

MEETING MINUTES APRIL 3, 2012
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

April 3, 2012; NS122 4:00 PM

- I. **ROLL CALL / APPROVAL OF AGENDA:** The meeting was called to order by Steve Taylor at 4:08. In attendance: Sarah Boomer, Karen Haberman, Mike Baltzley, Bryan Dutton, Mike Ward, Jeff Templeton, Kristin Latham, Cheryl Beaver, Breean Flesch, Hamid Behmard, Rahim Kazerouni, Erin Baumgartner, Steve Taylor, Niki Winslow.
- II. **APPROVAL OF MARCH MINUTES:** Minutes were approved as written.
- III. **ANNOUNCEMENTS**
 - a. DeVolder Family Thank You Poster – Faculty, student & staff signatures needed, in conference room. President Weiss had asked Public Relations to put together a thank you “card” from the Division for the DeVolder gift toward the new building. It will need to be completed by April 12.
 - b. 2012 Summer Registration – Advertise to Students.
 - c. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
 - d. WOU Office of Admissions 2012 Recruitment Dates: Spring Preview Day April 28, Transfer/Early Bird May 12, SOAR: June 29, July 13-14, July 28 (*note date corrected from meeting agenda*). We will check dates once again as there was some question in changes.
 - e. Catalog changes / Julie Harding Provost’s Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer.
 - f. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process)
 - g. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern). Laurie mentioned that she is the budget point person in mathematics.
 - h. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
 - i. Reminder: Faculty Course Load Equivalents (“contact hours”) – New term-by-term reporting effort to Dean.
 - j. PURE/Academic Showcase – Thursday May 31, 2012; call for class schedule/syllabi accommodation. Abstracts are due May 7.
 - k. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House, 5:00 pm. (need to confirm with Sharon Price). Sharon will be notifying of due dates for names of students nominated for recognition. A timeline has to be followed since there are certificates to be prepared, mailings and student notification involved.
 - l. Admissions Data Compared to March Week 3, 2011: Undergrad. Applications +181 (+6.6%), Undergrad. Admits +163 (+7.4%); grad student applications +3 (+5.2%); Housing Applications Total = 846 to date
 - m. Vans spring term – field trips – April and May – two van rental for 2 months.
 - n. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
 - o. Niki/Office Coordinator announcements; Spring Budget Management / Year-End Closing of Books. Niki will be notifying of budget deadlines soon. Spring syllabi are also due either in email format or hard copy.
- IV. **OLD BUSINESS**
 - a. DeVolder Family Science Center status: construction documents in process; ground breaking late June 2012; new building equipment lists/computer inventories due to Division Chair by Monday April 9 for the next building meeting with architects April 9 as well.
 - b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports. The Dean’s office has the forms, the electronic word document has not yet been distributed by the dean.
 - c. UCS Technical Support / Concierge Service Model Spring Term Schedule Tuesdays 1-5 PM (reduced FTE). UCS has lost a number of employees of late, so we/they have scaled back the time spent in NSM buildings on a regular schedule.
 - d. Status of SPOC Committee/President Strategic Task Team Process
 - i. NSM Action Item 1: NSM Division Gen. Ed./LACC review, ad hoc committee = Baumgartner, Courtney, Templeton, Ward, committee meetings scheduled for spring term. Timeline: preliminary committee recommendations to NSM Division at May 1, 2012 meeting to address recommendations directed to NSM re: LACC lab science/online science; follow-up discussion and plan development by June 5, 2012 meeting, formalized written division memorandum by June 15, 2012. Under discussion

- are “efficiencies” to contribute to overall strategic planning.
- ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: departments reporting to division chair by Wednesday April 18, 2012. Departments need to plan ahead, make a list of recommended action. This should be in the manner of course FTE and not dollars. We’re not concerned with DEP Math courses in this accounting.
 - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 China exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Objective: to increase enrollment. Timeline: dept. reports to division chair by Fri. May 25, 2012. Debra the videographer will do videos for on-line courses. Faculty do receive funds for on-line courses, both startup and a monthly amount. Mike Baltzley commented on the Applied Baccalaureate degree. He described two models: (1) the upside down model, where students just do LACC for their AA Applied Baccalaureate or (2) where they would take specialized courses in the AA. Steve Scheck will send out an email regarding a plan for an upper division degree for AA degree people. In this the Divisions would decide which upper division courses would be required for a four year degree. The number of credits required for a degree would not be expanded. Any of these changes would have to go through the Curriculum Committee. At this point it appears these changes are not mandatory. Ideas will be assembled at the end of the term.

V. NEW BUSINESS

- a. Post-DeVolder Science Center / Natural Science Building Renovation Plans – spring term planning sessions (Dept. Chairs + Soderstrom Feasibility Study). *What happens when the Chemists and Bio A&P move out?* Some thought should be given for planning for left over building space in the Natural Sciences building after chemistry and A&P move to the new building. The chemistry labs need to be remodeled, most likely on a five-year plan.

VI. REPORTS

- a. NSM Budget Update - page 7
- b. Faculty Senate – the environmental chemistry option major passed.
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union – no action
- e. Curriculum Committee (Division and Campus) – Math 243 proposal, ok by Biology and Chemistry, proposal passed. Math 111 must be passed with a C- or better. Transfer students have to have taken Math 112 or 251, or place into Math 243 via the placement test.
- f. PRC Status: Dean letters/recommendations complete – no.
- g. Academic Requirements Committee – a mid-term query (grade) on student progress was voted down.
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed/LACC Committee – has not met
- j. Complaints –none.

VII. FINAL COMMENTS AND ADJOURNMENT

Meeting adjourned approximately 5:00 pm.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

April 3, 2012; NS122 4:00 PM NOTE TIME CHANGE

4:06 START

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF MARCH MINUTES

Sunday check

III. ANNOUNCEMENTS

- a. DeVolder Family Thank You Poster – Faculty, student & staff signatures needed, in conference room
- b. 2012 Summer Registration – Advertise to Students
- c. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- d. WOU Office of Admissions 2012 Recruitment Dates: Spring Preview Day April 28, Transfer/Early Bird May 12, SOAR June 22, July 13-14, July 29 (note date change on last SOAR). TRAPE CHECK
- e. Catalog changes / Julie Harding Provost's Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer.
- f. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process)
- g. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern)
- h. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
- i. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean.
- j. PURE/Academic Showcase – Thursday May 31, 2012; call for class schedule/syllabi accommodation
- k. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House (need to confirm with Sharon Price)
- l. Admissions Data Compared to March Week 3, 2011: Undergrad. Applications +181 (+6.6%), Undergrad. Admits +163 (+7.4%); grad student applications +3 (+5.2%); Housing Applications Total = 846 to date p-4
- m. Vans spring term – field trips – April and May – two van rental for 2 months.
- n. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
- o. Niki/Office Coordinator announcements; Spring Budget Management / Year-End Closing of Books

IV. OLD BUSINESS

- a. DeVolder Family Science Center status: construction documents in process; ground breaking late June 2012; new building equipment lists/computer inventories due to Division Chair by Monday April 9.
- b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports.
- c. UCS Technical Support / Concierge Service Model Spring Term Schedule Tuesdays 1-5 PM (reduced FTE)
- d. Status of SPOC Committee/President Strategic Task Team Process
 - i. NSM Action Item 1: NSM Division Gen. Ed./LACC review, ad hoc committee = Baumgartner, Courtney, Templeton, Ward, committee meetings scheduled for spring term. Timeline: preliminary committee recommendations to NSM Division at May 1, 2012 meeting; follow-up discussion and plan development by June 5, 2012 meeting, formalized written division memorandum by June 15, 2012.
 - ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: departments reporting to division chair by Wednesday April 18, 2012.
 - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Objective: to increase enrollment. Timeline: dept. reports to division chair by Fri. May 25, 2012.

V. NEW BUSINESS

- a. Post-DeVolder Science Center / Natural Science Building Renovation Plans – spring term planning sessions (Dept. Chairs + Soderstrom Feasibility Study). What happens when the Chemists and Bio A&P move out? p-5-6

VI. REPORTS

- | | |
|---|---|
| a. NSM Budget Update p.7 | f. PRC Status: Dean letters/recommendation complete |
| b. Faculty Senate | ✓ g. Academic Requirements Committee ✓ |
| c. Faculty Development Committee ✓ | ✓ h. Academic Infrastructure Committee ✓ |
| d. AFT/WOU Faculty Union ✓ | ✓ i. NSM Ad Hoc Gen. Ed./LACC Committee ✓ |
| e. Curriculum Committee (Division and Campus) | ✓ j. Complaints ✓ |

VII. FINAL COMMENTS AND ADJOURNMENT

MEETING MINUTES
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

March 6, 2012; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

The meeting was called to order by Dr. Steve Taylor at 3:35 pm. In attendance: Amy Harwell, Sarah Boomer, Laurie Burton, Ava Howard, Mike LeMaster, Kristin Latham, Erin Baumgartner, Mike Baltzley, Arlene Courtney, Jeff Templeton, Patty Flatt, Cheryl Beaver, Mathew Nabity, Mathew Ciancetta, Bill Schoenfeld, Hamid Behmard, Rahim Kazerouni, Julie Grammer, Steve Taylor, Niki Winslow.

II. APPROVAL OF FEBRUARY MINUTES

February minutes were approved.

III. ANNOUNCEMENTS

- a. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- b. WOU Office of Admissions 2011-2012 Recruitment Dates: Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28. "Early Bird" registration will be May 12.
- c. Catalog changes / Julie Harding Provost's Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer. Department reps need to look at the catalog for approval/corrections.
- d. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process http://www.wou.edu/provost/faculty_development.php)
- e. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern)
- f. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty are due at the end of the year. Email observation reports to Steve.
- g. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean. Winter term is due to the Dean's office. Spring is not yet due.
- h. PURE/Academic Showcase – Thursday May 31, 2012; call for class schedule/syllabi accommodation
- i. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House (need to confirm with Sharon Price)
- j. Admissions Data Compared to March Week 1, 2011: Undergrad. Applications +163 (+6.2%), Undergrad. Admits +91 (+4.5%); grad student applications +1 (+1.9%); Housing Applications -138 (-13.6%)
- k. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- l. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
- m. Niki/Office Coordinator announcements; New Banner Class Scheduling Procedure, spring budget schedule. Winter course syllabi should be emailed to Niki or given via hard copy; they will be moved to the Provost's office soon.

IV. OLD BUSINESS

- a. DeVolder Family Science Center status: detailed design in process; ground breaking late June 2012
- b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports.
- c. Environmental Chemistry Curriculum Proposal: Kristin's report from Faculty Senate: Rahim presented the proposal some time ago, there were questions. The senate was supposed to vote but questions remained about major and minor.
We need a third person for faculty senate: Michael Baltzley will sit in next Tuesday for Mike LeMaster.
- d. UCS Technical Support / Concierge Service Model. Adam Wehner from UCS is scheduled to come to Natural Sciences/Math two half-days per week to specifically work on NSM related computer tasks. We will keep a clip board with a list of tasks that need to be completed. Points of contact in the division will be Steve Taylor, Arlene Courtney, Sarah Boomer, Scott Beaver. Teresa Hutchinson is retiring from WOU, Paul Lambert will be the contact person at UCS for tasks that Teresa would have performed.
- e. SPOC Committee/President Strategic Task Team Process – Projected \$4.5M deficit in next biennium; strategic planning "task teams" in development, volunteers are welcome; goal to increase revenues/decrease costs; LAS Dean stated goal of college-wide 5% instructional budget reduction in 2012-2013;
 - i. NSM Action Item 1: reconstitute division ad hoc Gen. Ed./LACC committee to review mathematics and science requirements in spring term 2012; Objective: investigate streamlining options for improved student retention and maximizing scheduling efficiencies. Timeline: committee report &

- preliminary recommendations to NSM Division at May 1, 2012 meeting.
- ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: department reporting to division chair by Wednesday April 18, 2012.
 - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Mike Baltzley said this arrangement is mainly in Computer Science and Business at this time. Objective: to increase enrollment & attract new students, efficiency and to save money. The Dean discussed a pre-engineering 2+2 program. As per information on handout page 8, Erik and Mark will take suggestions. Outcomes –NTT will be affected. Timeline: department report to division chair by Fri. May 25, 2012.

V. NEW BUSINESS

VI. REPORTS

- a. NSM Budget Update – page 10, handout
- b. Faculty Senate Report:
 - Kristin: U of O and Portland State have requested independence from OUS. There is a proposal for an LACC proposal to remove Spanish and ASL from the literature component of LACC. German and another language were hoping to raise enrollment. It did not pass. The Division voted no, all seconded. Peter Callero is the PEBB rep. The health care system is in flux, question came up of opting out of PEBB.
- c. Faculty Development Committee – no report
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: Dean letters/recommendations complete, letters have been returned to files
- g. Academic Requirements Committee: Jeff Templeton reporting. Nance France has asked for input about a midterm grade that would work as a type of “early warning system” in courses. Bryan was concerned what impact this might have on work load issues for faculty. There were mixed feelings on this: possibly there is an optional better idea, maybe have it be individual choice (method). A “C” grade would be the threshold. Jeff will send out an email.
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed./LACC Committee – *2010 members: Templeton, Baumgartner, Courtney, Ward.* The committee will look at proposals again.
 - The Dean is calling for a budget reduction, 5% from NTT. For LAS this would be around \$36,000. We will be looking at FTE rather than dollar amounts approximately three weeks into the new term. We want to have a review before fall registration for contingency plans. The fall schedule should be planned the way it is, but after registration the Dean might request cuts of low enrollment courses. We should have a plan in place.
 - The Ad Hoc LACC Committee will meet spring term, Steve will write up a report that he will provide to the Dean. There will be a meeting May first to discuss the committee report. See pages 6-7 of handouts. The goal is increasing revenue and decreasing expenditure.
 - Laurie discussed the 3+1 in Business and Computer Science in effect right now. Online courses are considered to actually be more expensive per Laurie. We will have a memo at the end of the term with our thoughts on the above.
 - Hamid mentioned a concern, retention = revenue.
- j. Complaints- none.

VII. FINAL COMMENTS AND ADJOURNMENT

Meeting adjourned 5:01.



Western Oregon UNIVERSITY

March Week 3 Numbers for Fall 2012

	2012	2011	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,916	1,957	-41	-2.10%	1,625
Nonresident	979	771	208	26.98%	650
International	30	16	14	87.50%	30
Total Undergrad. Applicants	2,925	2,744	181	6.60%	2,305
Admitted Students					
First time Freshmen	2,074	1,936	138	7.13%	
Transfer	285	261	24	9.20%	
Post Bac	5	4	1	25.00%	
Total Undergrad. Admits	2,364	2,201	163	7.41%	2,037
Total Denied	28	38	-10	-26.32%	
Cancel Rate	0.72%	0.88%			
Graduate Students*					
Graduate Applications					
Resident	45	47	-2	-4.26%	
Nonresident	10	10	0	0.00%	
International	6	1	5	500.00%	
Total Grad Applications	61	58	3	5.17%	
Graduate Admits					
Resident	3	3	0	0.00%	
Nonresident	3	3	0	0.00%	
International	1	1	0	0.00%	
Total Grad Admits	7	7	0	0.00%	

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

Housing: 846 applications this week an increase of 17 applications from last week.

Note: Housing has changed the methodology of how it counts applicants, as a result the comparison provided in this report will be this week compared to last week for fall 2012.

Next Events: Spring Break Visit Day March 29

Western Oregon University
Natural Sciences Building - Feasibility Study
July 1, 2011



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Appendix B	- Alternative Program
Appendix C	- Cluster Diagrams

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2011 - 2012 NSM DIVISION BUDGET

Budgeted amount for Supplies and Services NSM902 (July 1, 2011)				\$31,752	
SEP copy charges added - \$1550		Expense		\$31,702	
ESTIMATED GENERAL OFFICE OPERATING EXPENSES				\$26,702	
Telecom (Phones and Networking)	158.85	\$500			
Copiers	5555.97	\$10,000			
Office Supplies & Book Store	7099.36	\$5,500			
Postage	102	\$500			
Duplicating Services	196	\$300			
Faculty travel	255	\$4,000			
Physical Plant - work orders	2694.46	\$2,500			
Telecommunication wiring	595	\$1,000			
Miscellaneous	79.95	\$2,402			
TOTAL ESTIMATED GENERAL EXPENSES				\$26,702	
MATHEMATICS	NSM902 Starting			\$5,000	
Money already spent	NSM902			\$907	
NSM941 Lab Fees				\$1,653	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies					
NSM941 Lab fees expended				\$0	
Balance	Total balance			\$5,746	
SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2011				\$175,000	
BIOLOGY	NSM922 Starting			\$58,803	\$58,803
Summer lab fees rolled over into 2011-12				\$4,100	
Money already spent				\$41,692	
Balance				\$21,211	
EARTH & PHYSICAL SCIENCE	NSM922 Starting			\$47,862	\$47,862
Summer lab fees rolled over into 2011-12				\$1,850	
Money already spent				\$17,630	
Balance				\$32,082	
CHEMISTRY	NSM922 Starting			\$30,085	\$30,085
Summer lab fees rolled over into 2011-12				\$950	
Money already spent				\$11,468	
Glass breakage				\$177	Summer 20
Balance				\$19,744	
NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD					
STUDENT LAB NETWORK	NSM922 Starting			\$5,500	\$5,500
Money already spent				\$1,645	
Balance				\$3,855	
STUDENT PAPER	NSM922 Starting			\$5,000	\$5,000
Money already spent				\$2,000	
Balance				\$3,000	
FIELD TRIP	NSM922 Starting			\$6,000	\$6,000
Money already spent				\$2,140	
Balance				\$3,860	
EQUIPMENT REPAIR	NSM922 Starting			\$2,500	\$2,500
Money already spent		not current		\$2,148	
Balance				\$352	
Millipore DI Water Still	NSM922 Starting	not current	\$1,597	\$2,500	\$2,500
Medequip Maint. Contract	NSM922 Starting	est.		\$2,500	\$2,500
NW Natural Gas	NSM922 Starting		\$51	\$250	\$250
				\$5,250	
Contingency 8% of Total NSM922 Budget		6380 spent		\$14,000	\$14,000
TOTAL				\$175,000	

