

**MEETING AGENDA  
DIVISION OF NATURAL SCIENCES AND MATHEMATICS  
WESTERN OREGON UNIVERSITY**

*April 2, 2013; NS215 4:00 PM – NOTE TIME AND ROOM*

**I. ROLL CALL / APPROVAL OF AGENDA**

**II. APPROVAL OF MARCH 2013 MINUTES**

**III. ANNOUNCEMENTS**

- a. WOU Window of Opportunity Meeting Thursday April 4, 3013 3 PM Willamette Room, WUC
- b. Annual Reporting Process: Faculty Annual Reports Due to Dept. + Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- c. WOU Office of Admissions 2012-2013 Recruitment Dates: Spring Preview Day May 4, T-SOAR May 18. SOAR: June 28, July 12-13, July 27.
- d. Catalog changes / Julie Harding Provost's Office: April 3 - last day for changes, April 9 & 10 - draft of 2013-2014 catalog available for review in WUC, May 1, 2013-2014 catalog to Public Relations for packaging. May 8, 2013-2014 catalog to printer, June 21 - 2013-2014 catalog delivered to campus.
- e. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
- f. Faculty Development Grants: Travel II and Reassignment Due April 8, 2013
- g. NSM Division Travel Supplement Deadlines: April 23, 2013 (following last year pattern)
- h. Vans spring term - field trips - April and May - 2 van rental for 2 months.
- i. NSM Division Student Recognition Night: Thursday May 30, 5:30 PM (Laurie and Sharon Price organizing)
- j. Niki / Office Coordinator announcements; Budget / procurement spend down

**IV. OLD BUSINESS**

- a. ~~Dean LAS Search Process~~ → → → 65 applications - TOP 10 LIST
- b. DeVolder Family Science Center - Construction/Budget Updates
- c. APA Replacement / OSII Staff Requests Submitted; APA Search Committee / Review

**V. NEW BUSINESS**

- a. Course Fee Review and Updates

**VI. REPORTS**

- a. NSM Budget Report p. 6
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. PRC / Tenure and Promotion
- i. PURE/Academic Showcase
- j. Complaints

**VII. FINAL COMMENTS AND ADJOURNMENT**

QUESTION -  
WILL PIRNE NO.  
TRANSFER

**MARCH 2013 MEETING MINUTES  
DIVISION OF NATURAL SCIENCES AND MATHEMATICS  
WESTERN OREGON UNIVERSITY**

*March 5, 2013; NS122 4:00 PM – NOTE TIME AND ROOM*

*CHeryl Bevan*

**I. ROLL CALL / APPROVAL OF AGENDA**

The meeting was called to order by Steve Taylor at 4:07 pm. In attendance: Sarah Boomer, Bryan Dutton, Michael Baltzley, Erin Baumgartner, Jeff Templeton, Laurie Burton, Matt Ciancetta, Rahim Kazerouni, Mike LeMaster, ~~Kristin Latham~~, Steve Taylor, Niki Winslow. The agenda was approved.

**II. APPROVAL OF FEBRUARY 2013 MINUTES**

**III. ANNOUNCEMENTS**

- a. Fall 2013 Schedule entry in process / banner review begins March 14, 2013
- b. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- c. WOU Office of Admissions 2012-2013 Recruitment Dates: Spring Preview Day May 4, T-SOAR May 18, SOAR: June 28, July 12-13, July 27.
- d. Catalog changes / Julie Harding Provost's Office: April 3 - last day for changes, April 9 & 10 - draft of 2013-2014 catalog available for review in WUC, May 1, 2013-2014 catalog to Public Relations for packaging, May 8, 2013-2014 catalog to printer, June 21 - 2013-2014 catalog delivered to campus.
- e. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean-Provost -President
- f. Faculty Development Grants: Travel II and Reassignment Due April 8, 2013
- g. NSM Division Travel Supplement Deadlines: April 23, 2013 (following last year pattern)
- h. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- i. NSM Division Student Recognition Night: Thursday May 30, 5:30 PM (Laurie and Sharon Price organizing)
- i. Niki / Office Coordinator announcements; Budget / procurement spend down. Largest portion of departmental purchases should be made by the April 19.

**IV. OLD BUSINESS**

- a. Dean LAS Search Process: Interim Dean Tartar on duty; VP Scheck to Provost Office; Dean Search advertising in place, open until filled, review of applications over spring break. Currently there are 21 applications for the Dean's position. They will be ranked after spring break.
- b. DeVolder Family Science Center – Construction/Budget Updates – Moving / Class Schedules Over Summer
- c. NSM Infrastructure Plans / Updates: NS204 Instructor Station – NS206 IDF Closet for new communications wiring will be done over spring break; Greenhouse floor repair June. New computers will be provided in the DeVolder building. Amy Harwell is the only person who will take her current computer with her. The moving process is expected to occur June through August. There will be movers involved for lab and office materials. Boxes and labels will be provided. New furniture will be provided in the offices. Summer courses will be taught in the NS building. We will need to examine the possible need of a lab fee change to cover the cost of the distilled water systems in the DeVolder building.
- d. ARC - Applied Baccalaureate programs revisited. The majority of the time of this meeting was spent discussing the current issues with the Applied Baccalaureate. Rob Winningham is still working on the wording. He will bring his re-worked version to Faculty Senate. The consensus at this meeting was that faculty would like to see the actual "final" version in print, to review, before there is a vote in the senate. Rob addresses the points on a power point presentation but not as a written catalog copy. Kristin will speak with Kellen Coker regarding our request to review a printed copy prior to a vote. The AB core curriculum and relativity to the following two: AB in psychology and gerontology was not brought up as new business. It is felt that this should be an executive committee matter and not from Rob. It is felt that the AB core curriculum is not correct as it is. Jeff Templeton felt the core should come back to the ARC to correct it and then have it place it for a vote. At this point Jeff would vote no and the wording stands. His encouragement to other divisions would be to vote no as well. A newly written AB core would have to be approved by the Provost's council. Mike Baltzley stated he would move to table this until we can review and the ARC committee can endorse or not recommend to the executive committee. Jeff has revision notes.
- e. APA Replacement / OSII Staff Requests Submitted; APA Search Committee / Review after spring break
- f. Oregon Science Olympiad April 13 – Revisited Call for Event Supervisors / Volunteers needed. Erin, Patty

and Julie will be on hand to help that day. We will use NS 115 (Patty), Julie in NS 123 & 125. See page 6 of handout on Olympiad.

- g. Student Athletes / Team Travel / Make-up Lab Issue: Status – administration/athletics contacted, dialogue acknowledged, short term fix requested – provision of lab proctor for make-up labs – response not yet received, solution to problem pending further action.

**V. NEW BUSINESS**

No new business identified.

**VI. REPORTS**

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|--------------------------------------|------------------------------------|
| a. NSM Budget Report                 |                                    |
| b. Faculty Senate                    | g. Academic Requirements Committee |
| c. Faculty Development Committee     | h. PRC / Tenure and Promotion      |
| d. Academic Infrastructure Committee |                                    |
| e. AFT/WOU                           | i. PURE/Academic Showcase          |
| f. Curriculum Committee              | j. Complaints                      |

**VII. FINAL COMMENTS AND ADJOURNMENT Meeting adjourned at 5:00 pm.**



Steve Taylor <taylors@mail.wou.edu>

## Window of Opportunity Meeting, Thursday, April 4, 2013

1 message

Dianna Nickelson <nickeld@wou.edu>

Mon, Apr 1, 2013 at 9:12 AM

To: Allen McKiel <mckiel@wou.edu>, Anna Hernandez-Hunter <hernana@wou.edu>, ASWOU President <aswoupresident@wou.edu>, ASWOU Senate President <aswousenpres@wou.edu>, Bill Kernan <kernanb@wou.edu>, Bruce Vickers <vickersb@wou.edu>, Cara Groshong <groshonc@wou.edu>, Cat McGrew <mcgrewc@wou.edu>, Cheryl Davis <davisc@wou.edu>, Curtis Yehnert <yehnerc@wou.edu>, Darin Silbernagel <silbernd@wou.edu>, David McDonald <mcdonald@wou.edu>, David Olson <olsond@wou.edu>, Denise Visuano <visuanod@wou.edu>, Diane Tarter <tarterd@wou.edu>, Dianna Nickelson <nickeld@wou.edu>, Don Boderman <boderman@wou.edu>, Donna Kirk <kirkd@wou.edu>, Dustin Cotton <cottond@wou.edu>, Earlee Kerekes <kerekese@wou.edu>, Ella Taylor <taylor@wou.edu>, Eric Yahnke <yahnkee@wou.edu>, Gary Dukes <dukesg@wou.edu>, Hamid Bahari-Kashani <baharih@wou.edu>, Heather Mercer <mercerc@wou.edu>, Jay Carey <careywj@wou.edu>, Jon Carey <careyj@wou.edu>, JoNan LeRoy <leroyj@wou.edu>, Judy Vanderburg <vanderj@wou.edu>, Keller Coker <cokerk@wou.edu>, Linda Stonecipher <stonecl@wou.edu>, Lisa Catto <cattol@wou.edu>, Malissa Larson <larsonm@wou.edu>, Maria Dantas-Whitney <dantasm@wou.edu>, Mark Weiss <weissm@wou.edu>, Mark Girod <girodm@wou.edu>, Mark Henkels <henkelm@wou.edu>, Mark Perlman <perlman@wou.edu>, Marshall Guthrie <guthriem@wou.edu>, Michael Feuling <feulingm@wou.edu>, Michael Collins <collinsm@wou.edu>, Michael Ellis <ellism@wou.edu>, Nancy France <francen@wou.edu>, Neng Yang <yangn@wou.edu>, Peggy Pedersen <pedersep@wou.edu>, Peter Courtney <courtnc@wou.edu>, Rob Winningham <winninr@wou.edu>, Rob Findtner <findtnr@wou.edu>, Robert Hautala <hautalar@wou.edu>, Sandy Smith <smithsl@wou.edu>, Scott Grim <grims@wou.edu>, Scott Beaver <beavers@wou.edu>, Stan Hagen <hagens@wou.edu>, Stephen Scheck <schecks@wou.edu>, Steve Taylor <taylors@wou.edu>, Tiffany Smith <smitht@wou.edu>, Tina Fuchs <fuchst@wou.edu>, Tom Neal <nealt@wou.edu>, Tommy Love <lovet@wou.edu>, Tony Kment <kmentt@wou.edu>, allfacstaff@wou.edu

### WOU Window of Opportunity Meeting

#### Agenda

Thursday, April 4, 2013

3:00 p.m.

Willamette WUC

#### Background:

The WOU Finance Information Committee meets periodically to discuss financial results, budgets and forecasts and to provide a forum for campus dialogue. The Committee has included a broad cross section of representatives from across the WOU community. We continue to provide this opportunity for interested parties to be informed and involved.

The "unofficial" goals of the committee include the opportunity to:

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- Become fully informed with complete information about WOU finances.
- Assist in communicating and disseminating financial information to WOU constituencies.
- Suggest solutions to address financial opportunities and challenges, consistent with WOU's strategic plan.
- Serve in an advisory role to the president of WOU on fiscal and economic matters of the University.

**Agenda Topics for this meeting include:**

- Capital projects update – Neal
- Library Operations Update – McKiel
- Teaching Research Grants & Sequestration – Taylor
- Enrollment goals & projections – McDonald
- Fiscal Review – Yahnke
- Comments and questions/ideas for “tackling the future” - All

Dianna Nickelson  
Executive Assistant to the President  
Western Oregon University  
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## 2012 - 2013 NSM DIVISION BUDGET

## Budget Notes:

2010-2011 S&amp;S = \$52,314;

Budgeted amount for Supplies and Services NSM902 (July 1, 2012)

Expense

## ESTIMATED GENERAL OFFICE OPERATING EXPENSES

Telecom (Phones and Networking) 227.97 \$300  
 Copiers 4486 \$10,000  
 Office Supplies & Book Store 7067 \$7,050  
 Postage 214 \$300  
 Duplicating Services 676 \$1,500  
 Faculty travel 1856 \$4,000  
 Physical Plant - work orders 135 \$2,500  
 Telecommunication wiring 245 \$600  
 Miscellaneous 800 \$502

## TOTAL ESTIMATED GENERAL EXPENSES

\$26,752

## MATHEMATICS

Money already spent NSM902 Starting \$5,000  
 NSM941 Lab Fees (ck Sharon's totals) \$2,000  
 SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies \$2,478  
 NSM941 Lab fees expended \$1,655  
 Balance \$3,823

Total balance

## SCIENCE DEPARTMENT BUDGETS STARTING July 1, 2012

Collective Dept. Budget Total = \$146,750

## BIOLOGY

NSM960 Starting \$63,103  
 Summer lab fees rolled over into 2012-13 \$5,186  
 Money already spent \$49,612  
 Balance \$18,677

## CHEMISTRY

NSM961 Starting \$32,285  
 Summer lab fees rolled over into 2012-13 \$861  
 Money already spent \$19,042  
 Glass Breakage + Goggle Fees \$5,000  
 Balance \$19,104

## EARTH &amp; PHYSICAL SCIENCE

NSM962 Starting \$51,362  
 Summer lab fees rolled over into 2012-13 \$1,834  
 Money already spent \$17,551  
 Balance \$35,645

## NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

## STUDENT LAB NETWORK

Money already spent \$2,000  
 Balance \$0

## STUDENT PAPER

Money already spent \$5,000  
 Balance \$0

## FIELD TRIP

Money already spent \$6,000  
 Balance \$3,646

## EQUIPMENT REPAIR

Money already spent \$4,000  
 Balance \$4,000

Millipore DI Water Purifier \$4,000  
 MedEquip Maintenance \$2,300  
 NW Natural Gas \$150

## Contingency 8% of Total NSM922 Budget

\$14,800

TOTAL

\$185,000

\$22,112 was removed from NSM902 and redirected to Telecomm Starting July 1, 2011; network and phone expenses will be paid for directly by WOU Telecomm, no longer a charge-back to Divisions. Divisions will be responsible for installation costs only, not the monthly network and phone connection fees.

43% of \$146,705 balance; % based on 2011-2012 enrollments  
 ~Su12 roll over; % based on July 11, 2012 enrollments

22% of \$146,705 balance; % based on 2011-2012 enrollments  
 ~Su12 roll over; % based on July 11, 2012 enrollments

Based on 2011-2012 Academic Year Totals / projected forward

35% of \$146,705 balance; % based on 2011-2012 enrollments  
 ~Su12 roll over; % based on July 11, 2012 enrollments

\$38,250 Total budget for science overhead and contingency

8% budget contingency, to be released back to depts.