



Standing Councils, Commissions, and Committees 2023-24

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Preamble

Standing councils, commissions, and committees (CCC) are an important part of shared governance at Oregon Tech and offer the opportunity for faculty, staff, and students to assist administrators with tasks by providing input, recommending outcomes, and participating in operational decisions. In addition to committees appointed directly by the Faculty Senate and *ad hoc* committees created for special purposes, Oregon Tech recognizes a number of CCC's that provide continuous support for institutional or academic leadership. Oregon Tech is committed to diversity, equity, and inclusion in committee representation.

CCC Appointments

Two types of committee appointments are recognized:

- x Appointment to a committee because of job title or position (e.g., Vice Provost on President's Council).
- x Appointment for a rotating term.

Term of Service

The term of service varies according to appointment type:

- x Committee members appointed because of job title or position typically serve while holding the position, dependent on the purpose for the position to serve on the committee.
- x Student appointments serve for one-year renewable terms.
- x Committee members appointed for rotating terms typically serve three years, unless otherwise specified within the committee description.
- x Committee members appointed for rotating terms in elected positions (e.g., Faculty Senate) serve according to their elected term within the assembly.
- x Committee members may be reappointed for an additional three-year term (six years total), but it is the intention of this process to encourage broad participation and allow faculty and staff to bring fresh perspectives and skills to their committee assignments. Members can be reappointed after a term off the committee.
- x Appointed members have staggered terms when possible to ensure some membership continuity.
- x Designees may be appointed when appropriate, provided committee continuity is retained, and an effective contribution can be made.

Reporting Line

Each CCC reports to one of the division leaders (President or Vice Presidents).

Membership

Each CCC description outlines the membership composition, which may be adjusted by the division leader or the President.

Individuals may indicate interest in committee service by completing the standing committees survey distributed annually during spring term. In addition, a request for consideration of membership on a CCC may be submitted at any time during the academic year to provostoffice@oit.edu. Note that requests for committees reporting to Faculty Senate should be made to the Faculty Senate President.

The Office of the Provost will affirm membership with appropriate division leaders or parties and notify appointees for the succeeding academic year before the start of the fall term. Membership changes during the academic year will be made as necessary.

Membership on all CCC's is subject to approval by the President.

Member Responsibilities

Membership and participation in a CCC should be regarded as a privilege and responsibility. CCC members are expected to:

1. Represent their constituency and keep them informed.
2. Solicit feedback from the constituency.
3. Provide that information to the CCC as appropriate.

Request for Removal of a CCC Member

Members who are regularly absent, or a CCC chair who is deemed inefficient and unable to organize committee business, can be removed from a CCC.

To request removal of a CCC member (non-chair):

- x The chair should submit the CCC title and member's name to provostoffice@oit.edu. The Provost's Office will follow up with the chair and the appropriate division leader and attempt to find a replacement.

To request removal of a CCC chair:

- x The committee members should submit the CCC title and chair's name to provostoffice@oit.edu. The Provost's Office will follow up with the appropriate division leader and attempt to find a replacement.

Year-End Reporting

Committee chairs/co-chairs are required to

Contents

PRESIDENT'S DIVISION	4
Oregon Tech President's Council	4
DICE Steering Committee.....	5
Facilities Planning Commission	7
Fiscal Operations Advisory Council.....	8
Student Awards Commission	10
Klamath Falls Commission.....	10
Portland-Metro Commission.....	11
Sustainability Committee-	12
Title IX Steering Committee.....	13
Tuition Recommendation Committee	15
Wellbeing Committee	16
ACADEMIC AFFAIRS DIVISION.....	17
Academic Council	17
Academic Progress and Petitions Committee	19
Accreditation Committee	21
Assessment Committee	22
Communication, Teamwork, Ethical Reasoning (CTER).....	23
Diverse Perspectives/Cultural Sensitivity & Globa	

PRESIDENT'S DIVISION

Oregon Tech President's Council

Reporting Line

President's Council reports to the President.

Membership Composition

The Council is potentially composed of the following members with approval of the President, but is not limited to, the Provost (chair); Vice Presidents; Vice Provost; Associate Vice Presidents; College Deans; Presidents of Faculty Senate, and ASOIT; Administrative Council Chair; Senior Executive Assistant (*ex officio*); University General Counsel (*ex officio*); and administrative support (*ex officio*).

Council Responsibilities

1. Convene on at least an annual basis.
2. Assist in the formulation, drafting, revision, recommendation, and maintenance of the Board of Trustees' and University's policies.
3. Provide valuable input and advice to the President on the categories of authority described in board policy.
4. Identify and seek solutions to problems crossing college jurisdictions.
5. Maximize the planning efforts of the institution.
6. Enhance the communication processes within the institution.

Council Members

Provost, Chair	2023-24	Joanna Mott	Academic Affairs
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DICE Steering Committee

Reporting Line

The DICE Steering Committee reports to the President.

Membership Composition

The committee is composed of the DICE Executive Director, administrators, faculty, staff, and students, to give equal weight to and include a broad range of institutional perspectives.

Responsible parties for specific appointments or recommendations:

- x President – committee chair

Committee Responsibilities

1. Require that the institution provide continuing training and development opportunities that foster the ability of the institution's faculty, staff, and administration to meet cultural competency standards.
2. Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff, and administration from diverse backgrounds.
3. Require preparation of a biennial report that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this subsection.
4. Recommend mechanisms for assessing how well the institution meets cultural competency standards.
5. Ensure that the institution clearly communicates to new faculty, staff, and administrators the institution's commitment to meeting cultural competency standards in professional development.

Committee Members



Facilities Planning Commission

Reporting Line

The Facilities Planning Commission reports to the President.

Membership Composition

The commission is composed of the Vice President of Finance and Administration (chair); Provost; Vice President of Student Affairs; Vice Provost; Associate Vice President and Chief Information Officer; College Deans; Directors of Admissions, Athletics, Facilities Management Services & Capital Planning, Library, and Registrar; three faculty members; one member of the Faculty Senate Executive Committee; a Portland-Metro representative; and two students.

Commission Responsibilities

Fiscal Operations Advisory Council

Reporting Line

The Fiscal Operations Advisory Council (FOAC) reports to the President.

Membership Composition

The council is composed of the Provost; Vice President of Finance and Administration; Vice Provost; Associate Vice President of Financial Operations and Controller; Associate Vice President of Student Affairs; one representative from Administrative Council; one representative from Faculty Senate Executive Committee; three university/administrative staff; four senior faculty; and the ASOIT Presidents.

Responsible parties for specific appointments or recommendations:

- x President – university/administrative staff; council chair
- x Faculty Senate President – Faculty Senate Executive Committee representative
- x President and Faculty Senate President – four senior faculty members; Faculty Senate

Oregon Tech
Standing Councils, Commissions, and Committees 2023-24

Univ. Admin./Staff Rep. 3	2023-26	Lara Pracht	Academic Affairs
Faculty 1	2022-25	Rose McClure	Natural Sciences
Faculty 2	2022-25	Mark Neupert	Humanities/Social Sciences
Faculty 3	2022-25	David Hammond	Applied Mathematics
Faculty 4	2021-24	Dibyajyoti Deb	Applied Mathematics
ASOIT President, KF	2023-24	Diana Escamilla	Student Government
ASOIT President, PM	2023-24	Aaron Hill	Student Government

Student Awards Commission

Reporting Line

The Student Awards Commission reports to the President.

Membership Composition

The commission is composed of members on the Klamath Falls and Portland-Metro campuses.

- x Klamath Falls – Associate Vice President of Student Affairs (chair); representatives of Student Involvement & Belonging; and faculty.
- x Portland-Metro – Associate Vice President of Student Affairs (chair); representatives of Student Affairs; and faculty.

Commission Responsibilities

1. Determine the criteria for each student award and the nomination process.
2. Consider any new student awards and criteria and whether they will be awarded annually.
3. Review all applications and select the recipient for each award.
4. Solicit nominations from faculty for outstanding scholar for each major; verify eligibility.
5. Recommend to the President, from outstanding scholar nominees, the top students from each college to receive the President's Cup.

Commission Members

Klamath Falls Commission

Assoc. Vice Pres., Chair	2023-24	Mandi Clark	Student Affairs
Associate Director	2023-24	Shawni Cayetano Ramos	Student Involvement/Belonging
Assistant Director	2023-24	Zoe Smiley	Student Involvement/Belonging
Faculty 1	2022-25	Sean St Clair	Civil Engineering
Faculty 2	2023-26	Carol McPheters	Humanities/Social Sciences
Faculty 3	2022-25	Kamal Gandhi	Natural Sciences
Faculty 4	2022-25	Hui-Yun Li	Natural Sciences
Faculty 5	2022-25	Rose McClure	Natural Sciences
Faculty 6	2021-24	Troy Scevers	Computer Systems Eng. Tech.
Faculty 7	2021-24	Calvin Caldwell	Computer Systems Eng. Tech.

Portland-Metro Commission



Sustainability Committee

Reporting Line

The Sustainability Committee reports to the President.

Membership Composition

The committee is composed of faculty and administrative staff from the Klamath Falls and Portland-Metro campuses with expressed interest and commitment to sustainability; students, including ASOIT; Director of Facilities Management Services & Capital Planning; a Portland-Metro operations representative; community members as appropriate; and the Provost (*ex officio*).

Responsible parties for specific appointments or recommendations:

x

Title IX Steering Committee

Reporting Line

The Title IX Steering Committee reports to the President.

Membership Composition

The committee membership is composed of the Title IX Coordinator/Executive Director of DICE (chair); representatives of various departments on both campuses; faculty; students; and University General Counsel (*ex officio*).

Committee Responsibilities

1. Full committee -- meet at least quarterly and when necessary.
2. Subcommittees -- meet monthly, except during months when the full committee meets.
3. Be a collaborative and multi-disciplinary team that advances a culture of respect, responsibility, and safety at Oregon Tech.
4. Provide the Title IX coordinator with recommendations on promoting a positive campus culture and in identifying and deploying effective measures to prevent and address sexual misconduct, including sexual assault, sexual harassment, domestic violence, intimate partner violence, dating violence, and stalking.
5. Offer recommendations and guidance to the Title IX coordinator to inform policy and procedures, identify services, and ensure positive compliance with Title IX and other laws, regulations, and policies related to sexual and gender-based issues.
6. Discuss ways to advance systemic change and overall improvements to the campus climate relating to Title IX protections, rights, and responsibilities.
7. Assist in the development and implementation of an overarching compliance plan consistent with both the legal obligations of Title IX and Oregon Tech's strategic plan and initiatives.
8. Assist the Title IX coordinator and Deputy coordinators in monitoring changes in Title IX laws and regulations and bench-marking with other institutions on the most effective and efficient ways to assure Oregon Tech implements sound Title IX practices, provides effective education and training, and adopts effective outreach and prevention efforts.
9. Collaborate with other committees and institutional partners in coordinating Title IX efforts and related efforts (*e.g.*, Clery Act, the Campus SaVE Act, and Oregon House Bill 3415 compliance).
10. Create subcommittees focusing on the following core components of Oregon Tech's overall Title IX Compliance Program: (a) compliance plan; (b) related policies and procedures; (c) effective education and training; and (d) proactive outreach and prevention efforts and initiatives.
11. Develop a consistent and effective reporting system to the Title IX coordinator, the President, other members of Oregon Tech's senior leadership, and, when requested or appropriate, the University Board of Trustees.

Committee Members

Title IX Coordinator, Chair	2023-24	Jennifer Wilson	DICE
Deputy Coord. Athletics	2023-26	Joy Lease	Athletics
Deputy Coord. Faculty	2023-24	Beverly McCreary	Faculty Labor Relations
Deputy Coord. PM	2023-24	Lara Pracht	Academic Affairs
Deputy Coord. Staff/TP	2023-24	Sandi Hanan	Human Resources
Deputy Coord. Students	2023-24	Jennifer James	Disability Services & Testing
Equity Associate	2023-26	TBD	DICE
Campus Safety Rep.	2023-26	Christopher Bowman	REMS - Campus Safety
Housing Rep.	2023-26	Courtney Clemmer	Housing & Residence Life
SIB Rep.	2021-24	Thomas Arce	Student Involvement/Belonging
SIB 1 Yr. Exper. Rep.	2023-26	Zoe Smiley	Student Involvement/Belonging
Member at-large	2021-24	Dan Guthrie	Admissions
Director	2023-24	John Van Dyke	Athletics
Asst. Vice President	2023-24	Kimberly Koops	Government Relations
Faculty 1	2023-26	Leah Jolly	Medical Imaging Technology
Faculty 2	2023-26	Rachel Edwards	Natural Sciences
Faculty 3	2023-26	Kari Birrer-Lundgren	Communication
Student 1, HB3456 Comm.	2023-24	TBD	
Student 2, KF	2023-24	TBD	
Student 3, PM	2023-24	TBD	
Legal Counsel, <i>ex officio</i>	2023-24	David Groff	University General Counsel

Standing Subcommittees

The following are the standing subcommittees of the Title IX Steering Committee. Additional *ad hoc* and working committees may be needed from time to time and will consist of volunteers from the committee and external stakeholders, when appropriate or necessary.

Compliance Plan: Charged with assisting the Title IX coordinator in the drafting and adoption of a written annual or multi-year compliance plan detailing goals and objectives, self-auditing, benchmarking, etc.

Policies and Procedures: Charged with reviewing or updating written policies and procedures, as needed. For procedures that end up embedded in collective bargaining agreements, the chair would

Tuition Recommendation Committee

THIS COMMITTEE IS UNDER REVIEW BY THE BOARD OF TRUSTEES.

Information forthcoming upon the Board's instruction.

Contact

John Harman, Vice President of Finance & Administration

ACADEMIC AFFAIRS DIVISION

Academic Council

Reporting Line

The Academic Council reports to the Provost.

Membership Composition

The council is composed of the Provost (chair); Vice and Associate Provosts; College and Online Deans; Director of Institutional Research; University Librarian; University Registrar; Faculty Senate Vice President; academic Department Chairs (term of service determined by chair appointment); and administrative support.

Council Responsibilities

1. Advisory body to the Provost.
2. Bring issues that impact chairs, directors, and other supervisory leadership to the larger group for discussion, deliberation and ultimately recommendations on action. Refer to the Department Chair Roles and Responsibilities Guidelines for a summary of supervisory duties.
3. At the Provost's request, provide recommendations on policies, procedures, and guidelines affecting Academic Affairs.

Council Members

Provost, Chair	2023-24	Joanna Mott	Academic Affairs
Vice Provost	2023-24	Abdy Afjeh	Research/Academic Affairs
Assoc. Vice Provost	2023-24	TBD	Academic Excellence
Assoc. Vice Provost	2023-24	Beverly McCreary	Faculty Labor Relations
Dean of ETM (Int.)	2023-24	Abdy Afjeh	Academic Affairs
Dean of HAS	2023-24	Dan Peterson	Academic Affairs
Dean of Online/GE	2023-24	Ruth Claire Black	Online Learning
Executive Director	2023-24	Christopher Syrnyk	Honors/Prestig. Scholarships
Director	2023-24	Farooq Sultan	Institutional Research
University Librarian (Int.)	2023-24	Kristin Whitman	Library
University Registrar	2023-24	Wendy Ivie	Registrar
Senate Vice President	2023-24	Dibyajyoti Deb	Faculty Senate
Department Chair 1	2022-26	Roger Lindgren	Civil Engineering
Department Chair 2	2022-26	Franny Howes	Communication
Department Chair 3	2023-24	Stefan Andrei	Computer Systems Eng. Tech.
Department Chair 4	2020-24	Paula Russell	Dental Hygiene
Department Chair 5	2023-24	Naga Korivi	Elec. Eng./Renewable Energy
Department Chair 6	2021-25	Jamie Kennel	Emergency Medical Services
Department Chair 7	2022-26	Jack Walker	Geomatics
Department Chair 8	2020-24	MariaLynn Kessler	Humanities/Social Sciences
Department Chair 9	2023-24	Sonja Bickford	Business Management

Oregon Tech
Standing Councils, Commissions, and Committees 2023-24

Department Chair 10	2021-25	Tim Pasang	Manuf./Mech. Eng. Tech.
Department Chair 11	2023-24	Tiernan Fogarty	Applied Mathematics
Department Chair 12	2021-25	Rich Carson	Medical Imaging Technology
Department Chair 13	2022-26	Caroline Doty	Medical Laboratory Science
Department Chair 14	2022-26	Nate Bickford	Natural Sciences
Department Chair 15 (Act.)	2023-24	Marc Campolo	Health Sciences
Admin. Support, <i>ex officio</i>	2023-24	Dierdre Harlan	Academic Affairs

Academic Progress and Petitions Committee

Reporting Line

The Academic Progress and Petitions Committee (AP&P) reports to the Provost.

Membership Composition

The commission is composed of members on the Klamath Falls and Portland-Metro campuses.

- x Klamath Falls – Registrar (chair); Associate Vice President of Student Affairs; Directors of Admissions, Financial Aid, Housing and Residence Life, Disability Services & Testing, and Tech Opportunities Program; a representative from Business Affairs, and Academic Advising & Retention; and faculty, including the Financial Aid Committee Chair and a Graduate Program Representative.
- x Portland-Metro – Registrar (chair); Associate Vice President of Student Affairs; a representative from Academic Advising & Retention, Educational Partnerships and Outreach, and Student Affairs; and faculty including a Graduate Program Representative.

Committee Responsibilities

- 1.

Portland-Metro Committee

Univ. Reg. des., Chair	2023-24	Kendal Marks	Registrar/Financial Aid
Assoc. Vice President	2023-24	Mandi Clark	Student Affairs
Student Affairs Rep.	2023-24	Josie Hudspeth	Student Affairs
Retention Rep.	2021-24	Kelly Sullivan	Advising & Retention
EPO Rep.	2022-25	Bob Reynolds	Educational Part./Outreach
Faculty 1	2023-26	Laurie Sprauer	Medical Laboratory Science
Faculty 2	2022-25	David Hammond	Applied Mathematics
Faculty 3, Grad. Prog. Rep.	2023-26	Chitra Venugopal	Elec. Eng./Renewable Energy

Accreditation Committee

Reporting Line

The Accreditation Committee reports to the Provost.

Membership Composition

The committee is composed of members selected from faculty and staff with a strong preference for experience in leadership, assessment, and accreditation; ability to influence and provide input into creating processes and procedures by which the measures and outcomes listed in the next section can contribute to institutional decision-making; executive-level staff in areas that impact student achievement; and representation of perspectives from both academic leadership and faculty. If the Accreditation Liaison Officer is “double-listed” in the committee membership below, the Provost may appoint a designee in their stead.

Responsible parties for specific appointments or recommendations:

- x President – Accreditation Liaison Officer (chair)
- x College Deans – college faculty
- x Provost and Accreditation Liaison Officer – at-large faculty

Committee Responsibilities

1. Advisory body to the Provost.
2. Provide guidance on university accreditation issues and assist as needed with programmatic accreditation.
3. Represent faculty and administration in accreditation activities and guide the development and implementation of the university’s institutional effectiveness planning as required by the Northwest Commission on Colleges and Universities’ (NWCCU) Accreditation Standards.
4. Work with campus stakeholders to identify and use ongoing measures of institutional effectiveness and student achievement, the development and implementation of improvement plans, and the documentation of these processes as required for NWCCU accreditation.

Committee Members

Accred. Liaison Off., Chair	2023-24	Abdy Afjeh	Research/Academic Affairs
Provost	2023-24	Joanna Mott	Academic Affairs
Vice President	2023-24	John Harman	Finance and Administration
Assoc. Vice President	2023-24	Mandi Clark	Student Affairs
Assoc. Vice Provost	2023-24	TBD	Academic Excellence
Dean of ETM (Int.)	2023-24	Abdy Afjeh	Academic Affairs
Dean of HAS	2023-24	Dan Peterson	Academic Affairs
Director	2023-24	Farooq Sultan	Institutional Research
University Librarian (Int.)	2023-24	Kristin Whitman	Library
Faculty 1, ETM	2023-26	Hallie Neupert	Business Management
Faculty 2, HAS	2022-25	Dawn Taylor	Medical Laboratory Science
Faculty 3, at-large	2022-25	Janette Isaacson	Health Sciences

Assessment Committee

Reporting Line

The Assessment Committee reports to the Provost.

Membership Composition

The committee is composed of the Chair; Vice Provost (*ex officio*); Associate Vice Provost of Academic Excellence; at least one faculty representative from each college, campus, and Online Learning; and a General Education representative. Other membership includes the ISLO subcommittees, Department Chairs, and/or faculty designated by each academic department for a specified term to assist with assessment.

Responsible parties for specific appointments or recommendations:

- x Associate Vice Provost of Academic Excellence and committee chair – recommendation of faculty to Provost
- x Provost – chair (3-year term), may be reappointed; faculty

Committee Responsibilities

1. Developing, reviewing, and implementing an institutional assessment plan.
2. Recommending and overseeing program assessment.

Committee Members

Faculty 1, Chair	2022-25	Rachelle Barrett	Medical Laboratory Science
Faculty 2, ETM	2022-25	Cliff Stover	Manuf./Mech. Eng. Tech.
Faculty 3, HAS	2021-24	Christy VanRooyen	Natural Sciences
Faculty 4, Online	2021-24	Cristina Crespo Veiga	Elec. Eng./Renewable Energy
Faculty 5, PM	2021-24	Gary Lomprey	Business Management
Faculty 6, Gen. Ed. Rep.	2022-25	Andria Fultz	Communication
Vice Provost, <i>ex officio</i>	2023-24	Abdy Afjeh	Research/Academic Affairs
Assoc. Vice Provost	2023-24	TBD	Academic Excellence

ISLO Subcommittees

Reporting Line

The Institutional Student Learning Outcomes (ISLO) subcommittees report to the Associate Vice Provost of Academic Excellence and Oregon Transfer & Articulation Committee (OTAC).

Membership Composition

Subcommittee membership is composed of faculty recommended by the Associate Vice Provost of Academic Excellence.

Responsible parties for specific appointments or recommendations:

- x Associate Vice Provost of Academic Excellence – recommendation of faculty to Provost
- x Provost – faculty

Subcommittee Chair Responsibilities

1. Scheduling monthly meetings.
2. Serving as committee liaisons to OTAC.
3. Attending OTAC meetings when requested by the Associate Vice Provost of Academic Excellence or OTAC.

Communication, Teamwork, Ethical Reasoning (CTER)

Subcommittee Responsibilities

1. Review programmatic data for trends and gaps.
2. Develop a plan to implement university-wide actions suggested by faculty and staff.
3. Document actions taken by programs and at the university level.

Subcommittee Members

Faculty 1, Chair	2022-25	Krista Beaty	Dental Hygiene
Faculty 2	2022-24	Kevin Brown	Communication
Faculty 3	2022-24	Wangping Sun	Manuf./Mech. Eng. Tech.

Diverse Perspectives/Cultural Sensitivity & Global Awareness (DP)

Subcommittee Responsibilities

1. Work with CCT and DICE to provide guidance on curriculum and classroom design for individual programs to collect assessment data.
- 2.

Subcommittee Members



Commission on College Teaching

Reporting Line

The Commission on College Teaching (CCT) reports to the Provost via the Associate Vice Provost of Academic Excellence.

Membership Composition

The commission is composed of faculty representing both colleges and campuses, including Online Learning; the Associate Vice Provost of Academic Excellence; DICE Executive Director; a representative from the Library; representatives from Online Learning; and two students representing both campuses.

Responsible parties for specific appointments or recommendations:

- x Provost and Faculty Senate President – faculty members
- x CCT members – student representatives

Commission Responsibilities

1. Faculty-led commission.
2. Promote effective and innovative instructional practices.
3. Provide leadership and serve as a resource to faculty members in the improvement of student learning.

Commission Members

Faculty 6, Chair	2021-24	Dawn Taylor	Medical Laboratory Science
Faculty 1	2023-26	Kristy Weidman	Business Management
Faculty 2	2022-25	Jessica Luebbers	Dental Hygiene
Faculty 3	2021-24	Cecily Heiner	Computer Systems Eng. Tech.
Faculty 4	2021-24	Sophie Nathenson	Humanities/Social Sciences
Faculty 5	2021-24	Ashton Greer	Civil Engineering
Faculty 7	2023-26	TBD	
Faculty 8	2021-24	David Johnston	Natural Sciences
Faculty 9	2023-26	Rebeka Yocum	Civil Engineering
Faculty 10, PM	2023-26	Greg Pak	Natural Sciences
Faculty 11, Online	2021-24	Alishia Huntoon	Humanities/Social Sciences
Assoc. Vice Provost	2023-24	TBD	Academic Excellence
Executive Director	2023-24	Jennifer Wilson	DICE
Library Representative	2021-24	Tracy Scharn	Library
Online Learning Rep. 1	2023-26	Carrie Dickson	Online Learning
Online Learning Rep. 2	2022-25	Rachel Hanan	Online Learning
Student, KF	2023-24	TBD	
Student, PM	2023-24	TBD	

Curriculum Planning Commission

Reporting Line

The Curriculum Planning Commission (CPC) reports to the Provost.

Membership Composition

The commission is composed of the Associate Vice Provost of Academic Excellence; a representative from the Registrar's Office, and Online Learning; nine faculty, including two from each college and one outside of Klamath Falls; and two students representing both campuses.

Responsible parties for specific appointments or recommendations:

- x Provost – chair
- x Provost and Faculty Senate President – faculty members

Commission Responsibilities

1. Review and make recommendations regarding curricular changes at the undergraduate level.
2. Review the documentation of proposed curricular changes for impact on the curricula of other academic units.
3. Review proposals for new degrees, minors, and certificates to ensure they follow Oregon Tech guidelines.

Commission Members

Faculty Advisory Committee on Emeritus Status

Reporting Line

The Faculty Advisory Committee on Emeritus Status reports to the Provost.

Membership Composition

The committee is composed of six members including two faculty; at least two Faculty Senate representatives; the Faculty Senate President; and at least one emeritus faculty representative.

Responsible parties for specific appointments or recommendations:

x Provost – chair

x

General Education Advisory Council

Reporting Line

The General Education Advisory Council (GEAC) reports to the Provost.

Membership Composition

The council composition is determined by the Provost. Currently, this includes the Associate Vice Provost of Academic Excellence; the Dean of HAS; a representative from each ISLO committee; a representative of the Faculty Senate Academic Standards Committee; faculty representing both colleges and campuses; one representative from the Honors Program; and other members as needed to ensure adequate representation.

Responsible parties for specific appointments or recommendations:

- x Associate Vice Provost of Academic Excellence – recommendation of GEAC members to Provost
- x Provost – faculty; chair (2-year term), may be reappointed; co-chair (from GEAC membership to support continuity during the last year of a chair’s term)

Council Responsibilities

1. Make recommendations concerning the structure of the bachelor’s degree general education program.
2. Consult with Department Chairs to frame that structure to support student success in achieving Oregon Tech’s Institutional Student Learning Outcomes (ISLOs). The Provost will support the committee’s work and provide appropriate resources to achieve these ends.

Council Members

Faculty 5, Co-Chair	2021-24	David Culler	Manuf./Mech. Eng. Tech.
Faculty 7, PM, Co-Chair	2022-25	Andria Fultz	Communication
Faculty 1, Honors Rep.	2022-25	Jesse Kinder	Natural Sciences
Faculty 2	2022-25	Ed Clint	Humanities/Social Sciences
Faculty 3	2022-25	Riley Richards	Communication
Faculty 4	2021-24	Mateo Aboy	Elec. Eng./Renewable Energy
Faculty 6	2023-26	TBD	
Faculty 8 - CTER Rep.	2022-25	Krista Beaty	Dental Hygiene
Faculty 9 - DP Rep.	2022-25	Trevor Petersen	Humanities/Social Sciences
Faculty 10 - QLIA Rep.	2022-24	Cecily Heiner	Computer Systems Eng. Tech.
Assoc. Vice Provost	2023-24	TBD	Academic Excellence
Dean of HAS	2023-24	Dan Peterson	Academic Affairs
Academic Standards Rep.	2023-24	Vanessa Bennett	Faculty Senate

Graduate Council

Reporting Line

The Graduate Council reports to the Provost.

Institutional Review Board for Use of Human and Animal Subjects in Research

THIS COMMITTEE IS CURRENTLY SUSPENDED.

Projects will be reviewed through an external consulting company.

Contact

Vice Provost for Research and Academic Affairs, Dr. Abdy Afjeh

International Committee

Reporting Line

The International Committee reports to the Provost.

Membership Composition

The committee is composed of the Registrar; Admissions Director; Dean of Online Learning; Student Affairs representative; at least five faculty members, including one from outside of Klamath Falls, with an interest in international activities; and two students representing both campuses.

Responsible parties for specific appointments or recommendations:

- x Provost – chair
- x Provost and Faculty Senate President -- faculty

Committee Responsibilities

1. Advisory body regarding international affairs at Oregon Tech.
2. Assist in development of goals and objectives for international student and faculty programs.
3. Consider issues related to the admission of international students, including TOEFL requirements, scholarships, and immigration.
4. Ensure hospitality mechanisms are in place, including host family programs for students.
5. Work with the International Students Club to assist with appropriate activities.
6. Consider and review opportunities for faculty exchanges.
7. Review and make recommendations regarding student exchange programs.
8. Maintain an inventory of international activities and areas of expertise within Oregon Tech.

Committee Members

Faculty 1, Non-KF, Chair	2021-24	Greg Pak	Natural Sciences
Faculty 2	2023-26	Trevor Petersen	Humanities/Social Sciences
Faculty 3	2022-25	Hui-Yun Li	Natural Sciences
Faculty 4	2022-25	Jintai Wang	Civil Engineering
Faculty 5	2021-24	Mark Neupert	Humanities/Social Sciences
Dean of Online/GE	2023-24	Ruth Claire Black	Online Learning
Director	2023-24	Josephine Ness	Admissions
Student Affairs Rep.	2022-25	Josie Hudspeth	Student Affairs
Univ. Registrar	2023-24	Wendy Ivie	Registrar
Student, KF	2023-24	TBD	
Student, PM	2023-24	TBD	

Library Resources Commission

Reporting Line

Online Learning and Advisory Council

Reporting Line

The Online Learning and Advisory Council (OLAC) reports to the Provost.

Membership Composition

The committee is composed of the Dean of Online Learning; the Director of Online Learning; Technology Manager; Associate Vice Provost of Academic Excellence; seven faculty members, including three from each college and one from outside of Klamath Falls, that represent departments involved in online learning; the College Deans (*ex officio*); and a CCT representative (*ex officio*)

Promotion Advisory Committee

Reporting Line

The Promotion Advisory Committee (PAC) reports to the Provost.

Membership Composition

The committee is composed of seven teaching faculty at full professor rank representing both colleges; and the Associate Vice President of Human Resources (*ex officio*). No more than three new members may be appointed in any given year.

Responsible parties for specific appointments or recommendations:

- x Provost – chair, PAC service for a minimum of two years; may be reappointed
- x Provost and Faculty Senate President – seven faculty (Provost – three appointees, Senate President – four appointees)
- x Original appointing officer – appoint alternate if a member is unable to serve a portion of the assigned term

Committee Responsibilities

1. Represent the institution; not respective departments, disciplines, or colleges.
2. Ensure candidates meet criteria and submission requirements outlined in OIT-20-040 and 20-041, respectively.
3. Review faculty promotion nominations and portfolios.
4. Make recommendations to the Provost, who makes final promotion decisions.

Committee Members

Faculty 1, Chair	2023-26	Ken Usher	Natural Sciences
Faculty 2	2022-25	Randy Shih	Manuf./Mech. Eng. Tech.
Faculty 3	2021-24	Slobodan Petrovic	Elec. Eng./Renewable Energy
Faculty 4	2021-24	Brian Moravec	Manuf./Mech. Eng. Tech.
Faculty 5	2022-25	Hui Yun Li	Natural Sciences
Faculty 6	2023-26	Sean St. Clair	Civil Engineering
Faculty 7	2021-24	Robyn Wilde	Natural Sciences
Assoc. Vice Pres., <i>ex officio</i>	2023-24	Sandi Hanan	Human Resources

Resource Budget Commission

Reporting Line

The Resource Budget Commission (RBC) reports to the Provost.

Membership Composition

The commission is composed of the Associate Vice President of Student Affairs (chair; non-voting except in the event of a tie); the Associate Vice President of Financial Operations and Controller; Associate Vice President and Chief Information Officer; College Deans; ASOIT Presidents; and two students representing both campuses.

Commission Responsibilities

1. Meet unique needs within academic and non-academic departments at Oregon Tech.
2. Consider budget proposals and provide for overlooked needs at the University, specifically student projects and other curricular activities.
3. Allocate the resource budget every year.

Commission Members

Assoc. Vice Pres., Chair	2023-24	Mandi Clark	Student Affairs
Assoc. VP/Controller	2023-24	Alicia Dillon	Finance and Administration
AVP/CIO	2023-24	TBD	Information Technology
Dean of ETM (Int.)	2023-24	Abdy Afjeh	Academic Affairs
Dean of HAS	2023-24	Dan Peterson	Academic Affairs
ASOIT President, KF	2023-24	Devon Stokes	Student Government
ASOIT President, PM	2023-24	Aaron Hill	Student Government
Student 1, KF	2023-24	TBD	
Student 2, PM	2023-24	TBD	

University Research Committee

Reporting Line

The University Research Committee (URC) reports to the Provost.

FINANCE & ADMINISTRATION DIVISION

Parking and Traffic Commission

Reporting Line

The Parking and Traffic Commission reports to the

Student 2, Non-resident	2023-24	TBD
Student 3, Resident	2023-24	TBD

Traffic Commission Subcommittees

Traffic Appeals Board

The Parking and Traffic Commission will designate members to serve on the Parking and Traffic Appeals Board (Board).

Membership Composition

Membership is composed of one faculty member, one staff member, and one ASOIT officer. Members are required to participate at least once on the Board during their Parking and Traffic Commission tenure.

Subcommittee Responsibilities

1. Render decisions on appealed citations based on State of Oregon statutes and Oregon Tech vehicle regulations.
2. Each member is required to participate at least one time on the appeals board during their Traffic Commission tenure.

Vehicle Accident Review Committee

The Vehicle Accident Review Committee (VARC) is a subcommittee of the Parking and Traffic Commission.

Membership Composition

The VARC, when convened by the Director of Campus Safety, is composed of selected members of the Parking and Traffic Commission and anyone else necessary to complete the investigation.

Subcommittee Responsibilities

1. Review all accidents involving state vehicles owned by Oregon Tech or driven by its employees.
2. Make a determination as to the cause of each accident, and whether any further action should be recommended.

Financial Aid Committee

Reporting Line

The committee reports to the Provost/Vice President of Strategic Enrollment Management.

Membership Composition

The committee is composed of the Associate Vice President of Financial Operations and Controller; Directors of Financial Aid, Admissions, Academic Advising & Retention, and Tech Opportunities Program; Registrar; and five faculty members.

Responsible parties for specific appointments or recommendations:

- x Vice President – chair (faculty member)

Committee Responsibilities

Retention Committee

Reporting Line

The Retention Committee reports to the Provost/Vice President of Strategic Enrollment Management.

Membership Composition

The committee is composed of staff from Academic Advising & Retention; Admissions; DICE; Financial Aid; Institutional Research; Online Learning; Peer Tutoring; Student Involvement & Belonging; Registrar; the College Deans; faculty representatives from ETM and HAS; and Department Chair representatives from ETM and HAS.

Committee Responsibilities

1. Provide the point of contact for information about students at risk.
2. Gather and assess data on retention trends (aggregate as well as specific student groups).
3. Maintain, update, and oversee retention policies and practices.
4. Coordinate retention efforts university-wide.
5. Maintain metrics for retention goals; monitor/assess goals and steps to be taken in the future.

Committee Members

Director, Chair	2023-24	TBD	Advising & Retention
Assistant Director	2022-25	Robert Evory	Advising & Retention
Academic Advisor	2021-24	Kelly Sullivan	Advising & Retention
Advising Coord., ETM	2021-24	Sam McCormick	Advising & Retention
Advising Coord., HAS	2023-26	TBD	Advising & Retention
Dean of ETM, <i>ex off.</i>			

STUDENT AFFAIRS DIVISION

Americans with Disabilities Act Commission

Reporting Line

The Americans with Disabilities Act Commission reports to the Vice President of Student Affairs.

Membership Composition

The commission is composed of the Directors of Disability Services & Testing (chair), Housing and Residence Life, Integrated Student Health Center, Facilities Management Services & Capital Planning, and Campus Safety; the Associate Vice President of Human Resources; a representative from Information Technology Services, the Portland-Metro campus, and OPEU-SEIU; two students representing both campuses; two community members (one from Portland-Metro); two faculty members; and two staff members.

Commission Responsibilities

1. Review potential barriers to equal access to the programs, services, and activities of Oregon Tech, including on-campus and online, and recommend solutions.
2. Prepare an annual prioritization of the most pressing needs.
3. Review progress made in the past year on resolving access barriers.

Commission Members

College Union Commission

Reporting Line

The College Union Commission reports to the Vice President of Student Affairs.

Membership Composition

The commission is composed of the Associate Vice President of Student Affairs (chair); Associate Vice President of Financial Operations and Controller; representatives from Student Involvement & Belonging; College Union Manager; one faculty representative from ETM and HAS; the Klamath Falls ASOIT President; two ASOIT representatives; three students-at-large; one administrator-at-large; and administrative support.

Responsible parties for specific appointments or recommendations:

- x KF ASOIT President – ASOIT representatives
- x College Union Commission – students-at-large
- x Vice President of Finance and Administration – administrator-at-large

Commission Responsibilities

1. Review and approve all proposals and/or recommendations pertaining to remodeling or additions to the College Union building before being presented to the Facilities Planning Commission.
2. Review and recommend to the University President, policies for campus extra-curricular activities and programs conducted in the College Union building.
3. Review and recommend to the Incidental Fees

Radiation Safety Committee

Reporting Line

The Radiation Safety Committee reports to the Vice President of Student Affairs.

Membership Composition

The committee is composed of the Radiation Safety Officer; Dean of HAS; a Risk Management representative; two administrative staff; and four faculty members.

Responsible parties for specific appointments or recommendations:

- x Vice President of Student Affairs – chair

Committee Responsibilities

1. Meetings can be called by the chair or any two committee members.
2. Ensure that all users of radioisotopes on the Oregon Tech Klamath Falls campus establish and follow safe procedures when using radioisotopes.
3. Review all applications for new uses of radioisotopes on campus.
4. Review all proposed safety procedures.
5. Recommend remedial action should approved safety procedures not be followed.

Committee Members

Faculty 1, RSO, Chair	2022-25	Vanessa Bennett	Medical Imaging Technology
Faculty 2	2022-25	Jeannie Bopp	Dental Hygiene
Faculty 3	2021-24	Sean Sloan	Manuf./Mech. Eng. Tech.
Faculty 4	2023-26	George Drouant	Computer Systems Eng. Tech.
Dean of HAS	2023-24	Dan Peterson	Academic Affairs
Admin. Staff Rep. 1	2022-25	Doug Tripp	REMS
Admin. Staff Rep. 2	2022-25	Jason Roach	REMS
Risk Mgmt Rep.	2021-24	Leticia Hill	Risk Management

Safety Commission

THIS COMMITTEE IS UNDER REVIEW. INFORMATION SUBJECT TO CHANGE.

Contact

Doug Tripp, Executive Director, REMS

Reporting Line

The Safety Commission reports to the Vice President of Student Affairs.

Membership Composition

The commission is composed of the Associate Vice President of Student Affairs; Vice President of Finance and Administration; Provost; Directors of Campus Safety and Integrated Student Health Center; College Union Manager; one faculty representative from ETM and HAS; and a student representative from each campus. Other members include one or more representatives from each of the following areas: trades, custodial, support services staff, environmental health and safety, computing services, risk management, OMIC, human resources, and general staff.

The Portland-Metro members of this commission will serve as a site-specific subcommittee to the University commission.

The Vice President of Student Affairs is an *ex officio*, non-voting member of the commission, who may attend meetings to facilitate receipt of safety recommendations.

Responsible parties for specific appointments or recommendations:

Oregon Tech
Standing Councils, Commissions, and Committees 2023-24

Director	2023-24	Ed Daniels	REMS - Campus Safety
Director	2023-24	Gaylyn Maurer	Integrated Student Health Ctr
Manager	2023-24	Josh Winter	College Union
Custodial Serv. Rep.	2022-25	Brandon G	

Student Hearing Commission

Reporting Line

The Student Hearing Commission reports to the Vice President of Student Affairs.

Membership Composition

The commission is composed of a minimum of eight faculty, including at least three each from ETM and HAS; two Graduate Council members representing ETM and HAS; at least three students, including one graduate student and one from Portland-Metro; and the Dean of Students (*ex officio*).

Responsible parties for specific appointments or recommendations:

- x President – chair (faculty member)

Commission Responsibilities

1. Provide an opportunity for communication between students and faculty members.
2. Consider any university-wide problems of student-faculty relationships and make recommendations to the appropriate College Dean.
3. Conduct hearings for students whose conduct is not in keeping with the standards of the University as described in the Student Conduct Code.
4. Conduct hearings for students as a result of unresolved academic grievances.
5. A quorum is necessary to make recommendations (a majority of members, one of whom is a student).

Commission Members

Faculty 1, HAS, Chair	2021-24	Bobbi Kowash	Medical Imaging Technology
Faculty 2, ETM	2023-26	SuJin Lee	Geomatics
Faculty 3, ETM, GC Rep.	2021-24	Wahab Abrous	Manuf./Mech. Eng. Tech.
Faculty 4, ETM	2023-26	Luis Hernandez	Elec. Eng./Renewable Energy
Faculty 5, ETM	2023-26	Roger Lindgren	Civil Engineering
Faculty 6, HAS	2022-25	Travis Lund	Natural Sciences
Faculty 7, HAS, GC Rep.	2023-26	Kevin Garrett	Humanities/Social Sciences
Faculty 8, HAS	2021-24	Rich Carson	Medical Imaging Technology
Assoc. Vice Pres., <i>ex officio</i>	2023-24	Mandi Clark	Student Affairs
Student 1, KF	2023-24	TBD	
Student 2, KF	2023-24	TBD	
Student 1, PM	2023-24	TBD	
Student 2, PM	2023-24	TBD	
Student 3, GC Rep.	2023-24	TBD	

Substance Abuse Commission

THIS COMMISSION IS DISSOLVED AS OF AY 23-24.

Contact

Gaylyn Maurer, Director, ISHC

Veterans Action Committee

Reporting Line

The Veterans Action Committee reports to the Vice President of Student Affairs.

Membership Composition

The committee is composed of the Director of Veterans Services (chair); a member of the PM Student Services team; VA Certifying Official; representatives of the Veterans Resource Center; and other members who exhibit an interest in working with military veteran and military-affiliated students and their families.

Committee Responsibilities

1. Work with the Oregon Tech Veterans Resource Center to sustain a veteran-friendly and empowering organization.
2. Work with the University to make all Oregon Tech services, programs, and resources known to and effective in their delivery to on-campus veterans and military-affiliated students.
3. Be a resource for orientation, retention, academic success, and career opportunities for veterans and military-affiliated students at Oregon Tech.

Committee Members

Director, Co-Chair	2023-24	Don Stockton	Veterans Services
Faculty 1, Co-Chair	2023-26	Ed Clint	Humanities/Social Sciences
Student Services Rep., PM	2022-25	Josie Hudspeth	PM Student Affairs
VA Certifying Official	2022-25	Michelle Monteith	Financial Aid
Student VRC Manager	2023-24	TBD	Veterans Services
Student VRC Rep.	2023-24	TBD	Veterans Services
Student VRC Rep., PM	2023-24	TBD	Veterans Services
Faculty 2	2022-25	Kristy Weidman	Business Management
Faculty 3	2022-25	Stephen Schultz	Medical Imaging Technology