June 4, 2014
Market Center Building: 1600 SW 4th Ave, Suite 316 – Mt. Rainier Room
3-5 p.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, Maude Hines, Irving Levin, and Pete Nickerson (ex-officio), by phone.

Committee member not present: Sho Dozono

Committee staff present: David Reese and Donna Bergh

1. CALL TO ORDER/ROLL/DECLARATION OF QUORUM

Margaret Kirkpatrick, Chair of the Academic and Student Affairs Committee (ASAC), called the meeting to order at 3:07 p.m. Donna Bergh, Committee Staff, called roll. A quorum was present, and the meeting was convened.

2. CONSENT AGENDA

Action: The minutes from the April 4, 2014 ASAC meeting and the proposed protocol for public participation at meetings were approved.

3. REAFFIRMATION OF THE UNIVERSITY MISSION AND CORE THEMES (RESOLUTION)

Kirkpatrick introduced the topic and asked Sona Andrews, Provost and Vice President for Academic Affairs, to provide a summary of the information included in the docket materials. Andrews reported that the University received a letter this week from NWCCU approving, effective July 1, 2014, the change in control of the University from the State Board of Higher Education to the PSU Board of Trustees. The next step is reaffirmation of the mission and core themes by the Board of Trustees. Andrews reminded members that the mission and accreditation core themes require the approval of the institution’s governing board in order for Portland State to be in compliance with its accrediting body, the Northwest Commission of Colleges and Universities (NWCCU). Reaffirmation of the approved mission and core themes, as originally approved by the State Board of Higher Education, would provide continuity for the institution’s accreditation cycle.
Discussion by the Committee included questions about the potential effect of upcoming strategic planning on the mission and accreditation core themes. Andrews said that a change to the mission or themes could emerge from the planning activities. If changes were made, they would require Portland State to file a substantive change with NWCCU. Campos-Palma encouraged Trustees to reach out to student government in any discussions of the mission.

Kirkpatrick invited public comment. Rayleen McMillan, ASPSU Vice President, and Benjamin Barber provided comments to the Committee.

Following a discussion regarding the role of the Board of Trustees in upcoming strategic planning, including potential revisions of the mission statement, Levin made a motion to pass the resolution and Adarkar seconded the motion. The motion carried unanimously. The resolution, attached as Exhibit A, will be forwarded to the full Board for consideration on June 26, 2014.

4. **DELEGATING AUTHORITY FOR ACADEMIC PROGRAM APPROVAL (RESOLUTION)**

Kirkpatrick introduced the resolution and asked Andrews to summarize for discussion the information provided to members during the April 2, 2014 meeting of the ASAC and in the June 6, 2014 meeting docket. Andrews reminded members that the approval of bachelor’s, master’s and doctoral programs, currently approved by the OUS Academic Strategies Committee (as delegated by the Oregon State Board of Higher Education) will now need to be reviewed by the Board of Trustees before going to the Provosts’ Council (members include the provosts from all the public universities, including OHSU) and the Higher Education Coordinating Commission. Andrews described the current levels of reviews by departments, deans and Faculty Senate and then described the proposed reviews by the ASAC (as delegated by the Board of Trustees), the Provosts’ Council and the Higher Education Coordinating Commission.

There was discussion by ASAC members about the “value added” by the review of the Board of Trustees. Members of the ASAC generally acknowledged that review by the Committee and the full Board was unnecessary. Kirkpatrick checked in to see if the group was ready to move forward with a motion to recommend delegation of academic program authority by the Board to the ASAC. Levin asked that the resolution be amended to include language that provides ASAC a set of program review criteria. The Committee agreed that the current criteria and proposal format (established by the Oregon State Board of Higher Education) be recommended to the Board of Trustees for application by the ASAC. These criteria may change when the HECC establishes their criteria.

Kirkpatrick invited public comment. Benjamin Barber provided comments to the Committee.

**Action:** It was moved by Levin and seconded by Adarkar that the resolution, as amended pursuant to the Committee’s recommendation, be approved by the Committee and forwarded to the full Board for consideration on June 26, 2014. The motion carried with one abstention from Hines. The revised resolution, as recommended by the committee, is attached as Exhibit B.

5. **COLLECTIVE BARGAINING AGREEMENT WITH PSU CHAPTER, AAUP, AND PSU**
Kirkpatrick asked Andrews for an update on the collective bargaining agreement and Andrews introduced Carol Mack, Vice Provost for Academic Personnel and Leadership Development and chief spokesperson for the negotiations. Mack described the three types of faculty who are represented by AAUP as either union dues-paying members or fair share-paying members. Faculty types include tenure track faculty, non-tenure faculty and academic professionals. Mack briefed Committee members on the main components of the agreement as described in Item 10 of the June 4, 2014 Academic and Student Affairs Committee docket.

Kirkpatrick invited public comment. Benjamin Barber provided comments to the Committee.

6. OTHER DISCUSSION ITEMS

Irving Levin, Committee member, asked that attention be given to concerns he has heard from students about services in the Office of Financial Aid. Jackie Balzer, Vice President for Enrollment Management and Student Affairs, responded that she and her staff are looking into the concerns and acknowledge that Portland State, like other similar institutions, face fiscal challenges when trying to meet the very complex array of needs presented by today’s students. More information about Financial Aid, and the rest of the Division of Enrollment Management and Student Affairs, will be addressed at future ASAC meetings.

Balzer confirmed the announcement that she is taking a new position at Willamette University. Dan Fortmiller, Associate Vice President of Enrollment and Student Affairs, will serve as Interim Vice President effective July 1, 2014.

7. NEXT STEPS AND ADJOURNMENT

Bergh reminded members that the next meeting of ASAC is on August 5. With no further comments or questions from the committee, Kirkpatrick adjourned the meeting.
Exhibit A

RESOLUTION CONCERNING REAFFIRMATION OF
THE UNIVERSITY MISSION AND ACCREDITATION CORE THEMES

From Academic and Student Affairs Committee

6-4-14 draft

BACKGROUND

A. The Board of Trustees assumes full governing authority for PSU effective July 1, 2014. The Northwest Commission on Colleges and Universities (NWCUU), Portland State’s accrediting body, requires the institution’s governing body to approve the institutional Mission and Core Themes. Therefore, reaffirmation of Portland State’s Mission and Core Themes, as formerly approved by the Oregon State Board of Higher Education, is required of the new Board of Trustees prior to July 1, 2014.

B. In NWCUU’s Accreditation Handbook Standard One, institutions are required to articulate their mission statements and core themes and receive their governing board’s approval. As defined by NWCUU, the mission addresses institutional purpose and the core themes comprise essential elements of that mission. To remain in compliance with NWCUU, both the mission and core themes must be endorsed by an institution’s governing body.

C. Portland State’s Mission was approved by the Oregon State Board of Higher Education (OSBHE) in 1997; the core themes, first used in PSU’s 2011 Year One report to the NWCUU, were retroactively approved by the OSBHE, along with the core themes of all the OUS institutions.

Portland State’s 1997 approved Mission states:

The mission of Portland State University is to enhance the intellectual, social, cultural, and economic qualities of urban life by providing access throughout the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan areas. The University conducts research and service that support a high quality educational environment and reflect issues important to the region. It actively promotes the development of a network of educational institutions to serve the community.

Portland State’s 2012 approved Core Themes are:

1. Community Engagement and Civic Leadership
2. Student Success
3. Innovative Research and Scholarship
4. Educational Opportunity

D. The Portland State administration recommends reaffirmation of the Mission and Core Themes for all purposes, including that of meeting the NWCUU Standard One. Portland State is in its 4th year of a seven-year reporting cycle with NWCUU. The Mission and Core Themes, including the articulation of
objectives and indicators for each Core Theme, have provided the framework for reports to NWCCU in the last three years. Reaffirmation will provide continuity for this accreditation cycle. We recognize that as the Board of Trustees and the University begin to engage in institutional planning discussions, changes to the Mission and/or the Core Themes may result in the future.

RESOLUTION

Now, therefore, be it Resolved by the Board of Trustees, that the institutional Mission and Core Themes are reaffirmed.

This Resolution supersedes the following OUS IMD:

1. OUS IMD 2.010 Missions of System Institutions

APPROVED:

Secretary to the Board Date

Portland State University Board of Trustees
RESOLUTION CONCERNING AUTHORITY FOR ACADEMIC PROGRAM APPROVAL

From the Academic and Student Affairs Committee
6-4-14 draft

BACKGROUND

A. The Board of Trustees assumes full governing authority for PSU effective July 1, 2014. The Oregon State Board of Higher Education (OSBHE), through its delegation to the OUS Academic Strategies Committee, currently has approval for three categories of academic programs: bachelor’s, master’s and doctoral programs. Therefore, authority for such program approvals is now vested in the new Board of Trustees as of July 1, 2014. In addition, approval of the Higher Education Coordinating Commissions is necessary for significant changes to the academic program of the university and for the establishment of new degrees.

B. Curriculum and program review and approval on campus is a basic function of “shared governance” in which faculty and administration share responsibility. Each program proposal undergoes a number of review steps before the Faculty Senate seeks program approval from the provost. The provost then seeks approval from the governing body. (See Exhibit A for the current levels of review and approval by PSU entities and OUS.)

C. The Portland State administration recommends that the Board of Trustees adopt a model of program review similar to the one established by the OSBHE in which the “shared governance” process forwards programs to the new PSU governing body—the Board of Trustees. The Board of Trustees delegates authority for program approval to the Academic & Student Affairs Committee. (See Exhibit A, purple column, for proposed hierarchy of approval.) This adopted process would ensure continuity and timeliness of the current flow of academic programs and allow the Board of Trustees to exercise appropriate overview and approval without overburdening the docket of the full Board of Trustees.

RESOLUTION

Now, therefore, be it Resolved by the Board of Trustees that the review and approval of the bachelor’s, master’s and doctoral programs be delegated to the Academic & Student Affairs Committee. Each of the Committee’s program actions will be forwarded to the Board of Trustees for informational purposes at the next Board meeting.

This Resolution supersedes the following OUS policies and IMD’s:

Portland State University Board of Trustees
1. OUS Policy: New Graduate Programs, External Review Policy
2. OUS Policy: New Instructional Programs, Guidelines For Review Of Proposal For The Initiation Of A New Instructional Program
3. OUS Policy: New Instructional Programs, Follow-Up Review Of External Review
4. OUS IMD 2.015: Approval Of New Academic Programs
5. OUS Policy: Academic Degree Program Planning And Implementation Program Development Review
6. OUS Policy: Categories Of Instruction, Implementation Of Board Policies
7. OUS Policy: Centers And Institutes In OUS

PROPOSED:

Secretary to the Board

Date