

Natural Sciences and Mathematics Division Meeting April 7, 2009
Math-Nursing Building, Rm 222

The meeting was called to order at 3:37 pm by Division Chair, Steve Taylor

In attendance: Steve Taylor, Cheryl Beaver, Scott Beaver, Laurie Burton, Mike Ward, Klay Kruczak, Rahim Kazerouni, Pete Poston, Hamid Behmard, Mike LeMaster, Bryan Dutton, Sarah Boomer, Kristin Latham, Bill Schoenfeld, Niki Winslow.

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY AND MARCH MINUTES

A motion was made and seconded to approve the agenda for the meeting. Steve asked if there were any edits to the February and March meeting minutes. For the February minutes it was stated that Arlene Courtney had requested that her name be forwarded to the Dean to request wireless computer access. Klay asked for correction to the spelling of his name on the March 3 meeting minutes. Bryan requested that the March 3 minutes delete the statement regarding encryption and human digestion of internal budget notes.

It was moved, seconded and approved to have the minutes of the two meetings approved with the above modifications.

III. ANNOUNCEMENTS

a. Summer Term

Summer 2009 registration is now open, please announce to your classes.

Steve has created summer posters to advertise/advise of the summer course offerings through NSM. The general consensus for summer enrollment minimums is 10 students. The Dean desires that summer session be funded and run in the black.

b. 2009-2010 Catalog changes are due to Julie Harding on April 16. Julie will have the draft copy available in the Werner Center Tuesday and Wednesday, 5 and 6 May, from 9:00 am to 3:30 pm (date extended by Provost 4/24/09). Mike LeMaster asked about the Dean's request for a listing, for the catalog, which term courses are offered. We have provided the Dean with this list. Steve does not believe it will have to pass through the Curriculum Committee, that information was passed on directly to the provost office.

c. Admissions data for April 1, 2009 - see meeting handout.

d. NSM Division Student Honors Night - May 28, 2009, Gentle House, Laurie Burton coordinator. Laurie will send out a form for submitting student honoree names. Student nominations will be due to Laurie by May 1st. This lead time is necessary for all that is involved in that evening's program.

e. NWCCU Accreditation Visit - 1 day visit April 29. See meeting handout for online address for interim report. Faculty are asked to review this report (also page 9 of handout). The external reviewer will be at WOU in a few weeks.

The Dean and Provost are asking for evidence and listings of any Senior capstone assessments used in NSM programs. Taylor pointed out that NSM submitted this information previously, and was included in the division assessment report from Fall. Steve will put division assessment materials on the shared drive for review of what we already submitted. Steve will ask that math faculty be included in the shared drive, and he will create an assessment folder on the shared drive.

f. Departmental purchases: we are asking that 90% of these purchase requests be to Niki by April 24 to allow time for processing and the bookwork that follows for an accurate accounting.

g. We have two rented vans now on campus for spring field trips. For now Piper will keep the key in her office. An extra key may be requested if needed over a weekend. The vans have been rented for the time period of April 7 through June 7, 2009. (4/27/09 Taylor Note: the van keys are now located in the mail room, ask Niki or Piper for location)

h. Spring Preview day is Saturday, April 18.

j. Niki Report - please get purchase requests for 2008-2009 to Niki ASAP. The burning of Arnold Arms is scheduled for Sunday, April 19. The fire district personnel would prefer more time, but the physical plant people want it done then.

IV. OLD BUSINESS

a. The NSM tech committee, comprised of Steve, Arlene, Scott and Bryan will need to schedule a meeting with Bill Kernan and Brian Berkley sometime during spring term for discussion and planning purposes.

b. NS building improvements: NS 123 had smartroom equipment installed over spring break. The conversion will be complete when the new computers arrive. NS 115 and NS 004 are scheduled for smartroom installation in the next fiscal year. The physical plant plans to remodel NS 101 this summer, and complete the unfinished work in the chemistry lab. The floors, ceiling (asbestos issues), desks and chairs will be replaced in the planned NS 101 remodel. It is important that we not lose seats in the remodel.

Steve will initiate conversation with the physical plant regarding a NS 103 remodel, he will invite representatives to a near-future NSM building committee meeting.

Bryan said he could facilitate discussion with the physical plant regarding the NS 103 remodel; the seating is falling apart. The biologists will work with the NS building space committee regarding NS 103.

c. Inter-program coordination of class scheduling - there is a need for a second meeting ASAP. Steve will gather schedules and convene a meeting during spring term.

d. NSM Budge Committee - need for meeting to discuss S&S reduction strategy ASAP. The administration is saying we will probably be looking at a 30% reduction in budget next year. Phones, network connections, and photocopiers comprise our largest share of the S&S budget.

e. NSM Building Committee - met once at the end of last term, there is a need for a follow-up meeting soon to further refine goals and discuss needs. We will include some physical plant personnel at a future meeting. Biology is working on a explicit list of equipment-related needs - power, etc. regarding freezers, ventilation, etc.

f. Admissions follow-up: Chemistry, math, and EPS need to contact Rob Findtner for Hobson's marketing - the electronic blurb regarding programs written for and by students.

g. NSM Division Web Site: update / action still pending. Taylor and Klay will be working on it.

V. NEW BUSINESS

a. UCS Computing Alert - there is a glitch in the anti-virus software Sophos. See page 10 of handout. UCS completed a check and update of the software on computers in Natural Sciences over spring break, stating that the Natural Science building computers are some of the more problematic for this issue on campus. Folks should look for the little purple shield icon at the bottom, right hand side of their screen to see if Sophos is activated.

b. The Dean's Office budget and program monitoring - low enrollment and undersubscribed minors/majors (see pages 11-13 of handout). Per the Chancellor's office, low enrollment is considered to be under 10. We have in the past however lobbied for balance because of the size of some of our very large sections. Scott would like to see more information on the budget process rather than less, Bryan agreed.

Regarding the undersubscribed minor issue, errors can be introduced by those not familiar with our programs. There was a consensus that assessment should be at the departmental level, where the programs are better understood. Taylor relayed a message from Jeff Templeton that he was in attendance at a meeting where Business personnel stated that it

is good to show that WOU has a breadth of interests in the various programs, as exemplified by the list of minors.

Laurie asked about how our FTE compared to other divisions. Steve stated that there is variation among the divisions in how FTE is computed. Laurie also mentioned that when administration is computing costs of education and various minors, they need to take into account that faculty are already on salary, and that the costs for supporting minors is negligible.

c. Provost/Dean's requests: development of formalized division new-faculty mentoring programs; request for descriptions of current practice; call for formalized planning and documentation in near future (pg. 14 of handout). This policy is probably being rolled into being standardized by the PRC, to have guidance documents "institutionalized". It is possible that the divisions could be asked to contribute to this documentation. It appears that right now there is a good deal of variation among divisions for materials that are submitted to the PRCs. Klay stated that travel regulations are confusing for new faculty, and needs to be improved during orientation. It was stated that Niki Young put together a new faculty orientation handbook but Klay believes travel regulations/guidelines were not included.

VI.REPORTS

a. NSM Budge Update (pg. 15)

i. NSM course fees (from \$25 to \$30 for the most part) will take effect fall term, 2009. NSM922 (course fee index) will increase from a projected \$120k to a projected \$145k.

ii. The administration is talking about a 30% reduction in state funding for the next biennium, which equates to \$6M / year in cuts. The NSM budget committee needs to convene. We are expecting that a portion of lab fees will be used to offset lab computer telecommunications costs and photocopying costs, which are the two largest portions of the NSM S&S budget.

iii. WOU administration is saying S&S budgets will be cut, it is highly likely it will be in the 30% range; they say the "situation is dire and highly in flux". To date, there is no fixed plan in place to deal with the expected cuts.

iv. At the OUS level, eyes will be on eliminating courses with <10 students enrolled.

b. Faculty Senate - Bryan and Scott will be starting their second years as senators, Klay is scheduled to rotate off of senate. Pete Poston was nominated to take Klay's senate position. The motion was made and carried regarding naming Pete to the faculty senate. Faculty Senate report: Scott and Bryan

Institutional research by Ella Taylor. It was the Provost's decision on what to do for the institutional research, per Scott that decision has been a done deal since October. The

prior decision of not necessarily having to channel all proposals through the Institutional Research Office was revoked in October.

c. Faculty Development Committee - the last round of awards is primarily for travel and was due April 3, 2009. Jeff Templeton will coordinate division travel fund awards. Division travel awards usually follow the faculty development award notification by one week.

d. LACC Review Committee - no report; Mike Ward stated that the faculty senators were supposed to comment on current LACC work. Learning outcomes came through some debate. For Phase 2, more discussion will follow. Bryan doesn't think there will be any impact on NSM.

e. Academic Infrastructure Committee: Bryan stated that AIC was bumped from the faculty senate agenda at the last meeting because of time constraints. University-wide "wish list" and infrastructure needs documents should be done before the end of April.

f. Academic Requirements Committee - Cheryl, committee didn't meet

g. Curriculum Committee - Laurie, nothing until next month

h. AFT/WOU Faculty Union -

Faculty Union: There was (will be) a meeting Friday. It is expected that there will be no pay increases. However, people receiving promotions will receive their step increases. Administration would like to take money from the general fund to increase salary offerings for a Business position. The AFT was not in favor of this action, suggested they look to the Foundation for extra funds. Phil Wade has been working on bargaining for adjunct faculty.

i. academic Showcase 2009 - May 28 - Documents of student participation are due to Jeff Templeton by April 10; abstracts are due May 1. It is requested that classes be cancelled that day to allow student participation, both as presenters and observers. The Showcase is sponsored by Phi Kappa Phi and the Program for Undergraduate Research Experiences (PURE).

j. PRC - faculty promotions were announced by the president, congratulations to all new Associate and Full Professors. Promotion to Associate Professor: Klay Kruczek, Cheryl Beaver, Scott Beaver; promotion to full professor: Jeff Myers, Bryan Dutton, Hamid Behmard.

VII. FINAL COMMENTS AND ADJOURNMENT

Bryan proposed having a NSM barbeque for students, faculty and staff this spring, with the focus on students. Bryan will organize. Mathematics routinely has a spring barbeque with the students, it is under discussion if they will join the NS barbeque or continue to have just a math gathering. Mike Ward will get back to Bryan regarding plans to join the NS event or not.

Hamid had a question regarding what to do with students that are enrolled in courses but do not meet the prerequisites or requirements for the course. Bryan suggested notifying the students and then dropping them from the course. It is felt a policy should be discussed with the Registrar's office. Should the Registrar be responsible for dropping students that don't meet course requirements or should the instructor?

Motion was made to adjourn meeting, meeting adjourned at 5:07 PM.

M ATX FACULTY TO GET ACCESS TO Shared Drive

Sharon Niki
Mike Cheryl
Scott
Dawn
Kean
Cherie
Ruthie
Mick
Pete
Krisson

MEETING AGENDA

DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

April 7, 2009; MNB222 3:30 PM

3:37 Began

ROLL CALL / APPROVAL OF AGENDA

APPROVAL OF FEBRUARY AND MARCH MINUTES (p. 2-7)

ANNOUNCEMENTS

Approves with modifications

- a. Summer 2009 Registration Open (announce to classes, NSM poster distributed)
- b. 2009-2010 Catalog changes due to Julie Harding on April 16
- c. Admissions Data for April 1, 2009 (compared to same time last year): Total Apps. +15%; total UG Admits +22% (p. 8)
- d. NSM Division Student Honors Night - May 28, 2009, Gentle House; Laurie Burton coordinator - email reminders
- e. NWCCU Accreditation Visit - 1-Day Visit April 29; faculty asked to review interim report at: (p. 9) due May 1
http://www.wou.edu/provost/documents/2009_Final_Focused_Interim_Report.pdf
- f. Departmental Purchases / POs: 90+% of departmental purchases should be completed / in process by April 24
- g. Spring Term 2009 Van Rentals (April 7 to June 7, 2009; 2 vans) - VAN CALLED
- h. Spring Preview Day I - Sat. April 18
- i. Niki Report - Get your purchase order requests to Niki ASAP!!! - Chronic Clean Street Courses
• PTL • PHYSICS

OLD BUSINESS

- a. NS Technology Planning Committee - schedule a meeting with Bill/UCS for general discussion; sometime this spring, need a facilitator (committee: Dutton, Courtney, Taylor, S. Beaver)
- b. NS Building Improvements: NS123 Smartroom installation completed over spring break; NS115 and NS004 are scheduled for smartroom installation next fiscal year (likely winter and spring breaks); Physical Plant has targeted state stimulus funds for remodeling of NS101 lecture hall in summer 2009; Physical Plant will complete finish work on chem. labs (as per Sharon).
- c. Inter-program coordination of class scheduling - Need for round 2 meeting ASAP
- d. NSM Budget Committee - Need for meeting to discuss S&S reduction strategy, ASAP
- e. NSM Building Committee - met once, need for follow-up meeting soon - Invite Phys Sci
- f. Admissions follow-up: Chemistry, Math, EPS reminded to contact Rob Findtner for Hobson's marketing.
- g. NSM Division Web Site - update / action still pending.

NEW BUSINESS

- a. UCS Computing Alert - Sophos Anti-Virus Updates in NS Building, check computers and look for purple shield icon on lower-right of windows desktop, where clock is. If the shield is missing, you will need to update/install the Sopho Anti-virus software (note: a server glitch causes it to uninstall spontaneously) (p. 10)
- b. Dean's Office budget and program monitoring - low-enrollment courses and undersubscribed minors/majors (p. 11-13)
- c. Provost/Dean's request: development of formalized division new-faculty mentoring programs; request for descriptions of current practice; call for formalized planning and document in near-future. (p. 14)
- d. Provost/Dean's request: standardization and development of PRC procedural guidelines for LAS. (p. 14)

REPORTS

- a. NSM Budget Update (p. 15)
 - i. course fee increases will take effect Fall 2009; NSM922 will increase from projected \$120k to \$145k (assumes 1% enrollment growth and +\$5 fee increase)
 - ii. projected 30% reduction in state funding next biennium, equates to \$6M/year in cuts
 - iii. LAS instructional and S&S budgets will be cut "situation dire and highly in flux"
 - iv. At OUS level, eyes will be on eliminating courses with <10 students enrolled.

- b. Faculty Senate VOTE Pete 2yr fac Secretary Kean + Scott + Began
- c. Faculty Development Committee
- d. LACC Review Committee Report
- e. Academic Infrastructure Committee
- f. Academic Requirements Committee
- g. Curriculum Committee
- h. AFT/WOU Faculty Union
- i. Academic Showcase 2009 - May 28
- j. PRC - faculty promotions announced, congratulations to all new Associate and Full Professors!!

FINAL COMMENTS AND ADJOURNMENT

5:07 PM VOTE ADJOURN

organize BBQ

NSM Division Meeting Minutes, March 3, 2009, NSB 122

The meeting was called to order at 3:35 pm by Division Chair, Steve Taylor.

In attendance: Erin Baumgartner, Kristin Latham, Sarah Boomer, Rahim Kazerouni, Hamid Behmard, Cheryl Beaver, Scott Beaver, Arlene Courtney, Bill Schoenfeld, Laurie Burton, Pete Poston, Jeff Templeton, Jeff Myers, Irja Galvan, Klay Kruzeek, Bryan Dutton, Steve Taylor, Niki Winslow, Patty Flatt, Sarah Boomer, Erin Baumgartner.

Discussion of the minutes from last month's division meeting were tabled. Due to Niki's absence, the minutes are a bit delayed and faculty had not had the chance to review them. A motion was taken to table approval of February minutes until the April meeting, motion carried.

Niki is back from medical leave as of March 2. Niki offered a big thank you to all who pitched in and did a great job, above and beyond their own duties, taking care of her tasks in her absence. She is pleased to be part of such a great team.

Enrollment is now open for summer school, 2009. Steve will create a poster to promote summer classes and distribute around campus.

The 2009-2010 schedule of classes has been submitted. Schedule changes for fall term will be submitted to the Dean's office by March 31.

Catalogue changes have been distributed. Prerequisite changes are supposed to go through the Curriculum Committee. Catalogue changes that are grammatical and editorial in nature, are due to Julie Harding in the Provost's office April 16.

David McDonald from Admissions has reported that enrollment statistics are projected to be increased by 10% in the fall. Outreach for Hispanic students is in progress, and making notable difference in admissions applications.

Student recognition night is May 28, which coincides with the Academic Excellence Showcase. Sharyne has reserved Gentle House that evening. Sharyne and Laurie will facilitate planning for the honors program this year.

We now have a form for checking out FOB's to approved students. We can still email Campus Public Safety to unlock for approved students as well. Forms and a FOB key box are now available in the office, thanks to Bryan Dutton for facilitating

Steve has not heard anything regarding the Accreditation visit. The requests for faculty responses have subsided. It appears that the Provost's office is handling this task at this time.

Regarding departmental purchasing for the remainder of the 08-09 fiscal year, Steve asked that 90% of the Purchase Order Requests be turned in to Niki no later than April 24. This is necessary to allow time for the end-of-year budget reconciliation.

Piper arranged for the rental of two vans from 4/7-6/7 for spring term field trip use. We are also renting an extra van for one of the weekends.

OLD BUSINESS

Our proposal for Foundation Funds to be used in support of NSM seminars was denied. The Dean said it should come out of the operational budget. This would be for speakers' lunches and that type of expense.

2009 Opportunity Funding approved so far by the Dean's / Provost's office: Green House Improvements and faculty start up funds; Chemistry - FTIR instrumentation EPS- room and technology upgrades in NS 017. So far, these projects and investments total ~ \$150,000 for the current fiscal year. In addition to the above, NS123 is scheduled for smartroom installation (via Student Tech. Fee) over spring break.

Inter-program scheduling group coordination:

The group will meet early spring term. Steve has created a large visual aid in the form of a scheduling grid for Natural Sciences and Mathematics courses scheduled in the Natural Sciences and MNB buildings. The intent is to be as efficient as possible in scheduling, avoiding space/time conflicts, and optimizing student enrollment opportunities.

Faculty evaluations. This was discussed at the last division meeting. Bill Kernan is considering a program that would provide for a Web based faculty evaluation process. Bill has a 3/10/09 demonstration planned for faculty to observe this system. Bryan and Scott will look into the faculty union issues regarding changing to the Web based system. Discussion centering on this topic brought up the thought that Bill's demo is premature. Scott will take this issue to the Faculty Senate Executive Committee. We have also voiced concerns to the Dean, Taylor submitted a written summary of NSM faculty comments on this issue.

Klay and Steve will be working on the division Website.

NEW BUSINESS

Concern that there are no upfront discussions with faculty regarding technology issues/needs. We need to use our Technology Planning Committee to facilitate better communication with UCS. It is felt that it is very difficult to communicate via the helpline at 88925. The NSM tech planning committee is comprised of Steve, Bryan, Arlene, and Scott. Possibly they can plan a strategy for voicing technology concerns. Hamid asked if every tech issue should be run through them. It was felt that that would not be necessary.

David McDonald has recently reported on enrollment. He has stated that Rob Findter has developed a very good response system to students who express an interest in attending WOU. The Admissions office purchased a service which sponsors a Web based page which is part of the WOU portal. This provides information to prospective students electronically. The Admissions office would like to have current WOU students write two or three paragraphs about the WOU programs to make available on this site. Rob Findtner is the contact person for this project. Math, EPS and Chemistry need to provide this PR information to Rob. Biology has already engaged the process and completed their statements.

Bryan asked at the end of the last Division meeting about a building committee. The building committee is comprised of Bryan, Jeff Templeton, Pete Poston, Klay Kruczak, with Steve Taylor as the facilitator. Steve is looking at growth trends and projections. Biology and chemistry have experienced considerable growth. Steve would like to have some discussions and plans in place for building/office management before we reach crisis mode.

Rahim inquired about plans for Arnold Arms. Laurie said it is scheduled to be burned down.

Budget for next biennium

We will not have budget information until the legislature decides on a plan. The Provost said the university will honor the step increases for promotion. He also said they will honor sabbatical leaves.

WOU budget

Reports thus far from Mark Weiss suggest a possibility for at least a 25% cut to the supplies and services budget (NSM902). The state allocation to the budget is comprised of 60% from tuition and 40% from state revenue.

The division budget committee is comprised of the department heads and Steve Taylor. Steve wants an NSM budget reduction plan in place prior to the middle of spring term, in the event that we have to cut classes/S&S for next year. He and the department heads will develop a strategy in early spring term. Jeff Templeton voiced concern that

if a plan is developed for the division, that written records may some how spawn unintended consequences via administrative action. ~~It was agreed that any planning would be kept in-house, encrypted, and that all related paper records will be shredded and eaten by Templeton so that they don't fall into enemy hands.~~

Revenues will be projected sometime around April 17, 2009. It is anticipated that NSM will have to make budget decisions in spring term for next fiscal year. Cuts would be from instructional and supplies and services budgets, there are no anticipated cuts from lab fee revenue, however they may be needed to offset NSM902 reductions.

REPORTS

Laurie asked about the student grader fund balance. Steve will discuss this with Kathy. (NOTE: 4/6/09 Taylor checked with Kathy, she reports that Math student graders are being charged to a DLA index, and funds are plentiful and still available for math student assistants).

Search committee - the biology position has been successfully filled. Ava Howard is the new plant physiologist.

Math search - the Dean has offered the position to a candidate, Mary Beisiegel. To date she has signed and faxed back her acceptance. She is a statistician. The Math department should provide her list of needs (computer, etc.) to Kathy in this fiscal year. Math will need more office space to accommodate all personnel and adjuncts. There may be room in Maaske Hall for one office.

Faculty Senate

The next meeting is February 10, 2009. The Dean is projecting a 20-25% state cut in funding. \$50,000,000 has been allocated to housing, a Health and Wellness center, and maybe classrooms in new buildings.

WOU has had to return \$1.5 million to the state this year to keep the fund balance at approximately \$10 million.

Senate Bill 422 - consolidation of some regional universities. President Minahan plans to fight having WOU consolidated with another state school. Salary freezes and rollbacks were also discussed. Per Bryan, Scott and Klay, \$443,000 less will be allocated to WOU.

A report from the state is still pending. It appears that there is no money earmarked in the Federal Stimulus package for education.

There is discussion of building a recreational center in a parking lot space and a new residence hall which could include some space for small classrooms.

Faculty Development report by Hamid Behmard

Major research (\$50,000) was the most funded portion of this round. There were some funds left over from the fall grants. \$6,000 of special travel was funded.

Arlene mentioned that for next year faculty should run their requests by her or Hamid before submitting them to the committee, that they would see what might be "red flag" issues and could advise changes that might make a difference in awards. The most obvious of these are: 1) student wages, 2) computers, 3) previous funding connection. She is offering "insider tips" to help in the success of the requests.

LACC Review Committee

Reported by Jeff Templeton

Jeff provided a handout on the WOU General Education Mission Statement and Learning Outcomes. This is the LACC proposed draft, February 27, 2009. Jeff advised that the committee is moving forward with their progress on the latest work on this project. Please review the handout for more details. Committee comments are directed to Shaun Houston. The draft will be forwarded to the Faculty Senate. Any divisional comments may be directed to Jeff.

For General Education - inclined

LACC - largest component

BA / BS / BM (Math/Computer Science

Writing Intensive

Diversity

Academic Infrastructure Report: Bryan Dutton

Bryan stated that a report is being drafted that will be passed on to the Academic Infrastructure Committee.

ARC: Cheryl Beaver

A form has been developed to propose "Q" courses (Quantitative Literacy). The "Q" form will go to the ARC, then to the executive committee and then to the Provost. For a course to count it must be designated as Q in the online course list for registration.

International Transfer courses

Difficulty has arisen regarding articulation of international transcripts. We need to have an official translation from their university provided with transcripts. It is hoped that the Director of International Students/Scholars Affairs, Neng Yang will provide the forms. All transfer courses should be lower division. With 100 and 200 level

courses faculty should receive an email to explain how these courses will satisfy requirements at WOU.

Cheryl facilitated a formal NSM division response to the Dean and Dave MacDonald regarding CLEP scores in admissions. Chemistry, math, and biology provided feedback on scoring / credit equivalency.

Curriculum Committee: Laurie Burton

Catalogue change information may still be submitted through March 17. There are two programs available at UCS that are being used to work on putting the whole process of catalogue updates on line. Also covered would be how to submit proposals, etc. Education probably won't submit anything this year.

WOUFT - Schoenfeld report re: collective bargaining

CBA: two full time adjuncts for lab coverage. There is a need for an upgrade in language. Bill wants it to be more clear, explicit language is needed. Bryan moved to support.

PRC: Laurie Burton

All files are currently at the Provost's office, all NSM letters have been sent to dean.

Academic Excellence Showcase: Jeff Templeton

The Showcase is May 28. Everyone is encouraged to not hold classes that day to allow students to participate and attend the showcase.

Meeting adjourned at 5:01 PM

WESTERN OREGON UNIVERSITY

Fall Admission Summary for April Week 1, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,813	1,454	359	24.69%	1,515
Nonresident	611	644	-33	-5.12%	474
International	37	33	4	12.12%	36
Total Undergrad. Applicants	2,461	2,131	330	15.49%	2,026
Admitted Students					
First time Freshmen	1,701	1,454	247	16.99%	
Transfer	232	137	95	69.34%	
Post Bac	15	4	11	275.00%	
Total Undergrad. Admits	1,948	1,595	353	22.13%	1,491
Total Denied	72	35	37	105.71%	
Cancel Rate	1.22%	1.59%			
Graduate Students*					
Graduate Applications					
Resident	53	21	32	152.38%	
Nonresident	18	11	7	63.64%	
International	6	2	4	200.00%	
Total Grad Applications	77	34	43	126.47%	
Graduate Admits					
Resident	13	3	10	333.33%	
Nonresident	0	5	-5	-100.00%	
International	2	0	2	#DIV/0!	
Total Grad Admits	15	8	7	87.50%	

* Note: Graduate student applications are received and processed for each academic quarter. This data is provided for students seeking to enter fall term only.

Latino Student Results

Applications: 261(+70 or 37%)

Admits: 207 (+68 or 49%)

Housing Results

Fall 2009 Applications 920 (-56 or -6%)

Next Event

Spring Preview Day April 18

WOU ACTIONS IN RESPONSE TO NWCCU "RECOMMENDATIONS"

The NWCCU Committee recommends the full implementation of a broad-based, University-wide, integrated process of planning and evaluation (Standard 1.B.2)

WOU is integrating a broad-based, University-wide system of evaluation. Weaknesses were identified and solutions were built upon our current strengths, including:

University Strategic Planning

WOU's Strategic Plan identifies financial stability and faculty and staff's commitment to student success as primary goals. Particular efforts to fulfill those goals include:

1. Refocusing and restructuring the Office of International Students and Scholars Affairs
2. Implementing the Western Tuition Promise
3. Beginning the Latino Outreach Initiative
4. Forming the Accreditation Response Council (currently the President's Staff)

Education Effectiveness Review (EER)

EER will allow WOU to evaluate how well we accomplish our mission and what evidence we have to support our judgment.

Technology and Information Plan (TIP)

A WOU Institutional Research Information System Development Plan will create an easily accessible institutional data warehouse. (See separate diagram).

The NWCCU Committee recommends that the University use the results of systematic evaluation and ongoing planning to influence resource allocations and to inform decisions on instruction programs, institutional services, and activities (Standard 1.B.4)

The EER implementation process will provide data and information that will document evidence of teaching and learning and inform decisions regarding instructional initiatives. The TIP will provide greater access to institutional data and information which will influence resource allocations, institutional services and activities and future strategic plans.

The NWCCU Committee recommends that the University implement the practice of regular and continuous assessment and provide evidence that the assessment activities lead to the improvement of teaching and learning across all academic programs (Standard 2.B.1, 2.B.2, 2.B.3)

Regular and continuous assessment activities that have led to the improvement of teaching and learning across all academic programs, including:

- Curriculum logs, program review schedules and assessments and mission alignments
- Review of the general education curriculum through the Liberal Arts Core Curriculum revision and the American Association of Colleges & Universities' (AAC&U) Liberal Education and America's Promise (LEAP) initiatives
- Natural Science Division's degree change with an embedded assessment plan.
- Office of Graduate Studies reorganized to improve service and develop assessment standards
- Teacher Work Samples methodology plus all of the accreditations specific to COE
- National Survey of Student Engagement is providing the baseline data for longitudinal comparative analysis of the WOU student experience.
- Faculty Engagement Survey will provide information that can be used to shape and enrich faculty development, scholarship, teaching, learning, institutional research, and curricular reform.

All of this data and information will become part of WOU's research data warehouse which will allow continuous improvement assessment so necessary to be a 21st century University.

Subject Service Request: 31327
From Brian Berkley <bberkley@wou.edu>
Date Wednesday, April 1, 2009 11:31 am
To winslon@wou.edu , Steve Taylor <taylors@wou.edu>

The Enterprise Management Console for Sophos Anti-Virus is supposed to auto-protect every system on our network that runs a flavor of Microsoft Windows.

For some reason, some computers were not being auto-protected, and in some instances, the auto-protect feature removed whatever version was running and quit.

To install Sophos, look in the lower right-hand corner of your computer's task bar near where the clock is. You should see a purple shield. If you do not see a purple shield, you can skip to the installation instructions. If your Sophos shield has a red X on it, you can skip to the installation instructions. If your Sophos Shield is NOT PURPLE in color, you can skip to the installation instructions.

If you have a purple shield, right click on it and select "configure updating".

If your configure updating DOES NOT have : \\plowking\interchk\exp in the address field of the Primary Server Details, you need to install Sophos.

INSTALLATION INSTRUCTIONS:

1. Go To Start, Run and type: \\plowking\interchk\exp\setup.exe (if you have a Mac, please contact me at 8-8955) and click OK or hit enter on the keyboard
2. It will launch a window with fields for a username and password.

The username is MASH\Sophie
The password is: DieVirus!

This account is only used by the application to connect to the update share. Do not use these credentials for a personal computer, if you require Sophos for a personal computer, please contact the UCS Helpdesk at 8-8925.

Once you have typed the credentials in the proper fields, continue.

The application will remove any remnants of the old Sophos install or any 3rd party anti-virus application, then it will install the Update Agent, which in turn will download the anti-virus application and install it.

You must have local administrative rights on the computer to install the software. If you do not, please contact me with the WOU number of your computer, and your login name and I will add your user account to the local administrator's group on your PC.

Once you are done, your system will need to be restarted. If you are unsure if you are doing it correctly, please contact me.

--

Brian Berkley
Lead Windows System Admin

Subject identification of degree options with low student participation
From Stephen Scheck <schecks@wou.edu>
Date Thursday, March 12, 2009 9:50 am
To baxterd@wou.edu , behmarh@wou.edu , braad@wou.edu , courtna@wou.edu , daniels@wou.edu , doellind@wou.edu , dovere@wou.edu , ferrarc@wou.edu , gibbons@wou.edu , henkelm@wou.edu , hoffmak@wou.edu , hooble@wou.edu , langem@wou.edu , lemastm@wou.edu , mcgladm@wou.edu , phillipm@wou.edu , smithr@wou.edu , templej@wou.edu
Cc alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , morses@wou.edu , rectorj@wou.edu , tarterd@wou.edu , taylor@wou.edu , tolleyl@wou.edu , Kathy Hill <hillk@wou.edu>

Dear colleagues,

Review of the functionality of campus degree portfolios has been underway at the OUS Board. The Board has expressed concern about the number of low-producing programs in the system. As such, we must review our major/minor/certificate offerings that are in the catalog for sustainability and identify offerings that may be subject to dissolution. I have asked the chairs to look at the past five years of graduation data in their divisions to identify low-producing degree designations.

I would like for us to concentrate our attention on minor programs and identify those that—while sound in their design—simply have not had sustainable student participation. The better we are at self-management of our college portfolio, the dimmer our luminescent dot will be on the Board's radar screen.

~~One may argue that elimination of sparsely selected programs will not save any money because they use existing courses and faculty; that part is true. However, these programs do consume time, hence money, in that we are obligated to do program review and assessment of these degree options as part of the university's learning outcomes assessment and accountability mandate.~~

I recognize the academic commitment that many of the faculty have to particular minor options and the creative thought that went into crafting them—we can, I'm sure, still provide the learning experiences we wish for our students. We will examine all low-participation programs identified on a case-by-case basis. Time is of the essence, so I ask everyone's attention to this matter.

Sincerely,

--Steve

Subject spring enrollments
From Stephen Scheck <schecks@wou.edu>
Date Tuesday, March 31, 2009 10:40 am
To alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , morses@wou.edu , rectorj@wou.edu , tarterd@wou.edu , taylor@wou.edu , tolleyl@wou.edu

Dear chairs,

I was perusing the spring schedule and noticed quite a number of very low-enrolled courses (i.e., 2-3-4-5-6-7-8 students)—and some of them in multi-section offerings. Please review your division's schedule – I will have to justify to the Chancellor's office all of our low-enrolled courses that we continue to run this spring. I assume we will still see enrollment during the remainder of the week, but am not certain how close the current numbers predict the final tally. Your review is appreciated.

--Steve

//

TO: Kent Neely, Provost
FROM: Stephen Scheck, Dean
DATE: March 20, 2009
RE: Low-enrollment programs in Liberal Arts and Sciences

Dear Provost Neely,

In response to your March 9 request to identify programs that have had minimal numbers of graduates during the past 4-5 years, I have reviewed the LAS portfolio and have noted a number of at-risk minor programs that we should discuss. I also asked division chairs to review within their divisions and forward input to me that may shed additional light on division portfolios. Data (from 2004-fall 2008) supplied by the Registrar have been reviewed to identify low-production minor programs in the College of Liberal Arts and Sciences.

I will share this memo with the LAS division chairs for additional input; I understand that we wish to be prepared with a list of programs for dissolution should the Board of Trustees ask for programs to be included in a system-wide consolidation plan for OUS.

Not covered in this report are several baccalaureate programs that may require review in the future--but I recommend leaving "as is" for the time being: German Studies; Fire Services Administration.

In the past two years, we eliminated several LAS-serviced programs: French Teacher Education BA; all Associate of Arts degrees; Technological Applications minor. Further, the CJ department repackaged three individual BA/BS degrees (Law Enforcement, Corrections and Community Crime Prevention) into one Criminal Justice degree.

The programs listed below have awarded zero or minimal numbers of minors, annually over the past 5 years, to graduating seniors; (#) = declared minors in fall 2008. These programs are hosted as part of regular departmental programming within the divisions (except Aerospace Studies).

Minors in concentration areas:

- Aerospace Studies (0)
- Art-Combination Studio/History (1)
- Building Codes (0)
- Earth Hist/Paleobiology (0)
- Earth Resources (0)
- French (14)
- Geology (3)
- German (15)
- Mathematics Education (2)
- Molecular Bio Chemistry (0)
- Natural Science (0)

Planning (0)

Minors in interdisciplinary areas:

Chican@ Studies (0)
Environmental Studies (8)
Gender Studies (4)
International Studies (11)
Latin American Studies (1)

Over specialized minors within a department (?):

English (1)
Linguistics (5)
Writing (26)

Some listed minors are coding errors that should be eliminated via Banner editing:

Chemistry for BIO Majors
Molecular Bio Chemistry

Several minors are recent additions to the catalog for which additional time is necessary to advise students into the minor:

Film Studies (6)
Homeland Security & Community Preparedness (13)

Programming that has immediate budgetary impact on LAS:

The Modern Languages department has been without a tenure-track professor in French for about 10 years.

In fall 2008, we had 14 students with the French minor declared. This is an up-tick from the prior years: 2004 (6); 2005 (6); 2006 (6); 2007 (5). At this time, I do not know the sustainability of the uptick.

Students graduating with the French minor:

2004 (0); 2005 (2); 2006 (3); 2007 (1); fall 2008 (1)

Lower level, grammar and conversational French courses normally generate sustainable enrollments (10+); however, there has been a history of extremely low-enrolled or cancelled upper-division courses. Each year we know that we will need to provide some UD French coursework to serve the minor. At LAS's request, the College of Education eliminated the French Teacher Education Major in 2007. This enabled us to eliminate some, but not all, of the extremely under-enrolled UD French courses.

Subject PRC operator manual + "formal" new faculty mentoring process
From Stephen Scheck <schecks@wou.edu>
Date Friday, March 27, 2009 4:03 pm
To alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , morses@wou.edu , rectorj@wou.edu , tarterd@wou.edu , taylors@wou.edu , toleyl@wou.edu
Cc hillk@wou.edu , Molly Mayhead <mayheam@wou.edu>

Dear chairs,

During spring term I wish to develop an LAS policy manual that will add clarity and functionality to how the PRC process should work in LAS. Molly Mayhead will assist me on this.

I'd like to get your opinions – and those of seasoned PRC chairs or committee members – on what seem to be the greatest or most common issues that leave you uncertain as to what should or should not be occurring throughout the annual review process for untenured and post-tenure PRC deliberations. I'd like this manual to be useful both to the reviewers and to the reviewed. The final version will be vetted in the divisions—I wish this to be a joint effort between the divisions and the dean's office.

Using the CBA as the backbone for faculty review/promotion policy, the manual should assist in maintaining continuity on the PRCs within a division from year to year. Further, I'd like to achieve a certain (minimal) level of uniformity across divisions. Thus, please send me any suggestions for what should be addressed in this manual.

In addition, the Provost asked me to provide him with an LAS plan for how we mentor new faculty. Last year, COE implemented a formal process. The Provost has asked that we do the same in LAS (recognizing the program differences we have in LAS). The Provost asked to see this plan (and named mentor(s) for our recently recruited tenure-track faculty) by end of the spring term. I see the PRC process as part of this mentoring.

Regards,

--Steve

Stephen H. Scheck, Ph.D.
Dean
College of Liberal Arts and Sciences
Western Oregon University
345 N. Monmouth Ave.
Monmouth OR 97361
503-838-8226
503-838-8034 (fax)

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Budgeted amount for Supplies and Services 902

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Phones	27700
Copiers	10885
Office Supplies & Book Store	8600
Postage	500
Duplicating Services	100
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	0
Telecommunication wiring	0
Misc.	1000

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

5000.00

Money already spent 902

788.34

Lab fees collected -941

projected

2920.00

Lab fees expended

1677.33

Balance

Total balance

5454.33

"=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

26386.77

Balance

18527.23

EARTH & PHYSICAL SCIENCE

37150.00

37150

Summer lab fees

5147.00

Money already spent

12373.78

Balance

29923.22

CHEMISTRY

21500.00

21500

Summer lab fees

450.00

Money already spent

12399.27

Glass breakage

Balance

9550.73

FIELD TRIP

4500.00

4500

Money already spent

not current

1064.51

Balance

3435.49

EQUIPMENT REPAIR

2500.00

2500

Money already spent

Balance

2500.00

Medequip (Still)

3800.00

3800

Willamette Water (Softener)

450.00

450

Scantrons

322.00

NW Natural Gas

250.00

250

4822.00

Total

112150

15