

**FACULTY SENATE MINUTES**  
**February 5, 2013**

President Dan Peterson called the meeting to order at 6:00 p.m. All senators or alternates were present. A quorum was determined.

**Approval of Minutes**

The minutes of the December 4, 2012 meeting were approved as presented.

**REPORT OF OFFICERS**

**Report of the President** – D. Peterson –

- Update on Legislative Concept 759: Statement of concerns approved by Senate in December was given to President Maples. The concerns were about individual Boards for some of the other OUS institutions, primarily the University of Oregon (UO) and Portland State (PSU). President Maples reported that Oregon State would like to have their name included in the legislation along with Portland State and the University of Oregon.
- One idea that might develop with this legislation is the size of the institutions that can have institutional boards, somewhere around 20,000 students.
- President Maples wants more input from the faculty on this issue. Dan encouraged senators to talk with their department chairs and faculty to obtain their reaction to the concept. Ken Usher stated that Department Chairs were planning to meet soon with this as one of their agenda items. However, he stated that OIT is so far from having any impact on whatever decisions are made that he doesn't see the point of spending much time on this matter. Tim Thompson stated that AOF would like to see more faculty and some students on the intuitional boards. AOF would like more faculty involvement with the boards.

**Report of the Vice President** – J. Zipay – No report.

**REPORT OF THE PROVOST** – B. Burda –

- The executives are working with the Academic Council and Department Chairs on examining the academic structure.
- Early Retirement Incentive Plan will be implemented. Those faculty who are eligible will have 45 days from Feb. 8<sup>th</sup> to respond. This is the same basic plan that had been previously presented to faculty.
- Based on the information coming from the Faculty Compensation Committee, compression between ranks is not a big issue at OIT.

**REPORT OF THE PRESIDENT'S COUNCIL DELEGATE** – D. Peterson – No report.

**REPORTS OF STANDING COMMITTEES**

**Faculty Rank Promotion and Tenure** – T. Fogarty –

- One of the committee charges was to develop a way to do electronic portfolios for promotion and tenure. The necessary file structure is now in place and the committee hopes to have a proposal for the Senate to vote on at the March meeting.

**Welfare Committee** – T. McVay –

- The committee is working on revisions of the *Faculty Search Policy*. Two years ago the committee began working to bring this policy in line with the *Affirmative Action Policy* and clarify who could serve on the these committees.
- Work continues on determining the interest for online IDEA Center evaluation.

- Data has been collected from Department Chairs, Deans and the Provost concerning the development of the *Provost Evaluation Policy*. This should be presented to the Senate for consideration soon.
- The committee had been charged to revise the *Selection and Election of Senate Officers Policy* in the Faculty Senate Bylaws. The committee's proposed revision is as follows (change is highlighted):

Section 3: **Selection and Election of Senate Officers:**

- A. The election of Senate Officers will be held at the organizational meeting of the new Senate immediately after the seating of the newly elected senators.
- B. The Executive Committee shall serve in the capacity of a nominating committee for offices of the Senate. Opportunity shall be given for nominations from the floor **during the last two meetings of the year**.
- C. Voting shall be by secret ballot by all members of the Senate. The incumbent secretary shall prepare the ballots and shall count and tally all the ballots with the aid of two other senators. Election shall be by majority vote.
- D. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.
- E. Senators may not be officers unless they have served one academic year on the Senate. Service as an alternate senator is not included.

Motion was made and seconded to approve the change to the Senate Bylaws as presented. Vote was all ayes to approve the change. Motion passed.

**Academic Standards – J. Ballard –**

- Northwest has asked for a policy on credit hours. Below is Academic Standards' proposal on credit hours for Senate consideration.

**POLICY ON CREDIT HOUR**

At Oregon Tech a credit hour is defined as follows: (except as provided in Title 34: Education CFR 668.8 (k) and (l))

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This policy and its application will be reviewed periodically.

Dean Jones explained that in December he received an email from Northwest stating that the Department of Education had passed regulations, effective July 1, 2011, requiring every university to have a policy in place regarding credit hours. The policy proposed by Academic Standards is taken directly from the Department of Education's regulations, with the addition of the first and last sentences.

Northwest also provided OIT with guidelines on institutional fulfillment of this policy. OIT is currently in the process of doing the third year report, Resources and Capacity, which is due to Northwest March 1, 2013. There are actually three things required with this policy.

1. Adoption of the policy on credit hours.
2. Process that the institution employs for all courses and programs.
3. OIT must assure that any variation in the assignment of credit hours conforms to commonly accepted practices in high education.

The report to Northwest will state that a sampling (10%) of the courses per year will be evaluated. This policy will also apply to students who transfer at semesters. Motion was made and seconded to approve the policy as presented. Following discussion, vote was all ayes to approve the policy as presented. Motion passed.

**Faculty Compensation** – D. Thaemert – FCC is continuing to strive for sufficient comparators for all faculty disciplines, most notably for those 2-digit CIP code comparisons grouping the health-related departments (CIP 51). A larger sample size is required than Oregon Tech's in-house list of 22 comparator institutions or the OUS list of 16 comparator institutions. Using a larger institutional sample set of 321 institutions, FCC obtained 4-digit CIP salary averages, then scaled those by a ratio of 2-digit CIP salary averages from our 22-institution comparator list to 2-digit salary averages from the larger (321 institutions) list. The results are preliminary and need further review before being applied to determine discipline floors, but the process is a rational method to obtain sufficient comparator salary data. Some of that further review will include a test of the scaled 4-digit CIP salary values against the unscaled 4-digit CIP salary values available for two departments (Mathematics and Management) on campus to validate this scaling process. A flow chart and preliminary scaling values were distributed for senators' information.

**REPORTS OF SPECIAL OR AD HOC COMMITTEES** – No reports.

**UNFINISHED BUSINESS** – No report.

**NEW BUSINESS** -- Terri Torres, Distance Education Advisory Committee

- Distance Education Advisory Committee (DEAC) was charged to look at ways to grow the Distance Education (DE) program, determine how much the program should grow, decide what new programs should be developed, develop new programs, staffing and marketing. Currently DE contributes 12% of the total FTE on campus; 8% of the gross revenue in 2011 and 10% in 2012. OIT does not have an on-campus academic leader for DE.
- One possible idea is to hire a Dean of Distance Ed. The Dean would be an advocate for Distance Ed interests and support, help develop policy for DE, help with recruitment for DE, and provide teaching method support.
- Another possibility is to hire a Program Director of DE. The committee is currently working to write the job descriptions for both positions.
- A third solution is to explore the idea of instructor positions for Distance Ed. These positions would not necessarily be tenure track positions or have committee responsibilities.

**REPORT OF THE AOF REPRESENTATIVE** – T. Thompson –

- AOF has had discussions about Distance Ed, as have some legislators. Some institutions give Certificates of Completion for DE courses and questions have been raised about how those will fit into higher education.
- The legislature is also looking at the idea of having a Core General Ed requirement for all seven state institutions.
- Credit for Prior Learning is being looked at by a committee from the Chancellor's Office. Marla Miller and Linda Young are representing OIT on this committee.

- Southern Oregon University (SOU) is going through a process where faculty committees are prioritizing programs at the academic level. The SOU Senate approved changes in promotion and tenure that are now discipline specific criteria.
- One bill before the legislature is an addition to a current statute that allows the new university system to have its own retirement program. Part of the bill has 8% of the overall salary going into an employer sponsored plan to the state and they would match 4% into a 403B. AOF is wondering if current employees could opt out of their existing plan and go into the new plan.
- Another bill has been introduced that would allow a state agency to make a 4% contribution into a 403B.
- Part of the Governor's proposed budget is \$10 million for Wilsonville.

**REPORT OF THE IFS REPRESENTATIVE** – No report.

**REPORT OF THE FOAC REPRESENTATIVE** – J. Zipay – No report.

**REPORT OF THE ADMINISTRATIVE COUNCIL DELEGATE** – R. McCutcheon – The council will meet next week.

- Two proposed policies to be reviewed are *Background Checks in Employment* and *Tobacco-Free OIT*.
- An email has gone out concerning February Spirit Week activities in association with ASOIT preview weekend and Winter Wings.
- President Maples has allocated \$2000 to help with costs for the Summer Institute Staff Development Exercise for Administrative employees.

**REPORT OF THE ASOIT DELEGATE** – Luke Ovgard introduced himself as the new ASOIT President.

- Blood drive will be held February 7 & 8.
- Super Club sign-up will be held Spring term.
- Budget hearings are ongoing.
- Elections and training of new officers will happen during Spring term.

**OPEN FLOOR PERIOD** – Marla Edge reported that Senate Bill 222, concerning dual credit with high schools, would establish a requirement that in 2019 students must have six college credits to graduate from high school.

Jim Fischer asked what was happening with the replacement for the HAS Dean position. Larry Powers reported that a team of faculty from HAS is working on a proposal for a one year plan to present to the Provost.

Tim Thompson asked if the Senate had taken any action concerning alternate tracks for faculty. Tiernan Fogarty reported that last year's work by the Rank Promotion and Tenure Committee had been tabled.

**ADJOURNMENT** – The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Wangping Sun, Secretary

/db