

**Kansas Board of Regents
Academic Portfolio and Workload Reviews
Steering Team Meeting
June 28, 2022**

Steering Team Attendees

Regents

Wint Winter, J.D.

Shelly Kiblinger

Cynthia Lane

KBOR Staff

Daniel Archer, Vice President for Academic Affairs

Sam Christy-Dangermond, Director, Academic Affairs

Cindy Farrier, Director of Data, Research and Planning

Emporia State University

JoLanna Kord, Ph.D. – Assistant Provost

Diana Kuhlman – Vice President of Administration and Finance

Ray Lauber – Executive Director of Human Resources

Fort Hays State University

Jill Arensdorf, Ph.D. – Provost

Joe Bain, J.D. - University General Counsel

Angela Pool-Funai, Ph.D. - Assistant Provost/Dean of the Graduate School

Kansas State University

Tanya Gonzalez, Ph.D. – Interim Associate Provost

Debbie Mercer, Ph.D. – Dean, College of Education

Chuck Taber, Ph.D. – Provost

Pittsburg State University

Jamie Brooksher, J.D. – University General Counsel

Paul Grimes, Ph.D. – Dean of Kelce College of Business

Howard Smith, Ph.D. – Provost

University of Kansas

Barb Bichelmeyer, Ph.D. – Provost

Chris Brown, Ph.D. – Vice Provost for Faculty Affairs

Wichita State University

Shirley Lefever, Ph.D. – Provost

Linnea Glenmayer, Ph.D. – Associate Vice President for Academic Affairs

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rpk GROUP Attendees

Katie Hagan – Principal, Project Lead, 757-589-0490, khagan@rpkgroup.com

Corey Gheesling – Associate, 678-537-1653, cgheesling@rpkgroup.com

Key Activities

- Welcome
- General Project Updates
- Academic Portfolio Review
- Workload Review
- Q & A
- Next Steps

Details

- Katie Hagan welcomed the Steering Team and provided updates on the project.
 - rpk GROUP (rpk) continues to meet with the Project Leaders, KBOR Data, Research and Planning, and the Data Team to align data definitions and review initial data templates.
 - The project website is updated to reflect the Data Team composition, meeting dates, and the Faculty Advisory Group.
 - To date, KBOR and rpk have not received any submissions from the feedback form.
 - The project is currently on schedule for completion in November. Data collection is progressing through July, with data analysis beginning in August.
- The Steering Team discussed how the workload analysis would reflect differences in institutional mission. Katie provided the methodology for calculating FTE for full-time and adjunct faculty. rpk structured the data collection to mitigate limitations in personnel data by asking institutions to submit faculty classification or status. rpk will use faculty classification or status to identify the types of faculty across the system.
 - rpk recognizes that KU and KSU do not utilize standard teaching workload definitions at the university level. The other four universities use 24 credit or contact hours as their base FTE calculation for faculty workload.
 - rpk will use 24 credit or contact hours to calculate the FTE for adjunct faculty. Full-time faculty are considered 1 FTE in the analysis.
 - rpk will work with KU and KSU to discuss ways to normalize their respective teaching loads using data collected at the division and departmental levels.
- Katie provided an update on the Academic Portfolio Review (APR). KBOR and rpk continue to refine the data collection necessary for the APR.
- Katie shared an update on the Workload Review.
 - Universities are completing and sharing a mapping to KBOR and rpk of course subjects to departments and their respective colleges and schools.

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- Institutions are reviewing data templates and will provide feedback to rpk.
- Universities will provide course and faculty data to KBOR for five years of analysis.
- rpk is hosting assistance calls with individual institutions to discuss data templates and availability.
- The Steering Team discussed prior examples of rpk workload reviews. Katie provided the Vermont State Colleges System as an example of previous work and referenced the current University of North Carolina System project. In addition, Katie explained the iterative nature of conducting workload reviews at a system level and invited the Steering and Data Teams to provide feedback to improve this process.
- Katie provided an overview of the common data elements requested in the data templates. Katie explained how these elements and their respective analyses contribute to the project's overall goal.
- Katie presented the next steps for the project and the Steering Team and concluded the meeting.

Next Steps

- The next Steering Team meeting will occur on July 21, 2022.
- KBOR will share academic program review data with rpk GROUP.
- Universities will review and provide feedback on the course, instructor, and faculty data templates by June 29, 2022.
- Universities will complete and share course subject mappings by June 29, 2022.
- If anyone needs anything from rpk, please email Katie Hagan, khagan@rpkgroup.com, or Mike Daly, mdaly@rpkgroup.com.

rpk GROUP