

DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES FEBRUARY 1, 2011

The meeting was called to order by Division Chair Steve Taylor at 3:38 pm, meeting in NS 122.

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Sarah Boomer, Kristin Latham, Erin Baumgartner, Klay Kruczek, Ava Howard, Mike LeMaster, Laurie Burton, Pete Poston, Arlene Courtney, Klay Kruczek, Rahim Kazerouni, Scott Beaver, Steve Taylor, Niki Winslow.

II. APPROVAL OF JANUARY MINUTES

The minutes were approved with one change in New Business. The new Medicinal Chemistry option proposal with not need to go to the Provost's council.

III. ANNOUNCEMENT

- a. Faculty Development Grants: "Major Research Grants: Due Jan. 28, 2011, Spring Travel, due April 1, 2011, see handout page 4. All fall faculty development travel was funded. Patty will take over Faculty Development duties from Arlene as the meeting time conflicts with another meeting Arlene attends.
- b. The NSM Division spring travel grand deadline is April 26, 2011.
- c. The AIC Infrastructure equipment proposals went in today. There were three proposals, chemistry, biology and physical sciences all bundled. Major remodels proposals go in April 1, 2011. See page 4 of handouts. Biology can resubmit the remodel of 123 in the spring.
- d. Annual reporting process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- e. Catalogue changes are pending, check with Julie Harding of the Provost's office. There have been no recent emails regarding the catalogue.
- f. Reminder: 2010-11 annual classroom observations of NTT, adjunct faculty.
- g. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean. See page 5 of handouts.
- h. PURE / Academic Showcase – May 26, 2011.
- i. Admissions Recruiting Events: Winter Preview Day II, Feb. 19, 2011; Spring Preview Day, April 16, 2011; Campus Admitted Student Reception, May 11, 2011; Early Bird Transfer, May 14, 2011, SOAR: Fri, June 24, 2011, Fri., July 8, 2011, Sat. July 9, 2011, Sat., July 23, 2011.
- j. Admissions data compared to last January: Housing reservations + 171 (+36%), undergrad. Applications + 481 (36%), undergrad admits +206 (+17%).
- k. New honors course scheduling procedure: course listings directly handled by Honors Program director, see page 7 of handout. Honors courses were previously scheduled by the Division.
- l. Two spring vans for field trips have been reserved for the months of April and May. A calendar is posted in the main NS office for signup so we are aware ahead of time of any conflicts.
- m. Reminder: Chain of communication: faculty/staff – Dept Chair, Div chair – Dean – Provost – President
- n. Niki announcements: thank you to all involved in the scheduling process this year, great job, everything went very smoothly. Now please plan to make budget expenditures before the end of the fiscal year as there is a lag time involved with orders.

IV. OLD BUSINESS

- a. NSM infrastructure plan: Priority NSM room upgrades for summer 2011- NS201 remodel; NS 103 remodel.
- b. Student Technology / AIC request: NS 114 smartroom treatment (instructor station).
- c. Identification of NSM courses for use of the “RP” grade designation – Math (Mth 403) and Earth Sciences responded.
- d. Status of New Program Proposal: Medicinal Chemistry Option (major & minor). The proposal is officially launched, the committee approved. Now it is on to faculty senate.
- e. Campus Conversation / Accreditation. Kristin reported on this meeting. The Provost sent out a notice from the 1/20/2011 meeting on how to restructure KPI’s. Mike Ward sent out an email indicating they had removed the “creates knowledge” language in the proposals. Kristin will resend this email. The next draft of the document is due 2/17. Comments should be directed to Wanda in the Provost’s office.
- f. “Faculty Productivity” Audit of WOU and UO, Oregon Dept of Justice; faculty visits may occur. Arlene had an interview with a Dept of Justice representative regarding this audit.
- g. Text book rental program – spring term pilot testing; Sarah reported that the committee has only met once to date. They would like to target frequently taught courses. Rental costs are expected to be approximately 35%-40% of used or new cost. See page 8 of handouts.

V. NEW BUSINESS

- a. New Web-based procedures for Office of Disability Services, change in faculty engagement protocol. Laurie suggested there should be some directions shared with faculty on the new procedure, which there has not been. The procedure now requires an enrollment by the student on a computer, which has been taking place in the faculty member’s office, there are procedural issues in this regard. Taylor said he would email ODS requesting clarification on the process.
- b. 2010 Spring NSM Student Awards Honors Night. Laurie and Sharyne will do the planning has they have done in the past several years.
- c. A “Majors Fair” analogous to preview day exercise, is proposed for Tuesday, April 19, by advising. See page 9 handout. This would be for currently enrolled WOU students who have not decided on a major.

VI. REPORTS

- a. NSM Budget Update see page 10 of handout. Budget is in good shape but it is time to start thinking of the getting it spent. “Opportunity Funds” have been mentioned by the Dean to date. This has been partially folded into the AIC process.
- b. Faculty Senate – the meeting that would have been held most recently was not (January). The audit is an issue at this time, current curriculum issues may not affect us. The President stated that OUS may be removed as an agency of the state.
- c. Faculty Development Committee – the next round of reviews will be under way.
- d. AFT/WOU Faculty Union – Scott Beaver reporting. Some bargaining issues under discussion: Faculty development, workload, pre-tenure protection, course reassignment, family leave. February 28 is the first face to face bargaining session. Klay would like to have the language clarified regarding “early finals”. Basically, exams may be given during dead week, such as a mid-term, but not a final unless

approved by the division chair and Dean. If a final is given during dead week it is to be followed with course activity during finals week.

- e. Curriculum Committee (Division and Campus) – Faculty senate president email + status report: page 11 of handout. CJ has a crime analysis proposal going through. Fire Services Administration wants to drop its minor; there are a lot of CS and Math/CS double major changes.
- f. PRC status: all files have been submitted to the Dean. Letters and recommendations are complete.
- g. ARC – no recent meeting
- h. Academic Infrastructure Committee – Arlene reporting
A meeting was held with the Provost, Tom Neal, Bill Kernan, Mark Weiss. The most current word is that there will be no new smart rooms, only refurbished old ones. Gay suggested that the divisions make a priority list and smart room priority list any way.
- i. Master Planning Committee – Laurie did not attend, there were no minutes.
- j. Faculty Searches – biology is on-going, mathematics has narrowed down to four candidates, the list has been sent to the Dean. He has asked to see a summary of the final 11 math candidates.
- k. PURE – Showcase in May; call for sessions and abstracts.

Meeting adjourned at 4:39 pm.

SARAH, KRISTEN, MIKE LEM, GLEN B.
LANCE B. NIKI, TAYLOR PETE, RATHAN
ARLONE, AVA, KLAY

TAYLOR

LATE:

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

February 1, 2011; NS122 3:30 PM (NOTE Room)

SMART 3:37 / RATHAN, SARAH

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF JANUARY MINUTES

p. 2-3 LANCE ARLONE

III. ANNOUNCEMENTS

- a. Faculty Development Grants: "Major Research Grants: Due Jan. 28, 2011, Spring Travel, due April 1, 2011."
- b. NSM Division Spring Travel Grant Deadline: April 26, 2011.
- c. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; "Major Remodels" April 1, 2011. p. 4
- d. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- e. Catalog changes - pending, check with Julie Harding in Provost's office
- f. Reminder: 2010-11 annual classroom observations of non-tenure track, adjunct faculty.
- g. Reminder: Faculty Course Load Equivalents ("contact hours") - New term-by-term reporting effort to Dean. p. 5
- h. PURE/Academic Showcase - May 26, 2011;
- i. Admissions Recruiting Events: Winter Preview Day II, Feb. 19, 2011; Spring Preview Day, April 16, 2011; Campus Admitted Student Reception, May 11, 2011; Early Bird Transfer, May 14, 2011, SOAR: Fri., June 24, 2011, Fri., July 8, 2011, Sat., July 9, 2011, Sat., July 23, 2011.
- j. Admissions Data Compared to Last January: Housing Reservations + 171 (+36%), undergrad. Applications + 481 (36%), undergrad. Admits +206 (+17%) p. 6
- k. New honors course scheduling procedure: course listings directly handled by Honors Program Director. p. 7
- l. Vans spring term - field trips - April and May - 2 van rental for 2 months.
- m. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
- n. Niki/Office Coordinator announcements: schedule = support;

IV. OLD BUSINESS

- a. NSM Infrastructure Plan: Priority NSB room upgrades for summer 2011 = NS201 remodel; NS103 remodel
- b. Student Technology / AIC Request: NS114 smartroom treatment.
- c. Identification of NSM courses for use of the "RP" grade designation - Math and Earth Science responded.
- d. Status of New Program Proposal: Medicinal Chemistry Option (major & minor)
- e. Campus Conversation / Accreditation - KPI SAM - feedback a KPI's sent to WANDA
- f. "Faculty Productivity" Audit of WOU and UO, Oregon Dept. of Justice; faculty visits may occur
- g. Text Book Rental program - Spring Term Pilot Testing p. 8

V. NEW BUSINESS

- a. New Web-Based Procedures for Office of Disability Services, change in faculty engagement protocol
- b. 2010 Spring NSM Student Awards Honors Night - Faculty Facilitator and Organizer needed?
- c. "Majors Fair" analogous to preview day exercise, proposed for Tuesday April 19 (advising). p. 9

VI. REPORTS

- a. NSM Budget Update p. 10
- b. Faculty Senate
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus) - Faculty Senate President e-mail + status report p. 11
- f. PRC Status: files submitted to Dean, letters / recommendations complete.
- g. Academic Requirements Committee NO REPORT
- h. Academic Infrastructure Committee
- i. Master Planning Committee
- j. Faculty Searches - Status reports Biology, Mathematics - pending math interviews / candidate visits.
- k. PURE - Showcase in May; call for sessions and abstracts
- l. Other

VII. FINAL COMMENTS AND ADJOURNMENT

4:39

email & request A memo & decisions explaining
of web-based ODS process

Ask OS
to send over
a fac email
with
proposal

CLARIF & DITTYING
WILL CALL
LIKE LAST 2 yrs

DIVISION OF NATURAL SCIENCES AND MATHEMATIACS MEETING MINUTES JANUARY 4, 2011

The meeting was called to order by Division Chair Steve Taylor at 3:35, meeting in NS 122.

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Ava Howard, Sarah Boomer, Kristin Latham, Erin Baumgartner, Jeff Templeton, Hamid Behmard, Pete Poston, Jeff Myers, Arlene Courtney, Rahim Kazerouni, Bill Schoenfeld, Mike LeMaster, Klay Kruczek, Steve Taylor, Niki Winslow.

II. APPROVAL OF NOVEMBER & DECEMBER MINUTES

December minutes will be amended regarding Scott's report. Minutes approved with this change.

III. ANOUNCEMENTS

- a. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on January 14); 2011-2012 schedule due to Niki on January 7, 2011 (due to Dean on January 21). Arlene questioned the early due dates in comparison to a number of years ago. Niki will look into what the due dates were in the past.
- b. Faculty Development Grants: "Major Research Grants: Due January 28, 2011, Spring travel due April 1, 2011. Pete will turn in a report on his extension. Julie Harding should be cc'd on requests.
- c. NSM Spring Travel Grant Deadline: April 26, 2011.
- d. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; "Major Remodels" April 1, 2011. All NSM departments have put together their request lists (see December Division meeting notes). Please provide Steve with a copy of requests. There was some discussion regarding the document cameras in 016 and 215 needing some attention. Niki will contact Nathan regarding this.
- e. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- f. Catalog changes / minor edits due in Dec. and Jan., via Dean's office and Julie Harding.
- g. Reminder: 2010-2011 annual classroom observations of non-tenure track, adjunct faculty.
- h. Reminder: Faculty course load equivalents ("contact hours") – new term-by-term reporting effort to the Dean. A new spreadsheet has been developed for this purpose.
- i. PURE/Academic Showcase – May 26, 2011.
- j. Admissions Recruiting Events: Winter Preview Day I, Jan. 22, 2011; Winter Preview Day II, Feb. 19, 2011; Spring Preview Day, April 16, 2011; Campus Admitted student reception, May 11, 2011; Early bird Transfer, May 14, 2011, SOAR.; Fri., June 24, 2011, Fri. July 8, 2011, Sat., July 9, 2011, Sat., July 23, 2011. There is some discussion of changing the title of "Early Bird" to something else.
- k. Reminder: Chain of Communication: Faculty/Staff – Dept. Chair – Div. Chair – Dean – Provost – President. See handout page 8.
- l. Niki announcements: you will find a new sheet for each classroom/lab in the Natural Sciences building in the schedule notebook, printed directly from the scheduling software "Astra". It will show the schedule for the current term. Following each Astra printout will be the penciled in schedule for the entire year as we've always had.

IV. OLD BUSINESS

- a. NSM Infrastructure Plan: Priority NSB room upgrades for summer 2011 = NS201 remodel; NS 103 remodel. Arlene indicated that UCS will not be providing computer upgrades as part of the remodel.
- b. Student Technology / AIC Request: NS 114 smartroom treatment + student computer stations.
- c. Identification of NSM courses for use of the "RP" grade designation – "Regular Progress"; list of courses due to Taylor by email, Monday Jan. 10, 2011 at 5 PM. Steve will send the list to the Executive Committee.

V. NEW BUSINESS

- a. New Program proposal: Medicinal Chemistry Option (major & minor), see pgs 9-12 of handout. Patty wrote the proposal and reported that it would serve pre-professional students such as pre-pharmacy and pre-nursing students who are changing their majors to areas such as community health. Patty requests any feedback by January 11 before she submits the proposal to the division curriculum committee. Laurie is the chair of this committee. The proposal will then go to the Provost's council.
- b. Possible Exchange Program Opportunities with Great Britain (via Dave McDonald and Karen Sullivan-Vance). Previously these types of programs have primarily impacted areas such as Business and Computer Science. Exchanges with Great Britain could potentially impact the sciences and mathematics.
- c. Accreditation / "Campus Conversation" – need for NSM Dept. reps. at future meetings (as per Dutton & Boomer). A straw poll was taken to see if it was felt this was something we wanted to give attention and energy to at this time, the agreement was that it is. Each dept. will identify a delegate by 1/14 for the next "Conversation" January 20. This will be considered an ad hoc committee, please forward delegates' names to Steve. The following meeting will be February 17, 2011.

VI. REPORTS

- a. NSM Budget Update (see page 20 of handout). Budget stable at this time.
- b. Faculty Senate – not a lot of change since last meeting.
- c. Faculty Development Committee – has not meet since last Div meeting.
- d. AFT/WOU Faculty Union – nothing new to report
- e. Curriculum Committee (Division and Campus) – new chemistry proposal
- f. PRC status: files submitted, process in place, reviews under way; files due to Dean's office by end of January. The NSM committee will meet January 21 at 1:30.
- g. Academics Requirement Committee – has not met
- h. Academic Infrastructure Committee – already reported above
- i. Master Planning Committee – member not in attendance
- j. Faculty Searches: Biology interviews will begin 1/7/2011, there are four candidates. Presentations by candidates will be at 4:00 pm in NS 103, January 7, 14, 21 and 24. Mathematics has narrowed their pool from 143 to 20.
- k. PURE – Showcase in May; call for sessions and abstracts
- l. Other. Irja Galvan is teaching one course winter term in NS 204. NS 204 will be considered as her office and as such it is requested that this room remain locked.

Meeting adjourned 4:20 pm.

WESTERN OREGON UNIVERSITY

MEMORANDUM

TO: WOU Academic Infrastructure Committee
FROM: Steve Taylor, Chair, Division of Natural Sciences and Mathematics
DATE: January 31, 2010
CC: Gay Timken, Arlene Courtney
RE: 2011 NSM Division Equipment Proposals

Colleagues:

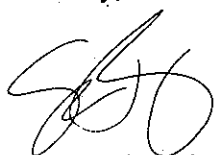
Please find enclosed a set of 2011 AIC Equipment Proposals from the Division of Natural Science and Mathematics. A total of three proposals were crafted by program faculty in our division:

Physics (Schoenfeld), Student Computers for NS217 Lab, ~\$9300
Chemistry (Poston), Student Computers and Data Sensors for NS114 Lab, ~\$18,500
Biology (LeMaster), Anatomy and Physiology Teaching Kits / Data Sensors, ~\$29,000

All proposals are signed / approved by the division chair, and include budget + formal price quotes.

Please feel free to contact me directly if you have any further questions (phone: 503-838-8398, email: taylors@wou.edu). Thank you for your time and consideration. Good luck with your proposals process.

Sincerely,



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

Subject: **NSM ACTION NEEDED BY NOV3 - Fall 2010 Faculty
Course Load FTE**

Date: 10/21/10 07:23 PM
From: Steve Taylor <taylors@wou.edu>

To: boomers@wou.edu, templej@wou.edu, kruczekk@wou.edu,
courtna@wou.edu
Cc: winslon@wou.edu

NSM_Course_Load_Data_Fall_2010.xls (113kB)

Colleagues - thanks for your work in compiling last year's (2009-2010) tenure-line course load data / FTE.

The Dean has now requested the Fall 2010 course-load equivalent data as well, and has indicated that this type of accounting is to become part of "standard operating procedure" along with our annual scheduling process.

As discussed for the recently completed 2009-2010 analysis, we have many nuances to our course-load counting in each department. It's best if the dept. chairs tally the FTE / course load equivalents so that I or Niki don't make a mistake interpreting. The attached workbook is organized into Dept. worksheets. Course assignments are in the upper portions, special tasks/reassigned duties (Chair, sabbatical, research buyout, etc.) are to be listed in the lower part of the worksheet.

The "Contact Hours" field refers the actual weekly contact for the course (e.g. 3 hr lab); "Course Load Equivalent" field refers to the FTE accounting (e.g. 2.25 hrs FTE at 0.75 for lab with preparator). Use the comments field to specify the particulars of the counting technique, any notes, if it is a lab course with hours counted 1:1 or 0.75, 1/2 splitting of team-taught courses, etc. In the case of team taught courses, we will need to duplicate a given CRN-course listing and insert a second line showing the additional instructor, with FTE, etc.

Could you please complete and return your respective dept. worksheet data by Wed. Nov. 3, 5 PM. That will give Niki and I time to compile on to Kathy's forms and send over to the Dean's office by the Nov. 15 due date.

This looks like it will become a standard process each term. Thanks in advance for your service.

s.t.

--
Steve Taylor, PhD, Professor of Geology
Chair, Division of Natural Sciences and Mathematics
Chair, Oregon State Board of Geologist Examiners

c/o Earth and Physical Science Department
Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361

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(5)

WESTERN OREGON UNIVERSITY

Fall Admission Summary for January Week 3, 2011 (Comparison to same week last year)

	2011	2010	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,179	840	339	40.36%	698
Nonresident	499	368	131	35.60%	290
International	11	7	4	57.14%	14
Total Undergrad. Applicants	1,689	1,215	474	39.01%	1,002
Admitted Students					
First time Freshmen	1,186	972	214	22.02%	
Transfer	90	68	22	32.35%	
Post Bac	1	8	-7	-87.50%	
Total Undergrad. Admits	1,277	1,048	229	21.85%	660
Total Denied	7	3	4	133.33%	
Cancel Rate	0.16%	0.15%			
Graduate Students*					
Graduate Applications					
Resident	23	18	5	27.78%	
Nonresident	5	5	0	0.00%	
International	2	1	1	100.00%	
Total Grad Applications	30	24	6	25.00%	
Graduate Admits					
Resident	2	3	-1	-33.33%	
Nonresident	1	0	1	#DIV/0!	
International	1	0	1	#DIV/0!	
Total Grad Admits	4	3	1	33.33%	

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

Upcoming Events:
Preview Day: February 19

Housing Reservations
Fall 2011: 540 (+111 or 29%)

Subject: **Honors Course Scheduling / Clarification of Procedure**

Date: 01/25/11 05:01 PM

To: boomers@wou.edu, templej@wou.edu, kruczekk@wou.edu,
courtna@wou.edu

From: Steve Taylor <taylors@wou.edu>

Cc: keulksg@wou.edu, schecks@wou.edu, winslon@wou.edu

Colleagues - FYI, the director of the honors program is now handling all of the staffing and room scheduling for the honors courses directly, including lab science.

This chore can be removed from our collective departmental chair to-do list as we move into the future. The issue of where such classes will be held will be worked out by Gavin and Kathy, via the same process that is worked out with other divisions on campus accessing the science building, i.e. in consultation with Niki, placed in the external priority queue, etc., on an as needed basis.

s.t.

—
Steve Taylor, PhD, Professor of Geology
Chair, Division of Natural Sciences and Mathematics
Chair, Oregon State Board of Geologist Examiners

c/o Earth and Physical Science Department
Western Oregon University
345 N. Monmouth Ave.
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email: taylors@wou.edu
web page: www.wou.edu/taylor
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fax 503-838-8072

⑦

Subject: **spring term textbook rental program**

To: strandc@wou.edu, daniels@wou.edu

Cc: baharih@wou.edu, morses@wou.edu,
rectorj@wou.edu, tarterd@wou.edu, taylors@wou.edu,
winninr@wou.edu, tolleyl@wou.edu,
keulksg@wou.edu, yehnerc@wou.edu,
Dean Office <hillk@wou.edu>,
David McDonald <mcdonald@wou.edu>

Date: 01/27/11 12:05 PM

From: Stephen Scheck <schecks@wou.edu>

Dear department heads, regarding Dave McDonald's memo, below... Please discuss with your faculty. Our students could certainly benefit...and...gosh, possibly more students in you class might actually have possession of the required text book if on the rental program. Thanks to those who responded to the earlier solicitation to participate in this program.

Please contact Mark Lane in the bookstore.

--Steve

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

From: **David McDonald** <mcdonald@wou.edu>

Date: Jan 26, 2011 9:26:02 PM

Subject: text book rental program

To: Stephen Scheck <schecks@wou.edu>, Hilda Rosselli <rossellih@wou.edu>

We are moving into phase II of the new textbook rental program. The test class for Winter term has allowed us to identify and address software bugs. We would like to move from one class to ten classes for spring term and then to 40 for fall term. We are focusing on lower division courses since all our undergraduates regardless of major must take lower division LACC courses. We have four LAS faculty who have volunteered to offer to have the rental program used in the their classes spring. Thus we need six more.

Please ask interested faculty to contact Mark Lane, Manager of the Bookstore for more details. We expect rental prices to be between 35 and 40% of the retail price, creating substantial savings for students.

Thank you

Dave

--

David Mc Donald
Associate Provost
Western Oregon University
345 N. Monmouth Avenue
Monmouth Oregon 97361
(503) 838-8211
fax (503) 838-8067
mcdonald@wou.edu



Subject: **update on majors fair**

Date: 01/25/11 01:08 PM

To: baharih@wou.edu, morses@wou.edu,
rectorj@wou.edu, tarterd@wou.edu, taylors@wou.edu,
winninr@wou.edu, tolleyl@wou.edu,
keulksg@wou.edu, yehnerc@wou.edu

From: Stephen Scheck <schecks@wou.edu>

Cc: Dean Office <hillk@wou.edu>

Andrea Nelson from Academic Advising will be a guest at our Feb 3 LAS chairs meeting to brief us on the majors fair.

The originally proposed date (April 19) has been changed in order to move this event away from the 1/3rd-mark of spring term when more exams/assessments are being issued to students and occupying their (and faculty) time.

--Steve

—
Stephen H. Scheck, Ph.D.

Dean, College of Liberal Arts and Sciences
Western Oregon University
345 North Monmouth Avenue
Monmouth OR 97361
503-838-8226
fax: 503-838-8034

9

Budgeted amount for Supplies and Services NSM902

\$52,314

Expense \$52,314

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

\$47,314

Telecom (Phones and Networking)	11,400.53	\$24,000
Copiers	4,422.28	\$10,000
Office Supplies & Book Store		\$3,000
Postage	52.66	\$500
Duplicating Services	26.8	\$300
Faculty travel		\$4,000
Physical Plant - work orders	25.35	\$2,500
Telecommunication wiring	105	\$1,000
Miscellaneous	370.58	\$2,014

TOTAL ESTIMATED GENERAL EXPENSES

\$47,314

MATHEMATICS

NSM902 Starting

\$5,000

Money already spent NSM902

\$784

NSM941 Lab Fees fees collected 1/27/11 - \$1,357.87

\$5,000

SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies

NSM941 Lab fees expended

82.58

Balance

Total balance

\$9,134

SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2009

\$165,000

BIOLOGY

NSM922 Starting

\$55,384

\$55,384

Summer lab fees rolled over into 2010-11

\$4,500

Money already spent

\$25,576

Balance

\$34,308

EARTH & PHYSICAL SCIENCE NSM922 Starting

\$45,080

\$45,080

Summer lab fees rolled over into 2010-11

\$1,400

Money already spent

\$14,653

Balance

\$31,827

CHEMISTRY

NSM922 Starting

\$28,336

\$28,336

Summer lab fees rolled over into 2010-11

\$1,300

Money already spent

\$7,056

Glass breakage

\$107

Balance

\$22,687

NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

STUDENT LAB NETWORK

NSM922 Starting

\$5,000

\$5,000

Money already spent

\$3,024

Balance

\$1,976

STUDENT PAPER

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$1,612

Balance

\$3,888

FIELD TRIP

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$2,608

Balance

\$2,892

EQUIPMENT REPAIR

NSM922 Starting

\$2,500

\$2,500

Money already spent

Balance

\$2,500

Medequip (Still)

NSM922 Starting

\$3,800

\$3,800

Willamette Water (Softener)

NSM922 Starting

\$129

\$450

\$450

NW Natural Gas

NSM922 Starting

\$69.67

\$250

\$250

\$4,500

Contingency 8% of Total NSM922 Budget

\$13,200

\$13,200

TOTAL

\$165,000

10

Subject: [Faculty Only] consider submitting new business curriculum items?
To: faculty@wou.edu

Date: 01/19/11 12:06 PM
From: Gavin Keulks <keulksg@wou.edu>

Dear WOU faculty,

As you know, you can all monitor your proposals as they navigate up the curriculum stream by using the WOU Portal. For most of you, the key is to move past the campus curriculum committee, usually identified as "step 5" for individual courses and -- with whimsical panache -- "bigger" for program changes. Yes, "bigger." Ah the joys of the Portal submission process.

More important, if you see that your proposal has been approved by the campus CC (and/or Grad Studies or Honors, when appropriate), then please route it asap to the senate executive committee, which sets the meeting agenda. The procedure for doing so is described in my email below. FYI: items do NOT naturally migrate up to senate and have not for years. That's even more important now that the Portal has contributed new clarity and confusion to the process.

By the way, the campus curriculum committee has taken the unprecedented steps of adding three new meetings so far this year to accommodate all of your submissions. Please understand that they are arguably working harder than all other senate-level committees. Robert Monge has done an exceptional job as chair, as did Laurie Burton last year.

The deadline for informing the executive committee is tomorrow morning at 8:00 am. I currently see major program changes in the Portal from Criminal Justice, Computer Science, Theatre/Dance, and Music that would be prime candidates for next Tuesday's meeting. Dozens of individual courses would also qualify. But you need to let us know.

All best wishes,

Gavin
2010-11 FS President

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

From: **Gavin Keulks** <keulksg@wou.edu>
Date: Jan 18, 2011 9:04:03 AM
Subject: [All Faculty/Staff] call for new business, faculty senate
To: allfacstaff@wou.edu

Dear WOU Faculty and Staff,

The executive committee will meet this Thursday to finalize the agenda for the January 25th senate meeting. If you would like the committee to consider material for the agenda, you must notify me by email by 8:00 a.m. on Thursday, January 20th. Curriculum items (and informational presentations) need to be summarized in a one-page memo for the committee.

In brief, these summaries should highlight the most important points of your proposal, provide a rationale for its adoption, briefly address any predicable questions, and provide (if appropriate) a table listing the major changes. These summaries are also placed on the senate website and opened for viewing during the senate meeting. Good examples have been posted on the senate webpage at <http://www.wou.edu/president/facultysenate/>.

Please email me these items by 8:00 a.m., Thursday, January 20th. Later submissions will be considered for later meetings.

All best wishes,

Gavin Keulks

11

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