April 2, 2014
Market Center Building: 1600 SW 4th Ave, Suite 541 – Gold Conference Rm
8-10 a.m.

MEETING NOTES

Committee members present: Chair Margaret Kirkpatrick, Vice Chair Swati Adarkar, Sona Andrews (ex-officio, non-voting), Jackie Balzer (ex-officio, non-voting), Pam Campos-Palma, Sho Dozono, Maude Hines, Pete Nickerson (ex-officio, non-voting)

Other Board of Trustees members present: Wim Wiewel (ex-officio, non-voting)

Committee member not present: Irving Levin

Committee staff present: Donna Bergh and Rachel Martinez.

1. CALL TO ORDER/ROLL/DECLARATION OF QUORUM

Margaret Kirkpatrick, Chair of the Academic and Student Affairs Committee (A&SA), called the meeting to order at 8:08 a.m. Donna Bergh, Committee Staff, called roll. A quorum was present, and the meeting was convened.

2. COMMITTEE CHARGE AND SCOPE

Kirkpatrick asked Sona Andrews, Provost and Vice President for Academic Affairs, and Jackie Balzer, Vice President for Student Affairs, to provide an overview of the charge and respond to questions.

Andrews and Balzer described the strong alliance between their two divisions and provided the scope of the Committee’s charge, including (1) ensuring and protecting, within the context of faculty-shared governance, the educational quality of the University and its academic programs; (2) monitoring progress towards the University’s achievement compact and other academic performance measures; (3) advising the Board regarding major changes to the academic program of the University, such as the creation, merger or closure of degree programs, schools or colleges within the University; (4) oversight of the University’s athletic programs; and (5) oversight of the University policies regarding student life and conduct, faculty, academic affairs and research.

Based on questions and requests from Committee members regarding Achievement Compacts, Andrews offered to provide more information to the Committee.
3. **MEETING FORMAT AND OPERATION**

Kirkpatrick made several recommendations about operational items. The Committee agreed to hold two, two-hour meetings of the A&SA Committee prior to each full Board meeting; allow public comment at each Committee meeting; be responsible for reading pre-meeting materials prior to each meeting; and bring hard or electronic copies of materials to each meeting. The Committee discussed the options for a standing committee meeting time and suggested that the A&SA and Finance and Administration Committees explore ways to be in step with each other’s related agenda items.

Kirkpatrick will work with staff to establish meeting times for the remainder of the year. Members agreed to email questions they may have following Committee meetings to the staff or committee member who most likely can address them. The questions and responses will be copied to all Committee members.

Pete Nickerson, Chair of the Board of Trustees, joined in discussing the role of the Committee and encouraged members to become sufficiently informed to enable them to serve well in the role of protecting, monitoring, advising, and providing oversight.

Protocol for conducting open meetings and allowing questions from the public will be proposed by the Board Secretary for consideration at the June A&SA Committee meeting.

4. **REAFFIRMATION OF MISSION AND NWCCU CORE THEMES**

Kirkpatrick asked Andrews to brief the Committee on the Mission Statement and accreditation Core Themes. Andrews provided an overview explained that reaffirmation by Portland State's Board of Trustees was necessary because the Northwest Commission on Colleges and Universities, PSU’s institutional accrediting body, requires governing board approval. The institution filed and is awaiting approval on a “substantive change” request to NWCCU for the transfer of board control from the Oregon State Board of Higher Education to the PSU Board of Trustees, effective July 1, 2014. Andrews responded to questions on the NWCCU accreditation cycle and reports and current commendations and recommendations for PSU by the NWCCU. (See Docket items 4-11.)

It was acknowledged that the Mission and Core Themes may change in the future as the Board and the University work together on institutional planning.

To be in compliance with accreditation requirements, it was agreed that the Committee would discuss the affirmation of the Mission and Core Themes as an action item at its June 4, 2014 meeting. The Committee will make a recommendation about affirmation to the full Board for action at the Board meeting on June 26, 2014.

5. **ACADEMIC PROGRAMS**

Kirkpatrick asked Andrews to provide an overview of academic programs at Portland State and the current process for new academic program approval. A&SA Committee members reviewed a table
describing the current academic program types and the hierarchy of review and approval that is applied to them. (See 4/2/14 Docket item 13.) The hierarchy includes the flow of a departmental/dean program proposal through relevant review bodies, including Faculty Senate, Academic Affairs, the OUS Provost Council and the OUS Academic Strategies Committee (ASC). The ASC approves academic programs on behalf of the Oregon State Board of Higher Education.

Currently, the ASC approves the establishment of three categories of programs: the Bachelor’s, Master’s and Doctoral degrees. Programs approved by ASC are listed as informational items on the OSBHE docket. Beginning in July 2014, the Higher Education Coordinating Committee is expected to begin providing final approval on these same categories of programs.

At their June meeting, members of the A&SA Committee will consider the current OUS model for program approval and consider a recommendation to the Board of Trustees. A resolution will be forwarded to the Board for action at its June 26, 2014 meeting.

6. FACULTY

Kirkpatrick asked Andrews to go over the pre-meeting materials concerning faculty rank, FTE, and Head Count. Andrews referred members to a copy of the Oregon Administrative rule, 580-020-005, which lists the academic ranks approved for public institutions of higher education, and specified those adopted for use at Portland State. (See Docket item 15.) Members also were referred to two tables in their materials that provide the trends in the headcount and full-time equivalency of PSU tenure-related and fixed-term faculty (full and part-time). (See Docket item 16.)

Time will be devoted at a future meeting for more information on this topic.

7. NEXT STEPS AND ADJOURNMENT

Kirkpatrick reported that she would meet with Committee Vice Chair Swati Adarkar, Andrews, Balzer and Committee Staff to plan the agenda for the next meeting of the A&SA Committee on June 4 and invited suggested topics from the group by email. With no further comments or questions from the committee, Kirkpatrick adjourned the meeting.