

Natural Sciences & Mathematics Division Meeting Minutes

February 3, 2009 MNB222

I. The meeting was called to order by Division Chair Steve Taylor at 4:05 pm.

In attendance: Arlene Courtney, Rahim Kazeroni, Bryan Dutton, Mike Lemaster, Jeff Templeton, Steve Taylor, Kristin Latham, Patty Flatt, Mike Ward, Klay Kruczek, Scott Beaver, Cheryl Beaver, Laurie Burton, Hamid Behmard, Bill Schoenfeld

II. Approval of January Minutes. It was moved, seconded, unanimously approved to accept the minutes of the January 2009 division meeting.

III. Announcements

The summer 2009 schedule is finalized and posted on Banner, the 2009-2010 schedule is in progress. Taylor reminded faculty that wireless network access is available through the Dean's office. Arlene Courtney requested that her name be forwarded. Admissions reports good application numbers for next year, generally enrollment is projected to be up 10-12 % in Fall 2009. Student award nominations are due Feb. 20. UCS reports that malware viruses are running about campus, and are actively working to contain them. An Oregon 150 commemoration event is planned for Feb. 13. Piper has reserved two vans from OSU motorpool for Spring term (months of april and may).

Niki's health condition was discussed and all expressed concern for her well being. Taylor presented an interim 6-week management plan to cover Niki's absence via multi-tasking and use of Sharyne, laboratory preparators, and student assistants. The staff all agreed that sharing duties and covering were preferable to hiring a short-term, temporary employee. Piper has been trained and will be handling all purchase orders and Banner purchase requests while Niki is out.

IV. OLD BUSINESS

- a. The Dean is optimistic that NSM opportunity funds will be available in spring term, however WOU had to return some surplus funds to the state and used a portion to re-finance lost Oregon Opportunity Grant dollars. We should probably expect to see these after spring enrollment figures are in, possibly the second week of spring term. Biology has already received opportunity funds in relation to the new Plant Physiology hire.
- b. The NSM seminar schedule is finalized for winter and spring terms.
- c. The ad hoc NSM scheduling committee met in January and discussed conflicts for the 2009-2010 academic year. While some progress was made, additional discussions are needed.

- d. Taylor discussed the WOU accreditation report and interim follow-up visit scheduled for March and April. For now the dust has settled, and the Provost's office is handling report / visitation preparation.
- e. Taylor reported that the NSM faculty comments regarding changes to the SIR/faculty evaluation process have been forwarded to the Dean.
- f. Taylor presented the new proposal routing forms and grants process being implemented by the office of sponsored programs. Several faculty voiced concerns that Sponsored Programs could potentially set up additional road blocks to scholarship, and that overhead rates could increase in the future. NSM faculty senators emphasized that the Sponsored Program changes to the grants process should be presented to the full faculty senate for comment / follow-up discussion, before implementation. Scott Beaver suggested that he request the senate executive committee to re-examine the issue and invite Sponsored Programs to present the new changes. A motion was made as such, seconded, and unanimously approved by attendees. Scott said that he would follow-up with the executive committee and place the Sponsored Programs situation on the agenda.

V. NEW BUSINES

Taylor reported that Physical Plant is planning building work for the upcoming construction season. UCS will be installing smartroom technology in NS123 over spring break. Bryan Dutton established a new student "FOB" checkout system. Forms are available in the division office, Bryan has set up a FOB lock box in the mail room. Contact Bryan if you have students that need FOBs to access the building.

NSM faculty discussed the 2009 Student Awards ceremony. All agreed that May 28, 2009, on the day of Academic Showcase, is a good time. Laurie Burton volunteered to facilitate planning of the event. Sharyne will contact WOU Foundation to reserve Gentle House.

Taylor reported that the division web site is out of date and in need of an ad hoc team to update. Klay Kruczek volunteered to work with Taylor to update.

VI. REPORTS

An NSM budget update was provided. Piper has been filling in for Niki recording expenditures and tracking the spreadsheet. Taylor announced that the proposed \$5 lab fee increases would not be in effect until Summer or Fall 2009, but were in process.

Biology completed their search for Lonnie's replacement. Ava Howard will be joining the faculty in Fall 2009, she is a plant physiologist / ecologist. Math's search is still in

process, and they will be interviewing soon. Math candidates will be visiting the first and second week of Feb.

Faculty Senate: The “Q” quantitative literacy proposal from the Academic Requirements committee was passed by faculty senate. The list of Q courses will be designated at a future date. The academic requirements committee was asked by admissions for feedback on CLEP admissions scores. Cheryl Beaver will facilitate NSM discussion/feedback on CLEP.

Other announcements were made regarding curriculum committee, academic showcase, WOUFT, and Oregon Academy of science.

IV. A motion was made, seconded and moved to adjourn the meeting. Meeting adjourned at 5:10 PM. All were thanked for starting / staying later.

BUILDING COMMITTEE MEETING

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

February 3, 2009, MNB222 4:00 PM (note special start time)

Agenda Approved
4:05 unanimous
vnam. APPROV

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF JANUARY MINUTES (p.2-6)

III. ANNOUNCEMENTS

- a. Summer 2009 schedule posted on Banner and Astra ✓
- b. 2009-2010 Schedule in Process ✓
- c. Wireless laptop access to faculty available (\$5.00/mo via Dean's office) – send requests to division chair
- d. Winter Preview Day II – Sat. Feb. 14
- e. Admissions Data for January 1, 2009 (compared to same time last year): (p.7)
Total Undergrad. Applicants +~12%
- f. Student Award Nominations Deadline Feb. 20, 2009 (Due in Student Affairs Office)
- g. University Computing Virus Alert ("malware" use of local computing resources)
- h. Oregon 150 Symposium – Feb. 13, 2009 (Hammersley Library RM107 9AM-4 PM)
- i. Spring Term 2009 Van Rentals (April / May – 2 vans)
- j. Niki Status / Interim Office Management Plan (p.9-11)

Arlene

Arlene Kristin
KATIM PATY
MIKE W.
BRYAN KLAY
MIKE L. SCOT B.
TAMARA cheryl
TAYLOR LANE

Hamid B. Schoenfeld
(p.8)

IV. OLD BUSINESS

- a. Division equipment requests: Dean Scheck is optimistic that NSM opportunity funds will flow, no details yet; start-up equipment funds committed for new biology hire; ~\$100,000 in funds projected for LAS college
- b. NSM Seminar Schedule – Winter-Spring 2009 Schedule Finalized (p.12)
- c. NWCCU Accreditation Visit – Focused Interim Report Submission on March 27, 2009; 1-Day Visit April 29
- d. Inter-program coordination of class scheduling – Report Back from Schedulers Meeting
- e. Faculty Evaluation Process / SIR Evaluation – NSM Faculty comments sent to Dean Scheck (p.13-14)
- f. **SPONSORED PROJECTS – GRANT FUNDING PROCESS (p.19-25)**

V. NEW BUSINESS

- a. NS Building Remodel Projects
 - i. NS123 (Biology Lab) Smartlab Installation – Spring Break 2009
 - ii. NS114-115-116 Chemistry Labs – Scheduled Work on Paint, Moldings, Lab Benches (Summer 2009)
 - iii. NS022 – (In Process) Physical Plant Re-tooling Space as Prep. Room for EPS Lab Preparator (Julie)
- b. New Student NS Building and FOB Access Procedure (Bryan Dutton, Interim Coordinator) (p.15)
- c. 2009 NSM Student Awards and Honors Night (Facilitator needed? Dept. chair advisory panel? Sharyne) (p.16)
- d. NSM Division Web Site / Webmaster Duties (web design team / volunteers)

Sharyne
Armos
Program

VI. REPORTS

- a. NSM Budget Update (course fee increases will take effect Summer 2009) (p.17)
 - Status on WOU budget projections/adjustments
- b. Search Committees – status on Math/Biology searches
- c. Faculty Senate → Q asked, no
- d. Faculty Development Committee → Q asked, no
- e. Academic Infrastructure Committee
- f. Academic Requirements Committee (C. Beaver) → Q designator passed
- g. Curriculum Committee
- h. AFT/WOU Faculty Union
- i. Academic Showcase 2009
- j. Oregon Academy of Science 2009 (p.18)
- k. Junior Academy of Science 2009

MA/28,
AES
MOTION

Refer for review
Process
Yes
VISE to Mr. Senate
EXECUTIVE

VII. FINAL COMMENTS AND ADJOURNMENT

Building Committee
proposing
for 1st week

10:00 AM
Feb 27

MATH
CLUB
SEARS

MATH
CANDIDATES
Friday
Feb 6, Feb 13

Natural Sciences & Mathematics Division Meeting Minutes

January 6, 2009 NS122

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

In attendance: Irja Galvan, Bryan Dutton, Erin Baumgartner, Kristin Latham, Jeff Myers, Bill Schoenfeld, Jeff Templeton, Mike Ward, Laurie Burton, Klay Kruczek, Hamid Behmard, Phil Wade, Arlene Courtney, Rahim Kazerouni, Niki Winslow

Arlene Courtney and Cheryl Beaver were welcomed back, Arlene from sabbatical and Cheryl from her medical leave over Thanksgiving.

II. Approval of December Minutes. It was moved and seconded to approve the minutes of the December 2008 division meeting.

III. Announcements

- a. Summer schedule materials due to Niki/Steve by January 14, 2009; due Jan 21, 2009 at the Dean's office.
- b. 2009-2010 schedules due to Niki by January 12, 2009
- c. Wireless laptop access to faculty available (\$5.00/mo via Dean's office if you have regular phone service) Arlene and Spence were the only takers. Mathematics has a departmental wireless computer at \$15 per month wireless service.
- d. Winter Preview Day I – Saturday, January 24.
- e. A comparison of admissions data for January 1, 2009 from the same time last year is provided on page seven of the meeting handout. Total Undergraduate admits are up 24.18%, Hispanic admits are up 37%. Total Undergraduate applicants are up 7.28%.
- f. Niki announcements – scheduling for spring 2009, summer 2009 and the school year 2009-2010 are the only items with deadlines being requested at this time.

IV. OLD BUSINESS

- a. The Dean is optimistic that NSM opportunity funds will be available in spring term, however WOU had to return some surplus funds to the state and used a portion to re-finance lost Oregon Opportunity Grant dollars. We should probably expect to see these after spring enrollment figures are in, possibly the second week of spring term. Any one using a new vendor should get that information to Niki as soon as possible as it can take up to a week to get new vendor information into our business office accounting system.
- b. The NSM seminar schedule is listed in pages 8-9 in the handout. There is an open slot February 25. Kristin said she knows of a possible speaker, Patrick Chapell, who would speak on endocrinology – hormones and the brain. Steve will have WOU PR office develop a flyer for the seminar series. Steve applied

for a foundation grant for the purpose of covering some speaker expenses such as lunches and travel.

- c. Revised NSM Committee assignments (see page 10). Klay will serve on the NSM Service Committee. It appears that the Bio slot of that committee is still open. Arlene will be resuming her position on the Faculty Development committee now that she is back from sabbatical.
- d. Fall 2008 Dept. Assessment Reports – Thanks for program submissions before Winter break. The accreditation team is expected back in late April. LAS is the focus of their return, COE was OK with the initial review. The team felt the LAS assessment was lacking. Earth Science went through a recent documentation process, their materials may be used as an example.
- e. We will have a committee for inter-program coordination of class scheduling. The schedulers are Jeff Templeton, Klay Kruczek, Mike LeMaster, Arlene Courtney. Klay will be the facilitator for the group. They will need to meet early winter term to coordinate 2009-2010 scheduling. The purpose of the group is to reduce as many room/time conflicts as possible.
- f. The PRC will meet Thursday, January 8 regarding the current tenure/promotion files. The files have all been submitted, the process is in place and the review is under way. See handouts for deadlines.
- g. Steve reported on his December meeting with Gavin Keulks on the Honors Program / Science requirements. The science component of the honors program is under discussion. It is difficult for science students to engage honors in their curriculum due to the prescribed courses in their majors and the scheduling limitations for adding other courses. Gavin contacted Bryan and Mike LeMaster regarding developing a two-year science honors model. Scott Beaver asked if science could have a different program for honors.

V. NEW BUSINES

a. Student Travel Forms

Due to a recent dance troop vehicle accident where paperwork was not completed, faculty are reminded that it is necessary to complete student travel forms available on the dean of students web site. The site forms are to be completed and submitted for emergency contact prior to any student field trips. It would be a good idea to make a copy of the emergency contact sheet with student information and take along on the field trip, and leave the original copy in the office.

b. Faculty Evaluation Process / SIR Evaluation

Bill Kernan is working on a web-based evaluation process, whereby students will be required to submit an online survey for each class, before grades are released.

The topic of Web-Based faculty evaluations generated so much discussion and comments that we are attaching Dr. Taylor's one-page collection of comments, as follows:

- Jeff Templeton – wondered if the questions would be the same on the new set as the old so the data would show a trend and have trackability.
- The thought is that the new forms would be simplified, thus not the same as the old.
- Bryan is in favor of a term by term evaluation but wondered if the process is done electronically if the students would become confused as to which course they are evaluating.
- It was mentioned that a new form, with new questions, could be affected by the CBA, and promotion reports.
- Jeff Myers profoundly disagreed with the web-based process.
- Jeff Templeton stated that students already get tired of the evaluation process which affects their effort in their entire process.
- Erin wondered about the burn-out factor as well. She also wondered if different questions might be more valuable in each discipline.
- Laurie felt the questions should be uniform throughout for LASS comparison.
- Bill does not like the idea of term-by-term evaluations, due to the burnout component.
- Mike Ward is concerned about the validity of the results if the timing (finals or thereabouts) and mandatory conditions come into play.
- Phil mentioned that in labs that only meet two hours per week, many times students aren't even aware of the instructor's name.
- Irja is concerned about how mandatory conditions will affect results.
- Scott suggested changing the form to clearly list the course name at the top of the page and designing it so there is one question per page so students don't just randomly click a line of questions. He also felt that mandatory as opposed to voluntary participation may create biased results.
- Phil wondered about giving students the option to not evaluate. Irja liked that idea as well.
- Bryan is more interested in upper division student feedback.
- Jeff Templeton feels that lab results are unrepresentative of a good survey since many students do not like labs.
- Bill questioned having administration design the questionnaire. Laurie felt that any new form should be submitted to faculty analysis and approval.
- Jeff T wonders if it is not a WOU form if it has been field tested. Evidentially it is a nationally designed form, WOU would purchase the software.
- Erin felt it would be worthwhile to talk with faculty at other universities who have used this form for their feedback.

- Scott mentioned that this has not been brought up to Faculty Senate.
- Steve noted that it should be brought up to Faculty Senate and WOUFT because of the possible impact it might have on tenure and promotion.

VI. REPORTS

- a. NSM Budget Update. Course fee additions/requests are submitted and are in the process for approval. We have requested an increase of \$5 per lab. Lab fee increases, if approved, would be in effect summer and fall, and possibly spring term.

Niki stated the budget appears to be fairly on track, has not yet factored in the cost of returning the old copiers. Everyone seems happy with the new copy machines. [side note: Bill Kernan can work on the IP address for the math machine so faculty/staff can send copy requests from their offices to the copier].

Laurie asked about the travel requests, Jeff Templeton said all divisional requests from fall term have been approved. Only Laurie and Erin requested division travel funds in the fall.

- b. Search Committee status

Math has 100+ applicants. They will conduct 14 phone interviews. Their requested list has been forwarded to the Dean. The Dean will advise on phone scheduling.

Biology- Bryan said they have submitted the candidates name to the Dean and Provost. They apparently are in negotiations with the candidate(s).

Math has their adjunct positions filled for this year.

- c. Faculty Senate – no meeting since our last division meeting
- d. Faculty Development Committee-the next deadline will be for research funds. Hamid will email the deadline date. Arlene will resume her duties on the committee.
- e. Academic Infrastructure Committee
Sarah cannot continue on this committee, Bryan said he would. The division's equipment request list has been sent to the Dean, Provost and AIC.
- f. Academic Requirements Committee – Cheryl Beaver
The ARC has been charged to consider the minor requirement (should we have one, should there be a min/max number of credits associated with it, etc). If anyone has any comments, please send them to Cheryl Beaver.
- g. Curriculum Committee – Laurie Burton
Have not met since last division meeting. See pgs 12-15 in handout. The Curriculum Committee Web Page has been updated. The group discussed the functional ramifications of the “president-mandated” curriculum change log, as related to the curriculum proposal process.

h. AFT/WOU Faculty Union

Phil Wade has been working on the adjunct faculty component of bargaining, particularly with respect to the need for step increases in salary, for which there are none at this time for adjuncts. In February he will be meeting with the collective bargaining committee. Topics will be:

1. Assignment of duties

2. Continuing Education - discrepancy for online courses, overload, pay.

3. Non-tenure track faculty are the only group of employees in the state of Oregon that the wage scale does not recognize years of service. They are trying to introduce a step system for salary increases. It is also felt there should be a seniority clause introduced in the bargaining language. Scott and Bill are also on the collective bargaining team. Phil has spoken with other staff regarding these concerns.

i. Academic Showcase 2009 – no new information to share

j. Oregon Academy of Science 2009 – February 28, Jeff Myers

There are three potential key-note talks. Jeff feels there will be a good slate of candidates.

Arlene and Adele are working on the Junior Academy of Science. It will be a one-day meeting. DEP will be doing the administrative part of the program. The Junior Academy will occur in the morning, with the finalists competing in the afternoon, Friday, February 27. It will be a smaller event than in the past.

IV. A motion was made, seconded and moved to adjourn the meeting. Meeting adjourned at 4:55 PM.

WESTERN OREGON UNIVERSITY

Fall Admission Summary for January Week 5, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,068	848	220	25.94%	875
Nonresident	329	399	-70	-17.54%	288
International	16	15	1	6.67%	16
Total Undergrad. Applicants	1,413	1,262	151	11.97%	1,179
Admitted Students					
First time Freshmen	963	747	216	28.92%	
Transfer	67	31	36	116.13%	
Post Bac	8	2	6	300.00%	
Total Undergrad. Admits	1,038	780	258	33.08%	715
Total Denied	25	4	21	525.00%	
Cancel Rate	0.48%	0.84%			
Graduate Students*					
Graduate Applications					
Resident	19	10	9	90.00%	
Nonresident	6	0	6	#DIV/0!	
International	4	0	4	#DIV/0!	
Total Grad Applications	29	10	19	190.00%	
Graduate Admits					
Resident	3	0	3	#DIV/0!	
Nonresident	0	0	0	#DIV/0!	
International	0	0	0	#DIV/0!	
Total Grad Admits	3	0	3	#DIV/0!	

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

Hispanic Student Results

Applications: 159 (+42 or 36%)

Admits: 117 (+42 or 56%)

Housing Results

Fall 2009 Applications 548 (+57 or 12%)

Future Events

Statewide MECHA Conference Feb 6-7

Preview Day February 14

MEMORANDUM

TO: Dr. Steve Taylor
Chair, Natural Science & Math Division

FROM: Debbie Diehm, Chair
Outstanding Graduating Students Selection Committee

DATE: January 14, 2009

SUBJECT: Call for Nominations–Outstanding Graduating Students Awards

The Outstanding Graduating Students Selection Campus Committee announces nominations for the Delmer Dewey, Julia McCulloch Smith, and Outstanding Graduate Student. These awards are the highest honors the institution bestows upon individuals within a graduating class. As such, nominated students should exemplify excellence in scholarship, leadership, and contributions to WOU. The awardees are recognized at Commencement.

In order to consider all worthy graduating undergraduate and graduate students, the committee is inviting all faculty to participate in this nomination process. Please inform and/or remind faculty in your department/division about the nomination opportunity for these awards. Nominations are due to Debbie Diehm no later than **Friday, February 13, 2009**. You may submit your nominations via:

Email: diehmd@wou.edu
Campus Mail: Student Affairs
Debbie Diehm, WUC 210F

Letters of nomination are preferred (electronic or paper). Announcement of the Outstanding Graduate Student will be made early April (the student selected is notified at once along with the nominator). Announcement of the Dewey and Smith awardees is confidential, as is tradition, until the annual Leadership Recognition Night on May 5, 2009.

Thank you for your help in notifying your colleagues about these three awards and for your nominations.

Julia McCulloch Smith Award: Since 1939 the women to whom this award was given needed to possess: great proficiency in scholarship, great success in student activities, high development of character and intellectual attainment, strong powers of inspiration and leadership, and noble qualities of womanhood.

Delmer Dewey Award: Established in 1954, the outstanding senior man award was to honor and remember Mr. Delmer Dewey, the Dean of Men, who had passed away the previous year. It was to be a \$15 cash award presented at the annual awards banquet. The decision to begin this tradition was made by the Dad's Club at its meeting during the Folks' Festival weekend.

Outstanding Graduate Student Award: Established in 2008, the outstanding graduate student award is to recognize superior achievements in scholarship and academics during graduate studies and a student who demonstrates positive character, leadership and initiative during coursework and upon entry into his/her profession.

Note: The Outstanding Graduating Students Awards Selection Committee: Formerly the Dewey/Smith Awards Selection Committee

JOB DUTY/ACTION ITEM**INTERIM RESPONSIBLE STAFF****Purchase Orders**

-Banner interaction	Piper Mueller-Warrant/Sharyne Ryals
-vendor registration	Piper Mueller-Warrant/Sharyne Ryals
-creating PO requests	Piper Mueller-Warrant/Sharyne Ryals
- PO tracking	Piper Mueller-Warrant/Sharyne Ryals
- logging in receipt of order	Piper Mueller-Warrant/Sharyne Ryals
- Office Max Ordering / Office Supplies	Sharyne Ryals

**Note: We have submitted paperwork to Business Office for approval of Piper to access the FIS Banner Functions at Niki's level of access. Sharyne also has access, but has not had to actively engage the Banner functions. Piper and Sharyne will be receiving Banner training from Faye Whitnack the week of January 26. Sharyne has log-in functions and familiarity with the Office Max ordering system for related supplies*

Note: ??? – denotes responsible in charge not known at present. Taylor will monitor as Division Chair, but will need lead assistance from administrative staff in completing the prescribed function. Kathy Hill in CLAS is first point of contact in chain of command with respect to business operations, however additional discussion will be needed with Kathy and Dean Scheck to identify procedural mechanisms for performing listed job duties.

Budget

-tracking NSM922 budget	Taylor / Dept. Chairs / Kathy Hill
-tracking NSM902 budget	Taylor / Dept. Chairs / Kathy Hill
-monitoring credit card charges	Taylor / Piper Mueller-Warrant
-reconcile credit card bills	Sharyne Ryals
-JV transfers	Taylor / Kathy Hill
-personal reimbursements	Taylor / Kathy Hill
-telecom monthly	Taylor
-photocopiers/IKON monthly Billing (\$247.11/mo; page charges quarterly)	Sharyne Ryals

Payroll

-student time sheets/work study	Taylor / Sharyne Ryals
-managing student workers	Taylor / Sharyne Ryals
-staff time sheets	Taylor / Sharyne Ryals

Scheduling

-Spring adjunct FTE (due 2/16/09)	Taylor/ Kathy Hill
-Summer 2009	Taylor / Dept. Chairs
-Finalize 2009-10	Taylor / Dept. Chairs

Office

-NSM office phone / messages	Sharyne Ryals / Student Assistants
-office reception	Sharyne Ryals / Student Assistants

-forms / inter-campus delivery	Student Assistants
-mail delivery	Sharyne Ryals / Student Assistants
-minutes / NSM division meeting	Sharyne Ryals / Taylor
-photo copier maintenance/calls	Sharyne Ryals
-checking Niki's Mail / Action Items	Sharyne Ryals
-Green Sheets-course approvals	Taylor
-By-Arrangement Forms / Archival	Taylor
-Course Syllabi Archival/Records	Sharyne Ryals

Note: Taylor has enacted a written "Action Request Log" procedure (i.e. clipboard by FAX) in the NSM division office to cover the day-to-day requests that Niki commonly receives from faculty and staff. Such requests range from "we need more paper" to "my desk chair is broken" to "the light is out in the restroom". Faculty and staff have been contacted by email and instructed to write these types of requests down on the action log for follow-up response by the division chair and delegated staff/student assistants.

Travel

-travel requests	Taylor/Kathy Hill
-travel reimbursement	Taylor/Kathy Hill

Vans/Field Trips

-spring field trip van rentals	Piper Mueller-Warrant, Julie Grammer
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Building

-maintenance requests / Physical Plant	Sharon Clinton
-technology maintenance	Taylor/NSM Faculty?
-keys/FOB management**	Bryan Dutton
-student access**	Taylor / Bryan Dutton

***Thanks to Bryan for agreeing to facilitate building access. This is an organizational project that he has been working on, and will facilitate until Niki's return. Student FOBs can be requested via a form that Bryan has developed in collaboration with the key shop. The form will be maintained in the division office and available upon request. Requests for after-hours student access should be sent to Taylor via email. He will notify campus security and forward to Bryan for follow-up action as needed.*

Winter 2009 Staff and Student Assistant Availability for NSM Office Reception

Sharyne Ryals	NSM Office	MTWRF 8:30-10 AM; MTWRF 2:30-4:15 PM
Sharon Clinton	NSM Office	M 8 AM-12 PM, F 8 AM-12 PM, F 1-4 PM
Piper Warrant-Mueller	NSM Office	MW 9-11 AM, MW 1-5 PM, F 9 AM-12PM, 3 PM
Julie Grammer	NSM Office	M11AM-2PM, T12:30-2PM,R8AM-12PM,F1-2PM
Alicia Thompson (student)	NSM Office	TR after 11 AM, Friday Open All Day
Charayah Lewis (student)	NSM Office	MTWRF after 2 PM, as needed
Danile Wilson (student)	NSM Office	TR 9-11 AM
Taylor Open Times	NSM Office	T 2-5 PM, R 11AM-5 PM, F 2-5 PM

Division of Natural Sciences and Mathematics			JANUARY AND FEBRUARY 2009 OFFICE STAFFING AVAILABILITY							
NS104 Natural Science and Mathematics Division Office						MNB116 Mathematics Department Office				
	Mon	Tue	Wed	Thur	Fri	Mon	Tue	Wed	Thur	Fri
8:00				J. Grammer	S. Clinton; A. Thompson					
8:30	S. Ryals; S. Clinton	S. Ryals	S. Ryals	S. Ryals; J. Grammer	S. Ryals; S. Clinton; A. Thompson					
9:00	S. Ryals; S. Clinton; P. Warrant-Mueller; A. Thompson	S. Ryals; D.Wilson	S. Ryals; P. Mueller-Warrant; A. Thompson	S. Ryals; J. Grammer; D.Wilson	S. Ryals; S. Clinton; P. Mueller-Warrant; A. Thompson					
9:30	S. Ryals; S. Clinton; P. Warrant-Mueller; A. Thompson	S. Ryals; D.Wilson	S. Ryals; P. Mueller-Warrant; A. Thompson	S. Ryals; J. Grammer; D.Wilson	S. Ryals; S. Clinton; P. Mueller-Warrant; A. Thompson					
10:00	S. Ryals; S. Clinton; P. Warrant-Mueller; A. Thompson	D.Wilson	P. Mueller-Warrant; A. Thompson	J. Grammer; D.Wilson	S. Clinton; P. Mueller-Warrant; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
10:30	S. Ryals; S. Clinton; P. Warrant-Mueller; A. Thompson	D.Wilson	P. Mueller-Warrant; A. Thompson	J. Grammer; D.Wilson	S. Clinton; P. Mueller-Warrant; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
11:00	S. Clinton; J. Grammer	A. Thompson	P. Mueller-Warrant	J. Grammer; A. Thompson	S. Clinton; P. Mueller-Warrant; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
11:30	S. Clinton; J. Grammer	A. Thompson		J. Grammer; A. Thompson	S. Clinton; P. Mueller-Warrant; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
12:00	J. Grammer	J. Grammer; A. Thompson		A. Thompson	A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
12:30	J. Grammer	J. Grammer; A. Thompson		A. Thompson	A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
13:00	P. Mueller-Warrant; J. Grammer	J. Grammer; A. Thompson	P. Mueller-Warrant	A. Thompson	S. Clinton; J. Grammer	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
13:30	P. Mueller-Warrant; J. Grammer	J. Grammer; A. Thompson	P. Mueller-Warrant	A. Thompson	S. Clinton; J. Grammer; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
14:00	P. Mueller-Warrant	A. Thompson	P. Mueller-Warrant	A. Thompson	S. Clinton; A. Thompson	S. Ryals	S. Ryals	S. Ryals	S. Ryals	S. Ryals
14:30	S. Ryals; P. Mueller-Warrant	S. Ryals; A. Thompson	S. Ryals; P. Mueller-Warrant	S. Ryals; A. Thompson	S. Ryals; S. Clinton; A. Thompson					
15:00	S. Ryals; P. Mueller-Warrant; C. Lewis	S. Ryals; A. Thompson; C. Lewis	S. Ryals; P. Mueller-Warrant; C. Lewis	S. Ryals; A. Thompson; C. Lewis	S. Ryals; S. Clinton; P. Mueller-Warrant; A. Thompson; C. Lewis					
15:30	S. Ryals; P. Mueller-Warrant; C. Lewis	S. Ryals; A. Thompson; C. Lewis	S. Ryals; P. Mueller-Warrant; C. Lewis	S. Ryals; A. Thompson; C. Lewis	S. Ryals; S. Clinton; P. Mueller-Warrant; A. Thompson; C. Lewis					
16:00	S. Ryals; P. Mueller-Warrant	S. Ryals; A. Thompson	S. Ryals; P. Mueller-Warrant	S. Ryals; A. Thompson	S. Ryals; S. Clinton; P. Mueller-Warrant; A. Thompson					
16:30	P. Mueller-Warrant	A. Thompson	P. Mueller-Warrant	A. Thompson	A. Thompson					
17:00	P. Mueller-Warrant	A. Thompson	P. Mueller-Warrant	A. Thompson	A. Thompson					
Contact Information:		STAFF			STUDENT WORKERS					
		Sharyne Ryals: ryals@wou.edu, 8-8465			Alicia Thompson, athompson06@wou.edu					
		Sharon Clinton: clintons@wou.edu, 8-8488			Charaya Lewis, clewis07@wou.edu					
		Julier Grammer: grammerj@wou.edu, 8-8877			Danile Wilson, danile.wilson@gmail.com					
		Piper Mueller-Warrant: muellerp@wou.edu, 8-8859								

Natural Science and Mathematics Seminar Series Winter and Spring Terms 2009

Wednesdays at 12:00 PM, Natural Sciences Building Rm 103

- January 14, 2009 Todd Jarvis, Institute for Water and Watersheds, Oregon State University, Topic: "Public-Private Partnerships in Oregon Water Resources Planning" (Host: Steve Taylor)
- January 21, 2009 Laurence Padman, Earth Research Institute, Topic: "Is Antarctica melting? If so, why?" (Host: Irja Galvan)
- January 28, 2009 Russel Meints, Institute of Molecular Biology, Oregon State University, Topic: The Unexpected Viruses: A Story of *Chlorella* and *Feldmannia Virusestba* (Host: Irja Galvan)
- February 4, 2009 Doug Markle, Dept. of Fisheries and Wildlife, Oregon State University, Topic: "Faults, Floods and Fishes: How Geology Influences Distribution and Speciation in Oregon Fishes" (Hosts: Irja Galvan and Steve Taylor)
- February 11, 2009 Dede Olson, Forest Sciences Laboratory, Pacific Northwest Research Station, Oregon State University / U.S. Dept. of Agriculture, Topic: "Global Amphibian Populations, Causes for Decline and Conservation Strategies" (Host: Jeff Snyder)
- February 18, 2009 Murty Kanury, Mechanical Engineering, Oregon State University, Topic: "Catastrophe Theory: Some Applications" (Host: Irja Galvan)
- February 25, 2009 Patrick Chappell, Zoology Department, Oregon State University, Topic: "Sex Is All About Timing: The Role of the Molecular Circadian Clock in the Regulation of Mammalian Reproduction" (Hosts: Irja Galvan and Kristin Latham)
- March 4, 2009 Bill Gerwick, University of California- San Diego, Topic: "New Tricks from Ancient Algae: Drug Discovery and Natural Products Biosynthesis in Marine Cyanobacteria" (Host: Patty Flatt)
- March 11, 2009 John Faustini, Environmental Protection Agency, Topic: "Evaluating Human Impacts on Aquatic Habitat in Oregon" (Host: Steve Taylor)
- April 8, 2009 Jean Donovan, OHSU School of Nursing, Monmouth Campus, Topic: "Health Care Workforce Concerns: More than just a Nursing Shortage" (Host: Steve Taylor)
- April 15, 2009 Kendra Kilpatrick, Mathematics Department, Pepperdine University, Topic: TBA (Host: Mike Ward)
- April 22, 2009 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"
- April 29, 2009 KC Walsh, Department of Physics, Oregon State University; Earth and Physical Science Department, Western Oregon University, Topic: "Using Fundamental Quantum Principles to Model Free and Immersed Atoms" (Host: Steve Taylor)
- May 6, 2009 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)
- May 13, 2009 Sarah Boomer, Western Oregon University, Spring 2008 Biofilm Festival: "Geochemistry and Ecology of Red Layer Microbial Systems: Hot Times at Yellowstone National Park" (Host: Steve Taylor)
- May 20, 2009 James Roddy, Oregon Department of Geology and Mineral Industries; Topic: "New Insights into the Cascadia Subduction Zone: Implications for Coastal Seismic Hazards in Oregon" (Host: Steve Taylor)
- May 27, 2009 Kerry McPhail, OSU College of Pharmacy, Tentative Topic: "Exploring the Biodiversity of Panama for New Drug Therapies" (Host: Patty Flatt)
- June 3, 2009 Pat Aldrich, University of Hawaii-Manoa, Topic: "Pollination Webs in Hawai'i: The Influence of Invasion and Extinction" (Host: Steve Taylor)

NSM Faculty Responses to the Idea of Switching to a Term-by-Term Faculty Evaluations Using a Web-Based Survey Environment

Comments collected Jan. 6, 2009 at Division Meeting

The responses below are derived from the following agenda item:

- a. Faculty Evaluation Process / SIR Evaluation
 - i. Deans are pushing for student evaluation of faculty each term, including summer session.
 - ii. Bill Kernan is working on a web-based evaluation process, whereby students will be required to submit an online survey for each class, before grades are released.
 - iii. Any NSM group opinions on this issue?
-

Will the survey still include the open-ended comments portion? Will the comments portion also be in a web-based environment? Who will have access to the comments? How will they be distributed to faculty?

Will the survey questions be changed from the current SIR? If so, who will create the survey questions? How will they relate to the current SIR questionnaire? If the survey questions are changed, this will create a statistical disconnect between the current SIR historical data set and a newer, modified, web-based data set. How will these data be compared?

How many questions will be on the new survey and how will they be derived?

Any changes to the faculty evaluation process, including student surveys, have ramifications for tenure and promotion, and the collective bargaining agreement. This is in part a collective bargaining issue.

Will there be faculty input on changes to the survey process? Who will create the questions? Will faculty be able to comment/edit/agree upon modified surveys? Will this be discussed at faculty senate? Will this be a top-down mandate, or grown from within the faculty ranks?

Will students be mandated to complete faculty evaluations or will they be voluntary? Some faculty are concerned that mandatory surveys will lead to "survey burnout" and non-significant results. Should we really require students to have an opinion? Is this not a free country?

If the surveys are in an online environment, will the survey questions be released all at once, or one at a time? Some faculty are concerned that if questions are released all at once, students will randomly check radio buttons to get through the exercise as quick as possible with little thought. Releasing questions one at a time, may elicit more thoughtful responses.

If students are surveyed for all their classes, how will the surveys be administered? One at a time for each course? Released all together? What is the potential for student confusion as to what class is being surveyed, if they are web-based and removed from the immediacy of the classroom environment?

What is the published evidence that going to a term-by-term evaluation system is statistically more viable than the 1-term per year system we currently engage? Is there statistical evidence that shows that multi-term evaluation is more robust than discrete sampling events? And is there evidence (pro or con) about the effect of online, out-of-class surveying vs. in-class? Ditto for mandatory completion of evaluation forms?

Some faculty feel that changes to the current SIR/faculty evaluation process should be selectively pilot tested before wholesale implementation.

Will there be an option to customize surveys for different disciplines? Students surveys in science will require different questions than those in history, etc.

Will surveys be required for science lab sections and lectures? Lab classes are significantly different than lectures, with a different dynamic that requires different methodological approach to evaluation.

Retaliatory survey responses: Not all students go on-line to get their course grades...many email me and ask for their "final exam and course grade" so potentially they could get their grades from me and then go on line and "rip" me if they did not do as well as they had hoped to. Also many professors in our department still post grades outside of office doors and students could have access to their final grade before they log on to the banner system to "evaluate" their professor.

I had one thought concerning the shift from paper to online evaluations. Overall, I think it is a great idea to move away from a wasteful paper format that requires office personnel to enter the data into a computer format anyway. However, I worry that if all the course evaluations occur at the end of term when the student wants to view their grades, that it will be tedious for them to fill out all of the evaluations for their entire course load all at once. I think it would be better to open up the eval submissions mid-term and give them time to fill each evaluation out separately. It would be easy enough to add a link to the eval website in our online course materials and may help to avoid the 'student burn-out' scenario.

14

ACCESS FOB FOR THE NATURAL SCIENCES BUILDING, NS215, NS216

Student's Name: _____
(Please Print)

Student V Number: _____

Email Address: _____ Phone Number: _____

Faculty or Department Head Making Request: _____

Division Chair: _____ Date: _____

FOR OFFICIAL USE ONLY		Initials
FOB Number: _____	Check-out Date: _____	_____
	Check-in Date: _____	_____

**ACCESS FOB FOR THE NATURAL SCIENCES BUILDING
And Rooms Specified on the Opposite Side of this Form**

Student Rules, Duties, and Responsibilities:

1. Key FOBs are assigned for access to the Natural Sciences Building, and the rooms specified on the opposite side of this form, until the approved expiration date (see opposite side). Access to the building/rooms is limited to ONLY the student named on this form.
2. Approval is granted for the following "after-hours" periods: 5 to 7 am and 7 pm to midnight Monday through Friday; 5 am to midnight Saturday and Sunday.
3. The door to the building and any fob equipped room must NEVER be propped open after-hours, nor should students open the door for another person who does not have the appropriate key FOB.
4. Key FOBs CANNOT be loaned to another individual or duplicated for any reason.
5. All campus rules apply at all times in the Natural Sciences Building. Students take full responsibility for their actions and safety.
6. Misuse / damage to the equipment in any room of the Natural Sciences Building that the student was granted access will result in a loss of access to the room outside of scheduled class times. The individual may also incur costs for repairs.
7. Students are responsible to report any problems or unusual conditions to Campus Public Safety immediately. A phone is located on the first floor of the Natural Sciences Building next to the elevator.
8. STUDENTS WILL BE CHARGED A \$25.00 REPLACEMENT FEE TO THEIR STUDENT ACCOUNT FOR A NEW FOB DUE TO LOSS, THEFT, DAMAGE, OR NON-RETURN; Please report missing key FOBS immediately to the Natural Sciences and Mathematics office (NS 104).

I understand the above statements and agree to the above conditions. I further understand that access to the Natural Sciences Building outside of class time may be revoked if I fail to meet these conditions:

Signature: _____ Date: _____

Subject NSM ACTION NEEDED: NSM Student Recognition Night Planning
 From Steve Taylor <taylors@wou.edu>
 Date Tuesday, January 27, 2009 1:03 pm
 To templej@wou.edu , lemastm@wou.edu , courtna@wou.edu , behmarh@wou.edu
 Cc Sharyne Ryals <ryalss@wou.edu> , taylors@wou.edu

Colleagues - Sharyne has sent an email wondering about organization of student recognition night this year? The past couple years we have held NSM division student night on the same day as Academic Showcase. Do we want to do this again? same time? Gentle House OK?

We will have to reserve gentle house soon, I will also put this on the division meeting agenda for next week.

Ideas / comments will be appreciated.

s.t.

Steve Taylor, PhD
 Associate Professor of Geology
 Chair, Division of Natural Sciences and Mathematics

c/o 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

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

From Sharyne Ryals <ryalss@wou.edu>
Date Tue, 27 Jan 2009 11:55:13 -0800
To taylors@wou.edu
Subject Student Recognition Night

The last couple of years we have had student recognition night on the same day as the Academic Excellence Showcase. If we would like to have the same date and location (Gentle House), I should check on availability. I know there were also discussions about changing some things this year. Just let me know when you would like me start making arrangements.

Thanks,

Sharyne Ryals
 Math Office Specialist
 Western Oregon University
 503-838-8465
 ryalss@wou.edu

2/1/2009

2008 - 2009 DIVISION BUDGET UPDATE****Note: Niki is out on medical leave, this is the most up-to-date info available.**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	1/29/09 value from Piper	386.54
Lab fees collected -941		projected	2920.00
Lab fees expended		1/29/09 value from Piper	1017.67
Balance		Total balance	6515.79

"=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY**42000.00**

42000

Summer lab fees		2914.00
Money already spent	1/29/09 value from Piper	15190.15
Balance		29723.85

EARTH & PHYSICAL SCIENCE**37150.00**

37150

Summer lab fees		5147.00
Money already spent	1/29/09 value from Piper	11392.18
Balance		30904.82

CHEMISTRY**21500.00**

21500

Summer lab fees		450.00
Money already spent	1/29/09 value from Piper	6650.98
Glass breakage		
Balance		15299.02

FIELD TRIP**4500.00**

4500

Money already spent	1/29/09 value from Piper	1451.03
Balance		3048.97

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

NSM922 Report from Kathy Hill 1/27/09

Budget Projection for 2008-2009 \$120,000

Fees Collected as of 1/27/09 \$95,435

Expenditures Completed \$35,697

Encumbrances \$1,129

Balance for Budget Year \$83,174

Check Sum \$120,000

NSM922 Report from Piper 1/29/09

Expenditures Completed \$33,233

Subject OAS and Portland PKAL
From Stephen Scheck <schecks@wou.edu>
Date Friday, January 30, 2009 10:26 am
To taylor@wou.edu , behmarh@wou.edu , courtna <courtna@wou.edu> , lemastm@wou.edu , Jeff Templeton <templej@wou.edu> , schepia@wou.edu
Cc Jeff Myers <myersj@wou.edu>

Dear science/math- colleagues. Below is a message from Marlene Moore, our PKAL Portland area coordinator. I would appreciate it if you could distribute to the faculty in your departments. PKAL is attempting to bring science/math education back into full swing at the Oregon Academy of Science meeting.

--Regards

Greetings,

As you reflect on both what worked and what you want to do differently next time in your courses, we invite you to share your lessons learned with colleagues at the Annual Meeting of the Oregon Academy of Science (OAS). The Portland Network of PKAL is partnering with the Science Education Section of OAS to feature your scholarly teaching activities. What questions have you asked about student learning? What strategies did you try? What did you learn? We are looking for "works in progress" and struggles as well as successes, so don't feel that you need to have all the answers in order to participate.

The meeting will be **Saturday, February 28** at Western Oregon University (Monmouth). Registration and abstracts are due **February 9, 2009**. The link below will take you to the OAS web site where you will find links to the Registration Form and Abstract Submission Form. Our Session Chair is Karen Bledsoe from Western Oregon University. Please indicate on your abstract that you are part of the PKAL group for scheduling purposes. You may submit an abstract to your disciplinary group as well as to the Science Education Section.

<http://www.oas.pdx.edu>

Recognizing the importance of collaboration, one of the goals of our regional network is to connect faculty members who have experience and expertise with engaging learners. Our association wants bring together people who can serve as local resources, so plan to join a group of colleagues with similar interests and meet people who can help you attain your teaching goals at the OAS meeting.

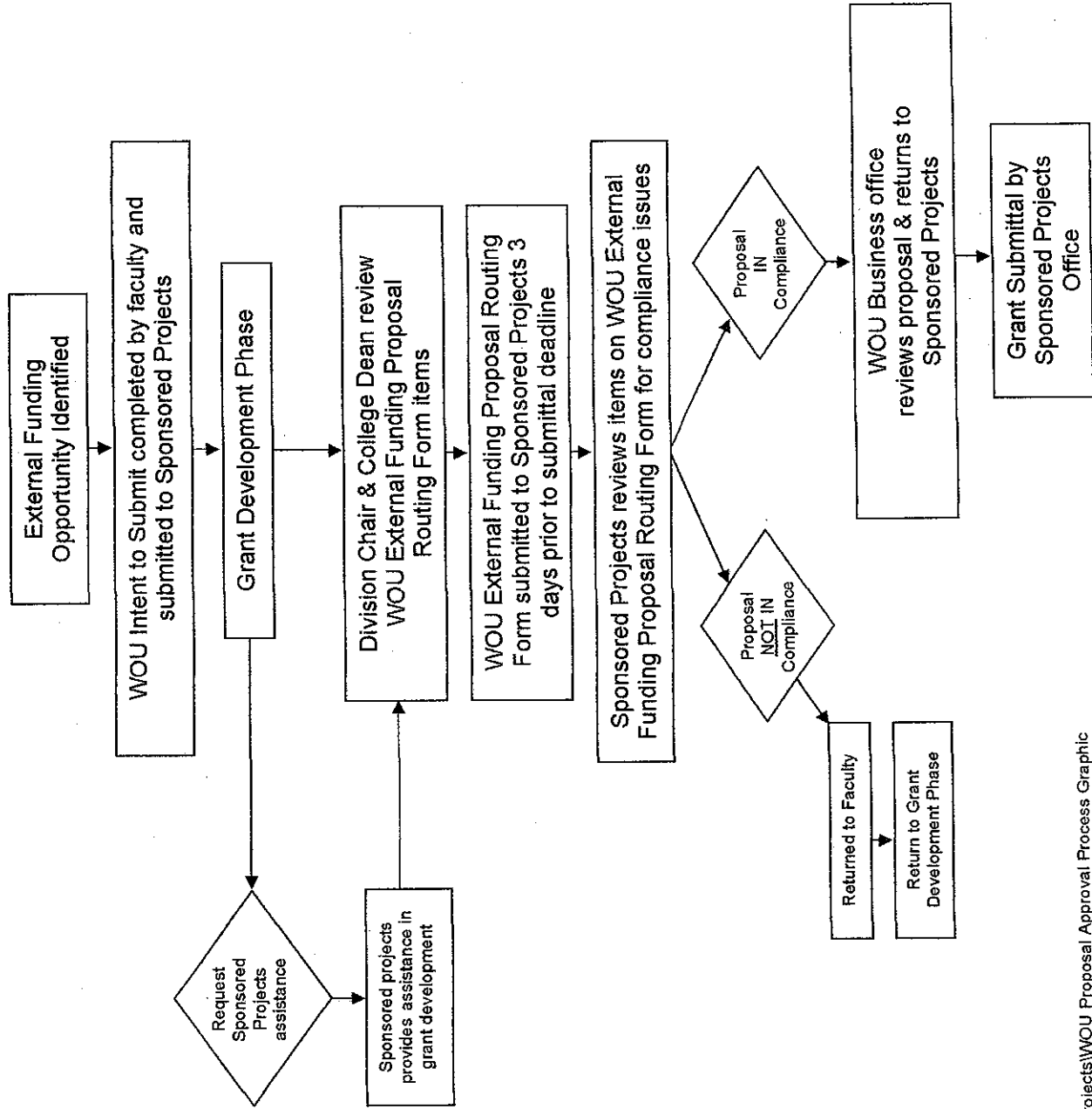
Hope to see you in February at the OAS meeting,

Marlene Moore, Gary Reiness, Walter Shriner
Project Kaleidoscope Portland Network (Port PKAL)

Marlene Moore, Ph.D.
Rev. J. Powers, C.S.C., Distinguished Professor

18

WOU Proposal Approval Process



1: Sponsored Projects/WOU Proposal Approval Process Graphic

General info:

Sponsored Projects
Institutional Research

Resources:

Institutional Research
Funding Opportunities
Proposal Development
Proposal Submission
IRB Compliance
Financial Disclosure Policy

Prospective students
International
Current students
Faculty & staff
Parents & families
Alumni & friends

Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361
503-838-8000 (V/TTY)
877-877-1593 (Toll-free)

webmaster@wou.edu
Get directions
Complete contact information

Institutional Research & Sponsored Projects

Sponsored Projects

Providing support for faculty research, instruction and service activities

Sponsored Projects works to provide support for faculty research, instruction and service activities at Western Oregon University by promoting and facilitating the acquisition of external funds from private and public organizations.

Sponsored Projects and Grants administration functions

Grants administration functions are part of Sponsored Projects and both reside within the Office of Institutional Research. Dr. Ella Taylor is responsible for both pre-award (grant development and submittal) and post-award (initial set-up of funded projects). She may be contacted at **503-838-8589** or taylor@wou.edu.

Services and assistance provided▷ **Assist Principal Investigators and Project Directors**

During all stages of grant development and submission we may provide assistance for Investigators and Project Directors with the following tasks:

- ▷ [Identifying funding opportunities](#)
- ▷ [Assisting with Proposal and Budget Development](#)
- ▷ [Assuring compliance on human subjects](#)
- ▷ [Submission of grant proposal](#)

▷ **Work closely with the Business Office**

By providing information for pre-award submittal and post-award reporting.

▷ **Provide workshops and 'one-on-one' guidance for faculty and staff.**

Proposals for projects and grants

Before a proposal is sent to the funding agency, it must be approved through the Office of Institutional Research & Sponsored Projects (OIRSP). Since proposals are submitted on behalf of Western Oregon University, the proposal, budget, assurances and certifications must be reviewed prior to submission.

WOU Proposal Development and Submission Flowchart

The Proposal Development and Submission Flowchart indicates the process to be used in the development and submission of externally funded grant proposals. The steps are as follows:

1. Completion of Intent to Submit form.
2. Development of grant narrative, budget, and abstract.
3. Completion of WOU External Funding Proposal Routing form.

[Download flowchart.](#)

Required Grant Approval Forms

Intent to Submit

When you identify an agency, foundation, or private organization to which you wish to submit a proposal for funding, you must submit an **Intent to Submit** form to Sponsored Projects, Todd Hall #241. It is institutional policy not to allow multiple grant proposals to be submitted to private and some public agencies in a single grant cycle without prior authorization. Please download the Intent to Submit form, complete it using Microsoft Word, print it out, and send it to Sponsored Projects (Todd 241).

[Download the Intent to Submit form](#)

Budget

Each proposal must include a budget. A full, detailed budget must be developed. A budget template created in Excel is provided as a guide. Please contact Sponsored Projects for

Western Oregon University, Intent to Submit Proposal for Grant Funding

If you intend to write a grant, you must submit this form to the Sponsored Projects Office as soon as you have identified the potential funder. All proposals for extramural support of university sponsored activities or programs must be reviewed prior to transmission to the external source of funding.

Date		
Principal Investigator (PI)/Project Director (PD)		
Division		
PI Contact info (phone & email)		
Anticipated Project Title		
Funding Agency (NSF, OSEP, NEH, NIH, etc.)		
Website for RFP		
Type of proposal	<input type="checkbox"/> New Project <input type="checkbox"/> New proposal for continuing project <input type="checkbox"/> Revised/Resubmittal	
Type of project	<input type="checkbox"/> Research <input type="checkbox"/> Curriculum Development <input type="checkbox"/> Instruction/Training/TA <input type="checkbox"/> Equipment <input type="checkbox"/> Public Service/Outreach <input type="checkbox"/> Other (please describe):	
Duration of project (mm/dd/yy to mm/dd/yy)		
Deadline for Submission (Date & Time)		
Type of submission	<input type="checkbox"/> U.S. Postal Service Postmark <input type="checkbox"/> on-line submission <input type="checkbox"/> Courier arrival date <input type="checkbox"/> other (explain)	
Approximate amount to be requested	\$	
Does the RFP require cost sharing or matching funds?	No <input type="checkbox"/> Yes <input type="checkbox"/> What percentage?	
Will the grant proposal include the use of human subjects?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Will the grant proposal include computing needs (i.e., webpage design, laptops)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Will the grant proposal include personnel costs (e.g., faculty, staff, graduate assistants)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Do you anticipate partnering or subcontracting with other universities and/or agencies?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Please sign below and submit to Sponsored Projects Office	Signature	Date
Principal Investigator/Project Director		
Received by Sponsored Projects		

This form is to be used for internal purposes only and should not be sent to the sponsor.

WESTERN OREGON UNIVERSITY
External Funding Proposal Routing Form

This form is to be completed by the Principal Investigator/Project Director (PI/PD) submitting the proposal. The purpose of this form is to gather information necessary to obtain appropriate internal administrative and academic approvals. **Submit completed form and proposal package to the Sponsored Projects office a minimum of three (3) business days prior to RFP deadline.**

Principal Investigator (PI)/Project Director (PD)	
Division	
PI Contact info (phone & email)	
Co-investigators, Divisions & Contact info	
Project Title	
Funding Agency (NSF, OSEP, NEH, etc.)	
Type of proposal	<input type="checkbox"/> New Project <input type="checkbox"/> New proposal for an existing project <input type="checkbox"/> Revised/Resubmittal
Type of project	<input type="checkbox"/> Research <input type="checkbox"/> Curriculum Development <input type="checkbox"/> Instruction/Training/TA <input type="checkbox"/> Continuing Education <input type="checkbox"/> Equipment <input type="checkbox"/> Public Service/Outreach <input type="checkbox"/> Other (please describe):
Duration of project (mm/dd/yy to mm/dd/yy)	
Deadline for Submission (Date) Time due (4:00 p.m. EDT)	
Date of <u>expected</u> funding decision	
Type of submission	<input type="checkbox"/> U.S. Postal Service Postmark <input type="checkbox"/> on-line submission <input type="checkbox"/> Courier arrival date <input type="checkbox"/> other (explain)
IF online submission, who will submit	<input type="checkbox"/> WOU Sponsored Projects <input type="checkbox"/> other (provide name, department, contact #)
Attach abstract, budget and RFP to this form	<input type="checkbox"/> Abstract attached <input type="checkbox"/> Proposal attached <input type="checkbox"/> Budget attached <input type="checkbox"/> RFP attached
Date Submitted to Sponsored Projects	
Date Received by Sponsored Projects with receipt signature	

II. BUDGET SUMMARY

A. Budget Summary

Total amount requested from granting agency: \$ _____

	Granting Agency Funds	WOU Cost Share or Matching Funds		
		Matching Funds (Cash)	In-kind	Guaranteed or anticipated?
Total Direct Costs \$ _____				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated
Total Indirect Costs \$ _____				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated
Total Costs \$ _____				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated

B. Indirect Costs (Check one)

- ☐ The maximum allowable indirect costs have been requested.
☐ The sponsor does not fund indirect costs.
☐ A portion of the indirect costs has been requested.

Percent requested	
Rationale for lower indirect costs	

C. Cost Sharing/Matching Commitments (check one)

- ☐ This project will not require allocation of WOU funds
☐ This project will require allocation of WOU funds. If checked, describe:

% of cost sharing/matching funds required: _____	<input type="checkbox"/> Proposal meets required cost share/match <input type="checkbox"/> Proposal exceeds required cost share/match	
Type of cost sharing/matching funds required	<input type="checkbox"/> Faculty time <input type="checkbox"/> Staff time <input type="checkbox"/> Office/lab space	<input type="checkbox"/> Graduate Teaching/Research Assistant <input type="checkbox"/> Other (please explain):

III. ADDITIONAL INFORMATION

Check all applicable statements and complete required information.

A. Will grant/contract funds be used toward personnel costs? ☐ Yes ☐ No

If YES, time & effort (Check all applicable)

- ☐ This project involves new hires (i.e., faculty, support staff, graduate assistants).
☐ This project requires supplemental contracts (i.e., other agencies, universities).
☐ Independent Contractors/Consultants will be hired.
☐ This project requires WOU faculty/staff buyout time. (See below)
☐ This project requires WOU faculty/staff reassign time. (See below)

This form is to be used for internal purposes only and should not be sent to the sponsor.

IF YES to faculty/staff buyout or reassign time

Name Position Division/Department	Term/ Year	% of effort (30%, one course/term, one course/ year, etc.)	Rate adjusted across multiple years for salary % increase?	Approved by appropriate administrator?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Name of administrator:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Name of administrator:

B. Does the project involve student participation? ☐ Yes ☐ No

C. Does the project involve student fee remissions? ☐ Yes ☐ No

<input type="checkbox"/> Tuition <input type="checkbox"/> Fees <input type="checkbox"/> Books/Supplies	IF Yes, provide description:
--	-------------------------------------

D. Does the project involve human subjects? ☐ Yes ☐ No

If yes, status of IRB application:

<input type="checkbox"/> Approved	Date: IRB #:
<input type="checkbox"/> Pending	Date submitted: Date to be submitted:

E. Does the project involve contracting and/or subcontracting with other institutions or agencies?

☐ Yes ☐ No

If yes, list institutions and the nature of their participation.

Institution/Agency	Nature of participation

F. Conflict of Interest: The proposed project or relationship with external funders requires the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project. A conflict of interest is defined as the Principal Investigator(s), spouses, or dependent children having a greater than 5% equity investment or receipt of \$10,000 or more from the proposed funder.

☐ Yes (see below) ☐ No

This form is to be used for internal purposes only and should not be sent to the sponsor.

If answered in the affirmative, then all investigators so involved have provided a complete disclosure in this matter as instructed by current institutional policy and/or Federal regulation.

☐ Yes ☐ No

CERTIFICATION: I certify that the information provided on this form is accurate and complete as of this date. I agree to accept responsibility for the scientific or technical conduct of the project and for provision of required technical reports if an award results from this application. My signature below certifies that

- 1) I have reviewed this proposal with my Division Chair and College Dean (where applicable)
- 2) I agree to abide with applicable WOU policies; and
- 3) I agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity.

Project Director/PI: _____ Date: _____

Co-PI : _____ Date: _____

Co-PI : _____ Date: _____

CERTIFICATION: I have reviewed this application's proposal, budget and cost share commitments. My signature below indicates my approval for submission of the proposal, its budget and cost share commitments.

Department Chair: _____ Date: _____

Division Chair: _____ Date: _____

Dean/Director: _____ Date: _____

CERTIFICATION: This application's text and budget have been reviewed for completeness, consistency with sponsor instructions and requirements, federal and state regulations, and WOU policies. Any necessary changes/modifications have been communicated to the PI/PD and completed.

Sponsored Projects Official: _____ Date: _____

WOU Business office official: _____ Date: _____

Chief Academic Officer: _____ Date: _____

Date Proposal was submitted to granting agency ____/____/____

Signature: _____

Return completed form with original signatures and copy of proposal to the Sponsored Projects Office, Todd Hall 241