

Minutes Natural Sciences and Mathematics Meeting, Tuesday, December 1, 2009 MNB 222

The meeting was called to order by Division Chair Steve Taylor at 3:34 pm

In attendance: Jeff Templeton, Ava Howard, Erin Baumgartner, Karen Haberman, Sarah Boomer, Irja Galvan, Mike LeMaster, Bryan Dutton, Klay Kruczek, Laurie Burton, Mike Ward, Patty Flatt, Don Ellingson, Rahim Kazerouni, Steve Taylor, Niki Winslow.

I. APPROVAL OF AGENDA

It was moved, seconded and approved to approve the agenda.

I. APPROVAL OF NOVEMBER MINUTES

The minutes were approved with corrections to scheduling due dates and spelling of Patty's name.

II. ANNOUNCEMENTS

- a. Sabbatical requests are due to the Dean's office 12/5/09, in triplicate, on the "pink" forms. They are due to the Provost's office 12/15/09.
Faculty on sabbatical receive 60% of salary. If changes are made in the sabbatical leave schedule, corresponding changes have to be formally submitted to the Dean. Karen Haberman asked if you have worked six years and only certain terms are taken for sabbatical, how do they determine when you are again eligible for sabbatical?
- b. Schedule due dates to Niki: Spring 2010 corrections and summer 2010 schedule are due 12/16/09, (to the Dean 1/15/2010; 2010-2011 schedule is due 1/4/2010 (to the Dean 1/21/2010).
- c. Fall 2009 Department Assessment Reports are due to NSM Division Chair Friday, December 4. The draft "meeting log" template was handed out at the Sept. 23, 2009 meeting.
- d. NS Hall Display Content – continued call for presentation materials.
- e. Faculty Development Grants: "Major Research Grants: Due Jan. 29, 2010, Spring Travel, due April 2, 2010.
- f. NSM division Spring Travel Deadline: April 27, 2010. Travel is otherwise known as "Mass Transfer" in the 902 budget. Travel requests are to be submitted to the dept. heads.
- g. WOU Foundation Grants – proposals are due in the Dean's office December 4, 2009. There is not a lot of money available from the Foundation at this time, and what there is is being used primarily for student group activities.
- h. Catalog changes / minor edits are due in December and January, via Dean's office to Julie Harding. These would be changes that do not have to go through the Curriculum Committee. Bryan had curriculum edit concerns.
- i. Tenure faculty have been assigned to the 2009-2010 classroom observations of non-tenure track, adjunct faculty. Observations will be made between now and spring term, 2010.
- j. PURE/Academic Showcase – May 27, 2010; Provost has called for room/schedule flexibility to support the Showcase.
- k. Niki announcements: As per recent Business Office notification, Hertz has been added as an additional rental car Vendor for the State of Oregon. Lucinda sent out a detailed email to the campus regarding contact information and regulations. Niki will inquire as to where the nearest Hertz rental facility is.

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III. OLD BUSINESS

- a. Division equipment and capital improvement plans: Steve will finalize in the coming week and send to Dean, Provost, President, as well as to the AIC via Sarah Boomer.
- b. Ad Hoc Working Groups
 - i. NSM Building Utilization and Planning Committee has met, the current project is the remodel of the glassware storage area into four office spaces with storage along the north wall (see page 6 of handout for plan). Next week has been scheduled for clearing out the room by the lab preparators. The physical plant will have a dumpster available for items being discarded. Funds from the National Institute of Justice grant are being utilized for the remodel. Two of the new offices will be occupied by grant participants Emma Dutton and Patrick Aldrich for the two-year duration of the grant.
 - ii. NSM Schedulers still need to meet. Scheduling for next year is now in progress.
- c. Pending changes to Elementary-Middle Education program: Dean Scheck and Hilda Roselli met with the Provost regarding the pending changes to these programs. The process has been slowed down and Mark Girad has said that they will go back to the drawing board on the proposed changes. Erin stated that there are differences in the Elementary program and the Middle Education program. See pages 9-10 of the handout. There are differences in required courses and the Praxis test content if science is a focus area. There are different standards in the Elementary school program and the Middle school program. At this point the changes are proposals only. Laurie received an email stating that Education is not proposing changes in the mathematics education program. She noted that on the handout of page 9 the E/M math and Lang Arts should be changed to “math or language arts”, and E/M Science and Social Studies should be changed to “E/M Science or Social Studies” to avoid confusion.

IV. NEW BUSINESS

- a. NSM Curriculum Committee recommendation: Cheryl Beaver, Chair of NSM CC was not present, but the committee recommended an NSM Division LACC course proposal criteria. Bryan suggested setting up a Divisional task force for what we feel a LACC course looks like in NS/M. There are no campus LACC criteria to follow currently. This prompted considerable discussion. Steve asked if we would want to do this as a Division. Klay wondered if there should be a campus-wide committee to set university LACC guidelines, or should this begin at the Divisional level. Laurie said that the Curriculum Committee procedures for evaluating LACC are not based on written criteria; so far courses have been approved that are similar to existing LACC courses. The Academic Requirement Committee looks at LACC proposals based the Curriculum Committee guidelines, which are taken from the Faculty Handbook. Modifications to these guidelines were approved in Senate, Fall 2008. The Curriculum Committee felt there should be an enhanced campus committee structure for developing LACC courses. Bryan felt that a campus-wide process would take a long time. Steve did not feel that a campus-wide process would be necessary. Laurie proposed that the Division Curriculum Committee could be charged with this task and that we not create any more new Division committees. Steve posed the question “Do we want to establish a Divisional process for handling LACC proposals?” He took a straw poll to see if there is interest in developing internal criteria for LACC proposals. There were 8 yeas, 2 nays, and some abstentions. Based on the straw poll Steve recommended that the Division Curriculum Committee discuss the feasibility of establishing LACC guidelines and bring their findings back to

- the Division. The Curriculum Committee is comprised of one member from each department. The chair of the committee can bring the thoughts/proposal to the Division.
- b. Division By-Law Review by Professional Concerns Committee (Latham, Poston, Templeton, Ward). It is not spelled out in the By-Laws by what process NSM committee decisions are made. Steve proposed that the PCC look at the By-Laws regarding the decision making process, and examine other existing models on campus.
 - c. “Applied Baccalaureate” (2+2) Degrees – under active consideration at legislature and OUS, proactive ideas are encouraged, these will potentially impact LACC offerings. Under discussion at the state and national level are 3 and 4 year “Applied Baccalaureate” degrees. The idea is to formulate degree requirements so students are more “employment ready” as they leave colleges.
- Jeff Templeton questioned how these new programs would fit with graduate program requirements and how prospective employers would view students. Karen Haberman didn’t see how we could make it work. Steve said there is pressure to grow this university to a student body of over 7,000 students. New programs would most likely be designed to attract students from other colleges/universities. OIT currently has this type of model in place in its Geomatics program. Basically the philosophy of a Liberal Arts education would change.
- Bryan stated that HB 3093 would require OUS to develop the new programs. Erin felt in the long run the state/nation would reap a bitter harvest from this change, losing the critical thinking skills that we currently try to instill in students. Bryan said that from every indication this change is coming. The new model will be more closely geared to specific professions.
- Klay didn’t see that this would provide much difference from a university degree and vocational training schools. Irja didn’t feel we would continue as true university if we make this change. Talk from Administration indicates that this change is coming. This change will potentially impact LACC offerings.

V. REPORTS

- a. NSM Budget Update
 - item of concern: projected - \$158,000 deficit in LAS College instructional budget for winter and spring terms
 - winter term course cancellations in Earth Science and Chemistry: Environmental Chemistry and Biochemistry were cancelled, as well as Astronomy and an ES 105 lab
 - additional 10% cuts may be in the making for Jan./Feb., depends on OUS/ Legislature/tax referendum outcome. There will be more budget discussion at the Dec 3 Chairs meeting with the Dean.
- b. Faculty Senate – Bryan Dutton: There was a call at the 11/10 meeting for an additional Faculty representative for the Latino committee. If any one is interested, please let President Schmidt know. Dr. Minahan has made two new agreements for graduate level programs with China. He wants to see 100 new Chinese students on campus over the next 18 months. Credit by exam was approved. The “W” in a grade report was discussed. The President’s report included Frohnmayer’s suggestion of privatizing (like a business) the three largest Universities in Oregon. This proposal does not include “regional” universities, which would include WOU. Provost Neely’s report: the Applied Baccalaureate degree was discussed, as well as an International Baccalaureate (I.B.) degree. Senate bill 442 is considering changing the state schools to a semester system and rural campuses WOU is not considered a rural campus. The Senate did decide to move faculty evaluations online to save \$8,000 annually. Faculty representatives from each division have been asked to write a new questionnaire.

Mark Girod volunteered to take the names of those who will be writing new questions. The faculty union will collaborate because evaluations also concern collective bargaining issues. We need to forward the name of our NSM representative(s) who will be working on this project. It is felt that the electronic process will allow for more evaluations. The plan is to have a shorter version that what has been in use so the students will be more likely to participate. Steve suggested we have people who are trained in assessment protocol. Erin said she could consult but her time constraints don't allow her to do all the contribution from science. Content questions are not needed. This is an ASAP issue as they would like to have the questionnaire ready for winter term evaluations. Nominations for the math/science contingent should be forwarded to Steve by Dec 7, next Monday, 5:00 pm. Steve will take the nominations and confer with dept. heads.

- c. Faculty Development Committee: Mike LeMaster reporting: there were 84 early travel applications, 24 more than ever. Mark Weiss had thought that there might be \$20,000-\$50,000 rollover funds for faculty development from last year. He then stated it was closer to \$20,000. Originally the travel awards were going to be \$925 for presenters and \$600 for attendees. Then it was suggested it might be \$825 and \$500. Jeff Myers asked about availability of research funds. Mike said the split is 70% travel, 30% major project funding, approximately \$35,000-\$45,000 for major projects. Hopefully they will be able to advise on awards in the near future.
- d. AFT/WOU Faculty Union – are meeting at this time, as we speak, CBA outcome currently unknown.
- e. Curriculum Committee: Laurie Burton reporting. Laurie stated there are a lot of proposals at this time. Katherine Schmidt has stated that she would like to see a syllabus accompany new course proposals and an existing and proposed program description accompany program changes and new minors. If you are having trouble with the new on-line forms please ask Laurie for assistance.
 -Summary of Biology program change: see pages 12-16 of the handout. Biology is proposing an increase from 4 to 5 credits for the 200 level majors course in the lecture. With this they plan to remove a required course from each of the six emphases to keep credits equivalent after this change. There are 8 LACC offerings within the Division. Five are four credits per course (12 total for the sequence, three are five credits each (15 total for the sequence). With the new option it would be 4 and 4. This would allow the 200 sequence to give more weight to the molecular and genetics sections. There is also a proposal to drop three courses, Bi 431, Bi 435, and Bi 437. Endocrinology is being dropped to allow additional faculty for the A & P growth. The proposal is at Steve's desk. The biology dept. would like to have the changes through to have in the catalog for next fall.
- f. PRC Status: Mike LeMaster has been chairing. Files have been submitted, other reviews are underway.
- g. LACC/Gen. Ed. Review Committee: Erin said they have been collecting data. Bryan said Tom Bergeron was at the last Faculty Senate meeting. His report echoed Erin's previous NSM reports about this committee.
- h. Academic Requirements Committee: Klay said David McDonald is planning to revise the add/drop policy for WOU students. In the new plan, the last day to drop a class with no grade appearing will change from the end of the 6th week to the end of the 4th week. Students will now be able to drop a class (or classes) with a W appearing by the end of the 7th week (the W is not currently an option unless a student drops all classes for health reasons), and the last day to get a 100% refund for dropped classes will change from before the term begins to the end of the 1st week. Karen Haberman said there are proposed changes in how add/drop/late fees are assessed. We are the only OUS

institution where students have to pay to make course changes. This proposal will eventually go to Faculty Senate.

- i. Academic Infrastructure Committee: Sarah will take our equipment request list to the AIC. The Provost will look at the list and talk about what he values on it in January, so it appears the AIC process is influencing the administration.

Meeting adjourned at 5:12 pm.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

December 1, 2009; MNB222 3:30 PM

3:34 PM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF NOVEMBER MINUTES

III. ANNOUNCEMENTS

- a. Sabbatical requests / proposals; (use interactive *.pdf, print on "hot pink paper" 12/5., Dean to Provost 12/15) (note: when applying for three terms of sabbatical spread over multiple years, all three terms and years are to be included on the one sabbatical request)
- b. Spring 2010 schedule revisions and summer 2010 schedule due to Niki on ~~Jan. 4~~ ^{Dec. 16}, 2010 (due to Dean on Jan. 15); 2010-2011 schedule due to Niki on Jan. ~~4~~ ⁴, 2010 (due to Dean on Jan. 21).
- c. Fall 2009 Department Assessment Reports Due to NSM Division Chair Friday, Dec. 4 (draft template handed out at Sept. 23, 2009 meeting)
- d. NS Hall Display Content - Continued call for presentation materials
- e. Faculty Development Grants: "Major Research Grants: Due Jan. 29, 2010, Spring Travel, due April 2, 2010.
- f. NSM Division Spring Travel Grant Deadline: April 27, 2010
- g. WOU Foundation Grants - proposals due in Dean's office, December 4.
- ~~h. Fall 2009 Dept. Assessment Reports Status / Due December 5, 2009~~
- i. Catalog changes / minor edits due in Dec. and Jan., via Dean's office and Julie Harding.
- j. Reminder: 2009-10 classroom observations of non-tenure track, adjunct faculty (as posted on assignment list)
- k. PURE/Academic Showcase - May 27, 2010; Faculty senate support/ Provost call for room/schedule flexibility
- l. Niki/Office Coordinator announcements - FYI, New OUS Rental Car Vendor = Hertz, contact business office

IV. OLD BUSINESS

- a. Division equipment and capital improvement plans - updates for review; action pending.
- b. Ad Hoc Working Groups (meeting schedules-action plan)
 - i. NSM Building Utilization and Planning Committee (met: Glassware Storage room/office conversion)
 - ii. NSM Schedulers Committee (still need to meet, scheduling in process)
- c. Pending changes to Elementary-Middle Education program (Erin Baumgartner)

V. NEW BUSINESS

- a. NSM Curriculum Committee recommendation: Develop LACC course proposal criteria (Cheryl Beaver)
- b. Division By-Law Review by Professional Concerns Comm.: Committee decision processes not defined. (PCC: Latham, Poston, Templeton, Ward) *TAyer make*
- c. "Applied Baccalaureate" (2 + 2) Degrees - under active consideration at legislature and OUS, proactive ideas are encouraged, will potentially impact LACC offerings.

VI. REPORTS

- a. NSM Budget Update
 - item of concern: projected -\$158,000 deficit in LAS instructional budget for winter and spring terms
 - winter term course cancellations in Earth Science and Chemistry
 - additional 10% LAS cuts may be in the making for Jan. / Feb., depends on OUS/Legislature/Tax Payers
- b. Faculty Senate - transition to online student evaluations, change of rubric (Bryan Dutton)
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
 - Online submission process; recommended documentation for successful proposals (Laurie Burton)
 - Summary of proposed Biology program changes (Bryan Dutton)
- f. PRC Status: files submitted, process in place, reviews under way.
- g. LACC/Gen. Ed. Review Committee
- h. Academic Requirements Committee
- i. Academic Infrastructure Committee

VII. FINAL COMMENTS AND ADJOURNMENT

ADJOURN 5:12

Dec. 7
NUN (NUN)

W&V
Send back to admin
email recommendation from Cheryl

NEW A DELEGATE
PD AO
HDC

SIR COMMIT

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

In attendance: Jeff Templeton, Phil Wade, Mike Ward, Laurie Burton, Klay Kruczek, Rahim Kazerouni, Patty Flatt, Jeff Myers, Irja Galvan, Erin Baumgartner, Cheryl Beaver, Ava Howard, Steve Taylor, Sarah Boomer, Adele Schepige, Niki Winslow.

I. APPROVAL OF AGENDA

There was a motion made to approve the meeting agenda. The motion was seconded and approved.

II. APPROVAL OF OCTOBER MEETING MINUTES

The minutes were approved with Laurie's edits which had already been made.

III. ANNOUNCEMENTS

- a. Post-Tenure / Promotion and Tenure Files are due November 20, 2009. Mike LeMaster is the chair. Please refer to the Collective Bargaining Agreement for organizing the tenure file.
- b. Sabbatical requests are due to the Dean's office 12/5/09, in triplicate on the "pink" forms. They go from the Dean to the Provost on December 15.
- c. Spring 2010 schedule revisions and summer 2010 schedule due to Niki 12/16/09 (due to Dean 1/15/10); 2010-2011 schedule due to Niki on January 4, 2010 (due to Dean 1/21/10). Steve is in the process of collecting schedules to meet to work out time conflicts between departments before Thanksgiving.
- d. Fall 2009 Department Assessment Reports are due to NSM Division Chair Friday, Dec. 4 (draft template handed out at Sept. 23, 2009 meeting).
- e. Fall Preview Day II is Saturday, November 7, 9:30-10:40 am.
- f. Call for presentation materials for hall display. Patty has provided information for announcing speakers.
- g. Faculty development grants: due Friday, November 6, 2009 by 5 p.m. in the Provost's office. This is the first round.
- h. The NSM Division travel grant deadlines are: November 24, 2009 and April 27, 2010, in coordination with Faculty Development awards. The average NSM Faculty travel award is a few hundred dollars. Faculty Development awards will be announced November 17, 2009.
- i. There is a line-item action list and calendar pages 7-11 of handout.
- j. PURE/Academic Showcase – May 27, 2010; Provost call for room/schedule/attendance flexibility
- k. Niki announcements: Please turn in various schedules according to deadline, no "wiggle room". There was some discrepancy between due dates on agenda sheet and line-item action list. Niki clarified on a following email. The correct dates are as stated above in item c.

IV. OLD BUSINESS

- a. Committee Assignments Update / Faculty Senate replacement for Pete (just for fall). Klay will fill the position for the rest of fall. Mary will fill the Ad Hoc Graduate position on the Dean's Advisory Committee.
- b. Division equipment and capital improvement plans – see pages 13-16 of the handout. Chemistry and EPS have reported their requests, Biology will have theirs in later this week. Steve will put the items on a spreadsheet which will go to Sarah for AIC, and then to the Dean and eventually the Provost.

*Do
have
Jenny
on
PAM*


- c. NSM Seminar Series: scheduling is in progress. The question was posed: do we have enough interest and attendance to sustain the seminars. The consensus was that there is interest, possibly we could change the schedule frequency. Cheryl suggested possibly holding a seminar one a month. The discussion was regarding how often we might hold the seminars philosophically vs. realistically. Mike Ward stated that the current noon time is not good for math instructors, that possibly later in the day would be better. Essentially there is good support to continue the seminars, but possibly hold them less frequently. Taylor asked for a straw poll, and all were in agreement to continue the seminar series in some form or fashion.
- d. Ad Hoc Working Groups (meeting schedules-action plan) – meet at least once in Fall term.
 - i. NSM Building Utilization and Planning Committee (NS Office expansion). Klay asked to be excused from the meeting as most of the scheduling issues do not involve the math department.
 - ii. NSM Schedulers Committee (scheduling in process). Laurie asked about availability of Maaske Hall. When the new construction is completed Masske may go back to having office possibilities.

V. NEW BUSINESS

- a. Pending changes to Elementary Education program (Dr. Adele Schepige – Guest Visit) Adele gave an overview of pending curriculum changes within the COE regarding changes in the Early Childhood and Elementary Education programs (see pages 17-26 of handout). The formal proposal has not been launched yet, it is still in the discussion stage. One year ago the process was stopped when Adele resigned as Dept. Head. Adele is on sabbatical this year and is primarily out of the loop right now. The proposed changes to the mathematics program have been completed. Education is trying to balance out four areas: Social Studies, Mathematics, Language Arts and Sciences (see pages 18 & 22). There is discussion of dropping the focus areas. Credits have been shifted around. Central Advising will now handle the COE LACC advising. Four terms of 400 level work have been dropped, they will be moving some courses to lower division, with a series of “gates” that will determine if students progress through the Ed. Programs or not. Some gates will be GPA on the core content courses and CBEST exam. Jeff Templeton suggested they allow two of the three ES 104-106 series and university wide approval of curriculum changes. Jeff also stated GS 311, 312 and 313 should stay on the books. Possibly three could be collapsed into two courses, one taught here and one by Education. Erin stated that she feels strongly about these courses maintaining their content and process (methods) components together. The new program is targeted for submission to the Curriculum Committee at the November 10, 2010 meeting. From there the changes will go to faculty senate.
- b. PKAL Lab Facilities Planning Workshop, Linfield College, Dean will fund registration (see pages 17-26 of handout). Erin has experience with Project Kaleidoscope (Education Dept.). See page 28 of handout – goals and outcomes. Any one who is interested in attending should let Steve know. (follow-up note: Patty Flatt will be attending this workshop).
- c. Catalog edits/ minor changes due in Dec. and January – please review changes and forward to dept chairs (see pg 29 of meeting packet). This is for minor editorial review, changes that do not require curriculum committee approval.
- d. Faculty Advising list – (pg 30 of meeting packet) please review and send edits to Niki.

- e. Classroom observations of non-tenure track, adjunct instructors (pg 31-31 of meeting packet). Follow up comments: Phil re: CBA bargaining proposal – these reports will not be an annual process, currently they are. They will become every two to three year reviews. Every adjunct will be evaluated their first year.

VI. REPORTS

- a. NSM Budget Update (pg 33)
 - item of concern: projected -\$158,000 deficit in LAS instructional budget for winter and spring terms
 - identification and justification of “low-enrollment” courses (<11); dean requesting prudence. Steve plans to adopt a “wait and see” approach to any budget changes at this time. He anticipates some version of budget crisis/crunch spring term.
- b. Faculty Senate - Klay stated that since Scott was not at this division meeting he would email notes from the senate meeting.
- c. Faculty Development Committee – applications are due soon.
- d. AFT/WOU Faculty Union. Phil reported that right after this division meeting he would be attending a meeting with the Union. The University did hire one new person.
- e. Curriculum Committee (Division and Campus)
 - Online submission process. Laurie stated that there have been a few bugs in the process. She thinks they have been fixed. She said to use the attachment for the form in the electronic routing sheet. Phil said the delete feature wasn’t working when he used it.
 - Pending changes of note: elementary ed. Degree, biology program changes, ES 199 Topics: Sarah said that Biology is planning curriculum changes for the Bi 211-213 sequence from 4-5 credits, they have made other changes to keep the total credits the same. Bryan is in charge of the proposal. Phil said they plan a supplemental once a year ES Special Topics. Laurie asked how this would affect the LACC. Sarah asked about consistency in Special Topics as transfer courses from Community Colleges.
-  f. PRC promotion and review files are due, committee will meet soon. Thank you to Erin, Parry and Kristin for getting your files done early.
- g. LACC/Gen. Ed. Review Committee. The committee is looking at writing components of the LACC. Faculty are encouraged to complete survey that Tom Bergeron sent out.
- h. Academic Requirements Committee. Klay stated that students can challenge a course even if they have taken a more advanced course. Anthropology is dropping the idea of adding “With Honors” on diplomas.
- i. Academic Infrastructure Committee. Sarah said infrastructure requests are due in three weeks, she will develop a new spreadsheet for the AIC. A question came up about by-laws, the general consensus was that by-laws are not required for faculty senate committees. Sarah said the chair thinks they have been asked to create by-laws. They will bring that up at the next meeting. Laurie stated that Kathryn Schmidt held a meeting at the beginning of the year to review faculty senate by-laws.

VII. FINAL COMMENTS AND ADJOURNMENT

It was moved and seconded to adjourn the meeting, at 5:05.

Subject Fwd: [All Faculty/Staff] New Contracted Car Rental Agency
From Niki Winslow <winslon@wou.edu>
Date Monday, November 30, 2009 4:31 pm
To taylors@wou.edu

I'll make mention of this at the meeting tomorrow.

n.

----- Original Message -----

From Lucinda Milligan <milliganl@wou.edu>
Date Mon, 30 Nov 2009 15:58:38 -0800 (PST)
To allfacstaff@wou.edu
Subject [All Faculty/Staff] New Contracted Car Rental Agency

To All,

Effective 12/1/09 the State of Oregon Department of Administrative Services has a new contracted car rental agency, Hertz Rental Car. Travelers should utilize Hertz Rental Car unless their destination does not have Hertz Rental Car or there is justification for using a different rental car company. Justification must accompany the travel reimbursement form. When renting a vehicle with Hertz Rental Car, travelers should not purchase Liability Damage Waiver (LDW) insurance. However, LDW insurance should be purchased when other rental companies are used.

Attached you will find the Hertz Program & Services Summary. When making a reservation with Hertz Rental Car please use the State of Oregon's Corporate Discount Program Number (CDP#)-67309. Western Oregon University does not have their own CPD#.

Just a reminder - rental of vehicles other than compact or economy cars are allowed in the following circumstances when prior approval from WOU's Travel Coordinator is obtained:

- * When extreme weather or road conditions are forecasted, a copy/printout of the area's weather forecast must be submitted.
- * When the number of travelers is greater than four, submit a written request or email with explanation.

If you have any questions, please don't hesitate to give me a call.

Thank You

Lucinda Milligan
Business Services
Western Oregon University
Phone: 503-838-8231
Fax: 503-838-8014

Attachment:

Hertz Implementation Summary State of Oregon.doc

http://www.wou.edu/wouportal/email_attachments/msg-1259625242-6073-0/Hertz_Implementation_Summary_State_of_Oregon.doc