

NSM Division Meeting Minutes, December 2, 2008, MNB 222

I. In Attendance: Steve Taylor, Laurie Burton, Bill Schoenfeld, Mike LeMaster, Hamid Behmard, Patty Flatt, Pete Poston, Rahim Kazerouni, Mike Ward, Klay Kruczek, Jeff Templeton, Bryan Dutton, Jeff Myers, Kristin Latham, Niki Winslow.

The meeting commenced at 3:40 PM with Dr. Steve Taylor leading.

II. The minutes from the November Division Meeting were unanimously approved with a motion and second..

III. Announcements

- a. Sabbatical requests are due soon. They are to be turned in in triplicate on the pink forms. Niki has extra copies if needed.
- b. New digital Canon copiers are up and running with print / scan capabilities. The scan function produces *.pdf files that can be emailed to users. We plan to program both Math and Natural Sciences machines with the same ID codes for ease of use in either building.
- c. Summer schedule materials have been distributed. They are due January 21, 2009 to the Dean's office, sooner to the division office (Niki will send a due date schedule for all terms).
- d. Wireless laptop access is available through the Dean's office for \$5 per month. Please send your requests to the Division chair if you want this service. This will be an additional connection fee in addition to existing office network fees of \$12 per month.
- e. WOU Foundation Grants are due to the Dean's office before December 8. The Dean ranks the requests. Steve will request travel funding for the NSM seminar series.
- f. Niki will be sending out due dates of the various schedules since all three come due in January – spring corrections, summer and the entire 09-10 school year.
- g. Division Travel: Jeff Templeton sent requests to the departments, received two back, Laurie and Erin for NSM902 travel. The next round will be in April to coincide with Faculty Development travel grants.

OLD BUSINESS

- a. Division equipment and capital improvement plans: Status on requests / submissions: Steve sent our list to the Dean who will be following up with the Provost. Requests went to the AIC as well. A total of \$1.2 million in needs were identified by division faculty. Lists will be prioritized within the departments. Bryan is working on the AIC list.

- b. NSM Seminar Schedule – the existing schedule can be found on pages 11-12 of the meeting handout. Additional speaker recommendations are sought to round out the schedule.
- c. Ad Hoc working groups
 - i. NSM Building Utilization and Planning Committee – Status / Follow-up
Action: The building committee will meet winter term for long-range planning. Pages 13-15 of the meeting handout outlines current Natural Science building usage. Steve reports we are completely full in office usage and would essentially need remodeling of existing space or a new building if we continue to add faculty.
 - ii. NSM LACC Review Committee (see pg. 16 of handout)
Mike Ward spoke with Jeff Templeton regarding the campus committee forming a subcommittee to look at learning outcomes. The committee is moderately happy with the current LACC. Mike doesn't feel we need to meet until further action develops at the campus level.
 - iii. Committee Assignments / Updates: Hamid would like to receive the new list of committee assignments. Steve stated that the LACC is the only one with current adjustments because of sabbaticals: Bryan is stepping for Karen Haberman, Rahim for Arlene Courtney until she returns in January. Jeff Templeton, Mike Ward, Arlene Courtney, and Bryan Dutton comprise the LACC Ad Hoc Committee.
- d. Fall 2008 Dept Assessment Reports – Status / Due December 8, 2008 (pgs 17-23)
 - i. Group discussion needed on modified directives from Dean Scheck since November meeting (see pg 18 for Dean's directive).
Assessment is tied in with accreditation requirements. Current comments go back to an April 29, 2008 report. The Provost has the report, he will issue a response. Basically it is felt that there was assessment deficiency in the college of LAS.
 - ii. Pg 17 schedule: There is a 5-7 year program external review schedule for Assessment sent to the Dean. Costs will need to be budgeted if we have an independent assessment review.
 - iii. See page 18, Dean Scheck's November 23, 2008 email, the Dean's most current Program Assessment Update.
 - iv. The catalogue needs to be reviewed for departmental outcomes. We only need three, edits only, not program changes. The three edits should be forwarded to Julie Harding in the Provost's office.
 - v. See the WOU Curriculum Log Program Assessment of pg 19 handout. The Dean would like to have all departments to have these in prior to winter break. The Dean is asking that we discuss assessment protocol. Each department is to write their descriptions to align with the University's academic mission.

Mike Ward stated that Math has eight items consistent with what they already did for accreditation. Steve indicated that if the task is already done, attach the existing reports to the requested form.

- e. Inter-program coordination of class scheduling
 - i. There are recurring inter-program conflicts. It was decided that schedulers will meet in January to resolve.
- f. PRC – Status: files submitted, process in place, review under way, next meeting, January 8, 2009. The three-year reviews are due as soon as possible. Files will go to the Dean's office January 30, 2009.
- g. Professional Science Masters Initiative in OUS – Taylor report of findings: Steve attended a day-long OUS meeting regarding the Sciences Masters degree. The general feeling was one of moving away from a thesis-based program to one of more paid internships and practicums, in combination with businesses. The model involves extended internships rather than theses. This would be along the lines of the MIS in Business/Computer Science at WOU. The Provost is interested in this proposal. We do not currently have the faculty or curriculum for such a program in NSM.

V. NEW BUSINESS

- a. Two NSM Representatives are needed on the Faculty Senate Awards Committee. This tenure is of a limited duration. Pete said he would be willing to serve for one year, Hamid volunteered as well since he moved off the LACC ad hoc Committee.
- b. Office of Sponsored Programs (see pg 24 of handout)

There is a change in the grant proposal process. Proposals are to be sent through Ella Taylor at TRI. A new proposal routing sheet will be made available soon. This procedure applies to Government sponsored grants. Proposals will no longer be routed directly to Darin, but to Ella, she will serve as primary point of contact for university. She will require three days lead time prior to the due date. Bryan had a question about how this would affect grant overhead, and if there would be a Faculty Senate follow-up on this new procedure.
- c. Review of Honors Program / Science Course Requirements (see pg 25)

WOU has the second highest hours requirement in the state for our honors program. Gavin Keulks would like to see more flexibility in the program requirements. Jeff Myers stated that this is an important issue for 1st and 2nd year science students, that it is difficult for them to fit the honors program into their schedules. The NSM/LACC review committee could be utilized for honors-related course evaluation. Steve will meet with Gavin and see what he has in mind.
- d. Division of Extended Programs – DEP is interested in supporting faculty in online course development (see pg 26). They have expanded their services and improved the pay/FTE structure. Anyone interested should contact DEP.

VI. REPORTS

a. NSM Budget Update

Niki feels the NSM budget is basically on track, where we expect it to be at this time of year. We have had a few surprises in the NSM902 budget but have to date been able to cover them.

We are hoping to implement the new lab fees spring term. Darin needs to propose the \$5.00 fee increases for 09-10 as part of the administrative rules process..

b. Search Committee – the last Biology candidate to arrive will be Ava Howard. Hamid stated that math has 60 candidates that have application files. They still need two more adjunct faculty.

c. Faculty Senate - Klay has the notes for the last meeting. WOU has been asked to reduce the school budget by \$500,000 in the biennium. They are looking at the 40/40/20 initiative. Provost Neeley has asked that this be examined.

d. Faculty Development Committee: All faculty who applied, received the awards that they applied for. The next round will be for research, the deadline is January 30. 2009.

e. AIC – Sarah is on the committee, Bryan off. The NSM division has submitted an AIC “wish list” for equipment and infrastructure purchases.

f. Academic Requirements Committee (C. Beaver) – no report, Cheryl out sick.

g. Curriculum Committee:

i. Earth Science is still working on their program changes that were first proposed in Spring 2008. The Provost and Dean have significantly increased the assessment documentation needed for program changes, and Earth Science is being used as the test case. If new programs are proposed, faculty need to make the assessment component detailed enough to satisfy administrative expectations as part of the NWCCU accreditation process.

ii. Please submit any curriculum changes to Laurie (committee chair) by February 6, for next year's catalogue.

iii. UCS will help faculty senate update the curriculum committee web page.

iv. JoNan Leroy at DEP requested that 700# courses be reserved for non-credit professional courses, for people of the community, not part of a program degree.

v. Pete asked about changes in the Organic Chemistry courses, and the need to meet regarding impact on Biology. Bryan will look at the potential impacts of the proposed organic chemistry schedule on biology students.

h. AFT/WOU Faculty Union reports: Phil has been working on the adjunct faculty steps, etc. They will meet again in January.

- i. Academic Showcase 2009 – in May.
- j. Oregon Academy of Science: See Jeff Myer's email.

VII. FINAL COMMENTS AND ADJOURNMENT

- a. UCS is implementing new security systems, it has caused some new spam issues, one of which being that regular mail is bounced. Please email Bill Kernan with your concerns.
- b. There is an Allen wrench on a purple Oriental knotted chain in the supplies drawer for unlocking the doors should someone arrive in the NS building and it hasn't been unlocked on a regular working day.

Meeting adjourned at 4:55 PM.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

December 2, 2008; MNB222 3:30 PM

- I. ROLL CALL / APPROVAL OF AGENDA (p. 1)
II. APPROVAL OF NOVEMBER MINUTES (p. 2-6)
III. ANNOUNCEMENTS

15 min
3:35-3:50

- a. Sabbatical requests / proposals; (should submit "pink form" 12/5/08, Dean to Provost on 12/15/08) (p. 7)
b. New digital copier contract with IKON, copier up and running with print / scan / copy functions. (p. 8)
c. Summer schedule materials sent out; due Jan 21, 2009 at Dean's office
d. Wireless laptop access to faculty available (\$5.00/mo via Dean's office) - send requests to division chair (p. 9)
e. WOU Foundation Grants - due to dean's office before Dec. 8, the dean needs to read, rank, and send to Foundation on 12/12/08 (p. 10)
f. Niki / Office Coordinator announcements - NSM Calendar of Events

5 min

IV. OLD BUSINESS

- a. Division equipment and capital improvement plans: Status on requests/submissions
b. NSM Seminar Schedule - Status on schedule (p. 11-12)
c. Ad Hoc Working Groups
i. NSM Building Utilization and Planning Committee - Status / Follow-up Action (p. 13-15 REVIEW DATA)
ii. NSM LACC Review Committee (p. 16)
1. Report from campus LACC review project
2. Status / Follow-up Action from Division?
d. Fall 2008 Dept. Assessment Reports - Status / Due December 8, 2008 (p. 17-23)
i. Group discussion needed on modified directives from Dean Scheck since November Meeting (SEE p. 18 for details)
e. Inter-program coordination of class scheduling
i. Calculus lab/schedule question, recurring conflicts? MEET TO REVIEW 2009-2010 MATH SCHEDULE?
f. PRC - Status: files submitted, process in place, review under way, next meeting Jan. 8, 2009 3-year reviews due ASAP
g. Professional Science Masters Initiative in OUS - Taylor report of findings

5 min

V. NEW BUSINESS

- a. Two NSM Representatives needed on Faculty Senate Awards Committee (e.g. Pastega Awards for Scholarship and Teaching) PETE PORDON
b. Office of Sponsored Programs / changes in grant proposal process (p. 24)
c. Review of Honors Program / Science Course Requirements (p. 25)
d. Division of Extended Programs - Online Course Development (p. 26) TACK

15 min

VI. REPORTS

- a. NSM Budget Update (course fee requests submitted) (p. 27)
b. Search Committees - status on Math/Biology searches
c. Faculty Senate
d. Faculty Development Committee
e. Academic Infrastructure Committee
f. Academic Requirements Committee (C. Beaver)
g. Curriculum Committee - FR. Feb-6
h. AFT/WOU Faculty Union
i. Academic Showcase 2009
j. Oregon Academy of Science 2009

15 min

VII. FINAL COMMENTS AND ADJOURNMENT

Natural Sciences and Mathematics Division Meeting Minutes November 4, 2008
Held in NS 101

Meeting called to order at 3:35 PM

Attendees: Cheryl Beaver, Scott Beaver, Hamid Behmard, Laurie Burton, Bryan Dutton, Patty Flatt, Julie Grammer, Kelly Kissane, Klay Kruczek, Kristin Latham, Mike LeMaster, Jeff Myers, Pete Poston, Steve Taylor, Jeff Templeton, Mike Ward.

- I. Roll Call / Approval of Agenda - see above for roll call results, agenda unanimously approved.
- II. Minutes from the October meeting were included in the handout. It was moved, seconded and approved that the minutes be approved as written.
- III. Announcements
 - a. Julie Grammer, new Biology-EPS Lab Preparator was introduced. She gave a brief description of her work history which includes commercial lab experience.
 - b. Post-Tenure Review / Promotion and Tenure Files are due to the Division Chair November 21. First-year faculty reports are due at the same time.
 - c. Sabbatical requests / proposals should be submitted on the pink forms, in triplicate to the Dean 12/5. They go to the Provost 12/15. Steve would like to have them to him for review no later than 12/5.
 - d. The new digital Canon copiers (contract with IKON) are due to arrive 12/1. There will be an over lap time before the old copiers go away of approximately two weeks. We wanted to keep a backup since this is close to finals. The new copiers will have network/scan capabilities. Faculty can email materials to be scanned directly from the copier.
 - e. The Oregon 150 celebration will be at WOU February 13; Kim Jensen is the coordinator. Steve and Bryan will create a library display on invasive species.
 - f. Summer scheduling materials have been sent out. They are due in the Dean's office January 21, 2009.
 - g. Niki and Steve worked on creating a 9-month calendar of events as there seem to be discrepancies between the "pink" calendar provided by the Provost's office and due dates listed in the CBA. Niki mentioned that the summer schedule and edits are due

1/21 to Dean's office, but the date could be moved forward due to Kathy wanting more time to work with the Astra program. There is no listing of the 2009-2010 schedule due date to the Dean, but it is usually about two weeks following the summer/spring due date. The bottom line is that schedulers should come back from Christmas break with the schedules fairly in order as it is a very busy time of year and Niki needs lead time as well to work on them.

IV. Old Business

- a. Faculty Activity Reports / format modification- Draft 2 for review. We would like to have the due dates in practice match those published in the CBA due. The new format, as seen on pages 8-9 of today's handout, is built upon the older report from the dean and CBA. Subcategories are designed to align with PRC review criteria outlined in the CBA. As suggested by Jeff Templeton, advising is now listed under Service activities. The hope is to make the annual report template more in line with what the Dean is asking for in accreditation reports and the annual review. This should help with future file development and three year reviews as part of the CBA requirements.

The report format shown on pages 8 & 9 of the handout, entitled "Natural Sciences & Mathematics 2009-2009 Annual Faculty Activity Report" was unanimously approved with two corrections in section I, C & D (spelling only, as suggested by Klay).

The due date of the report is in question. Taylor commented that the new Provost will probably require individual reports to follow the existing CBA guideline of a due date of June 1. Jeff Templeton asked about the possibility of a due date of July 15. There was discussion regarding the merits of a range of dates considering how busy everyone is during finals and possibly do not want to work after the contract ends June 15.

Scott asked if we wanted to look at contract language and possibly modify due dates there. Bryan prefers a date out to at least June 15, past finals. Scott will bring it up during the bargaining process. Steve will follow up on due dates with the Dean as spring term approaches and keep everyone apprised. Formal due dates are June 1 from the CBA, in practice they have been due July 15.

- b. Division equipment and capital improvement plans were presented on handout pages 10 & 11. The handout outlines the formal AIC Infrastructure Needs - Master list from April 2008. Steve requested an updated list of needs this year, math was the only dept. that did not submit a wish list.

At the end of the 2007-2008 fiscal year, Mark Weiss asked that the improvement plans be funneled through AIC, and gave Bill Kernan the option of approval or disapproval of items from the list. The approval was given at the last minute, so as always, wish lists need to be prepared well in advance. It appears Bill Kernan will revisit last year's list as well as new requests. Steve suggested that Mike and Pete follow-up with Bill K. regarding the status of last year's list.

The President indicated there is current opportunity funding on campus, and requests are being channeled, in part, through AIC. Steve will give the current list to Bryan as AIC representative for action/request this year.

Page 12 is a AIC Smartroom Planning List (working Draft January 11, 2008). Nathan Sauer will know what work is scheduled for smart room development.

Steve plans on having a standing packet of equipment/update requests ready when the funding becomes available. Bryan will take the list to AIC. Steve will forward to the Dean and Provost's office.

c. NSM Seminar Schedule - speakers have been scheduled for some dates, there are still approximately 12 dates available. Regarding presentations from the Plant Physiology candidate, they will be held on Mondays and/or Fridays.

d. Ad Hoc Working Groups (meeting schedules-action plan) - meet at least once in Fall term.

i. NSM Building Utilization, Steve will facilitate and meet with the committee.

ii. NSM LACC Review Committee (Team Leader/Facilitator Needed)

There is a November 11 campus LACC meeting. The Dean and Provost are pushing for fewer members. Nothing is really happening right now in the Division regarding LACC review. Mike Ward offered to act as a facilitator to get the process moving in the Division

Right now the members are:

Karen Haberman - on sabbatical - Bryan will represent Biology

Arlene Courtney - on sabbatical - Rahim will act in her place until her return

Jeff Templeton

Mike Ward (temporary facilitator for the division)

e. Fall 2008 Dept. Assessment Reports - Status / Due Dec 5, 2008

Steve needs a week lead time to prepare for the Dean.

f. Inter-program coordinator of class scheduling

- i. Need for formalizing meeting of program schedulers for 2009-2010? Consensus is that we need coordination. Jeff Templeton, Mike LeMaster, and Klay Kruczek are willing to work on this.
- ii. There is an Astra Software and Training Guide Available to the Division
- g. PRC - committee membership was finalized since Oct. 7 meeting (Taylor, Schoenfeld, Poston, Burton, LeMaster). Laurie is serving as chair of this committee. The committee needs to meet before Thanksgiving to be familiar with the CBA, and review procedures/timelines.

V. NEW BUSINESS

- a. Update of Articulation / Transfer Tables (Registrar's Office, Dean's Office, Chemeketa)
 - h. Edits due from Dept. Chairs to Division Chair Nov. 12
Nancy France is working on cleaning up articulation issues.
- b. NSM902 Telecom Charges for Student Lab Networks Connection (pg 13 handout)
 - i. Budget Concern - high proportion of telecom/network charges to NSM902, one possible mitigation option is to shift student lab network connection from NSM 902 to NSM 922.

Math is working on eliminating lab connection charges in MNB so it may not be an issue for mathematics. Most Math lab fees are for the education class materials which are minimal. The Math Senior project course has lab fees.

This is a department-based decision. Steve would like to have some idea of direction of this proposal by next week. All departments were asked to vote and finalize lab fee changes. The due date of changing lab fees is due November 24, to take effect Spring term, 2009. (See handout page 15)

- c. Professional Science Masters Degree Initiative in OUS - any interest in developing a working group to check into viability and potential program areas? The Dean has asked Steve to attend a meeting in Salem. The idea is that a program would develop from a combination of courses geared toward industry needs - business + science (e.g. possibly forensics, applied physics, geospatial technology). OUS is promoting this idea. OSU and PSU have these types of programs or they are in the works.

VI. REPORTS

- a. Budget update, accounting spreadsheet distributed for review. Lab/Course Fee Revisions due 11/24/08
- b. Search Committees - the Guralnick replacement process is on track. As there is an in-house interest, people can speak with Mike LeMaster directly regarding details of the Biology search progress.

Mathematics - has a full time, tenure track search, and two part time positions that need to be fulfilled.

c. Faculty Senate

Earth Science proposal regarding ES 199 got stalled in the Dean's office due to the decision whether or not it should be considered as an LACC course. This is a new course, titled "Special Topic"s. In spring 2008, it was the division curriculum committee's preference this not be considered as an LACC course, Earth Science deferred, but the Dean had checked the box indicating it should be considered as an LACC course. The question was posed if this should go to the Academic Requirements committee for consideration. The Division is concerned how this would impact the LACC model. Scott reported that the Faculty Senate Executive Committee sent it back to the Dean suggesting to not check the LACC box unless the program specifies.

d. Faculty Development

Friday is the deadline for the first requests, which are Travel. The request form can be found on-line, staple an abstract to the formal request form. Hand deliver your request to the Provost's office, and be certain you have signed your request.

f. Academic Requirements Committee - Cheryl Beaver

There is discussion in mathematics to changing the suffix on the statistics course to a "Q" (see pages 16-18 of handout) for approved quantitative literacy courses.

The question came up if there should be a Minor requirement: Should there be a minor. Is so, should there be a uniform and/or maximum of hours required in the minor. This will be an item discussed this year. If you have input, please advise Cheryl.

h. AFT/WOU Faculty Union

Let Phil or Scott know your concerns for the bargaining team if you want them brought up in meetings.

i. Oregon Academy of Science

Jeff Myers reported that student assistants created a new OAS web site, which is currently hosted by PSU. (see following email explanations from Karen Bledsoe and Jeff Myers). A question was raised as to why the website hosted by PSU, when the meeting is held at WOU? Follow-up discussion and emails followed.

j. PKAL Report (Erin Baumgartner)

Erin reported activities associated with project

A motion was made to adjourn, it was seconded and unanimously approved.

APPLICATION AND CONTRACT FOR SABBATICAL LEAVE OREGON STATE BOARD OF HIGHER EDUCATION

Institution _____ Date: _____

To the Oregon State Board of Higher Education:

I, _____, hereby apply for sabbatical leave
from* _____, to _____, for the purpose of _____

on a yearly salary basis during period of leave of _____% salary in accordance with the *Administrative Rules* of the State Board of Higher Education governing such leaves.

My salary rate for the fiscal year is \$ _____ on the basis of _____ months of service for _____ full time equivalency.

I have been a member of the faculty at _____ for _____ years, holding academic ranks with full-time service as follows for the years indicated (*Omit years on par-time service. For leaves based on other than full-time service, attach exhibit showing computation of eligibility and salary.*): _____

My previous sabbatical leaves have been as follows: (if none, check here _____.)

From _____ to _____; From _____ to _____

From _____ to _____; From _____ to _____

Indicate the number of pages of attachments incorporated into this contract by reference _____

Eligibility, service, and salary data verified for institution by: _____

Name and Title (Please type) _____

If granted sabbatical leave, I hereby agree to abide by the Board of Higher Education's *Administrative Rules* in effect as of the date of this agreement, covering such leave, which rules are incorporated into and made a part of this application and contract. For convenience, the Board's rules in effect as of July 1, 1987, are set forth on the reverse side of this sheet.

I hereby further agree to remain in the service of the Oregon State Board of Higher Education for at least one year after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with the Board within the period of one year after the expiration of my sabbatical leave, I agree to refund to the Board within three months the amount paid during this period of sabbatical leave; provided, however, that, in case of my permanent disability or death, due to ill health or accident, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

Approved:

Head of Department _____

Signature of Applicant _____

Dean or Director _____

Applicant Present Rank or Title _____

Vice President or Dean of Academic Affairs _____

Department _____

President _____

Executive Vice Chancellor _____

Date: _____

Prepare this form in triplicate. For distribution, after execution, to applicant, President, and Chancellor.

AMENDEMENTS TO THIS CONTRACT

When signed by all parties, this document becomes a contract. Cancellation of the leave, change in dates, purpose or any other conditions must be approved by all signatories of this agreement. Cancellations should be made by letter. Other changes may be made on copies and initialed by all signatories or a substitute agreement marked "revised" may be submitted.

Basic Instructions for Canon 5055 Copier

(1) If you see a message screen reminding you to “Press ID” button; press “done”; if not, proceed directly to step 2

(2) Enter Dept. ID (do not worry about password ID)

Admin = 1101 Biology = 2201 Chemistry = 3301 Physics = 5501 Earth Sci 6601 GS 7701 Math 4014

“Press ID” button

(3) After entering the menu environment, you will see 3 window tabs at the top of the menu:

“COPY” Menu Window

This is for basic copying, similar functions as old copier

“SEND” Menu Window

this screen allows you to scan to *.pdf files and email them to yourself

File type = PDF (TIFF format also available)

Press “Address Book” choose your name/email, check the box at left

Load originals in sheet feeder

Press “Start” Document will be delivered to your email as attachment

(4) Press “ID” Button when finished to log out.

NOTE: TO USE STRAIGHT COPY FUNCTION, MAKE SURE YOU SELECT THE COPY MENU TAB AT THE TOP OF THE SCREEN

(5) To make transparencies from the sheet by-pass feeder on the right side:

- a. Logon to copier with ID
- b. Place IKON transparencies in by-pass feeder
- c. Copier will auto detect and request by-pass information
 - i. Set to letter – click next
 - ii. Choose “transparency” – click OK
- d. Proceed with copying to transparency via bypass

(6) To set the Canon IR5055 up as a printer from your desktop (using windows)

- a. Start-Printers and Faxes
- b. Choose “add a printer” -click next
- c. Pick the radio-button “Local printer attached to this computer” (NOTE: make sure that you UNCHECK the “Plug and Play” option)
- d. Click “Next”
- e. Select “Create New Port”
- f. Type of Port: pull down menu and choose “Standard TCP/IP” option
- g. Click next – click next again when it asks to make sure printer is on
- h. Printer Name or IP Address: type in “140.211.76.100” default to the “port name” auto fill designation
- i. Click next
- j. A connection report is displayed, click “finish”
- k. Install Printer Software – choose “Have Disk”
- l. Browse to the following folder-subfolder-file on the shared “I:\” drive

I:\Canon_5055_Copier\canon_copier_print_driver\PCL5ec_6_v8.35_v6.35_setup\win2k_vista\pcl5e_5c\P52KUSAL.INF

- m. Click “OK” after selecting the above P52KUSAL.INF file
- n. Scroll down the list and choose “Canon iR5055/iR5065 PCL5e” driver
- o. Click next, set printer name to something meaningful or default to the name given “Canon iR5055”
- “Do you want to use as default printer?” – check no
- p. Click next – check the “Do not share this printer” radio button
- q. Click next – Print Test Page? = “Yes”
- r. Click finish – windows will copy drivers from I:\drive to local C:\drive
- s. A pop-up window will appear asking for “ID:” and “Password:”, type in your program ID code (Bio = 2201, Chem = 3301, Physics = 5501, Esci = 6601, GS=7701, Math = 4014). NO PASSWORD IS NEEDED, JUST THE “ID:”
- t. Click OK and you are done. Check the copier to see if your “Test Print” page was sent.

Subject wireless will be available to faculty who request it
From Stephen Scheck <schecks@wou.edu>
Date Monday, December 1, 2008 10:01 am
To alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , morses@wou.edu , rectorj@wou.edu , tarterd@wou.edu , taylorl@wou.edu , tolleyl@wou.edu
Cc Kathy Hill <hillk@wou.edu>

Dear chairs,

At last week's Faculty Senate meeting provost Neely announced that the university will support all faculty who need wireless access to perform their WOU work-related tasks. Faculty should submit a request with explanation for need to your office; you would bundle the requests for your division and forward on to Kathy. The college office will submit a college-wide list to computing services.

New security measures are being added and installation/testing should be completed by the end of January. Faculty who have requested a wireless connection will have access beginning Monday, February 2, 2009. The wireless connection will be supplemental to the cable connection...all offices will still have live cable lines.

The two colleges and library S&S budgets will absorb the additional monthly wireless fee (about \$5.00) for participating faculty. Cost overruns to the college S&S this winter/spring term will be monitored by central budgeting and adjustments to the LAS S&S will be made in next year's budget.

Since this is not a get wireless now or you miss out on it-type situation, I'd suggest faculty not submit a request until they do have need for such service. Further, the university/college standard issue for faculty computers is still the PC or Mac desktop. Faculty wishing to switch to laptops when their unit is up for replacement would need to have work-related need that desktop cannot accommodate; the divisions and college would need to share in the additional expenses of laptop costs. A similar desktop vs. laptop decision would need to be made for all new tenure-track hires.

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)

NOTE:
IF YOU HAVE AN
EXISTING HARDWIRE
ACCOUNT OF \$12⁰⁰/mo,
LAPTOP WIRELESS CAN BE ADDED
FOR APPROXIMATELY \$5⁰⁰/mo
(PAID BY DEAN LAS/S&S).
IF YOU DO NOT HAVE
AN EXISTING ACCOUNT OR
HARDWIRE, LAPTOP ONLY
WILL BE \$17⁰⁰/mo FOR
WIRELESS.

WESTERN OREGON UNIVERSITY

GRANTS ANNOUNCEMENT * GRANTS ANNOUNCEMENT * GRANTS ANNOUNCEMENT

November 10, 2008

MEMO TO: Western Oregon University Students, Faculty, and Staff

FROM: Sandy Newland
The WOU Foundation

RE: CAMPUS-WIDE COMPETITIVE GRANTS PROGRAM

The Western Oregon University Foundation is pleased to announce its annual campus-wide competitive small grants program.

Please read the following details on how you may apply, noting the **Friday, December 12, 2008** deadline for grant applications to be received in the appropriate screener's office as indicated below. The screener will forward approved requests to the Foundation office.

FUNDING LEVEL:

In order to give support to a variety of campus activities, grants generally are made in amounts of \$1,000 or less.

PROPOSAL PREPARATION:

Proposals should be concise and should follow the attached Grant Request Form. *Please fully complete the form.* Incomplete applications cannot be considered.

AREA OF INTEREST:

The foundation board continues to have a particular interest in supporting faculty and students' collaborative activities (research, service, etc.) and will give stronger consideration to these requests.

REVIEW PROCESS:

Grant requests must receive a preliminary screening before being forwarded to the Foundation for final review. Please forward grant requests to one of the following, as is appropriate for the program you are representing:

Liberal Arts & Sciences:	Dean Scheck
Education:	Dean Rosselli
Student Affairs:	Vice President Dukes

DEADLINES:

Grant requests must be received in the foundation office, The Cottage, by noon on **Friday, December 12th**. Foundation board review will take place in December, with funds available in January 2009.

QUESTIONS?

Phone 8-8147 - Sandy.

2008-2009 Natural Sciences and Mathematics Seminar Schedule
Confirmed Speakers and Available Dates (*updated Dec. 1, 2008*)

Wed. November 19, 2008 12:00 PM	Kenneth Woycechowsky, Department of Chemistry, University of Utah, Topic: "Teaching Old Enzymes New Tricks" (Host: Patty Flatt)
Wed. November 26, 2008 12:00 PM	No Seminar – Thanksgiving Break
Wed. December 3, 2008 12:00 PM	Rachel Pirot, Dept. of Geology, Portland State University, Topic: "Initiation Zone Characterization of Massive Debris Flows Generated on Mount Hood, OR, November 2006" (Host: Steve Taylor)
Wed. December 10, 2008 12:00 PM	No Seminar – Finals Week
Wed. December 17-24-31, 2008	No Seminar – Winter Break
Wed. January 7, 2009 12:00 PM	No Seminar – First Week of Class
Wed. January 14, 2009 12:00 PM	Todd Jarvis, Institute for Water and Watersheds, Oregon State University, Topic: "Hydrogeologic Investigation & Future Groundwater Sources: Jousting with Measure 37/49, Dueling Experts, the Hydrohydra" (Host: Steve Taylor)
Wed. January 21, 2009 12:00 PM	Laurence Padman, Earth Research Institute, Topic: "Is Antarctica melting? If so, why?" (Host: Irja Galvan)
Wed. January 28, 2009 12:00 PM	Dr. Russel Meints, Institute of Molecular Biology, Oregon State University, Topic: TBA with a focus on viruses (Host: Irja Galvan)
Wed. February 4, 2009 12:00 PM	<u>open</u>
Wed. February 11, 2009 12:00 PM	Steve Taylor, Earth and Physical Sciences Dept., Western Oregon University, Topic: "Spatial Analysis of Cinder Cone Distribution at Newberry Volcano, Oregon: Implications for Structural Control on Eruptive Process"
Wed. February 18, 2009 12:00 PM	Dr. Murty Kanury, Mechanical Engineering, Oregon State University, Topic: "Catastrophe Theory: Some Applications" (Host: Irja Galvan)
Wed. February 25, 2009 12:00 PM	<u>open</u>
Wed. March 4, 2009 12:00 PM	Kerry McPhail, OSU College of Pharmacy, Tentative Topic: "Exploring the Biodiversity of Panama for New Drug Therapies" (Host: Patty Flatt)
Wed. March 11, 2009 12:00 PM	John Faustini, Environmental Protection Agency, Topic: "Evaluating Human Impacts on Aquatic Habitat in Oregon" (Host: Steve Taylor)
Wed. March 18, 2009 12:00 PM	No Seminar – Finals Week

Wed. March 25, 2009 12:00 PM

No Seminar – Spring Break

Wed. April 1, 2009 12:00 PM

No Seminar – First Week of Class

Wed. April 8, 2009 12:00 PM

OPEN

Wed. April 15, 2009 12:00 PM

OPEN TENTATIVE: MANT TBA - OPEN

Wed. April 22, 2009 12:00 PM

Jeff Templeton, Earth and Physical Sciences Dept.,
Western Oregon University, Topic: "Geochemistry
and Volcanology of the Pleistocene Ash-Flow Tuffs
at Newberry Volcano, Oregon: Constraints on the
Evolution of a Continental Silicic Magma System"

Wed. April 29, 2009 12:00 PM

Tentative: Math Presentation, TBA.

Wed. May 6, 2009 12:00 PM

Dr. Dean Atkinson from Portland State University,
Department of Chemistry Topic: "Extensive and
Intensive Aerosol Optical Properties and their Roles
in Climate Change" (Host: Patty Flatt)

Wed. May 13, 2009 12:00 PM

Sarah Boomer, Western Oregon University, Spring
2008 Biofilm Festival: "Geochemistry and
Ecology of Red Layer Microbial Systems: Hot
Times at Yellowstone National Park"

Wed. May 20, 2009 12:00 PM

OPEN

Wed. May 27, 2009 12:00 PM

OPEN

(Note: AES Showcase on next day, Thurs. May 28)

Wed. June 3, 2009 12:00 PM

OPEN

Natural Science Building Room Utilization Data (Updated Dec. 1, 2008) - Sort by Program						
Sort_ID	Bldg	Room	Area (sq ft)	Program Area	Room Use	Faculty/Staff
14	NSB	012	86	Chemistry	Office	Chem-Flatt
15	NSB	012A	162	Chemistry	Office Lab	Chem-Flatt
17	NSB	015	469	Chemistry	Dark Room	Chem-Poston
22	NSB	020	180	Chemistry	Storage	Chem-faculty
23	NSB	020A	77	Chemistry	Storage	Chem-faculty
39	NSB	109A	88	Chemistry	Office	Chem-Adjunct Russell
40	NSB	110	87	Chemistry	Office	Chem-Poston
41	NSB	110A	163	Chemistry	Office Lab	Chem-Poston-Kazerouni
42	NSB	111	86	Chemistry	Office	Chem-Kazerouni
43	NSB	112	86	Chemistry	Office Lab	Chem-Courtney
44	NSB	112A	164	Chemistry	Office	Chem-Courtney
45	NSB	113	87	Chemistry	Office-Lab Preparator	Chem-Clinton
46	NSB	114	940	Chemistry	Lab: Analytical	Chem-Poston
47	NSB	114A	139	Chemistry	Lab: Analytical	Chem-Poston
48	NSB	114B	139	Chemistry	Lab: Analytical	Chem-Poston
49	NSB	115	1021	Chemistry	Lab: Organic/General Chem	Chem-faculty
50	NSB	115A	402	Chemistry	Lab Preparation	Chem-Clinton
51	NSB	115B	270	Chemistry	Lab Preparation	Chem-Clinton
52	NSB	116	1029	Chemistry	Lab: General Chem	Chem-faculty
10	NSB	009	172	Earth and Physical Science	Storage	ES-Myers
11	NSB	010	87	Earth and Physical Science	Office	ES-Adjunct Smith
16	NSB	013	95	Earth and Physical Science	Office	ES-Adjunct Ellingson
19	NSB	017	973	Earth and Physical Science	Lab: ES100	ES-faculty
20	NSB	018	365	Earth and Physical Science	Lab: Rock Room	ES-Templeton
21	NSB	019	152	Earth and Physical Science	Lab: Paleontology	ES-Myers
25	NSB	022A	200	Earth and Physical Science	Lab Preparation	EPS-Grammer
26	NSB	022B	92	Earth and Physical Science	Storage	EPS-faculty
56	NSB	119	86	Earth and Physical Science	Office	ES-Adjunct Wade
57	NSB	119A	81	Earth and Physical Science	Office	ES-Adjunct Wade
74	NSB	206B	111.5	Earth and Physical Science	Office	Physics-Adjunct Walsh
77	NSB	209	86	Earth and Physical Science	Office	Physics-Schoenfeld
78	NSB	209A	78	Earth and Physical Science	Office	Physics-Schoenfeld
79	NSB	210	86	Earth and Physical Science	Office	ES-Taylor
80	NSB	210A	78	Earth and Physical Science	Office Lab	ES-Taylor
81	NSB	211	85	Earth and Physical Science	Office	ES-Templeton
82	NSB	211A	161	Earth and Physical Science	Office Lab	ES-Templeton
83	NSB	212	86	Earth and Physical Science	Office	ES-Adjunct Oxford
84	NSB	213	85	Earth and Physical Science	Office	ES-Adjunct Brown
85	NSB	213A	160	Earth and Physical Science	Office Lab	ES-Myers

Natural Science Building Room Utilization Data (Updated Dec. 1, 2008) - Sort by Program						
Sort_ID	Bldg	Room	Area (sq ft)	Program Area	Room Use	Faculty/Staff
86	NSB	214	84	Earth and Physical Science	Office	ES-Myers
89	NSB	216A	117	Earth and Physical Science	Scanner / Plotter Room	ES-Taylor
90	NSB	216B	128	Earth and Physical Science	Storage	Physics-Schoenfeld
91	NSB	217	992	Earth and Physical Science	Lab: General Physics	Physics-Schoenfeld
92	NSB	217A	226	Earth and Physical Science	Storage/Workroom	Physics-Schoenfeld
93	NSB	218	1001	Earth and Physical Science	Lab: Upper Division Geology	ES-faculty
94	NSB	218A	284	Earth and Physical Science	Lab: GIS Lab	ES-Taylor
18	NSB	016	644	NS Division	Lecture Room	NS-faculty
24	NSB	021	537	NS Division	Glassware Storage	NS-faculty
28	NSB	101	941	NS Division	Lecture Room	NS-faculty
29	NSB	102	166	NS Division	Storage	NS-faculty
30	NSB	103	1530	NS Division	Lecture Room	NS-faculty
31	NSB	104	122	NS Division	Office	NS-Winslow
32	NSB	104A	97	NS Division	Mailroom	NS-Winslow
33	NSB	104B	167	NS Division	Office	NS-admin
34	NSB	105	327	NS Division	Conference Room	NS-faculty
35	NSB	106	91	NS Division	Copy Room	NS-faculty
61	NSB	122	802	NS Division	Lecture Room	NS-faculty
87	NSB	215	521	NS Division	Lecture Room	NS-faculty
88	NSB	216	534	NS Division	Lab: Computer Lab	NS-faculty
108	NSB	305	76	NS Division	Radio Station	NS-faculty
9	NSB	008	1653	Physical Plant		Physical Plant
27	NSB	024	853	Physical Plant		Physical Plant
36	NSB	107	154	Physical Plant		Physical Plant
37	NSB	108	147	Physical Plant		Physical Plant
38	NSB	109	51	Physical Plant	Storage	Physical Plant
72	NSB	205	41	Physical Plant	Storage	Physical Plant
75	NSB	207	171	Physical Plant		Physical Plant
76	NSB	208	155	Physical Plant		Physical Plant
103	NSB	301	89	Physical Plant		Physical Plant
					Area (sq ft)	%Building
				Biology	11023.0	32.6
				Chemistry	5675.0	16.8
				Bio-EPS	1057.5	3.1
				EPS	6151.5	18.2
				NS Division	6555.0	19.4
				Physical Plant	3314.0	9.8
				Total	33776.0	100.0

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Subject NSM LACC committee
From Mike Ward <wardm@wou.edu>
Date Monday, December 1, 2008 5:11 pm
To Arlene Courtney <courtna@wou.edu> , Jeff Templeton <templej@wou.edu> , Karen Haberman <habermk@wou.edu>
Cc Steve Taylor <taylors@wou.edu> , wardm@wou.edu

As nearly as I can tell from my hopeless notes and missing list of division committees, we are the NSM LACC committee.

The campus ad hoc LACC committee's plans only go as far as appointing a subcommittee to review gen ed outcomes. Therefore, I see no urgent need to meet at the division level. (Not to mention the fact that half of us are on sabbatical.) However, I do propose we meet next quarter and consider giving some input to the aforementioned subcommittee regarding outcomes related to math & science.

Yours,

Mike
NSM LACC convener

Michael B. Ward, Professor
Department of Mathematics
Western Oregon University
Monmouth, OR 97361
503.838.8443

"Never attribute to malice that which can adequately
be explained by stupidity."

Subject NSM Programs/Department External Review Schedule
From Steve Taylor <taylors@wou.edu>
Date Monday, November 17, 2008 12:55 pm
To schecks@wou.edu
Cc templej@wou.edu , lemastm@wou.edu , behmarh@wou.edu , kazeror@wou.edu

Hi Steve - I've heard back from dept. chairs on tentative external program review schedules:

Biology Spring Term 2012
Chemistry Winter Term 2011
Earth and Physical Science Spring Term 2013
Mathematics Winter Term 2014

The proposed review scheduling is such that we have a division rotation of 1 program review per year. Since math just completed an external review, they've been set out the farthest for return visit.

In terms of cost and approach, Biology, Chemistry, and Earth/Physical Science will all likely use contracted program review services offered by the Council on Undergraduate Research (CUR). This is by no means final, but based on preliminary discussion, CUR appears to offer an external review service that seems to be applicable for science programs at WOU; however we need to do more detailed investigation.

Anticipated Budget for 2-Day; 2-Reviewer CUR Review Visit
CUR Fees (includes consulting fees and report writing): ~\$2000
Travel-Lodging-Food Costs for 2 Reviewers: ~\$2000

TOTAL PROJECTED COST: ~\$4000 per program per visit

Let me know if you need more information. I will also include this information in our division assessment report at the end of the fall term.

s.t.

Steve Taylor, PhD
Associate Professor of Geology

Earth and Physical Sciences Department
345 N. Monmouth Ave.
Western Oregon University
Monmouth, OR 97361

email: taylors@wou.edu
web page: www.wou.edu/taylor
ph 503-838-8398
FAX 503-838-8072

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Subject academic program reporting templates
From Stephen Scheck <schecks@wou.edu>
Date Sunday, November 23, 2008 4:37 pm
To alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , morses@wou.edu , rectorj@wou.edu , tarterd@wou.edu , taylorl@wou.edu , tolleyl@wou.edu
Cc Kathy Hill <hillk@wou.edu> , fosterd@wou.edu , Robert Ayres <ayresr@wou.edu>

Program
Assessment
Updates

Dear chairs,

Attached are electronic versions of the template forms distributed at the Friday, November 21 strategic planning meeting.

1. Departments should work through the alignment mapping document; noting their alignment with various institutional aspirations and the published learning outcomes of the division and college. Note: If an academic unit is definitely going to make changes to their learning outcomes in the upcoming catalog...please have the unit head put that future text in this template. Bob Ayres had also included a course-level mapping grid...for right now we'll hold off on that since we previously did a similar mapping exercise about 18 months ago.

2. Page two of the curriculum log document—"Program Assessment" should be completed by end of fall term—include any departmental/divisional surveying that takes place in question 4...otherwise indicate you rely upon IR and OUS alumni surveys.

3. Division chairs may note projected future term/year for departmental program reviews. Again, some of you have emailed me projected dates. If you could note departments and last review and projected future review...I'd appreciate it. Don't worry about how many lines you use...just plug material in and I'll collate into a final college-wide document we can all track.

Also, during the Friday meeting, Bob Ayres mentioned a memo in which he expressed his reasoning for the institutional aspirations alignment document...that is also attached. As discussed on Friday...I certainly am receptive to redesigning a more visual check-off grid system for future alignment work...I just wish to get through the interim report that is due, first.

Again, thank you for giving up time on Friday—I appreciate your involvement.

--Steve

- ① Review Catalog Outcomes —
Edit as necessary, keep it.
3 outcomes, changes will
be made in next catalog
- ② Complete "WOU Curriculum Log —
Program Assessment"
Form
- ③ Complete Program
Alignment Mapping
- ④ Plan External Review Schedules —
Already Done for Division

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12/1/2008 6:17 PM

WOU
Curriculum Log
Program Assessment

Degree Program: _____

Academic Major: _____

Latest Approval Date: _____

1. Briefly describe how this program relates to the University's academic mission through its curriculum. How does it serve the LACC or other academic majors and minor programs?

2. Describe the specific academic mission(s) of this degree or major program in terms of what this program prepares students to do with their degree upon completion.

3. Describe how student preparedness upon graduation is determined through student performance in capstone courses, senior theses, student practica, nationally-normed exams or other measures.

4. Graduated Student Satisfaction Results--survey information produced by the WOU Institutional Research Office.

WOU Institutional Aspirations for Learning Alignment:

1. Students will develop more refined critical thinking skills, including advanced analytical, logical and quantitative reasoning abilities as well as excellent problem-solving skills	2. Students will develop effective communicative abilities, including listening, observing, speaking, writing, and dialoguing.	3. Students will become active readers with an enhanced ability to carefully, closely, and thoroughly read a range of texts.	4. Students will acquire field or discipline specific knowledge and they will understand disciplinary modes of intellectual inquiry.	5. Students will develop an interdisciplinary and integrative perspective as they recognize, explore, appreciate and engage the interconnections between disciplines.	6. Students will develop advanced research abilities and they will demonstrate improvements in their information and media literacy.	7. Students will learn how to use appropriate technologies.	8. Students will acquire and demonstrate competencies, skills, attributes and values necessary for successful participation in a diverse, pluralistic and increasingly interdependent world.	9. Students will be able to work effectively in teams.	10. Students will strive to be well-balanced persons capable of making thoughtful and healthy choices.	11. Students will be able to apply theory in relevant, appropriate and reflective ways.
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College of Liberal Arts and Sciences

MISSION STATEMENT

The College of Liberal Arts and Sciences provides the central learning experience for all undergraduate students at Western Oregon University. The faculty are committed to engaging students in academic discovery and intellectual growth via the core curriculum, major and minor baccalaureate curricula, and mastery in select graduate programs.

Program Objectives

1. Engage students in scholarly pursuits that benefit their preparation for life-long learning and societal engagement.	2. Provide an environment where students may develop disciplinary competencies necessary for their chosen career fields.	3. Provide opportunities for faculty-student mentoring and out-of-classroom learning opportunities.
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(Description of how the LAS Mission and Program Objectives are aligned with WOU Mission and Institutional Aspirations for Learning)

Business/Economics Division

MISSION STATEMENT

To prepare knowledgeable, well-rounded individuals for productive lives and careers in the business and economics professions and the public sector. Graduates are individuals who conduct themselves with intelligence and integrity in domestic and global environments.

Program (Learning) Outcomes

1. Effectively identify, acquire and discriminate among information resources for analysis and evaluation. College of LAS alignment: Objective(s) 1, 2, 3 WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 3, 4, 6, 8, 10, 11	2. Effectively communicate in written documents and oral presentations and to understand the interpersonal dynamics of team work. College of LAS alignment: Objective(s) 2, 3 WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 2, 3, 4, 5, 6, 7, 8, 9, 11	3. Demonstrate understanding of the relationships and interaction of the various business and economics disciplines when solving problems and making decisions. College of LAS alignment: Objective(s) 1, 2, 3 WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 2, 3, 4, 5, 6, 8, 11
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Business Department

MISSION STATEMENT

Prepare students for challenging roles and opportunities in business, advanced degree programs and professional certification.

Program Outcomes (Learning Outcomes)

1. Analysis and Evaluation: Critically analyze and interpret information to solve problems and make decisions. Division alignment: Objective(s) 1, 2, 3 ? College of LAS alignment: Objective(s) 1, 2, 3 ? WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 ?	2. Communication: Effectively communicate in written documents, oral presentations, and interpersonal interactions. Division alignment: Objective(s) 1, 2, 3 ? College of LAS alignment: Objective(s) 1, 2, 3 ? WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	3. Ethics: Recognize and evaluate ethical issues at the individual, organizational, and societal levels of analysis. Division alignment: Objective(s) 1, 2, 3 ? College of LAS alignment: Objective(s) 1, 2, 3 ? WOU Institutional Aspirations for Learning alignment: Aspiration(s) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 ?
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emerge as a leading comprehensive public liberal arts institution, with approximately two-thirds of its students in the College of Liberal Arts and Sciences and the rest in the College of Education.

Institutional Aspirations for Learning

Students at WOU will be challenged to achieve their highest potential through a rigorous and stimulating curriculum. Between 2004 and 2005, a set of educational goals called Institutional Aspirations for Learning were collaboratively developed by our faculty after focused discussions about the fundamental aims of liberal education in the 21st century. These aspirations constitute the core competencies, skills, experiences and values credited to, and expected of, WOU's educational process and its graduates. We believe that these aspirations are the basic building blocks of a high-quality education as well as the foundations for productive careers, life long development and informed citizenship on a local, national and global level.

1. Students will develop more refined critical thinking skills, including advanced analytical, logical and quantitative reasoning abilities as well as excellent problem-solving skills.
2. Students will develop effective communicative abilities, including listening, observing, speaking, writing and dialoguing.
3. Students will become active readers with an enhanced ability to carefully, closely and thoughtfully read a range of texts.
4. Students will acquire field or discipline specific knowledge and they will

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understand disciplinary modes of intellectual inquiry.

5. Students will develop an interdisciplinary and integrative perspective as they recognize, explore, appreciate and engage the interconnections between disciplines.
6. Students will develop advanced research abilities and they will demonstrate improvements in their information and media literacy.
7. Students will learn how to use appropriate technologies.
8. Students will acquire and demonstrate competencies, skills, attributes and values necessary for successful participation in a diverse, pluralistic and increasingly interdependent world.
9. Students will be able to work effectively in teams.
10. Students will strive to be well-balanced persons capable of making thoughtful and healthy choices.
11. Students will be able to apply theory in relevant, appropriate and reflective ways.

Our talented, dedicated and enthusiastic faculty will support, assist and encourage students as they pursue and attain these fundamental educational goals. In our culture of accountability, these institutional aspirations will also serve as common guideposts for our on-going assessment and enhancement of learning outcomes.

For more information about these educational goals, please see www.wou.edu/provost.

Natural Sciences and Mathematics Division

Division Chair Steve Taylor

The Natural Sciences and Mathematics Division is responsible for majors and minors in biology, chemistry, earth science, integrated science, mathematics and natural science.

Mission

To offer quality liberal arts education in Biology, Chemistry, Earth Science, Mathematics, Physics and Pre-Professional Studies. Our students have the opportunity to acquire and assimilate mathematical and scientific knowledge, that they may broaden and refine their understanding of the ever-changing world around them, both while at Western Oregon University and throughout their lives.

Program Objectives

1. To help students internalize and apply both the scientific method and major scientific and mathematical concepts and principles.
2. To enhance students' reasoning and problem-solving skills.
3. To improve students' individual and collaborative skills in preparation for the global scientific and mathematical challenges of the 21st century.

More detailed program information, including program admission requirements can be obtained by contacting the division at: 503-838-8206, or on the Web at www.wou.edu/las/natsci_math/nsmdiv.html.

The College of Liberal Arts and Sciences

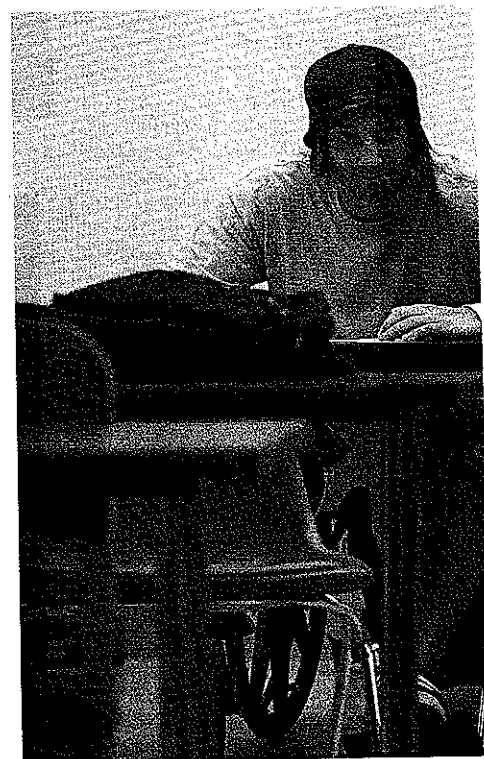
www.wou.edu/las

Dean Stephen Schreck

The College of Liberal Arts and Sciences is composed of the divisions of Business/Economics, Computer Science, Creative Arts, Humanities, Natural Sciences and Mathematics, Psychology and Social Science. These divisions offer various degree programs in the arts and sciences and provide academic course work needed for professional degrees in education. Additionally, several interdisciplinary minors are offered. The office of the dean coordinates the degrees in interdisciplinary studies and international studies, as well as the Liberal Arts Core Curriculum.

Mission

The College of Liberal Arts and Sciences provides the central learning experience for all undergraduate students at Western Oregon University. The faculty are committed to engaging students in academic discovery and intellectual growth via the core curriculum,



major and minor baccalaureate curricula, and mastery in select graduate programs.

Program Objectives

1. Engage students in scholarly pursuits that benefit their preparation for life-long learning and societal engagement.
2. Provide an environment where students may develop disciplinary competencies necessary for their chosen career fields.
3. Provide opportunities for faculty-student mentoring and out-of-classroom learning opportunities.

For more information, see the Web site at www.wou.edu/las.

Biology

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Professor: Sarah Boomer, Stephen Scheck
Associate professors: Bryan Dutton, Irja Galvan,
Karen Haberman, Michael LeMaster
Assistant professor: Erin Baumgartner, Kristin
Latham

Mission

The biology department prepares students for careers in biology and science education, and admission to graduate and professional schools in the life and health sciences. We also promote the understanding of biology as an essential part of a liberal arts education and of global citizenship.

Learning Outcomes

1. Understand key concepts from the many disciplines within the biological sciences.
2. Engage in laboratory experimentation, data analysis and interpretation, and critical thinking at all course levels.
3. Have opportunities to augment their coursework experiences with advanced studies and research within areas of particular interest.

Mathematics

P. 70 CATALOG

Professors: Laurie Burton, Michael Ward
Associate professor: Hamid Behmard,
Assistant professors: Cheryl Beaver, Scott
Beaver, Klay Kruczek

Mission

Teaching of mathematics and the communication of mathematical ideas. Faculty members believe that both the assimilation of mathematical knowledge and the enhancement of one's capacity for mathematical reasoning are essential outcomes of a liberal arts education.

Learning Outcomes

1. Develop problem solving, modeling and technological skills.
2. Demonstrate ability to make rigorous mathematical arguments, work with axiomatic systems, and precisely articulate (both in writing and orally) complicated and technical arguments (both mathematical and logical).
3. Understand the distinction between applied and theoretical mathematics, the connection between the two fields, and the breadth of each field.

Chemistry

P. 53 CATALOG

Professors: Arlene Courtney, Pete Poston
Associate professor: Rahim Kazerouni
Assistant professor: Patricia Flatt

Mission

Provides preparation for professional work in chemistry or forensic science; graduate work in chemistry or forensic science; or pre-professional training in the health sciences or secondary education. Coupling the program with an appropriate minor prepares students to enter related fields such as biochemistry, oceanography, pharmacy, toxicology and the environmental or atmospheric sciences. Through the study of general, organic, analytical and physical chemistry, students gain an understanding of the world around them.

Learning Outcomes

Students will:

1. Develop competency in laboratory environments via laboratory coursework, research and practicum opportunities.
2. Develop an awareness of historical developments in chemistry and their impact on society.
3. Understand the current applications of chemical synthesis and analysis and their support of discovery in other scientific disciplines.

Formal admission is required for all students seeking a chemistry or chemistry-forensic chemistry option degree. Typically, application for admission will be made at the end of a student's sophomore year by completing a degree plan with the adviser. Prior to admission, the student should have completed the set of courses below.

Physics

P. 74 CATALOG

Associate professor: William Schoenfeld

Mission

Foster small group active learning environment in which students explore and discover the laws of physics in a state of the art laboratory. Students develop connections that link fundamental concepts in physics with phenomena covered in their Biology, Chemistry and Earth Science classes. Provide out-of-classroom experiences in space science and teacher training through WOU's membership in the NASA/Oregon Space Grant Consortium.

Learning Outcomes

1. Develop reasoning and problem solving skills as applied to scientific investigations.
2. Gain experience in combining graphical and numeric information to produce mathematical models.

Earth Science

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Associate professors: Jeffrey Myers, Stephen
Taylor, Jeffrey Templeton

Mission

The Earth Science program provides a liberal arts core education in geoscience with an emphasis on the scientific method, problem solving and interdisciplinary science education. A key objective of the program is to prepare undergraduates for careers as professional geoscientists and educators. The program also promotes the development of an informed citizenry for wise decision-making on issues related to natural resources, environmental quality, and sustainability in Oregon and beyond.

Learning Outcomes

1. Acquire a comprehensive understanding of the interrelated physical, chemical and biological processes operating in the Earth system.
2. Develop proficiency in using technology-enriched analytical techniques to solve geologic problems.
3. Gain experience in conducting inquiry-based science in the context of outdoor adventure.

Completion of the Earth Science degree qualifies graduates to begin the process of professional licensure as registered geologists in the state of Oregon.

Pre-Professional Studies

P. 74

Associate professor: Michael LeMaster

Mission

Prepares students for entry into professional programs in both the health sciences and law. Students will develop skills that are required for admission into the professional program while pursuing a liberal arts education.

Learning Outcomes

1. Develop deductive reasoning, analytical, and problem solving skills related to their professional goals.
2. Learn broad concepts from many different disciplines for entry into their profession of choice.
3. Acquire a liberal arts education while pursuing a professional education.

The pre-professional studies curricular programs are not baccalaureate degree programs but rather academic course work

Sponsored Projects

Frequently Asked Questions

What is Sponsored Projects?

Sponsored Projects is part of the newly created *Office of Institutional Research and Sponsored Projects (OIRSP)* and is responsible for supporting the preparation, submission and award process for external grants.

What services does Sponsored Projects provide?

Through workshops, newsletters and the WOU website the following services are available:

- Identification of external grant opportunities
- Matching of faculty interests with external funding possibilities
- Professional development activities including
 - Concept development
 - Proposal writing techniques
 - Budget formulation
 - Timeline development
 - Evaluation planning
 - Proposal formatting
- Proposal review and feedback
- Electronic grant submission
- Traditional grant submission
- Budget oversight

① PROPOSAL REVIEW
FORM BUNG UPDATED,
WILL PASS THROUGH
SPONSORED PROGRAMS.

② DIRECTION OF WOU
SPONSORED PROGRAMS WILL TAKE

What are the benefits of working with Sponsored Projects?

We can assist with all aspects of externally funded projects from concept formulation to proposal submission to post-award project development. Sponsored Projects resides within the *Teaching Research Institute* which has a 50 year history of successful grant development and administration.

OVER OFFICIAL SIGNATURE QUES
EXC. NASA WITH

Where can I find resources for extramural funding?

The OIRSP website will be updated on a regular basis. Refer to <http://www.wou.edu/provost/oirpa/>.

How do I get more information?

Contact:

Ella Taylor, Ph.D.
Todd Hall 241
503-838-8589
taylore@wou.edu

* MUST
③ ALLOW 3 DAY
PROCESSING TIME
BEFORE PROPOSAL
SUBMISSION DATE.

Office of Institutional
Research &
Sponsored Projects
Teaching Research Institute
Western Oregon University
345 N. Monmouth Ave.
Todd Hall 204
Monmouth, OR 97361
Phone: 503-838-8808
Fax: 503-838-8150

WOU Honors: Structure and Curriculum

Why no honors program
Assessment

WOU Honors (alternate LACC)

First and second years

CA 101H, 102H, 103H Music/Art/Theatre (9)
ENG 107H, 108H Survey of Western Literature (8)
PHL 207H, 208H, 209H Philosophy of Western World (9)

GS 201H, 202H, 203H Nat Sci: Search for Order (15) *(12 cr)*

Social Science sequence (8-9)

Social Science elective (3-4)

Total LACC alternate credits (52-54)

Third and fourth years

Junior Honors Seminar (3-4)

H303 Thesis Orientation (1)

H403 Senior Project (3)

Total 4 year WOU Honors credits (59-62)

49-51

Non-Honors WOU LACC

First and second years

Creative Arts (9)

Literature/Modern Language (8)

Philosophy or Religion (3)

Laboratory Science (12)

Social Science (12)

Health and Physical Education (4)

Communication Studies (3)

Writing (4)

Total LACC credits (55)

*GS 201H, 202H, 203H =
"5 CREDIT DUPLICATE ONLY"*

Honors Program exceeds regular LACC:

Laboratory Science (+3) *NO*
Philosophy (+6, no religion option)
English (same credits but no ML option)

Honors Program lags regular LACC:

Communication Studies (-3)
Writing (-4)
Health & Physical Education (-4)

Bachelor of Music general education requirements

Total (42 credits)

Skills

WR 135 College Writing II (4)

MUS 419 Music and Technology (4)

PE 131 Individual Health and Fitness (2)

Distribution

Creative Arts non-Music * + ~ (8)

Humanities + ~ (8)

Social Science + ~ (8)

Natural Sciences ~ (8)

Notes and Conclusions

- * WOU Honors is modeled on best HP in state (UO); however, we don't have their fee structure to support this model or its flexibility
- * WOU Honors has the second highest credit requirement in the state (vs. UO) and is 50% higher than all others
- * WOU Honors is the least flexible curriculum in the state.
- * Not all programs preserve a tie to the LACC/general educ.

* These credits may not be used to satisfy any major requirement.

+ Modern language courses can substitute for hours in one of these areas.

~ As approved for LACC

Sources: http://www.wou.edu/online_catalog/undergraduate_studies/index.php?incurl=lacc
http://www.wou.edu/online_catalog/undergraduate_studies/index.php?incurl=honors_lacc

LAS and DEP

Entrepreneurial Opportunities / Summer Special Courses

- Field Trips / Off-campus
- Weekends
- Post-session
- Low enrollment
- "Cohorts" or specific groups (closed enrollment)
- Online

Fall 2008 No. of classes	Winter 2009 No. of classes	LAS Classes
9 (1 for SEP)	8 (2 for SEP)	Math (F2F)
11	10	Criminal Justice (wb)
2	2	Economics (wb)
2	2	English (wb)
1	2	Geography (wb)
0	1	Psychology (wb)

Fall 2008

- ☆ Average math class enrollment = 25
- ☆ Average UG Enrollment = 18 (most online max at 20)
- ☆ Average GR Enrollment = 7

Faculty Salaries

- DEP salary is the same as on-campus (FTE-based)
- Can be "buy-out" of 1.0 FTE or overload (as approved) — 0.25
- With approval from Chair and Dean, summer salary can be negotiated to run low enrollment special courses

Services DEP Offers for Online Courses

Each Term

- Course setup through Registrar's Office
- Post course information on DEP website, including syllabus, textbook(s), etc
- Order textbooks and/or materials
- Registration add/drop assistance (students can register through DEP instead of Registrar's Office; faculty can OK students to add via email, etc)
- Provide student contact info to faculty
- Send course info to students prior to start of term (can include the following)
 - Webpage and login information to access course
 - Textbook info
 - Course syllabus
 - Instructor contact information
- Technical support and problem solving throughout the term
- Distribute course evaluations to students each term, summarize and provide to instructors

On-Going

- Collaborate with Center for Teaching & Learning to provide opportunities for faculty development and technical training.
- Possibility of offering a summer workshop addressing various issues:
 - Integrating technology into face-to-face classes
 - Best practices in hybrid / online offerings
 - Sharing examples with peers
 - Research regarding technology and future students

?? ADVERTISING ??

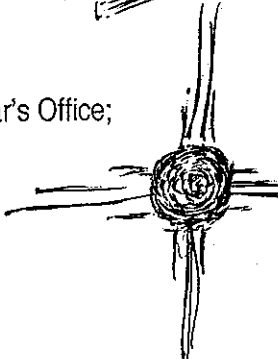
700 LEVEL

PROFESSIONAL
DEVELOPMENT
COURSE

SODM ?
600 - GRADUATE ONLY

ONLINE COURSE DEP

30% 0.25
12



Budgeted amount for Supplies and Services 902

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Phones	27000
Copiers	10885
Office Supplies & Book Store	8000
Postage	500
Duplicating Services	300
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	0
Telecommunication wiring	500
Misc.	1600

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

5000.00

Money already spent 902

241.08

Lab fees collected -941

projected 2920.00

Lab fees expended

291.00

Balance

Total balance

7387.92

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

10999.93

Balance

33914.07

EARTH & PHYSICAL SCIENCE

37150.00

37150

Summer lab fees

5147.00

Money already spent

10709.32

Balance

31587.68

CHEMISTRY

21500.00

21500

Summer lab fees

450.00

Money already spent

6320.91

Glass breakage

Balance

15629.09

FIELD TRIP

4500.00

4500

Money already spent

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