of course a consideration when they're working on policy changes and/or new policies.
        - Christy agreed on behalf of the Academic Standards committee.
  - Christy explained that her committee is focused more on academic standards and less on dealing with policy directly. If people have concerns about certain academic standards (like, for instance, our finals policy) they are brought to this group and those concerns are considered. The finals policy, as an example, didn't need to be *changed*, it just needed to be enforced more broadly. Vanessa added that the structure and order of the summer term was another thing that came up with this committee in the recent past.
  - Chitra wasn't in attendance, but Yuehai briefly introduced her committee, the DEI — diversity, equity, and inclusion — committee. Their main job is to make sure that faculty are working in an equitable environment and that everyone's job conditions and promotion paths are implemented the same. This committee needs at least two more people, according to Yuehai. He encouraged anyone who might be interested in participating to contact Chitra.
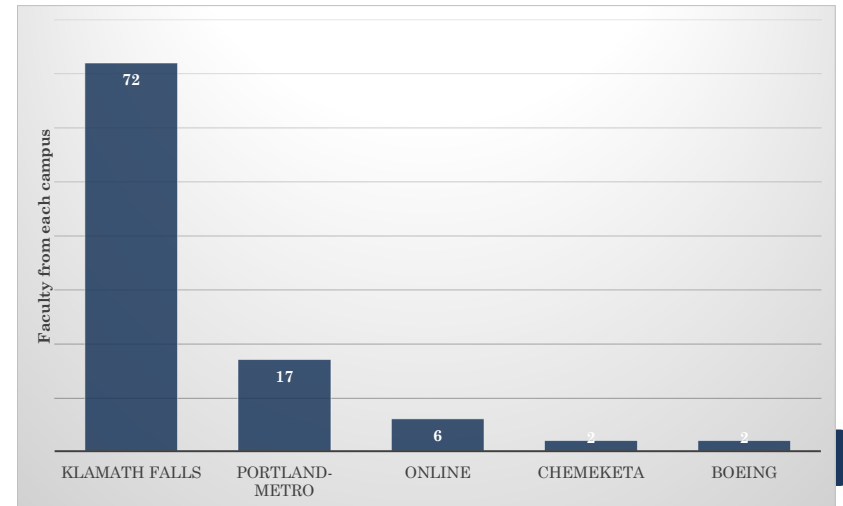
Adjournment
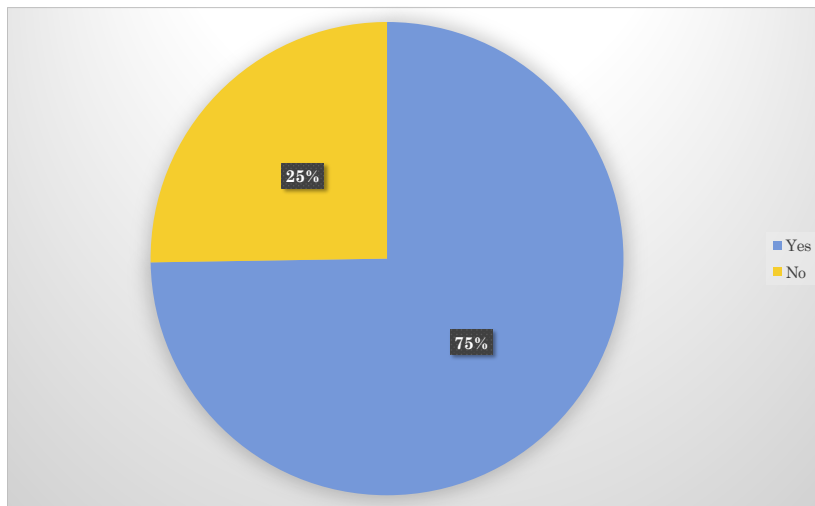- The meeting was adjourned at 8:05pm.

Oregon TECH

Summer Session Survey

Faculty results summary

Campus Affiliation

Faculty from each campus

KLAMATH FALLS	PORTLAND-METRO	ONLINE	CHEMEKETA	BOEING
72	17	6	2	2

Have you ever taught in summer?

- Yes
- No

25%
75%

Longer summer would negatively impact my willingness to teach

# of responses

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE
Teach summers	2	7	17	13	34
Don't teach summers	2	2	7	4	9

■ Teach summers ■ Don't teach summers
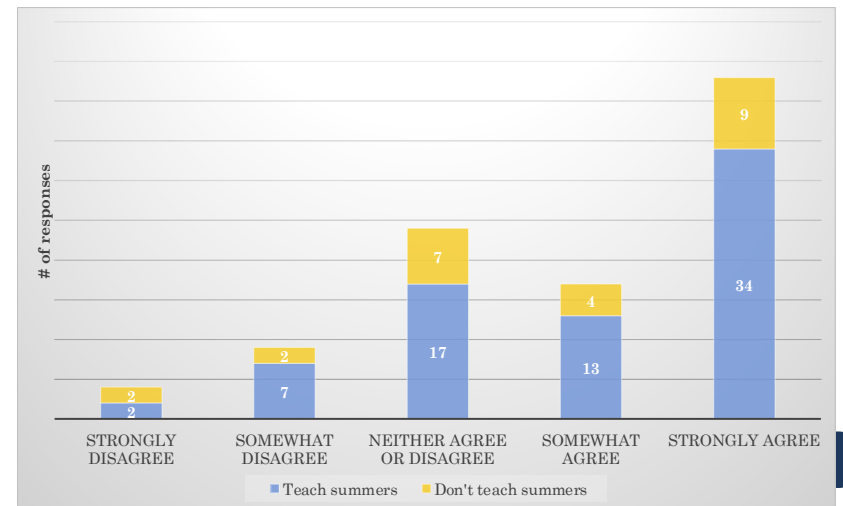
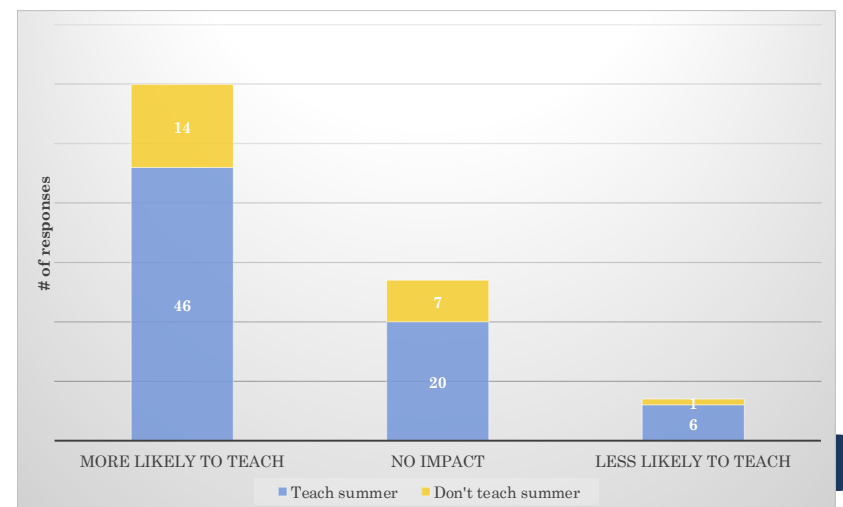## IMPACT TO CURRENT SUMMER INSTRUCTION IF SUMMER TERM IS EXTENDED
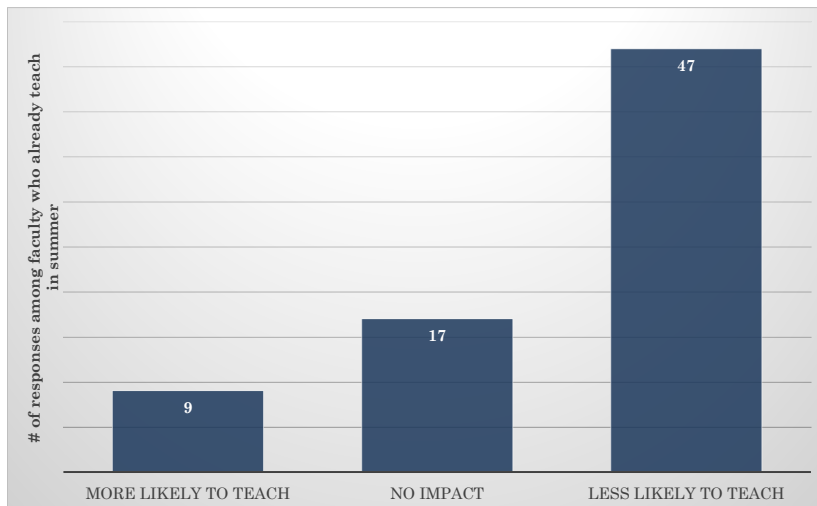
## DOES INCREASING LENGTH MAKE IT LIKELY SOMEONE WILL START TEACHING IN SUMMER
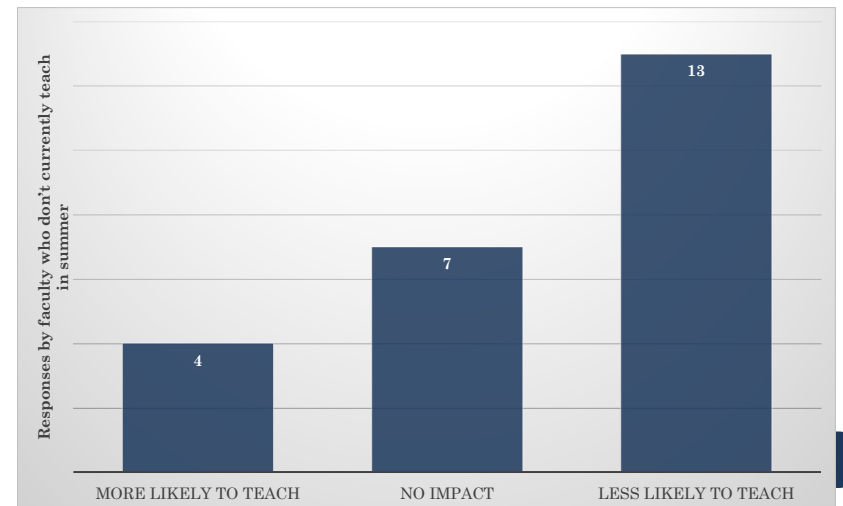
RECOMMENDATION

- Charge was to look at the impacts of extending summer term to 10 weeks instead of 8
- Of almost 100 responses …
- 62% of responses agreed that a longer summer term would decrease the likelihood of teaching
- 13% of responses felt positive about a longer summer term
- Recommendation is to leave summer term as is*

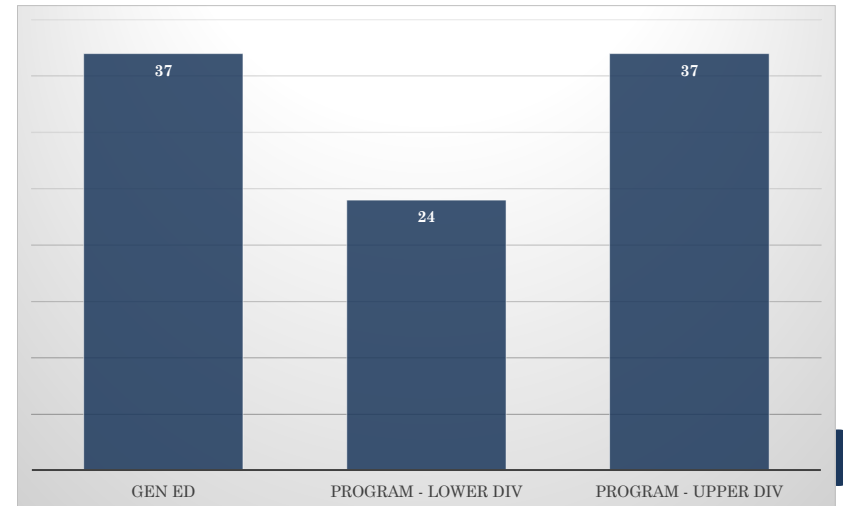- Our committee was interested in looking at other summer factors as well …

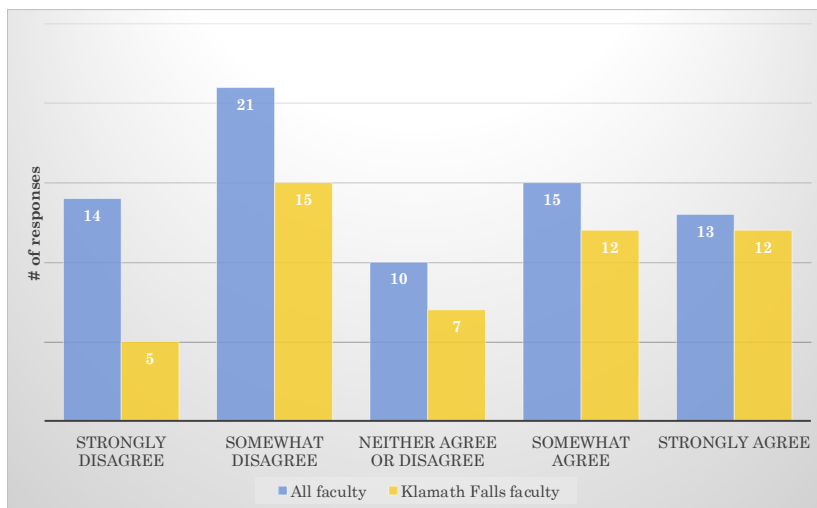## HOW WOULD A SHORTER OR MORE FLEXIBLE SUMMER TERM IMPACT TEACHING?

What summer modality do you teach?

IN PERSON	ONLINE	BOTH
21	33	16
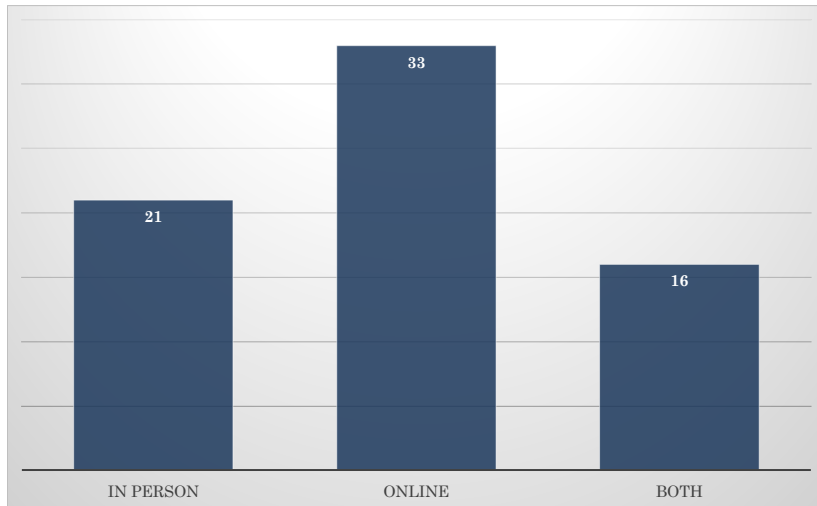
What type of class do you teach? (multiple options allowed)

GEN ED	PROGRAM - LOWER DIV	PROGRAM - UPPER DIV
37	24	37

Are you interested in teaching (more) on campus in summer?

# of responses

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE
All faculty	14	21	10	15	13
Klamath Falls faculty	5	15	7	12	12

How does compensation impact your willingness to teach on campus?

# of responses

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEITHER AGREE OR DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE
current level too low	1	3	15	8	46
more likely to teach if increased	3	2	10	20	38
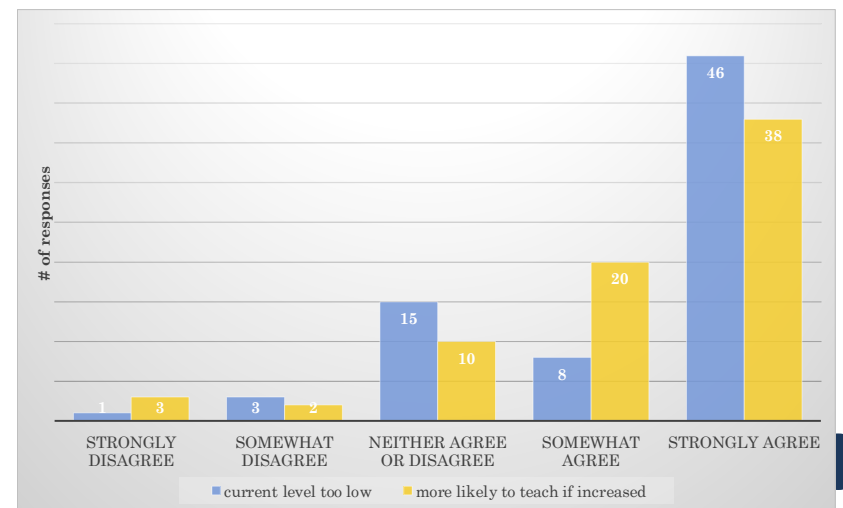
FACULTY WHO DON'T TEACH OVER SUMMER

- Why don't you teach (most common themes)
  - Pay
  - Burnout/want vacation/time with family
  - Doing research
  - My classes aren't offered
  - Have not been offered summer courses
- What changes could be made to make you more likely to teach in summer? (most common responses)
  - None
  - Increase pay
  - Spread out workload

IF ADMINISTRATION IS INTERESTED IN INCREASING SUMMER COURSES …

- Consider more flexible schedule
- Consider increasing summer pay
- Consider release model to defer teaching to summer

- Charge Academic Standards committee on next year's Faculty Senate with following up on some of these extended questions our survey asked.
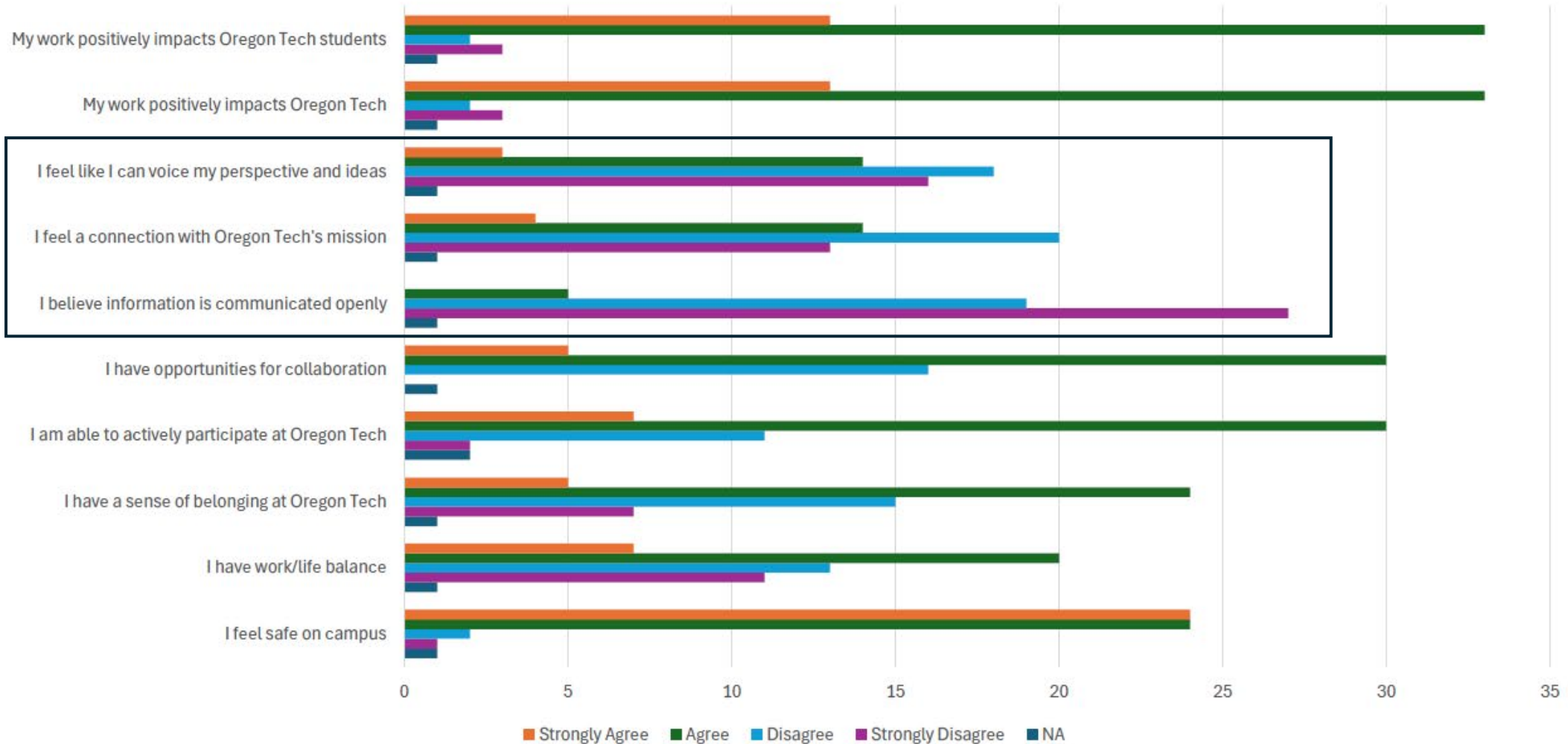
In one sentence, what do you think is the No. 1 issue that Faculty Senate can and needs to address this year?

Response	Net Vote	Upvotes	Downvote
Engaging with admin to address faculty and student retention	8	8	0
Faculty retention- hopefully better relationships between administration and faculty	8	8	0
Retention and community building.	6	6	0
Enhancing morale of faculties and staffs	6	6	0
Faculty and student retention	6	6	0
Faculty welfare and retention.	6	6	0
Attempt to draw senior leadership into conversations that benefit our community and improve morale.	5	5	0
Faculty retention needs meaningful attention - with actionable initiatives and supported by data.	5	5	0
Help reconcile and rebalance the teaching and research missions of our university.	4	4	0
Rank promotion and tenure	3	3	0
Promoting that policy is followed on campus consistently.	3	3	0
How we as faculty can work to improve student retention and how we can collaborate with admin to improve faculty retention.	2	2	0
Revising faculty evaluation process	2	3	1
Transitioning from quarters to semesters :)	1	3	2
Use meeting time efficiently and have a firm end time.	0	2	2

The Oregon Tech Community

Horizontal bar chart showing survey responses by statement. Categories (legend): Strongly Agree (orange), Agree (green), Disagree (light blue), Strongly Disagree (purple), NA (dark blue). X-axis ranges from 0 to 35.

Statements (top to bottom):
- My work positively impacts Oregon Tech students
- My work positively impacts Oregon Tech
- I feel like I can voice my perspective and ideas
- I feel a connection with Oregon Tech's mission
- I believe information is communicated openly
- I have opportunities for collaboration
- I am able to actively participate at Oregon Tech
- I have a sense of belonging at Oregon Tech
- I have work/life balance
- I feel safe on campus

Legend: Strongly Agree, Agree, Disagree, Strongly Disagree, NA

For Title IX the behavior defined as sexual harassment must be sufficiently severe, persistent, AND pervasive. For complaints that do not rise to the level of all three requirements, sexual harassment can occur with only one or more of these qualifiers (severe, persisted, OR pervasive). This document describes the procedures for investigating other sexual misconduct complaints that do not meet the definition of sexual harassment based on federal Title IX regulations. This is known as Process B procedures and is described in this document.

The following are examples of behaviors which would be investigated under Process B or Other Inappropriate Conduct:

- Unwelcome sexual advances or requests for sexual favors; sexual voyeurism; unwelcome sexual gestures; public exposure of one's sexual organs on campus or at a College sponsored event; displaying obscene materials in a public place on campus; forwarding obscene material via email or text message to non-consenting recipients; recording or photographing sexual activity or a person's genital area or breast area; and allowing a third party to view consensual sex without the knowledge of the other participant(s).
- Unwelcome comments of a sexual nature that a reasonable person would view as gratuitous, intimidating, offensive, and/or degrading and that adversely impacts an individual's educational environment.

- A consensual sexual or romantic relationship between a student and employee when the student is under the supervision of the employee such as in a classroom, tutoring, student employment, etc.
- Conduct of a sexual nature that is consensual between two or more individuals but that is nonetheless inappropriate in an educational environment, such as engaging in sexual acts in a campus building.

Process B — Investigation Process

Student Ombuds Office Process Map
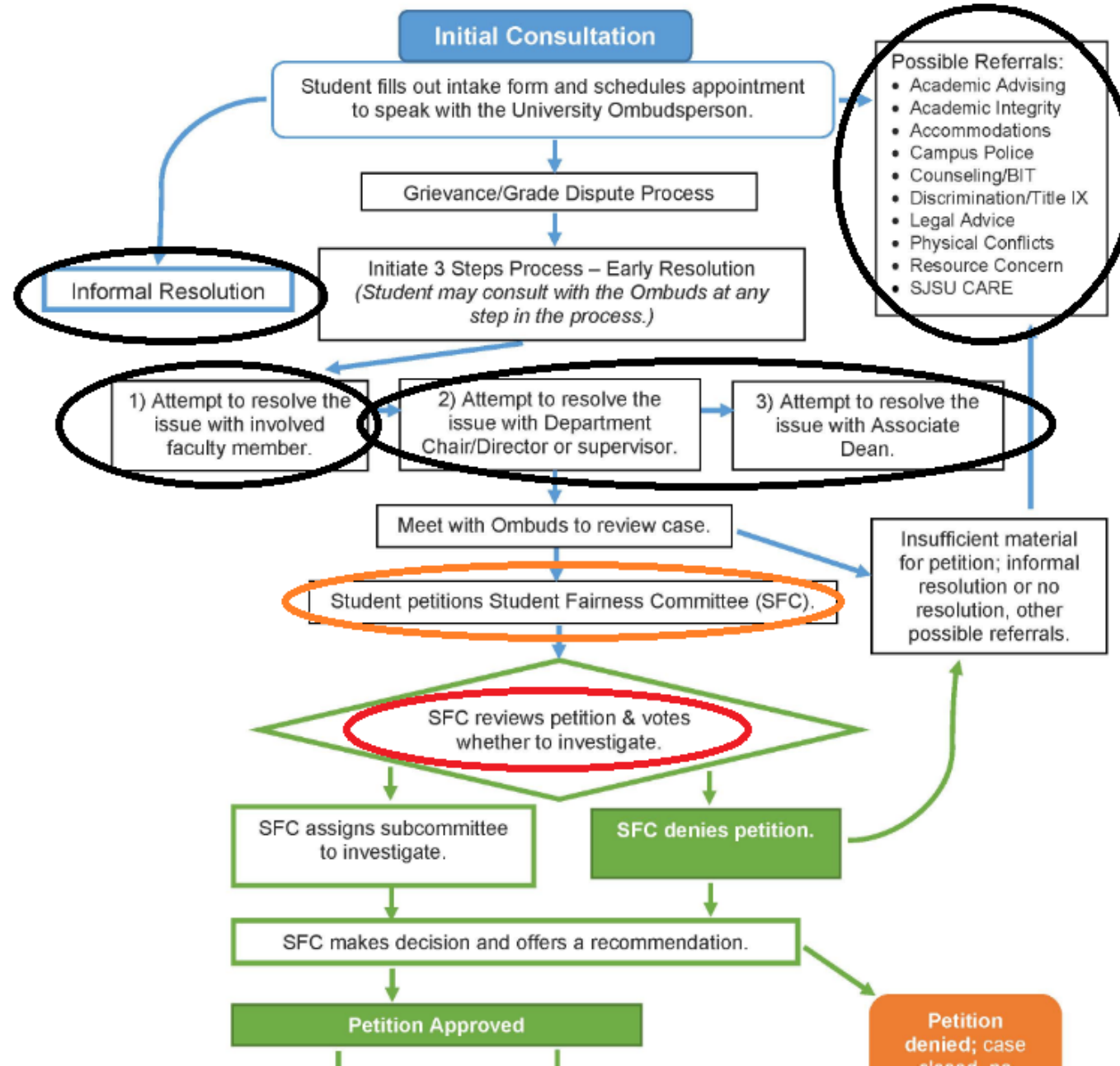
In one sentence, what is the No.1 change you would like to see in our senior leadership's approach to you (including faculty, students, stuff, and/or other campus communities)?

Response	Net Votes	Upvotes	Downvotes
An approach based on positive intention, a genuine effort to develop rapport, willingness to listen, and real empathy.	11	11	0
I want them to be more open to changing their minds based on programs and circumstances that are specific to Oregon Tech, versus applying changes just because they are common elsewhere in higher ed.	9	9	0
To take seriously the fact that individuals (themselves included) have physical and mental limits when it comes to the amount of work they can do without damaging their health.	8	8	0
Coming into all interactions as collaborators vs. combative.	7	7	0
Remember that we are the people working next to you, we're your colleagues, not faceless employees.	6	6	0
More transparency with decision making and commitment to shared governance.	5	5	0
Care that we exist or matter at all. Understand the flourishing of any uni depends on attracting and retaining dedicated, skilled faculty.	5	5	0
I lost hope in the possibility of change of our senior leadership's approach to staff, students or faculty.	5	5	0
Provide meaningful ways to hear faculty concerns	5	5	0
Start communicating.	4	4	0
Transparency in decision making.	4	4	0
Developing stronger partnerships in advancing the mission of the university	3	3	0
Listen and represent that they've heard us. The show of thanks and concern about faculty retention so far has been refreshing.	3	3	0
Reducing hierarchical communication	3	3	0
Care about equity and faulty and student welfare AND demonstrate that there is concern, not just collect data, and do nothing with it.	3	3	0
Try to avoid saying "for student" while discussion/debate.	2	2	0

Oregon Tech Policy
OIT-30-002
CAMPUS SPEECH ACTIVITIES - TIME, PLACE, AND MANNER - INTERIM

1. **Policy Statement**

Oregon Institute of Technology (Oregon Tech) recognizes and supports the rights of free expression and speech. It is the purpose of these regulations to inform members of the Oregon Tech community and the public of the manner in which they may engage in constitutionally protected speech and expression at Oregon Tech. It is the further intent to ensure the primary educational purpose of Oregon Tech while promoting debate and the sharing of information.

- These regulations do not limit otherwise authorized University Community use of Oregon Tech facilities. See University policy OT-30-001, Facilities Use.

- These regulations do not address the Oregon Tech rules regarding the use of electronic mail or the internet. See University policies OT-30-003, Electronic Communication and OT-30-005, Computer Use.

2. **Reason for Policy**

The University seeks to create and maintain an inclusive environment that encourages the free exchange of ideas. Freedom of speech and expression are indispensable to the university's ability to transmit knowledge and fundamental to the University Community's pursuit to discover, explore, interpret, and question knowledge and opinions. Differences and dissenting viewpoints are not only tolerated but welcomed as part of the educational process.

Free speech may not be exercised in ways that unreasonably interfere with the University's ability to fulfill its mission; nor may it be exercised in ways that threaten the safety of its property and people or its orderly operation; nor may it infringe upon the rights and interests of others to teach, learn, work, conduct business, use University facilities or pursue their normal activities.

3. **Applicability/Scope**

This policy applies to all University students, employees, volunteers, schools, colleges, administrative units, visitors and anyone on University-owned or controlled property that is a Public Area, or a Digital Public Area.

This policy does not affect any rights which an employee organization, certified as the exclusive representative pursuant to ORS 243.650, et seq., may have been granted pursuant to its collective bargaining agreement or Oregon Revised Statutes.

4.   **Definitions**

Person: means any member of the public or the Oregon Tech community.

Public: means any individual or group not included in the definition of "University Community."

Speech Activities: means leafleting, picketing, speech making, protests including silent protests, demonstrations, rallies, vigils, petition circulation, posts and comments in Digital Public Forums and similar speech-related activities.

University: means Oregon Institute of Technology.

University Community: means all students, faculty, staff, volunteers of Oregon Tech including student and employee sponsored organizations.

Digital Public Areas: means chat rooms, social media platforms, blogs, virtual meeting spaces, and other technology owned or controlled by Oregon Tech, whether synchronous or asynchronous, that are made open and available for comment or communication by the University Community and the Public.

Public Area(s): Oregon Tech property that is open to the University Community and the Public for Speech Activities. This includes the outdoor areas of Oregon Tech property, but also includes bulletin boards or other areas that have been designated as opened to the Public and University Community for Speech Activities.

Recognized Student Organization: Eligible student clubs and organizations that are registered with Student Involvement and Belonging.

5.   **Policy**

Time, Place, and Manner Restrictions

Oregon Tech may regulate the time of day, duration, or specific time frames during which Speech Activities are allowed or prohibited in Public or Digital Public Areas in order to prevent disruptions or conflicts with other legitimate Oregon Tech interests. Oregon Tech spaces, including digital spaces, are often multipurpose and Oregon Tech may regulate Speech Activities based on the function a space is serving at a given time.

Oregon Tech may regulate the manner or methods used for Speech Activities, such as noise level limitations, restrictions on the types of structures allowed, or that protect essential Oregon Tech functions.

Oregon Tech may require reservations for certain buildings or portions of buildings that may be designated as open to Speech Activities. Oregon Tech will take into consideration the potential disruption to Oregon Tech operations and the availability of necessary support services when reserving buildings and spaces.

In general, Oregon Tech's owned and controlled grounds are open to the public and the University Community for Speech Activities during regular business hours, except any buildings or spaces designated for authorized access only. Unauthorized use includes but is not limited to

using non-residential facilities and spaces for residential purposes (e.g., prolonged sleeping, bathing in restrooms lacking shower facilities, that are not open to the general public, cooking, or camping), and entering into any areas that are not open to the public without advanced authorization. However, certain buildings and spaces are reserved primarily for the mission of Oregon Tech and cannot be used for conducting Speech Activities without hindering essential University functions or posing health and safety hazards. Buildings and spaces where Speech Activities are prohibited include:

    a. Classroom buildings
    b. Laboratory facilities and buildings
    c. Learning Resource Center (Library)
    d. Physical Education Building
    e. Student health and facilities and buildings
    f. Snell Hall
    g. Any office
    h. Any area or building designated for authorized access only

Speech activities in the Residence Halls may be regulated by the Director of Housing and Residence Life in consultation with appropriate student residence associations. Such regulations shall be content neutral.

Buildings and spaces that are open to Speech Activities may maintain their own locations and rules for signs, posters, bulletin boards, banners, and similar materials within those buildings and spaces.

No signage, posters, fliers, banners, chalking, or other materials may be placed on the exterior surfaces of University fixtures, structures, sculptures, or other artwork, or buildings (or the interior surfaces of University buildings not designated for posting) by individuals other than University employees or departments in their official capacity. The University Community and the Public may distribute written materials to willing recipients in outdoor spaces in accordance with this policy.

Access, Traffic and University Business May Not be Impeded

No speech activities shall impede pedestrian and vehicular traffic nor unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories and other Oregon Tech facilities or grounds. The Vice President for Finance and Administration or their designee may require any speech activity to be conducted 15 feet or more from any exit, entrance, staircase, parking lot or roadway if necessary to allow access.

Speech Activities must not be conducted at a volume that unreasonably disrupts the normal use of classrooms, offices, libraries, health facilities, residence halls or laboratories, or that unreasonably disrupts other academic or operational functions of Oregon Tech.

The Vice President for Finance and Administration may designate the portion of a street and the time of day during which a street is not available for speech activities in order to meet traffic, emergency access, and public transit needs.

University Property Closures

The Vice President for Finance and Administration or their designee has the authority of

"persons in charge" of Oregon Tech property for purposes of ORS 164.205(5) and this policy. The Vice President for Finance and Administration or their designee may close any Oregon Tech property to preserve the safety of Oregon Tech employees, students, and the public.

Tabling

Tables, carts, booths, and similar structures may be used in Public Areas for Speech Activities as follows:

(a) Tables, carts or booths or similar structures may be set out and used on campus only as provided in this rule.

(b) Except as provided in sub-section (b)(3) of this rule, use of a table, cart, booth or similar structure on campus for informational, non-profit, commercial, or any other purposes, must be sponsored by a recognized student organization or university department, or a faculty or staff organization:

(1) Recognized student organizations must register the activity with the University through the ASOIT office in the College Union. Student members of the organization shall conduct all activity. If sales result, gross receipts must be deposited in a university account in accordance with Oregon Tech policies and procedures. Student activities and the recognized student group shall establish the time period during which the sponsored use may take place;

(2) Oregon Tech department or faculty/staff organization sponsored uses must be scheduled with the CU Information desk. Faculty or staff members (or students) of the sponsoring department or organization must conduct all activity. The CU Information desk shall establish the time period during which the use may take place;

(3) Persons may provide their own tables, carts, or booths, or reserve tables through the College Union. The College Union will determine the location.

(c) Nothing in this policy is intended to authorize:

(1) Sale of products or food on campus in conflict with existing exclusive contracts for similar merchandise or services;

(2) Uses in conflict with the Oregon Tech catering policy guidelines.

(d) It is the responsibility of the user to acquire any necessary state, county, or municipal licenses.

Notification

In order to allow scheduling and to assure public safety, persons desiring to picket or demonstrate are encouraged to notify the appropriate University official at least twenty-four (24) hours in advance.

The officials and office to be notified are:

(a) College Union: Vice President of Student Affairs

(b) All other areas: Vice President for Finance and Administration

Digital Public Areas

Digital Public Areas may be used for Speech Activities, unless those activities are unprotected speech, as set out in this policy.

(a) Oregon Tech students, employees, volunteers, or agents must not remove or edit published comments made by the University Community or the Public in Digital Public Areas, or block people from Digital Public Areas without:

(1) Following an approved content-and-viewpoint-neutral moderation policy, or

(2) Approval from the Vice President of University Advancement and Development or their designee. This action must be taken in consultation with Oregon tech General Counsel or their designee and the Executive Direct of Diversity, Inclusion & Cultural Engagement (DICE) or their designee.

(a) Digital Public Area moderation policies must be developed in consultation with the Office of DICE and the Office of University General Counsel, and approved by University Advancement and Development.

(b) Learning management systems and digital learning tools (e.g. Canvas) are considered classrooms and are not Digital Public Areas, unless the University has opened them up for discussion and comment by the University Community and the Public. The University may limit the types of Speech Activities in these areas as need to conform to the purpose of these virtual spaces and typical operations of the institution.

6. Unprotected Speech

Some Speech Activities are not protected even in Public Areas or Digital Public Areas.

Speech that communicates a serious intent to cause physical injury to a particular individual or group of particular individuals, that violates other Oregon Tech policies, or that otherwise violates state or federal law is not protected by the U.S. Constitution or Oregon Tech. Determining whether Oregon Tech can regulate any specific Speech Activities in Public Areas or Digital Public Areas pursuant to this section requires careful analysis of applicable laws and legal precedent as interpreted by relevant Oregon and federal courts, and requires consultation with Oregon Tech General Counsel or their designee.

8. Campus Mail System

In addition to mail delivered through the U.S. Postal System, Oregon Tech mailboxes may be used for the distribution of material related to University business. The SIEU/OPEU, Local 503 and the AAUP are not university organizations and therefore are not allowed to use Oregon Tech mailboxes.

9. Authorized Exceptions

The Vice President for Finance and Administration may authorize speech activities which are determined not to cause disruption of campus activities despite a literal violation of these regulations. Such determinations shall be made without consideration of the content or message of the speech activities.

7. Violations

Any person violating this policy is subject to:

(a) Institutional disciplinary proceedings of a student or employee.

(b) An order to leave the immediate premises or property owned or controlled by Oregon Tech by a person in charge of University property. Persons failing to comply with an order by a person in charge to leave or to remain off the immediate premises or property that is owned or controlled by Oregon Tech are subject to a civil trespass to be issued by Oregon Tech, or arrest for criminal trespass.

10. Policy Review/Consultation

This Policy was approved on an interim basis by Oregon Tech's President pursuant to Board Policy on Delegation of Authority, Section 2.3. The Policy will be presented to the President's Council for review when the body reconvenes in Fall 2024. This policy revises and supersedes the previous version of OIT 30-002, dated August 1, 2016.

11. Policy Approval

Approved by the President on July 31, 2024.

DocuSigned by:

Nagi Naganathan

—6B9CA1E0D200440...

Nagi G. Naganathan, Ph.D., ASME Fellow
President

Oregon Tech Policy
OIT-30-008
SECURITY CAMERAS - INTERIM

1.   Policy Statement

Oregon Tech deploys security cameras on its campuses to advance legitimate public safety and security interests, including, without limitation:

- Safeguarding of human life;
- Protection of buildings owned, occupied or controlled by the university;
- Investigation of criminal activity;
- Investigation of alleged misconduct, whether or not rising to the level of a criminal offense;
- Monitoring access to university controlled facilities;
- Verifying fire, life safety and security alarms;
- Rapidly responding to emergencies; and
- Maintaining situational awareness of campus activities and events.

The primary purpose of Oregon Tech's security cameras is to enhance the safety and security of the campus community while recognizing and preserving individual privacy and freedom of expression.

To that end, the university will ensure that security cameras are used in a professional, ethical and legal manner in accordance with this and other relevant university policies, as well as applicable federal and state laws.

2.   Reason for Policy/Purpose

The purpose of this policy is to create a governance and management framework that will guide the university in the use of security cameras, across the organization.

3.   Applicability/Scope

This policy applies to any individual who is on Oregon Tech premises or property including, without limitation, students and parents, employees, visitors, volunteers, contractors and collaborators (collectively, the Oregon Tech Community).

4.   Definitions

Authorized User: any Oregon Tech affiliated individual authorized by the Security Technology Administrator to have ongoing viewing access to security camera data.

Private space: any space in which an individual has a reasonable expectation of privacy, including but not limited to residential living areas, bathrooms, shower areas, locker and changing rooms, and rooms used for medical, physical or mental health treatment.

Public space: any space not defined as a Private Space, including but not limited to campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress, classrooms, lecture halls, study rooms, lobbies, theaters, libraries, dining areas, gymnasiums, recreation areas and retail establishments.

Security camera: a camera used for safety and security purposes, which are enabled only to make visual recordings (i.e., no audio recordings).

Security camera system: any electronic service, software or hardware directly supporting or deploying security camera.

Security camera data/recordings: any analog or digital video data captured by security cameras that can be monitored, transmitted, stored, retrieved or modified.

Security Technology Administrator: the Executive Director for Resilience, Emergency Management and Safety shall serve as the Security Technology Administrator responsible for the installation, management, operation, maintenance and use of the infrastructure associated with security technology. Further, the Security Technology Administrator is responsible for data access and maintenance. Assistant Security Technology Administrators may be designated as appropriate.

5.   Policy

Policy Details

a. **Exclusions**

This policy does not apply to:

- Use of cameras for the delivery of education in the classroom, lab or similar setting, including remote learning and assessment of performance based learning activities;
- Use of cameras for research, as defined under federal law and governed by university policy involving human subjects or animals;
- Use of cameras to record public performances, events, or interviews, or when permitted on campus for broadcast purposes in accordance with university procedures governing filming on-campus;
- Use of cameras for business purposes such as video conferencing.
- Use of cameras for the purpose of providing accommodations for persons with disabilities.
- Use of publicly accessible web-cameras with no recording capability for routine use by the university;
- Use of body worn or mobile cameras by Campus Safety;
- Use of concealed surveillance cameras in connection with criminal investigations.
- Use of cameras for licensed banking operations on university property which are conducted in accordance with state and federal regulations; or
- Use of cameras utilized by non-university personnel.

b. **Oversight**

The Security Technology Coordinating Committee (the Committee) includes an interdisciplinary team of stakeholders charged with governing the use of security technology (e.g., access control,

panic alarms, security cameras, video intercom systems, etc.), excluding cybersecurity technology, throughout the university.

The Committee will be responsible for assessing and approving any requests to acquire, install, modify and/or decommission university security technology. In addition, the Committee will oversee the development and implementation of policies and procedures relating to the acceptable use of security technology.

The Committee reports to the Vice President for Finance and Administration, and is chaired by the Security Technology Administrator (Executive Director for Resilience, Emergency Management and Safety). Membership includes representatives from Campus Safety, Facilities Services, Human Resources, Information and Technology Services and Student Affairs.

c. Security Camera Installation

The installation of new security cameras must be approved in advance by the Security Technology Coordinating Committee and the Vice President for Finance and Administration.

Request for new security cameras must be based upon evidence of a need to mitigate an identified safety and security risk or vulnerability.

Once approved, new security cameras shall be fully integrated into the university-wide security camera system. Independent or standalone security cameras and/or systems are not permitted.

d. Security Camera Placement

The placement of security cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law or the university. University security cameras will be limited to viewing and recording public spaces. Security cameras cannot be installed in such a manner that they view and record private spaces where there is a reasonable expectation of privacy.

e. Public Notice

Signs shall be posted in a conspicuous manner, strategically located in plain view, notifying individuals that they are under surveillance by a university security camera system.

The following language is required on all signs:

> *This area is monitored 24 hours per day by a university security camera system.*
> *For questions, please contact Oregon Tech Campus Safety at 541-885-1111.*

f. Monitoring of Security Cameras

Neither the installation of security cameras nor this policy constitutes an undertaking by the university to provide continuous live monitoring of all locations visible through such security cameras. Security cameras may be monitored in "real time" by trained personnel when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring. The monitoring of activities of individuals or groups shall be conducted in a manner consistent with university policies and applicable legal requirements.

g. Access to Security Camera Data or Recordings

Only the Security Technology Administrator or trained Authorized Users, will be involved in, or have access to, stored security camera data or recordings. Security cameras will be installed and configured to prevent tampering with or unauthorized duplication of data and recordings.

h. Retention of Security Camera Data or Recordings

Security camera data or recordings will be stored for a period generally not to exceed 90 days and thereafter will be erased, unless the recording is subject to a valid court or agency preservation order or a university litigation hold, retained as part of an active investigation, released and used for the purposes described below, or needed for legitimate training or other purposes, as may be determined by the Executive Director for Resilience, Emergency Management and Safety or the General Counsel. Date or recordings will be stored in a secure environment accessible to authorized personnel only, and will not be reviewed absent a legitimate institutional purpose.

i. Release of Security Camera Data or Recordings

Relevant portions of security camera data and recordings may be released by the Executive Director for Resilience, Emergency Management and Safety as follows, upon request:

- Vice President for Student Affairs, the Dean of Students or their designees in connection with an investigation or adjudication of an alleged violation of the Student Code of Conduct.
- Associate Vice President for Human Resources and senior university administrators in connection with an investigation of alleged workplace misconduct.
- Executive Director for Diversity, Inclusion and Cultural Engagement/Title IX Coordinator, Title IX Deputy Coordinators or external contracted investigators in connection with an investigation or adjudication of allegations related to equity, sexual misconduct, harassment and Title IX.
- Senior university administrators to assist in the assessment of and response to actual or threatened criminal or nefarious activity, a pattern of recurring disturbances to the university community, a legitimate safety concern or campus emergency.

All other requests or demands for access to security camera data or recordings, including requests under the Oregon Public Records Law and all subpoenas, warrants, court orders and other legal documents directing access to law enforcement agencies or others must be conveyed to the Public Records Officer within the Office of the General Counsel.

Nothing in this policy shall be deemed to restrict the use of security camera data or recordings by the university in the defense of actual or threatened claims, legal actions or other proceedings brought against it or the disclosure to appropriate university administrators who are directly involved in responding to such claim, actions or proceedings.

j. Procedures

Campus Safety will maintain written procedures relating to the use of security camera technology. These procedures shall be reviewed and agreed upon by the Security Technology Coordinating Committee prior to implementation.

k. Training

All security camera Authorized User must receive annual training on technical, legal and ethical use of security cameras and data retention and release. Training shall include a review of all procedures and this policy.

l. **Compliance**

Any violation of this policy or associated procedures may be considered misconduct resulting in removal of security cameras, denial of access to security camera data and recordings, and if applicable, corrective or disciplinary action, up to and including termination

m. **Existing Security Camera Systems**

Security camera systems that predate the effective date of this policy shall be brought into compliance with this policy within six (6) months of the effective date of this policy. Unapproved or nonconforming security camera systems may be removed by the Security Technology Coordinating Committee with the approval of the Vice President for Finance and Administration.

n. **Review**

The Security Technology Coordinating Committee shall review this policy, associated procedures and mandatory Authorized User training on an annual basis.

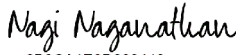6.   **Links to Related Procedures, Forms, or Information**

 https://www.oit.edu/rems

https://www.oit.edu/public-records

7.   **Policy Review/Consultation**

This Policy was approved on an interim basis by Oregon Tech's President pursuant to Board Policy on Delegation of Authority, Section 2.3. The Policy will be presented to the President's Council for review when the body reconvenes in Fall 2024.

8.   **Policy Approval**

Approved by the President on July 31, 2024.

DocuSigned by:

Nagi Naganathan

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Nagi G. Naganathan, Ph.D., ASME Fellow
President