

DATE: 30 October 2019
TO: All Faculty
FROM: Terri Torres, Senate President
SUBJECT: Agenda for Faculty Senate Meeting
Tuesday, 5 November 2019



The Faculty Senate will meet Tuesday, 5 November 2019, at 6:00 pm in the Sunset room of the College Union (Klamath Falls) and conference room 130 (Portland-Metro). Faculty and other interested persons are invited to attend. The agenda is as follows:

- 1) Call to order
- 2) Roll call of Senators
- 3) Determination of quorum
- 4) Approval of 1 October 2019 meeting minutes – pages 3-9
- 5) Reports of officers:
 - a) President
 - b) Vice-President
- 6) Report of the ASOIT delegate
- 7) Reports of standing committees:
 - a) Faculty Rank Promotion and Tenure – page 10
 - b) Faculty Welfare
 - c) Academic Standards – pages 11-13
 - d) Faculty Compensation
- 8) Reports of special or Ad Hoc committees
- 9) Unfinished business
- 10) New business
 - a) Erika Veth
 - b) OIT-01-003 Ethical Standards for Employees – pages 14-15
- 11) Open floor
 - a) Faculty Development Funds – Mike Myers
 - b) Discrimination and Harassment – Mike Myers
- 12) Report of the Provost
- 13) Report of the President's Council delegate
- 14) Report of the AOF representative
- 15) Report of the IFS representative

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- 16) Report of the FOAC representative
- 17) Report of the Administrative Council delegate
- 18) Adjournment



Minutes

October 1, 2019, 6:00 PM, the Sunset Meeting Room of the College Union (Klamath Falls) and Conference Room #130 (Portland-Metro).

Attendance/Quorum

President Terri Torres called the meeting to order at 6:00 pm. All senators were present except Dan Peterson and Tom Keyser.

Approval of Minutes

Minutes of the June 4, 2019 meeting were approved as written.

Terri Torres announced that she invited Brian Fox to present. There was a motion to amend the agenda allowing our guest to speak first.

Motion Passed

Reports of Officers

Report of the Vice President Finance and Administration – Brian Fox

- Terri Torres asked me if I would provide an update on the budget.
- As we get into 2020 we don't have a lot of con-solid information eye toward the end of the year until we get past the fourth week stage.
- When we get into mid to late October we have a much better sense of where our tuition revenue is going to end up and where our remissions budget is going to end up including some of the cost pieces which can be a little bit nebulous. I can walk through that if anyone has questions.
- We have got this in major categories revenue labor, result direct expenses which is kind of S&S and because those are so condensed, I will just give what falls underneath.
- I would encourage everyone to look at the third column over of numbers, which is the year to date actuals. I want to make a note those include OMIC. On the column to the right I have put the OMIC results next to those so if you just put a minus sign in front of the OMIC ones you can understand where the June actuals were excluding it. Because OMIC last year became large enough it started to really matter in our operating statement. Before that the dollars were so small it just made a diminutive impact on our reporting for fiscal year 20 and going forward we have actually pulled OMIC out because we want to be able to look in our general fund and statements what our core operations are and then separately what OMIC is but I will make a note because I think the question I get, "Does Wilsonville make money or lose money every year?" Last year OMIC had a net positive impact for us of about \$269,000. This was really a timing thing as the dollars came in and the dollars flow back out so it's not dollars that we keep, it's just a timing question. I will note that OMIC does make some dollars for us in a different way we charge in the same way we do on grants kind of an overhead assessment and so we do get some overhead assessment dollars that flow in from the OMIC operations and back into the institution.
- On the revenue category and where we ended up was that I wanted to look at where we were compared to the prior year. Therefore, our tuition revenue was up 2.152 million dollars last year, that largely a function of rate growth so our student credit hours did not grow. It is really a function of our tuition rate increasing last year. Our State appropriations were up about 1.288 million dollars from fiscal year 18. So that is 300,000 dollars less then we budgeted. The reason that is the case is because we have had some shrinking classes running through the institution and so as the number of degrees comes down the state funding will come down in accordance. The state funding was better than it was the year before. Not quite as good as we anticipated and we are a little bit nervous given our

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degree counts for this year whether or not we have a similar impact though we are in a race with other institutions so if they shrink faster than we did then will be in a little bit better position so it is all kind of a relative question there. We won't know until October when they do a settle up.

- On the other revenue, I know which is not delineated in there, but other revenue was up almost 5.239 million dollars and that was OMIC. So, again OMIC revenue will flow through the top and then it flows out through an expense or through a transfer out.
- Moving into expenses we were on target with our forecast but our labor expenses were up 3.8 million dollars from fiscal year 18 to fiscal year 19. Our direct expenses were up 6.815 million dollars and the 3.435 million were OMIC so net that out and we are at 3.38 million dollars' worth of direct expenses up last year.
- Capitol utilities were flat. That service was up a little bit. The reason that service was up is the year before we actually had some unused bond proceeds we plowed back into the debt service so the dollars never really came in they just went back out to bring down our debt service for the year before.
- Our transfers were up by about a million dollars and that million dollars is related to OMIC. As you can see 4.75 million dollars' worth of expenses, 3.435 million dollars' worth of direct cost, a little over a million worth of transfers out and you have a net there of 269,000 dollars.
- The net for the institution and that number is down where it says change and fund balance was 2.81 million dollars. If you exclude OMIC there it is the 269,000 and where you exclude OMIC last year we lost 3.079 million dollars as an institution in the core operations. So what that causes as you might anticipate is a little concern from members of our board and members of our leadership. We missed our target by about a million dollars and so the question is why. The why to that is actually relatively simple rollovers and carry forwards from the year prior moving into the current year and we had not budgeted those in. What had happened previously as that it would be essentially a wash so, you would have the current year S&S would be underspent significantly and prior year rollovers would kind of step in and you would be fine. What happen last year is our S&S expense we actually got dollars out the door. Relatively effectively on S&S so yay for procurement. Because when you have the rollover you get a double hit on those. So that is the largest component as why there was a miss. If we continue to spend S&S essentially up to authority that will a persistent problem. So I will talk about that when we get into Fiscal year 20.
- Fiscal year 20 largely the same format. So again these are compressed so I will kind of expand these by reading them on the revenue side. We are in a little bit of a funny place. We have the board adopted budget and we have not gone back and amended the budget so once every budget is a time and place, things change. So we have the board approved budget. Some of those things are a little bit off in as much as after the board approved the budget and the state approved their budget and included with that was is an automatic ratchet down of our tuition levels along with a commitment in increase in state funding. I am going to read two things to you on the revenue side one is what the board approved budget is and one is kind of where that should be once we make the adjustments.
- So on the board approved budgets, state funding had been anticipated to go up by 314,000 dollars that is closer to 1.8 million dollars. Tuition we anticipated an increase of about 3.578 million dollars that would actually be around 2.513 million dollars though that's a guess. That is a one percent increase in student credit hours. Something you will often hear from me and folks who have been on FOAC is the dual credit either discount that completely and essentially there is no revenue value to those.
- They do focus on kind of fee paying regular students which are the credit hours that each of the faculty in here are teaching. We have built a budget around the one percent increase. Now our new students is remarkably strong and looks like we will have the largest freshmen class of all time. We also have numbers and I would dab maybe three or four weeks ago some dips and retention. Some of those are concentrated in particular departments. But that means that even with growing new students and if your leaking students out the back end then it is hard to overcome that so we will find out in the weeks where our student credit hours accounts are.
- On the expense side, labor is set to grow by 1.4 million dollars. That is the lowest increase we have had in a long time. Pretty consistently we have had 3 to 3 1/2 million dollar increase in labor per year, which is about 10% of the base. So that is constraining this year but includes both salary and overload adjunct and other areas such as that is that variable component. OPE and other payroll expense which is health care retirement set to increase by 2.110 million dollars. Every other year PERS, the retirement system resets and we are expecting an increase in the order of this 2 to 2 1/2 million dollars from PERS every other year. We have a cost driver that will go from now until at least the next four cycles-eight years but probably longer than that if we were to run into a recession. Our direct cost is set to decrease of 361, 000 dollars includes utilities, capital, and debt service are set to be flat for the year. That direct cost decrease of 361,000 dollars is also a pretty slow growth in those areas. On the transfers out folks asked about

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that earlier and that is the contingency funds and the strategic investment.

- I want to talk about what we are looking at for FY20 and the places where we don't have these necessarily quantified and some of them we have a rough sense of and a less clear sense of, but these would be what I call the bogeys on the radar. These are the things we are not sure exactly where they will land at the end of the year but they are causing us concern on the downside or maybe good on the up side. So the ones in bold we have a pretty good sense around. ITS, that's a very fixed cost estimate so our new CIO has come in and essentially cut everything she could possibly cut of which we do not have a long term contractual obligation. With that done, and with some staff reorganization they are going to be an estimated 500,000 dollars over budget at the end of the year, so we know that. At least with some certainty you can figure out what you can do around that.
- Risk insurance is going up by an estimated 200,000 dollars which is a nationwide issue. Turns out that with a bunch of hurricanes insurers decide that they no longer want to be in the property casualty insurance business. So the number of insurers and reinsurers out there have declined. We are part of a risk trust with some of the other institutions gradually using some reserves to cover about half of the increase cost so we will see another ramp up in bills next year.
- Athletics national travel which historically we have not budgeted for national travel and athletics. That number is roughly 150 to 200,000 dollars a year depending on how successful our teams are. So we know that that bogey is likely out there. We don't know what exactly that is going to be depending on the success of our folks.
- On the USSE we shifted our ERP our Banner system from one that was hosted by a shared services enterprise and a legacy of the system to a cloud hosted system. That has resulted in an estimated 650,000 dollar a year savings in our USSE so that is a positive adjustment for us. Also and unexpectedly approved was a pretty significant increase in sports lottery funding which we will use that to offset some of the costs in our athletics program. The money is great but I would not get hooked on it as there is a probability that it will reset to a normal level in a couple of years but we will take it while we have it.
- Now of the things that are unknown.
- What we did in our budget office is realize the things we spent last year that we have budgets and that were set lower than those this year and then the question is to the directors, deans and the chairs, "Is that credible and are you going to hit your budget target?" And so, over time is one and it is out there and there is some negative risk but the administrative VP's which really boils down to folks at large classified staff so it Vice President Foley and myself we eat overtime out of our S&S budgets. So I think we will be able to manage that where it is. Carry forwards and rollovers, those are ones from the departments where tainted dollars last year and we are rolling those over. We made a commitment so we are going to continue to do that but there is a cost implication so we are going to have to manage. Carry forwards similarly we have paired that down to some extent but those are dollars that will come out.
- New students and retention which is kind of the bottom three between the two columns again we will know in the next couple of weeks to where those sit at and be able to have a guide towards the end of the year. The two pieces that are out there and cause me significant concern because I think they are big numbers are adjunct and overload which include on-line. The number that was budgeted significantly lower than what was spent over the past year and then salary savings. We booked 2-million dollars' worth of salary savings' and then right now our budget office best forecast based on the number of vacancies we have is that we would have 1.2 million dollars' worth of savings. So those two areas plus S&S savings. So those are the three areas so S&S savings and if we don't spend everything that we have budgeted this year that could be the make or break or adjunct overload, if we manage that, that could be the make or break or salary savings, that could be the make or break. Those are kind of the three big areas in the unknowns that we have control over at this point in the year. The other place I would say is term to term retention and that will matter a ton so folks can help students who are enrolled now stay enrolled in the winter term that will matter a lot. We saw an unexpected dip last winter term which caused us to miss on some of the revenue last year and if that happens again we well be in a pickle. So those are the places that are sitting back in my mind and I know with Dr. Nagi and the budget teams, as we start to move forward for the coming weeks and months on how we start moving forward and how we are going to manage the budget threw the year.
- I thought that folks would want to see what the changes are on a division by division level from last year to this year. I have had some questions about that and so I thought we would put those dollars up. What we have done here is taken fiscal year 17, 18, 19, & 20 budgets, and I think it's important to do budgets and not actuals for the prior years. The reason being is that the actuals often times are lower because most departments come in lower than what they were budgeted for so this would be the easiest apples to apples sense of where folks are at in fiscal year 20 and what their budgets were compared to fiscal year 19. Also important to see is how have things changed over time and

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where are those changes taking place and then you will see there is a lot of conversation around the contingency fund and strategic investments where those line out and in what areas or colleges that impact and then the net change. So you can see that some folks, some departments will have are sub divisions and will have net negatives and some will have net positives and it is not across the board and this is kind of that reallocation resources across the institution.

- I think that the most important part this year is that we have a very clear mandate from the board to end the current fiscal year at or above the approved deficit. So, we have a goal on closing that budget gap this year and putting ourselves in a good position and this is another clear mandate from the board that next year we have a balanced budget. That is a difficult task and we are focused on getting a pretty strong handle on fiscal year 20 and then being in a position that in fiscal year 21 we have a balance budget.
- Lastly, there were questions about how long can we sustain this? EG fund balance plus the quasi endowment gives probably three years' worth of reserves at the current budget base if we are alluding dollars in the way we did last year and again you can string that out a little bit. I will note to that as soon as State funding and if we have a recession and this is where we are thinking about how big that cushion should be and in the same way you would build up that cushion before your kid goes to college so that you can help your kid along or where you build up a cushion before you go into retirement and same deal if we are anticipating a down turn in state funding we are probably ought to be holding back and positioning ourselves to be kind of lean and mean heading into a scenario like that. We are a decade off from that last recession and the funding formula we talked about earlier is very advantageous for Oregon Tech. The state is reevaluating that which would define us at a one sided risk proposition for Oregon Tech. So there are some places where we need to be positioning ourselves for what could be some leaner times ahead from the state in the next few years. Anyway those are the last pieces I have.
- End of Report

Report of the President – Terri Torres

- This summer I met with Provost Gary Kuleck and Provost Joanna Mott to work on committee assignments. I have been told it is done. The committee assignments should be coming out soon. We discussed a timeline for the future and a better process for committee assignments. I expect the process to flow much better and timelier so faculty can plan accordingly.
- I met with Dr. Nagi multiple times this summer. We discussed the health of the university, budget allocation for departments, timeline and amounts. We also discussed salary savings and the need for faculty positions. He sees a need for annual scheduling which makes sense and he stated that some programs have 50% of their courses with less the 10 students per class.
- I communicated my concern over the lack of faculty involvement in the Oregon Tech review group. I explained that this is not what I understand as shared governance and we talked about how many students are needed to grow us out of this deficit and the goal is still 7,500.
- I am happy to say that we now have a new faculty senate page. We are working to get it populated with our work.. Hopefully Chairs and committees can work with Shawndell to get documents on there.
- End of Report

Report of the Vice President – Matthew Sleep

- Academic council met the Friday of convocation week.
- Erika Veth discussed the new proposed admissions standards. Those were discussed at Senate last year and we looked at a charge for Welfare, and continue to look at the proposed admission standards.
- Academic Council met today. One thing that came up at our meeting was the workload I mentioned at our first meeting during convocation. We are looking at workload allocation on a term by term basis. As I understand, week six of the term we are going to fill out workload and we're not going to use FAST. We are going back to the excel method of doing workload, then on week six the Department Chairs will put forward the workload so we will have a better understanding before the end of the year.
- End of Report

Report of the ASOIT Representative – Samantha Henkell

- Hello my name is Samantha Henkell and I am the ASOIT president this year.

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- We have some big things we have been doing this past month.
- Last week was NSO week of welcome.
- We have a blood drive on the 23rd and 24th of October.
- We had super club sign up today in the CU and had over 150 attendees.
- We are following up with last year's Hydration stations to ensure that the process gets finished.
- End of Report

Reports of Standing Committees

Faculty Rank Promotion & Tenure (RPT) – Christopher Syrnyk

- Charge 1-Revise and update policy for non-tenure track faculty including a clear description of procedures from moving from non-tenure to tenured status.
- Charge 2-Review current sabbatical policy and develop a revised policy that would clarify eligibility department use and salary savings to cover class's expectations for faculty while on sabbatical and reporting requirements after sabbatical completion.
- Charge 3-Developing rubric where used by promotion committees to simplify determination of eligibility of faculty for promotion.
- End of Report

Faculty Welfare – Kari Lundgren

- Charge 1-We will be working with the Human Resources department to develop procedures to ensure annual faculty contracts are issued in a timely fashion and are accurate.
- Charge 2-Investigate and make recommendations with respect to work culture and work life balance at Oregon Tech including but not limited to, expectations and compensation for summer activities by faculty with nine month contracts, expectations for work on night and on weekends and unreasonable overload assignments.
- Charge 3-We will be working with the Provost office and Deans of HAS and ETM to adapt FOP and APE forms to reflect the recommendation suggested by the Ad Hoc faculty convocation workshop that address's the workload issue.
- End of Report

Academic Standards – Addie Clark

- Charge 1-Review the proposed changes student admission standard to ensure they support Oregon Tech strategic goals and are driven.
- Charge 2-Review final examination schedules and make recommendations for changes if necessary.
- Charge 3-Prepare proposal for changes to Faculty Senate committee structure and overall organization in light of the pending faculty collective bargaining agreement with a particular focus on bringing the undergraduate and graduate curriculum under Faculty Senate control per review.
- End of Report

Faculty Compensation - Mike Healy

- Charge 1-Review faculty compensation cooperate with Oregon Tech AAUP's bargaining team in determining fair and equitable salary and adjustments.
- Charge 2-Address the CIP d code discrepancies generally across the university.
- Charge 3-Determine what the actual salary floors have been in each of the years since 2017.
- End of Report

Reports of Special or Ad Hoc Committee

Unfinished Business

- No Report

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New Business – Mark Clark

This is related to discussions we had with Brian Fox regarding the budget decision making process and the newly established organizational review group. SenEx developed a resolution on budget reduction planning. This is designed to address the shared governance issue we see problematic with budget planning.

Resolution on Budget Reduction Planning

- Whereas, Resolution 15-2 of the Board of Trustees of the Oregon Institute of Technology recognizes that the “...faculty’s central role in the development and stewardship of the university’s academic mission...” and states that the board is “...committed to shared governance in the academic environment...”
- Whereas, the proper allocation of financial resources to academic units, including the allocation of funds for the hiring of teaching faculty, is a key factor in the successful accomplishment of the university’s academic mission;
- Whereas, current Oregon Tech policies provide for the allocation of financial resources through the operation of two committees that provide for faculty input, namely the Fiscal Operations Advisory Council during normal operations and the Program Reduction and Elimination Committee when a significant net reduction in budget is imminent;
- Whereas, President Naganathan has recently established the Oregon Tech Organizational Review Group to review and allocate resources for hiring, justifying this action by citing the need to make significant budget reductions;
- Whereas, the Organizational Review Group does not include faculty input in its decision-making;
- Whereas, the Program Reduction and Elimination Committee and the Fiscal Operations Advisory Council does include faculty input;
- Whereas, the criteria for invoking the Program Reduction and Elimination Committee, as outlined in Policy OIT-20-050, have clearly been met based on budget reductions currently being carried out, therefore, be it Resolved, That Faculty Senate demands that President Naganathan immediately cease the use of the Organizational Review Group committee as a method of resource allocation;
- Resolved, that Faculty Senate demands that President Naganathan immediately invoke Policy OIT-20-050 and appoint, in cooperation with the Faculty Senate President, members of the Program Reduction and Elimination Committee; and
- Resolved, that Faculty Senate demands that President Naganathan work with the members of the Program Reduction and Elimination Committee to resolve our short-term budget issues, and work with the members of the Fiscal Operations Advisory Council on long-term budget issues and program prioritization.

Open Floor Period

- No Report

Report of the Provost - Joanna Mott

Welcome! I am very glad to be here and looking forward to working with you all.

- I met with Terri and we have had some good discussions.
- I am still in the information stage but I am also happy to make decisions in figuring out how we are going to move forward in various areas.
- Regarding standing committees, a draft has gone to several people for review to double check names and titles.
- Next, is sabbaticals. If you look on the Provost website there is an updated guideline and packet.
- I am working with the Online faculty and met with Carrie Dickson and Christine Ward. We talked about progress, roles and transition. I will follow up with them regarding gaps. I am planning on meeting with them weekly through the next month.
- In addition, I’m working with the Department Chairs closely regarding the online courses and what their expectations are.
- Scheduling, again we will have conversations with Chairs and hopefully agree to have a tentative two year schedule up for students. This gives the student opportunity to see visual aspects of their courses.
- The retention dashboards was another thing we talked about and Erika Veth provided information.
- I talked to both Deans regarding cancelled classes and how they want to move forward. The plan is not to cancel classes two days before, but moving forward we are going to ask Chairs to look at enrollment. The expectations from the Deans is justification for small classes.

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Adjournment

Terri Torres adjourned the meeting at 8:49pm.

Respectfully submitted,
Vanessa Bennett, Secretary
/sb

RPT Faculty Senate Information Nov. 2019

Preamble in question from original NTTF promotion policy passed by Senate in 2017

Non-tenure track faculty positions will be created only after careful review of individual position circumstances by department and college. This position type is only to be used where a position is deemed essential to the Oregon Tech mission but because of unstable or uncertain enrollment or challenges arising from position location (online and non-campus positions), highly specialized fields of study, and/or emergency circumstances, a particular department would be better served by a non-tenure track appointment than a tenure-track one. Aside from very unusual circumstances related to the exceptions mentioned above, non-tenure track positions should not replace existing tenure-track faculty positions.

The use of non-tenure track faculty should be no more than 15 percent of the total instruction within the institution, and no more than 25 percent of the total instruction within any given department.

Preamble in question from revised NTTF promotion policy from RPT 2018

Whenever possible, the regular academic instruction of students should be the responsibility of faculty members who are responsible for the curriculum and to whom the institution is willing to make the commitment of tenure.

The use of non-tenure track faculty should be no more than 25 percent of the total instruction within any given department. As this policy and ranks of non-tenure track faculty are newly created, this percentage of non-tenure track faculty by department may be superseded by other policies.

Feedback from department chairs about NTTF promotion policy, specific to these percentages.

As expected, there was a lot of discussion about the “preamble” section of the existing draft NTT promotion policy, in particular the percentages that the policy dictates as limits on the amount of NTT faculty departments and colleges can have. The feedback here was varied: some chairs didn’t think the numbers were high enough, some didn’t think the numbers were low enough, and some argued against the very idea of establishing limits, often with the justification that the majority of their department already was --by necessity or by choice -- made up of NTT faculty.

Recommendation from 2018-19 RPT based on chair feedback

Remove the percentage limits on the amount of NTT faculty that can be hired. This piece of the policy has been controversial for the last two years, and there is no corresponding recommendation in any of the CBAs that OIT-AAUP has studied. The original intent of this part of the policy was to “protect” TT faculty positions, but as it turns out, that intent, which is effective for some departments, is actually harmful toward other departments, who don’t interpret NTT positions as “watered down” TT positions, but a necessary and welcome part of the work that they do. Therefore, we believe that it makes little sense to “defend against” NTT hires across the entire university with a blanket limit.

Academic Standards Report for November 2019

Academic Standards met on Tuesday, October 8 to discuss our charges for the academic year.

Our charges and the discussion that followed both in that meeting, in a follow-up meeting Addie had with Terri, and committee discussions via email, is as follows:

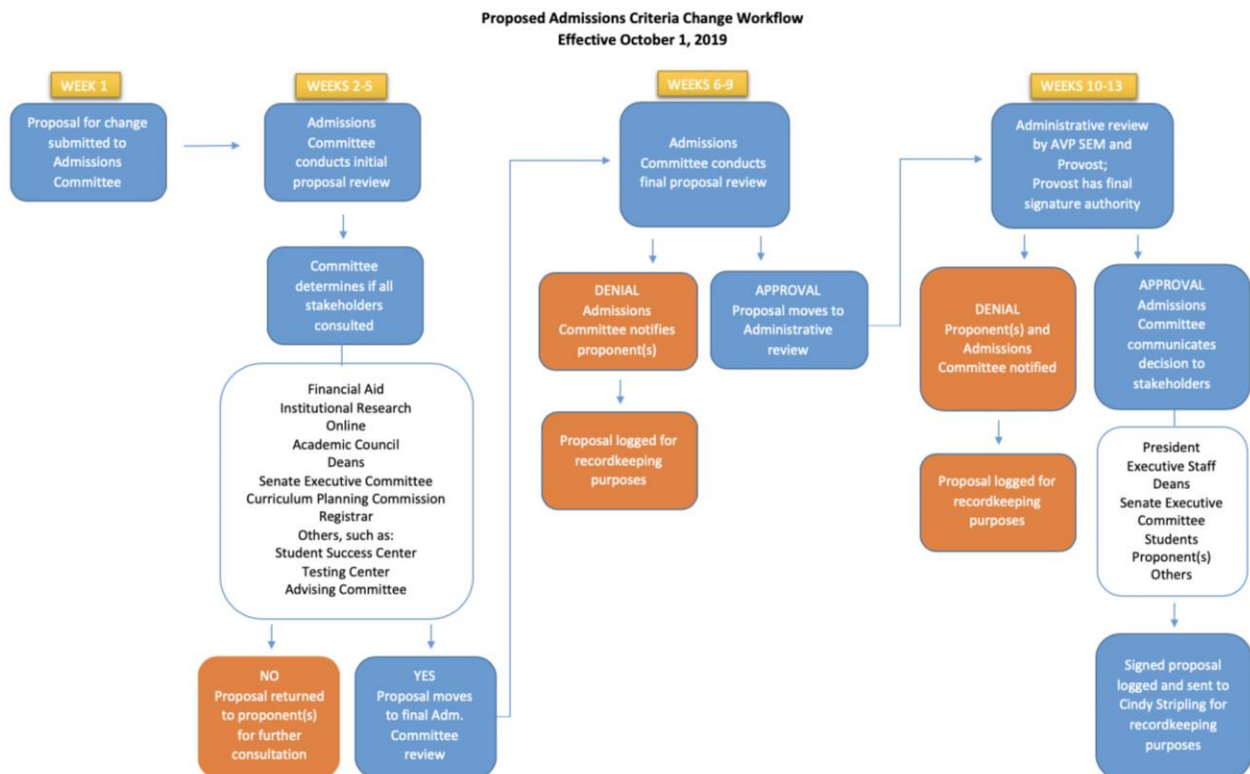
- 1) Review proposed changes to student admissions standards to ensure that they support Oregon Tech's strategic goals and that they are data driven.**
 - a. As part of this charge we were forwarded an email from Erika Veth containing a proposal form and flowchart.
 - b. We are confused about the charge as stated above and the information that was sent to us by Erika. The above charge seems to imply that we, as the committee, are supposed to be reviewing Admissions Standards changes this year, but the flow chart about the process for making these changes excludes our committee entirely.
 - i. Addie met with Terri on Wednesday, October 16 to follow up on this and then sent our proposed flow chart changes to Erika. It was an oversight that we were excluded from the consultations and there is further discussion to be had about the process in the eyes of our committee. We will invite Erika or Eric Johnson to our next meeting if possible.
 - ii. Once this process flow is agreed upon, Academic Standards looks forward to working with the Admissions Committee on reviewing Admissions Standards.
 - c. The original flowchart and the proposed changes from the committee are at the end of this report. The edits back from Erika were to the original chart, with Academic Standards added to the white box of consultants.

- 2) Review Final Examination schedule and make recommendations for changes if necessary.**
 - a. There was initially some confusion as to where this charge came from, but upon meeting with Terri, we will be looking into how the Finals Schedule works for campuses other than KF and PM (which each have their own) while also looking into the language on the schedule that allows for students and faculty to petition changes to the schedule. We have begun discussing this as a committee and hope to have something to bring to the Senate body in December.

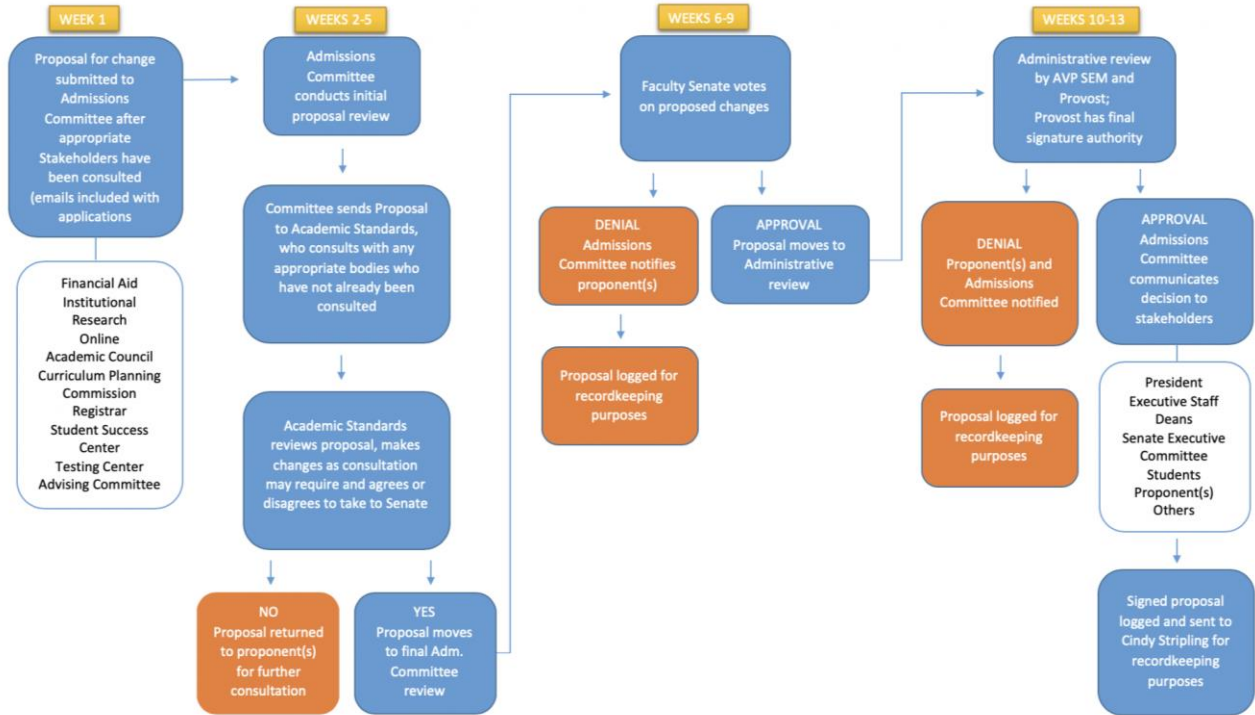
- 3) Prepare proposal for changes to Faculty Senate committee structure and overall organization in light of the pending faculty collective bargaining agreement, with a particular focus on bringing the undergraduate and graduate curriculum under Faculty Senate control for review and approval.**

- a. There was some confusion on why this was a charge for Academic Standards and not for Welfare, but again, after meeting with Terri, we were provided with some clarification.
- b. This is a continuation of work the committee started last year looking into committee structures, especially at institutions that have become Unionized, where some committees are now under the purview of the union and therefore other committees become Senate committees. The initial reporting on this appears in the Academic Standards report for December 2018 (in the Faculty Senate Packet from 12/4/18).
 - i. Upon meeting with Terri on 10/16, Terri expressed that she, myself, and Provost Mott should meet to discuss the restructuring and then come to the committee. When I expressed this to my committee there was some suggestion that this decision needs to be made by a wider range of campus constituents.

The committee will be meeting again in Early November to begin work on charge 2 and continue work on charge 1.



Proposed Admissions Criteria Change Workflow
Proposed Edits



Oregon Tech Policy
OIT-01-003
ETHICAL STANDARDS FOR EMPLOYEES

1. Policy Statement

This policy outlines the required adherence to ethical standards for Oregon Institute of Technology (Oregon Tech) employees. As an institute of higher learning, Oregon Tech commits itself to the pursuit of knowledge and truth. As a member of the academic community, an Oregon Tech employee recognizes that adherence to ethical standards is essential in the formation, acquisition, sharing, and preservation of knowledge.

2. Reason for Policy/Purpose

This policy sets the expectation of adherence by all employees to ethical principles and standards, and is an affirmation of Oregon Tech's quest for excellence in delivering high quality education and public service.

3. Applicability/Scope

This policy applies to all employees of Oregon Tech.

4. Policy

Oregon Tech employees are dedicated to maintaining integrity, reflected in service and continuing academic and professional development. Oregon Tech employees involved in the delivery of programs and services shall adhere to the highest principles of ethical behavior and ensure that privacy and confidentiality are maintained with respect to all communications and records to the extent that such records are protected under the law.

Oregon Tech employees shall strive to ensure the fair, objective, and impartial treatment of all persons with whom they deal. Employees shall be sensitive to the impact of their communication on others.

Oregon Tech employees shall work collaboratively to promote an ethical environment and take appropriate action when aware of unethical behavior. When various ethical guidelines and/or laws conflict, administrators strive to resolve such conflicts.

Oregon Tech employees shall avoid personal conflicts of interest or appearance thereof in their transactions with students and others.

When handling institutional funds, all employees shall ensure that such funds are managed in accordance with established and responsible accounting procedures and the fiscal policies or processes of the institution.

Oregon Tech employees shall perform their assigned duties within the limits of their training, expertise, and competence, consulting with others and making referrals when appropriate.

Oregon Tech employees shall strive to know and comply with institutional, federal, and state policies, regulations and law.

The ethical principles and obligations of all state employees are specified by the Oregon Government Ethics Commission as put forth in a Guide for Public Officials.

The ethical principles and obligations of Oregon Tech employees are also specified in the ethic codes of their respective professional organizations.

5. Links to Related Procedures, Forms, or Information

Oregon Government Ethics Law – A Guide For Public Officials:
https://www.oregon.gov/OGEC/Pages/forms_publications.aspx.

Oregon Government Ethics Law-Supplement To A Guide For Public Officials-2011-2015
Legislative Updates:
https://www.oregon.gov/OGEC/docs/Public_Official_Guide/2010%20PO%20Guide_2015%20Supplement.pdf

6. Policy Review/Consultation

This policy was reviewed and open to consultation of the following Oregon Tech committees and/or advisory groups:

Faculty Senate, Admin Council, President's Council, etc. depending on procedural history circumstances of this particular policy.

7. Policy Approval

Approved by the President on XXXX XX, 20XX.

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