**November**

OREGON INSTITUTE OF TECHNOLOGY  
Faculty Administrator Meeting

**November 16, 2010**

**ANNOUNCEMENTS AND COMMUNICATIONS**

**United Way – Kendra Santiago**  
Kendra Santiago, a 2009 Oregon Tech Alumna volunteer to provide a brief overview of the Klamath Falls United Way Campaign.

* United Way hopes to raise $775,000 this year to help support local organizations such as Lutheran Community Services and the food bank, as demand for their services is increasing.
* Last year, Oregon Tech raised $10,000 for United Way, and this year’s goal will be $18,000.  Payroll deductions are available for interested faculty & staff.

**REPORTS**

***Faculty Senate - Matt Schnackenberg***

* Jim Long & Matt Schnackenberg visited Eugene and met with presidents and vice presidents of other Faculty Senates, as well as representatives from the Board of Higher Education.  They also handed out charges to senate standing committees.
* There is an effort to work toward a more proactive inter institutional Faculty Senate and creating more of an agenda, rather than focusing on status updates only.
* The Rank Promotion & Tenure Committee has the following updates:

     o    Considering the possibility of promotion for non-tenure track professors  
     o    Possible raise for professors at the associate level  
     o    The committee is also revising the wording of the professional development section of the Promotion policy

* Welfare is working on an evaluation process for deans and provosts, as well as ways to increase the inclusion of library faculty for awards, etc.  Additionally, the search and hiring policies are being revised.
* Online Instruction Charges:

     o    There is a concern that there are not enough on-site classes available for on-site students.  A rule about offering on-site classes before making  
           online classes available is being considered.  
     o    Welfare is also concerned about the potential for teaching faculty work overloads, so the impacts of online instruction as well as faculty perspectives  
           are being investigated.  
     o    There may also be a disparity between what on-site faculty members are compensated for class overload vs. compensation for online classes.

**Q:**Regarding online instruction, it seems there is no proctoring policy in effect – has this been discussed at the Faculty Senate level?  
**A:**Yes – the option to proctor exists, but it is not required at this time.  This is something that will likely need to be addressed in the future.

***Administrative Council – Jeff Wiseman***

* This is a “re-building” year, during which the Administrative Council will conduct a survey of administrative staff.  The last survey was completed in 2002-2003, and will also be reviewed this year.
* The goal of the new survey is to create more benchmarks, which will be reviewed and updated every couple of years.
* The survey should be ready for December’s meeting, and results should be presented at the council meeting at the end of January.

***Academic Council – Brad Burda***

* The Academic Council is working on a prioritization process for vacant positions to be filled once hiring begins again.
* Future Academic Council meetings will begin with a training related to that particular department chair.
* Note: please be aware of the distinction between the Provost’s Council (direct reports to provost) and the Academic Council (department chairs, deans, provost & Faculty Senate representative).  There is also a state-wide Provost’s Council.

**Q:**  When sending emails, would you please distinguish to which Provost’s Council (state-wide or Oregon Tech) you are referring?  
**A:**  Yes

***Finance and Administration update - Mary Ann Zemke***

* Risk Management operations will be moving temporarily (for approximately a year) to Dow 202.
* Mary Ann introduced George Marlton, who was the Director of Purchasing & Contract Services for OUS prior to joining Oregon Tech.

**DISCUSSION AND OTHER**

Wilsonville Update:

* Currently working on programming – space needs, personnel needs, etc
* Once complete, we will go out for contractor bids.

Enrollment Update:

* Explained reasons behind the -3.3% in enrollment figures (ACP program and C-Feds had expected drops in enrollment this year)

Q: Are we working on rebuilding ACP relationships & enrollment at this point?  
A: Yes – the Academic Agreements Dept. is now handling the ACP program.  
Q: Do the reported enrollment figures include students enrolled in online instruction?  
A: Yes.

Budget Update:

* The current budget model is based on flat enrollment, including a tuition increase, and budget should be fine for the next year.
* Oregon Tech will begin increased targeting of out-of-state students, to help with potential shortfalls in the next biennium.  OUS will likely reduce again the amount of state support for in-state students, effectively making it so Oregon Tech loses money on in-state students.
* WUE will also lose $3,500/FTE – we started phasing out WUE last year, and the phase-out process should be complete in approximately another year.
* Last year, Oregon Tech’s fund balance peaked at 17% (5% required by state law) – we are now creating a budget/spending plan to ensure that we will be above 5% in the next biennium.

**Q:**Representatives from Western have suggested that Oregon Tech not rely on foreign or out-of-state students – are we sure this is the best plan?  
**A:**State funding for in-state students will likely continue to drop, making out-of-state students the only profitable group.  Oregon Tech does not currently have the infrastructure needed to support a large number of foreign students.  Oregon Tech may partner with SOU in the future to draw more foreign students.  
  
**Q:**Is it strange that there are required international aspects for curriculum, without a focus on bringing international students here?  
**A:**We have a small number of international students, but we don’t have resources such as ESL, etc. to support a large population of international students.  We anticipate that the international requirement will be separate from having international students on campus.  
  
**Q:**Are there any changes to report as far as heat or electric costs are concerned?  Are either we or the state getting a benefit from the geothermal?  
**A:**Our current incentive is that we can sell back to the grid whatever power we don’t use – otherwise, there are no real incentives in place.  
  
**Q:**If we build up Oregon Tech’s fund balance, is there a concern it could be swept by the state?  
**A:**That is a concern, and it has happened in the past.  However, a representative from the Chancellor’s Ofice has assured us that will not happen this year.

Announcement by Erin Foley: The Oregon Tech Thanksgiving Dinner will be held next week – it’s not too late to sign up!

Meeting adjourned:  2:52 p.m.

Respectfully submitted,  
Marilyn Dyrud  
adp