



**Board of Trustees
Academic and Student Affairs Committee Meeting**

**Thursday, June 16, 2016
1:30 p.m. – 3:30 p.m. (or until business concludes)
DeBoer Room, Hannon Library**

MINUTES

Call to Order and Preliminary Business

Chair Sayre was unable to attend the meeting. Trustee Steinman called the meeting to order at 1:31 p.m.

The following members were present: Joanna Steinman, Judy Shih and Steve Vincent. Trustee Les AuCoin participated by videoconference. The following members were absent: Teresa Sayre and Shea Washington. Trustee Dennis Slattery attended the meeting; and President Roy Saigo (ex officio) attended a portion of the meeting.

Other meeting guests included: Dr. Susan Walsh, Provost and Vice President for Academic and Student Affairs; Jason Catz, General Counsel; Craig Morris, Vice President for Finance and Administration; Dr. Jody Waters, Associate Provost; Ryan Brown, Head of Community and Media Relations; Chris Stanek, Director of Institutional Research; Liz Shelby, Government Relations; Dr. Matt Stillman, University Registrar and Co-Executive Director of Student Enrollment; Dr. Dan DeNeui, Director of Social Sciences; Ryan Schnobrich, Internal Auditor; Adrian Ulsted, Computing Coordinator; Olena Black, League of Women Voters; Sabrina Prud'homme, Board Secretary; and Kathy Park, Executive Assistant.

Public Comment

There was no public comment.

Provost's Report

Dr. Susan Walsh said commencement was successful, with about 1,100 students graduating. She thanked Dr. Matt Stillman and Dr. Jody Waters, as they shared a lot of credit for the organization of the ceremony. The committee applauded their efforts.

Chris Stanek presented the enrollment dashboard, noting the certified data for spring FTE enrollment numbers soon will be available and summer figures will continue to adjust. The admitted graduate FTE is down for summer due to changes in scheduling for business and education graduate programs. The admitted undergraduate FTE for summer is up compared to last summer; when counting admitted and non-admitted students, the total undergraduate FTE is about even compared to last summer. Faculty and staffing issues have dropped the number of courses available this summer.

Responding to Trustee Vincent's inquiry about the significance of undergraduate summer enrollment being about the same as last summer, Mr. Stanek said those numbers follow nicely with where SOU ended in fall, winter and spring enrollment totals. Summer figures are different because there are many different sessions, which makes it difficult to say if flat enrollment is good or bad. Fall, winter and spring trends are easier to interpret. The summer figures reflect what students have pre-registered for. There are no benchmarks for summer numbers.

Mr. Stanek then covered the completions report, which tracks applications for degrees. He clarified that bachelor degree applications should be 5.5 percent not -2.5 percent. Master degree applications were up 3 percent over last year and graduate certifications were up 8.1 percent. Mr. Stanek reminded the committee that the degree award numbers are year-to-date. In 2014-15, there were 1,295 degree awards; he expects the final 2015-16 number to be around 1,200-1,300.

Responding to Trustee Shih's inquiry about whether the business and education department changes are permanent, Mr. Stanek said some are and some are not. He explained the two-year Master of Arts in Teaching cohort will now start in the fall instead of summer. Trustee Vincent asked about the feasibility of having a back-up plan for an adjunct professor to teach a course that is in demand when the regular professor is not available; Dr. Walsh said it depends on the expertise of the faculty member and the expertise required to teach the course.

Mr. Stanek said there are 1,150 students confirmed to attend in the fall and that number will only go up in the next couple of months. Trustee Shih commented on the loss and gain of students and how important it is to tell students that they need to map out their time when they arrive so they can graduate as quickly as possible instead of waiting until their junior or senior year to map things out. Dr. Walsh agreed and said students need to know they have options. For some, the accelerated baccalaureate program works well. First-year advisors also play an important role in this regard.

Turning to ROAR events, Dr. Walsh said there will be at least six events this summer and invited trustees to attend the ROAR teas. Dr. Stillman said the ROAR sign-ups are higher than last year. He added that, although applications are down from last year, confirmed admits, confirmed housing and deposits are trending slightly ahead of last year. Related to that, Dr. Walsh said SOU continues to wait to see what impact the Oregon Promise will have on enrollment and will continue focused efforts around recruiting students who did not receive the Oregon Promise.

SOU - Klamath Community College / SOU - Rogue Community College Staff Rate Privileges (Action)

Trustee Steinman provided background information on this item, saying the committee has been working on the agreement at least since September. The board authorized staff to explore what a staff rates privilege pilot program with Klamath Community College (KCC) might look like. The committee also has talked about extending the agreement to Rogue Community College (RCC). The purpose of this item is to provide the committee more detailed information about what such a program might look like.

Dr. Walsh said she, Dr. Stillman and Jason Catz have had several conversations with the president of KCC and his staff members and this is the culmination of those conversations. Mr. Catz said SOU entered into a cooperation agreement with KCC and a part of that was exploring whether the parties could offer staff rate privileges to each other's employees. In the post-OUS system, university staff are charged 30 percent of the undergraduate resident tuition rate. For the remaining 70 percent, the universities reconcile any differences to make each institution whole. In addition to that discount, KCC asked what else SOU could do in light of the strong partnership between the institutions. In the proposed agreement, students would be responsible for the 30 percent, SOU and KCC would true-up any differences in tuition and SOU would give KCC a discount of 10 percent off the 70 percent. Echoing Trustee Steinman, Mr. Catz said this is a way of valuing the institutions' partnership and could extend to other community colleges, most notably RCC. He stressed this is a one-year pilot program and the institutions can readdress any issues or end the program if desired.

Offering an overview, Dr. Stillman said the program was intentionally modeled after the existing staff rates process and will be administered in the same way. The discount is probably sufficient enough to entice students but not so large that it will negatively impact SOU's budget. The parties have not addressed a total student, SCH or FTE cap. This may not be necessary with KCC given the population dynamics but may be prudent with RCC given its proximity to SOU.

The program is structured so KCC staff would pay 30 percent of the undergraduate resident rate per credit hour, regardless of the course level, which would be \$45.42 per credit hour. That leaves the amount to reconcile \$105.99 per undergraduate credit hour and \$351.58 per graduate credit hour. SOU would discount that gap by 10 percent, requiring KCC to backfill \$95.39 per undergraduate credit hour and \$316.42 per graduate credit hour. KCC can cover all of the gap directly or share a portion of that cost with its employees.

Answering Trustee Steinman's question about a cap, Dr. Walsh thought KCC anticipates more graduate students participating in the program. Mr. Catz said he believes KCC expects about 15 employees to participate in the first year. The scope of the cap is mitigated as long as there is a true-up. Dr. Stillman added that the cap is mostly for the other institution's benefit. Trustee Shih felt a cap is important and should be established at the outset so the rules do not change later.

Trustee Shih thought SOU should have a method to determine if the program is or is not successful. Dr. Walsh concurred and said an assessment would be needed at the end of the pilot period. President Saigo believed recruiting would be more difficult in the future and it would help SOU if it can assist the community colleges to educate their staff. To continue to have wonderful relationships, SOU needs to do whatever it can to build linkages. If SOU does not take this seriously, its share of community college student will not be coming here.

Responding to Trustee Shih's inquiry, Dr. Stillman said employees could take courses on campus and online. Trustee Shih believed opening the program to online courses would have a big impact and, even though it is building relationships, she wanted to

know what the boundaries would be. Dr. Walsh added that the agreement with KCC is primarily for online programs but the RCC staff will probably take more face-to-face courses. Trustee Shih felt there was a need for more discussion on this and the impact of including online courses.

Trustee Slattery thought it would be important to track the number of RCC and KCC students who become SOU students to see if there is an increase. Dr. Walsh reminded the committee that the agreements are only for staff members at this time. Answering Trustee Shih's inquiry, Dr. Walsh said it would be possible for a KCC employee to get a degree in some, but not all, programs by taking only online courses.

If there is a way to validate that higher enrollment for KCC or RCC students is due to the partnership, Trustee Vincent pointed out that it could take a couple of years to see the true benefit. Mr. Catz agreed and added that a function of the partnership is that participants will persist as community college employees and will encourage others to attend SOU. Answering Trustee Shih's question about tracking costs, discounts and bills associated with this agreement, Dr. Stillman said SOU would use the identical rule set for tuition, fees, billing and collecting as is used with all students.

Dr. Stillman detailed the cost of an undergraduate four-credit hour course under this agreement. The normal tuition cost would be \$605.64 and the staff rate brings it to \$181.69, leaving a gap of \$423.95. After the 10 percent discount, the gap is reduced to \$381.56, which KCC would remit to SOU.

Trustee Vincent suggested offering incentives to increase enrollment for staff, such as a dorm room over the summer. Dr. Walsh and Dr. Stillman said the residence halls are used more often than one would expect but it would be worth looking into.

Responding to Trustee AuCoin's inquiry, Dr. Stillman said transfer students are coded in the registration process to fully account where they are coming from and the same will be done for KCC and RCC employees participating in this program. Answering Trustee Shih's question, Mr. Catz said that, although the goal is to build relationships and increase enrollment, it would be against ethics rules to have a *quid pro quo* that would offer incentives for KCC or RCC to send more students to SOU.

Mr. Catz then reviewed the proposed terms of the MOU, as amended by the trustees' discussion: (1) KCC staff taking courses at SOU shall be directly charged 30 percent of the undergraduate per credit hour tuition rate for both graduate and undergraduate courses. (2) KCC shall remit the difference between the amount directly paid by the students and the full graduate or undergraduate fee for the course, less a 10 percent discount off of that difference. (3) All appropriate terms and conditions applicable to SOU staff fee privileges extended to other public universities shall apply, including but not limited to the 12 credit hour per student per term limit on the use of the staff rate privilege. The program would allow online courses. The fee privilege would not extend to dependents, only to staff members. A .5 FTE appointment would be required. (4) SOU staff shall be afforded similar staff rate privileges when attending KCC courses, on terms acceptable to SOU's provost. (5) The MOU shall establish the staff fee privilege as a one-year pilot program and any extension of the program beyond one year

shall require approval of the Board of Trustees' Academic and Student Affairs Committee.

Mr. Morris asked a few questions about the process. Dr. Stillman said staff members would apply directly to SOU for admission or as non-admitted students. The employment status of KCC or RCC staff would be verified directly with the institution. Billing for the gap will be a team effort between the registrar's office, business office and service center; together they will determine if the true-up will be done annually (as is done with other universities) or each term. In the normal billing process for students, SOU will bill the KCC staff member for the 30 percent share.

Discussion then ensued on whether a cap should be included in the MOU and it was decided the program would be more welcoming without a cap. Although it would be more difficult, a cap could be negotiated at the end of the pilot period.

Trustee Shih moved that the Academic and Student Affairs Committee recommend to the full board that the provost be authorized to enter into a Memorandum of Understanding with Klamath Community College, extending staff rate privileges to KCC and SOU employees on the terms as amended. Trustee Vincent seconded the motion and it passed unanimously.

Trustee Steinman thanked Dr. Stillman, Mr. Catz and Dr. Walsh.

Accreditation Update

Dr. Jody Waters began by reminding the committee that the year 7 report is written to respond to five accreditation standards: mission, core themes and expectations; resources and capacity; planning and implementation; effectiveness and improvement; and mission fulfillment, adaptation and sustainability. In the past few weeks, most of the work has focused on the third and fourth standards.

She then discussed the following key points and processes: steering committee, which meets periodically; collaboration with other campus committees and programs; commitment to assessment and a culture of evidence, as documented through various tools; writing the report, which will be completed by September 1; gathering evidence and exhibits; and preparing the campus for the October on-site visit.

Dr. Waters mentioned some spring highlights. The collegiate learning assessment was completed successfully by approximately 100 outgoing seniors. There was a 97.5 percent completion rate for academic program self-studies (39 out of 40); the one program missing is for a minor, not a major. The Academic Support Program Review Committee has been seated; the support programs will also submit assessment reports. Final University Seminar Essay and senior writing assessment are complete. Processes and structures are in place to gather and assess data for continued analysis and improvement. Communication with the board continues.

Drs. Waters and Walsh stressed that much data already has been collected, which is a stunning difference from five years ago. Dr. Walsh underscored the culture of assessment that has been created and mentioned the commitment of everyone involved.

Dr. Waters said having ongoing assessments is much less daunting than having to start from scratch every several years. The process has become more collaborative and problem-solving occurs throughout the process. Although some programs lend themselves more easily to being measured, all programs, including academic support programs, find systematic ways to measure their outcomes. Responding to Trustee Shih's inquiry about resources for the programs that have more difficulty evaluating outcomes, Dr. Waters said to some extent the resources are internal to the individuals responsible for the programs to ensure the curriculum is structured to generate the data needed to answer key questions.

Dr. Waters then highlighted selected findings from the academic program self-study analysis. It is extraordinary that foundational goals—critical thinking, written communication, information literacy and quantitative reasoning—can be measured; this allows identification of strengths and weaknesses. The senate committees work with other entities on campus, which undergirds the culture of assessment and evidence. Planning was surprisingly very strong and there was much evidence of systematic strategic planning, despite the absence of a long-term strategic plan. Quantifiable indicators of the work being done assessment-wise include senior-level research, capstone classes, and credit hours spent in focused, intensive learning in classrooms or internships. Deficiencies were identified in syllabi that do not tell students what they should expect, which led to the development of the syllabus inventory project; a similar initiative is the curriculum design academy, which focuses on courses with high failure or withdrawal rates.

Responding to Trustee Vincent's question about whether the accreditation process was institutionalized to the point that it is not dependent on one particular person, Dr. Waters said it was and that someone could walk in and take over. There is a large group of people involved and they are passing materials to their successors.

Before adjourning the meeting, Trustee Steinman said the date of the July meeting would be changed to coincide with the meeting of the Finance and Administration Committee but added that the meeting may be canceled if there were no pressing issues that needed to be handled.

Adjourn

Trustee Steinman adjourned the meeting at 3:26 p.m.

Date: September 15, 2016

Respectfully submitted by,



Sabrina Prud'homme
University Board Secretary