List of Meeting Materials

Agenda

Agenda Topic 1: Call to Order/Roll/Declaration of Quorum
- No materials

Agenda Topic 2: Consent Agenda
- Draft notes from the April 2, 2014, A&SAC meeting (members only) 2
- Protocol for comments at a public meeting 3

Agenda Topic 3: Reaffirmation of the University Mission and Core Themes
- Resolution: Reaffirmation of the University Mission & Core Themes 4
- Descriptions of OUS Policies and IMD’s (reference for topics 3 and 4) 5

Agenda Topic 4: Authority for Academic Program Approval
- Resolution: Authority for Program Approval 6
- Current and Proposed Approval Process (diagram) 7
- Template for proposing a new program 8
- Example of an approved program: PhD in Health Systems and Policy
- List of program approvals and eliminations

Agenda Topic 5: AAUP-PSU Collective Bargain Agreement
- Campus announcement about the new contract 10
  (for a full history of announcements concerning bargaining, please see
Portland State University Board of Trustees
Academic and Student Affairs Committee

Meeting #2

Wednesday, June 4, 2014
3-5 p.m.
Mt. Rainier Room, Room 316, 1600 Market Center Building

AGENDA

1. CALL TO ORDER/ROLL/DECLARATION OF QUORUM

2. CONSENT AGENDA
   a. Minutes from the April 2, 2014 Academic & Student Affairs Committee meeting
   b. Protocol for public participation at committee meetings

3. REAFFIRMATION OF THE UNIVERSITY MISSION AND CORE THEMES—DISCUSSION AND ACTION
   a. The Committee will be briefed by Sona K. Andrews, Provost, on the draft Resolution and the context for the University’s recommended action.

4. AUTHORITY FOR ACADEMIC PROGRAM APPROVAL—DISCUSSION AND ACTION
   a. The Committee will be briefed by Sona K. Andrews on the draft Resolution and the context for the University’s recommended action.

5. COLLECTIVE BARGAINING AGREEMENT WITH PSU CHAPTER, AAUP, AND PSU—DISCUSSION
   a. The Committee will be briefed by Carol Mack, Vice Provost for Academic Personnel and Leadership Development, on the Collective Bargaining Agreement.

6. ADJOURN
Academic & Student Affairs Committee

Public Meeting Protocol Proposal for A&SA Committee Meetings 6-4-14

At the beginning of each meeting, the Chair will announce the following regarding public participation:

• The public is welcome to listen to the Committee’s discussions and provide comments when prompted by the Chair.

• There will be no sign up required for public audience member’s comments; however, commenters will be asked to identify themselves for the record.

• After each agenda item, and before a committee vote, comments from the audience will be invited by the chair.

• A time limitation may be imposed by the Chair on individual remarks in order to ensure sufficient time for Committee business.
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 NWCCU’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 NWCCU, the mission addresses institutional purpose and the core themes comprise essential elements of that mission. To remain in compliance with NWCCU, 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 NWCCU, 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 NWCCU Standard One. Portland State is in its 4th year of a seven-year reporting cycle with NWCCU. 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
Resolution: Reaffirmation of the University Mission and Accreditation Core Themes

1. **OUS IMD 2.010 Missions of System Institutions**

This OUS IMD (Internal Management Directive) states that institutions shall provide: (a) instruction, (b) research, and (c) public service.

The proposed resolution will give that authority to the PSU Board through the approval of the institutional mission.

Resolution: Authority for Academic Program Approval

1. **OUS Policy: NEW INSTRUCTIONAL PROGRAMS, GUIDELINES FOR REVIEW OF**

This OUS policy details the format and approval process used for the approval of new programs.

The proposed PSU resolution for the authority for academic program approval proposes this responsibility be delegated to the Academic and Student Affairs Committee.

2. **OUS Policy: NEW GRADUATE PROGRAMS, EXTERNAL REVIEW POLICY FOR**

This OUS policy requires that any new graduate program request be accompanied by an external review report. The report is done by experts in the field and provides the provost, dean, and unit proposing the new program an assessment of the program.

External reviews for graduate programs are already codified as part of PSU’s standard faculty approval process for graduate programs, and therefore, it is not necessary to have this mandated by PSU board policy.

3. **OUS Policy: NEW INSTRUCTIONAL PROGRAMS, FOLLOW-UP REVIEW OF EXTERNAL REVIEW**

This OUS policy is merely a reaffirmation of the policy listed above (OUS Policy: NEW GRADUATE PROGRAMS, EXTERNAL REVIEW POLICY FOR).

External reviews for graduate programs are already codified as part of PSU’s standard faculty approval process for graduate programs, and therefore, it is not necessary to have this
mandated by PSU board policy.

4. **OUS IMD 2.015 Approval of New Academic Programs**

This OUS IMD (Internal Management Directive) allows the OUS Chancellor and the SBHE the authority to approve new academic degree programs.

This authority will now be the responsibility of the HECC.

5. **OUS Policy ACADEMIC DEGREE PROGRAM PLANNING AND IMPLEMENTATION PROGRAM DEVELOPMENT REVIEW**

This OUS policy allowed the SBHE to create regular opportunities for the Board, the Board's staff, and the leadership of the campuses to discuss collectively program development planning on the respective campuses. The process enables the Board of Higher Education to exercise its policy role by balancing System and campus considerations, mindful of the efficient use of resources.

This authority will now be the responsibility of the HECC if it chooses.

6. **OUS Policy CATEGORIES OF INSTRUCTION, IMPLEMENTATION OF BOARD POLICIES**

This OUS policy identifies the four categories of instructional programs have been allocated to System institutions:

- Liberal arts programs leading to the baccalaureate, master's, and doctoral degrees.
- Professional programs leading to the associate, baccalaureate, master's, and doctoral degrees.
- Pre-professional and lower division transfer programs, a designation given to those instructional programs that are preparatory to upper division or professional school enrollment in institutions not having a degree program in those fields.
- Technical education programs leading to specialty certificates and associate (two-year) and baccalaureate (four-year) degrees.

The proposed PSU resolution would give the PSU Board (delegated to the Academic and Student Affairs Committee) the authority for academic program approval.

7. **CENTERS AND INSTITUTES IN OUS**

This OUS policy gives institutions the authority to establish centers and institutes that do not grant degrees, consistent with their role and mission.

PSU has an internal process for the establishment of centers. These would not come to Board for approval.
RESOLUTION CONCERNING AUTHORITY FOR ACADEMIC PROGRAM APPROVAL

From the Academic and Student Affairs Committee

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:

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

APPROVED:

Secretary to the Board         Date
To accompany Resolution on Academic Program approval June 2014

Current OUS Program Approval Process
(June 2014)

Department/Faculty (3-7 months)
School/College Curriculum Committee (1-2 months)
School/College Dean (2 weeks)

University Curriculum Committee (UG or GR) & Faculty Senate Budget Committee (1-3 months)
Faculty Senate (1 month)
Provost (2 weeks)

Provost Council (1.5 months)
OUS ASC (1 month)

Note: Graduate programs – add an additional 3 months to the process for external review. Programs need to receive preliminary approval from OUS Provost’s Council before review is conducted.

Proposed Program Approval Process

Department/Faculty (1-7 months)
School/College Curriculum Committee (1-2 months)
School/College Dean (2 weeks)

University Curriculum Committee (UG or GR) & Faculty Senate Budget Committee (1-3 months)
Faculty Senate (1 month)
Provost (2 weeks)

PSU A&SA BOT (2-3 months)
Provost Council (1.5 months)
HECC (7 months)

Note: Graduate programs – add an additional 2 months to the process for external review
Proposal for a New Academic Program

College/School:
Department/Program:
Proposed title of New Program:

1. Program Description
   a. Proposed Classification of Instructional Programs (CIP) number (contact the Office of Institutional Research and Planning for this number).
   b. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree and concentrations offered.
   c. Course of study – proposed curriculum, including course numbers, titles, and credit hours.
   d. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).
   e. Ways in which the program will seek to assure quality, access, and diversity.
   f. Anticipated fall term headcount and FTE enrollment over each of the next five years.
   g. Expected degrees produced over the next five years.
   h. Characteristics of students to be served (resident/nonresident/international; traditional/nontraditional; full-time/part-time; etc.)
   i. Adequacy and quality of faculty delivering the program.
   j. Faculty resources – full-time, part-time, adjunct.
   k. Other staff.
   l. Facilities, library, and other resources.
   m. Anticipated start date.

2. Relationship to Mission and Goals
   a. Manner in which the proposed program supports PSU’s mission and goals for access; student learning; research, and/or scholarly work; and service.
   b. Connection of the proposed program to PSU’s strategic priorities and signature areas of focus.
   c. Manner in which the program meets broad statewide needs and enhances the state’s capacity to respond effectively to social, economic, and environmental challenges and opportunities.
3. Accreditation
   a. Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.
   b. Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.
   c. If the proposed program is a graduate program in which the institution offers an undergraduate program, proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.
   d. If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.

4. Need
   a. Evidence of market demand (market analysis).
   b. If the program’s location is shared with similar programs (other OUS universities or private institutions), proposal should provide externally validated evidence of need (e.g., surveys, focus groups, documented requests, occupational/employment statistics and forecasts).
   c. Manner in which the program would serve the need for improved educational attainment in the region and state.

5. Outcomes, Quality Assessment and Student Experience
   a. Expected learning outcomes of the program.
   b. Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.
   c. Program performance indicators, including prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate.
   d. Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.
   e. Methods by which the student experience will be assessed and used to improve curriculum and instruction.

6. Program Integration and Collaboration
   a. Potential internal or external partners. Proposal should identify possible collaboration.
   b. Ways in which the program complements similar programs in other Oregon institutions and other related programs at PSU. Proposal should identify the potential for collaboration.
7. **Financial Sustainability**
   
a. RCAT plan for the program that anticipates and provides for its long-term financial viability, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term.

b. Plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program in this field.

c. Targeted student/faculty ratio (student FTE divided by faculty FTE).

d. Resources to be devoted to student recruitment.

8. **External Review** (if the proposed program is a graduate level program, follow the guidelines provided in *External Review of new Graduate Level Academic Programs* in addition to completing all of the above information)
New Program Proposal Sequence of Action and Approval Page:

Request prepared by: _____________________________________________
(Print Name)

(Signature) __________________________ Date __________

Department Chair/Director: ________________________________
(Print Name)

(Signature) __________________________ Date __________

Department/Division Curriculum Committee: __________________
(Print Name)

(Signature) __________________________ Date __________

College/School Curriculum Committee: _______________________
(Print Name)

(Signature) __________________________ Date __________

College/School Dean: _______________________________________
(Print Name)

(Signature) __________________________ Date __________
Process Map

New academic program proposals are submitted through the following tracks:

**New PhD, EdD, MA, MS, MBA, MAT, MST, MEng, MFA, PSM**

**Form required:** PSU Proposal for a New Academic Program

**PSU Track:** Dept Curr Cmte\(^1\) ⇔ School/College Curr Cmte\(^2\) ⇔ Dean ⇔ Grad Council ⇔ Faculty Senate ⇔ Provost

**BOT/HECC Track:** External Review ⇔ Board of Trustees (ASC)\(^3\) ⇔ Provosts’ Council ⇔ HECC Board

**New Grad Certificate**

Form required: PSU Proposal for a New Certificate Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ Grad Council ⇔ Faculty Senate ⇔ Provost

**New Grad Option (within an established major)**

Form required: PSU Change to an Existing Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ Grad Council ⇔ Faculty Senate ⇔ Provost

**New BA, BS, BEng, BFA,**

Form required: PSU Proposal for a New Academic Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ UCC ⇔ Faculty Senate ⇔ Provost

BOT/HECC Track: Board of Trustees (ASC)\(^3\) ⇔ Provosts’ Council ⇔ HECC Board

**New UG Certificate**

Form required: PSU Proposal for a New Certificate Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ UCC ⇔ Faculty Senate ⇔ Provost

**New UG Option (within an established major)**

Form required: PSU Change to an Existing Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ UCC ⇔ Faculty Senate ⇔ Provost

**New Minor**

Form required: PSU Proposal for a New Academic Program

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ UCC ⇔ Faculty Senate ⇔ Provost

**New Honors Track**

Form required: PSU Proposal for Addition or Revision of Optional Departmental Honors Track

PSU Track: Dept Curr Cmte1 ⇔ School/College Curr Cmte2 ⇔ Dean ⇔ Honors Council ⇔ UCC ⇔ Faculty Senate ⇔ Provost

**Notes:**

\(^1\)Not all departments have curriculum committees; this step may be replaced by approval of department/divisional chair.

\(^2\)Not all schools/colleges have a centralized curriculum committee; this step may be replaced by approval of responsible dean.

\(^3\)The Board of Trustee’s Academic Strategies Committee (ASC) is responsible for approving new academic degree programs.
May 2014
1. **UG Certificate in Entrepreneurship** – Provosts’ Council approved May 2014 (no ASC approval required).
2. **Minor in Elementary Education Science** – PSU Faculty Senate approved May 2014 (no OUS approval necessary).

3. April, 2014
5. **Grad Certificate in Social Innovation and Social Entrepreneurship** – Provosts’ Council approved April 2014 (no ASC approval required).

6. March, 2014
7. **Grad Certificate in Analog and Microwave Circuit Design** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
8. **Grad Certificate in Communication Systems** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
9. **Grad Certificate in Computer Architecture and Design** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
10. **Grad Certificate in Design Automation** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
11. **Grad Certificate in Digital Design** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
12. **Grad Certificate in Energy Systems** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
13. **Grad Certificate in Image Processing** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
14. **Grad Certificate in Integrated Circuit Testing Verification and Validation** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
15. **Grad Certificate in Lasers Opto-Electronics** – **Elimination**. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).

November, 2013
1. **PhD in Community Health** – ASC approved November 2013.
2. **PhD in Health Systems and Policy** – ASC approved November 2013.

June, 2013
1. **Master of Science in Global Supply Chain Management** – ASC approved June 2013.
PSU Program Approvals and Eliminations – 2009-2014
Reference for 6/4/14 Academic & Student Affairs Committee Meeting – Item 9

May, 2013
2. **UG Certificate in Athletic and Outdoor Industry** – Provosts’ Council approved May 2013 (no ASC approval required).

March, 2013
1. **UG Certificate in Asian Studies** – Provosts’ Council approved March 2013 (no ASC approval required).
2. **Master of Engineering in Electrical and Computer Engineering** – *Elimination.*
   - PSU Faculty Senate approved elimination of the program March 2013 (no OUS approval required).

January, 2013
1. **BA in Art: Art History** – *Elimination.* PSU Faculty Senate approved elimination of the program January 2013 (no OUS approval required).
   - *Students transferred into BA in Art History.*

May, 2012
1. **Master of Real Estate Development** – ASC approved May 2012.

March, 2012
2. **Advertising Management Minor for Communication Majors** – PSU Faculty Senate approved March 2012 (no OUS approval required).
3. **Minor in Persian** – PSU Faculty Senate approved March 2012 (no OUS approval required).

April, 2011
1. **Minor in Medieval Studies** – PSU Faculty Senate approved April 2011 (no OUS approval required).

June, 2010
2. **Minor in Religious Studies** – PSU Faculty Senate approved June 2010 (no OUS approval required).

May, 2010
3. **Grad Cert in Service-Learning and Community-Based Learning in Post-secondary Education** – Provosts’ Council approved May 2010 (no ASC approval required).
March, 2010
   1. Grad Cert in Technological Entrepreneurship – Provosts’ Council approved
      March 2010 (no ASC approval required).

November, 2009
   2. BA/BS in Earth Science – ASC approved November 2009.

September, 2009
   3. Undergrad Cert in Revitalizing Endangered Indigenous Languages – ASC
      approved September 2010.

May, 2009
   1. Undergrad Cert in Advanced Proficiency in Russian – Board approved May
      2009.

January, 2009
   2. MFA in Creative Writing – Board approved January 2009.
   3. Minor in Special Education – Faculty Senate approved January 2009 (no ASC
      approval required)
PSU and OUS approve new contract with faculty

Portland State University and the Oregon University System have given final approval to the new two-year collective bargaining agreement for faculty represented by the American Association of University Professors. Members of the faculty union ratified the contract with a 97 percent vote on April 22.

The AAUP represents tenured and tenure-track professors, fixed-term faculty and academic professionals, and 975 members voted to ratify the contract, according to the notice posted by the AAUP.

Under the contract terms, the largest increases go to the lowest paid AAUP-represented faculty and academic professionals. Details include:

- All salaries increased to at least $40,000.
- 2.5 percent salary increases effective at the beginning of both 2014 and 2015.
- An additional one-time salary increase of 1.5 percent for tenure, tenure track and fixed-term faculty in fiscal year 2014-15 to help faculty salaries move closer to their peers at comparative institutions.
- Better job security for non-tenure track faculty by increasing the length of contracts for the most senior faculty members and shortening time for eligibility.
- Agreement regarding promotion and tenure and post-tenure review guideline roles: the Faculty Senate will be responsible for drafting a new post-tenure review process and AAUP will retain a role in approving changes to promotion and tenure processes.
- For certain academic professionals, a one-time salary increase in fiscal year 2014-15, based on years of service, to address salary compression issues.