

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.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

January 4, 2011; NS125 3:30 PM (NOTE Room Change)

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF NOVEMBER & DECEMBER MINUTES

III. ANNOUNCEMENTS

- a. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on Jan. 14); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21).
- b. Faculty Development Grants: "Major Research Grants: Due Jan. 28, 2011, Spring Travel, due April 1, 2011.
- c. NSM Division Spring Travel Grant Deadline: April 26, 2011.
- d. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; "Major Remodels" April 1, 2011.
- 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: 2010-11 annual classroom observations of non-tenure track, adjunct faculty.
- h. Reminder: Faculty Course Load Equivalents ("contact hours") - New term-by-term reporting effort to Dean.
- 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.
- k. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
- l. Niki/Office Coordinator announcements

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 + 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.

V. NEW BUSINESS

- a. New Program Proposal: Medicinal Chemistry Option (major & minor)
- b. Possible Exchange Program Opportunities with Great Britain (via Dave McDonald and Karen Sullivan-Vance)
- c. Accreditation / "Campus Conversation" - need for NSM Dept. reps. at future meetings (as per Dutton & Boomer). Taylor recommendation: assign this duty to existing representatives on the fallow "NSM Service Committee" rather than recruit / encumber a new layer of NSM faculty assignments. Current service committee composition: Biology = "open", Chemistry = Kazerouni, EPS = Schoenfeld, Mathematics = C. Beaver

VI. REPORTS

- a. NSM Budget Update
- b. Faculty Senate
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: files submitted, process in place, reviews under way; files due to Dean's Office by end of Jan.
- g. Academic Requirements Committee
- h. Academic Infrastructure Committee
- i. Master Planning Committee
- j. Faculty Searches - Status reports Biology, Mathematics; Biology candidate interviews/presentations in Jan.
- k. PURE - Showcase in May; call for sessions and abstracts
- l. Other

VII. FINAL COMMENTS AND ADJOURNMENT

Friday Jan. 7; NS103, Dr. Michael Baltzley, "Sensory system evolution: Changing synaptic connections between neurons in leeches."

Adjourn 4:20 pm

Biology
Panel
Talks

NS103
Jan 24 4:00 pm

**NATURAL SCIENCES AND MATHEMATICS DIVISION
MEETING MINUTES FROM NOVEMBER 2, 2010**

The meeting was called to order at 3:37 in HSS 334. In attendance: Steve Taylor, Bryan Dutton, Kristin Latham, Mike LeMaster, Karen Haberman, Ava Howard, Sarah Boomer, Bill Schoenfeld, Laurie Burton, Mike Ward, Scott Beaver, Klay Kruczek, Patty Flatt, Arlene Courtney, Niki Winslow.

I. ROLL CALL / APPROVAL OF AGENDA

Agenda was approved.

II. APPROVAL OF OCTOBER MINUTES

October minutes were approved as written.

III. ANNOUNCEMENTS

- a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/19/10). Everyone involved has been notified.
- b. Sabbatical requests / proposals; (should submit "pink form" to Div. Chair / Dean by 12/15/10). Use the pink forms, not the new Provost forms.
- c. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on Jan. 14); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21).
- d. Fall Preview Day II – Sat. Nov. 13. Arlene, Jeff Myers, Karen Haberman and Ava will participate.
- e. Faculty Development Grants: Friday, November 5 by 5 p.m. in the Provost's Office. Klay had a little trouble with the electronic form, got the link from Julie Harding. You can use the paper form. Let Arlene know if you submit via electronic form so she can check to be sure it got through. The grants are for meetings/travel grants and research.
- f. NSM Division Travel Grant Deadlines: November 23, 2010 and April 26, 2011. Jeff Templeton will coordinate division travel one week after Faculty Development decisions has been made, around November 23.
- g. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011).
- h. AIC "Small" Building Remodel Requests (~<\$10,000) Due Nov. 5) Gay Timken sent out new forms for the AIC process, due Nov. 5. Cycle I are small jobs, (more than paint).
- i. Niki Announcements – new Tenure Track FTE process, mentioned later in the meeting.
- j. Committee assignment list – LACC ad hoc committee is being disbanded. Kristin is substituting for Pete since he has a time conflict.

IV. OLD BUSINESS

- a. Draft NSM Division equipment and capital improvement plant (for multiple use – internal and external). See pg 5-8 of handout. We've had a list totaling approximately \$700,000, which is dwindling since projects are being completed and checked off the list. NS 114 is due for a smart room conversion, NS 201 is scheduled for a remodel, NS 103 is on the physical plant's list for remodel. All departments except Mathematics have varying levels of equipment / instrumentation requests. Ava asked about a different type of scantron machine that would analyze results. Steve asked Ava to take the lead and investigate scantron machine rental options through the bookstore contract. Taylor will compile a memo to the

administrative stake holders and send out the division infrastructure plan for review. The Division infrastructure plan will form the basis for requests and action items throughout the year.

- b. LAS Dean's "Special Project" Requests. Student travel and research and legitimate requests in this category. Target levels for Dean proposals are in the several hundred to \$2,500 range. Requests were submitted by Mathematics (Kruczek), Biology (Dutton, Howard), and Earth Science (Taylor). Taylor will bundle requests in a memo and forward to the Dean. Proposers are encouraged to follow-up with the Dean directly to lobby for action.
- c. Provost sabbatical request forms follow-up. Use the pink forms. Plan ahead.

V. NEW BUSINESS

- a. Non-tenure track (adjunct) annual faculty reports – "required" as per CBA (Article 8, Section 3, Part D); due June 15, 2011 along with TTT faculty, using NSM Division report template. All departments are asked to encourage adjuncts to submit annual reports in June.
- b. Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean's Office. Steve has a spreadsheet with information off Banner with an extra column. Department heads will need to complete the form and provide a course load accounting for all faculty every term.
- c. Catalog edits / minor changes due in Dec. and Jan. – please review and forward changes to dept. chairs. These are minor changes such as typos, not curriculum changes. These changes need to go to Julie Harding soon.

VI. REPORTS

- a. NSM Budget report – see page 9 of handout.
- b. Faculty Senate – Mike LeMaster report: there have been two faculty senate meetings this term. University enrollment as of 10/12 was 6,233. Senate Bill 442 calling for conversion to semester system was nixed. We may be seeing financial audits in the divisions. The Provost's office has requested summary reports from all faculty members who have taken sabbatical in the past 5-10 years. Some reports are filed, some are missing. Taylor forwarded an email accounting for NSM from the Provost's office. Steve will send out the list of missing reports. New/Old business: admin endorses Showcase; Music wants C as a minimum grade; the Gerontology degree will be put to a vote. The WOU financial committee and student media boards are missing a faculty representative, Scott volunteered (I assume for the financial board).
- c. Faculty Development – see above notes in today's minutes
- d. AFT/WOU Faculty Union – Scott Beaver reporting. Scott said they had a good bargaining meeting, with a discussion of maintenance of benefits; 45% of faculty have responded to the bargaining questionnaire; there are work-load concerns; any one with ideas/suggestions for bargaining issues should contact Scott or other team members. Faculty are feeling overworked with an increase in committee work and scholarship expectations. Phil Wade and others are looking into NTT adjunct issues.
- e. Curriculum Committee (Division and Campus) – Laurie Burton reporting. The campus curriculum committee has met once. Sarah has found issues with the biology curriculum package and resubmitted. A Gerontology degree has been proposed by Psychology. Laurie said she mentioned in the campus CC that all new business should be tabled and sent back to the divisions for discussion prior to voting, but that did not move forward in the campus cc. A Crime Analysis Certification was

on the agenda, but the committee ran out of time and the faculty sponsor, Terry Gingerich, was not at the CC meeting. There will be a duplication issue with GIS courses in CJ, Earth Science, and Geography. Laurie spoke with Terry Gingerich and suggested he speak to Steve about the GIS classes and also change the language about mathematics in the proposal. Terry agreed to both. Laurie has detailed notes on the overlap. The catalog deadlines from Admissions is driving a perceived need for early submission to campus curriculum committee.

- f. PRC – Klay is chair. PRC has convened and scheduled review dates for tenure and promotion files (see p. 10 of meeting packet). Three-year review and promotion can be done at the same time, in the same report.
- g. LACC/Gen. Ed Review Committee – Bryan said he could find the report from Tom Bergeron for the faculty senate meeting posted online, the LACC committee is to be disbanded.
- h. Academic Requirements Committee – Klay reporting. The Incomplete grade question made it to the senate. The first proposal is that a student has one year to complete an incomplete grade. If it is not completed it reverts to an F. The second is that an incomplete grade will remain on a student's record. Most OUS schools do not keep the I on the record once a grade has been given. The question is under consideration with faculty senate now. Nancy France is looking at standardizing incomplete notification. There is also a question of what grade constitutes a pass in P/NC course. 70% or a C- is a fairly standard grade for a Pass in P/NC. Bryan said the Committee on Committees is to explore Bergeron's report, of saddling the ARC with LACC work and evaluation. Bergeron will attend the next ARC meeting to speak about the document. The report recommends that the ARC take on assessment of the LACC curriculum. Klay has a more detailed report on this.
- i. AIC: Infrastructure Improvement Requests: Nov. 5 Small Remodel; Feb. 1 Equipment; April 1 Major Remodel. AIC is asking for more professional proposals, not a lot of piecemeal requests. They want requests more organized into a larger vision. Steve advised the chair that we have four departments in our division, whereas some divisions are more like a single department. The total funds available for AIC distribution is between \$200,000 and \$250,000 for the year.
- j. Master Plan Committee – Laurie reported that there are very few faculty members on this committee: Diane Baxter, Hamid Bahari-Kashani, Bryan Castor, Laurie Burton. Administration and the Physical plant personnel constitute most of the committee. The committee is revising the master plan. Laurie mentioned a new science building and lack of faculty representation on the committee.
- k. Faculty Searches – Math – plans on interviews in late January and February, Biology in January. Math would like to consider a visiting professor to cover math sabbaticals. The suggested salary range for a visiting professor should be step 1 of assistant professor.
- l. PURE – Academic Showcase, May 26, 2011. The journal idea is moving forward, should be completed by the end of this term. Bryan said they are moving toward mandatory electronic submissions.
- m. Other – a grant was received to implement a textbook rental program. Sarah volunteered to email the Dean regarding this issue, and serve as faculty rep.

4:55 The meeting was adjourned.

DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES
DECEMBER 7, 2010

The meeting was called to order by Division Chair Steve Taylor at 3:37, meeting in NS 122.

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Mike LeMaster, Bryan Dutton, Erin Baumgartner, Scott Beaver, Patty Flatt, Don Ellingson, Rahim Kazerouni, Klay Kruczek, Mike Ward, Jeff Myers, Steve Taylor, Niki Winslow.

II. APPROVAL OF NOVEMBER MINUTES

Approval of the November minutes was tabled until the January meeting due to a lack of a quorum and general finals-week business.

III. ANNOUNCEMENTS

- a. Sabbatical requests / proposals; (use interactive *.pdf, print on "hot pink paper", the Division chair forwards to the Dean 12/15/10 (see p. 5-6 of handout). Requests have been trickling in.
- b. Spring 2011 schedule revisions and summer 2011 schedule are due to Niki on January 3, 2011 (due to the Dean on Jan. 140: 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on January 21). Steve has sent out an updated excel template which should be used to make all schedules uniform.
- c. Faculty Development Grants: Major Research Grants, Due Jan. 28, 2011, Spring Travel, due April 1, 2011.
- d. NSM Division Spring Travel Grant Deadline: April 26, 2011.
- e. AIC Infrastructure Proposals: Equipment Proposals Feb. 1, 2011; "Major Remodels" April 1, 2011 (see handout p. 7-10). NSM has an entire plan, all inclusive. This will be discussed by the administration in early January.
- f. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- g. Catalog changes / minor edits due in Dec. and Jan., via Dean's office and Julie Harding.
- h. Reminder: 2010—11 annual classroom observations of NTT, adjunct faculty. Adjunct files are generally lacking annual reviews, updates are needed.
- i. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean. Steve compiled these analyses for fall term based on information provided by the department heads, the same will be needed for winter and spring. This type of accounting needs to become part of the routine scheduling process.
- j. WOU Finance Information Committee: Wed. Dec. 8, 12 PM, Columbia Room for Mark Weiss report.
- k. Campus Conversation on Accreditation: Thurs., 9 December 2010, 3:30-5:00 pm, Columbia Room. Discussion will center on where we are in the accreditation process. Some deadlines have been moved up. Meetings have not been well attended, difficult timing.
- l. PURE/Academic Showcase – May 26, 2011; Faculty senate support/ Provost call for room/schedule flexibility.
- m. Niki announcements – please be responsive to schedule due dates in January; Susanne Kinney has said all camera purchases are to be made through UCS.

IV. OLD BUSINESS

- a. The Provost and Dean acknowledged receipt of the division equipment and capital improvement plan which Steve submitted in November.
- b. LAS Dean Special Projects Requests – Taylor submitted the list to the Dean, proposers need to follow-up for action. Four or five requests have been submitted. Now is a good time to follow up on requests and lobby for action.

- c. NSM Division Fall Travel: \$2300 (out of \$4000 budgeted for year) awarded to 6 faculty, avg. supplement = \$387/person; total requested from division = \$2900.
- d. Spring 2010 NSM By-Laws Revisions Follow-up (final draft was distributed at this meeting)

V. NEW BUSINESS

- a. Identification of NSM courses for use of the “RP” grade designation – “Regular Progress” (Student is making regular progress towards class completion, to replace use of “Incomplete” for classes that systematically require multiple terms to complete (e.g. internships, independent studies, special summer courses)). Faculty should make a list of courses that qualify for RP option, e.g. Steve’s summer field course. Not every course would qualify. The question came up if the RP would revert to a letter grade. Klay will bring up with ARC.
- b. Online SIR Evaluation: www.wou.edu/portal; use paw-print username/login; “Evaluate my Courses”. Mike Ward said the process issue is still unclear. Erin and Mike Ward are on the SIR committee, the Union will be working on this process as well.

VI. REPORTS

- a. NSM budget update (see handout page 14). All is on track for this time of year.
- b. Faculty Senate – reported by Mike LeMaster. At the 11/9/2010 faculty senate a Gerontology major proposal passed. A faculty senate resolution was sent to PEBB in regards to benefits. There is discussion of a new “English as a foreign language” teaching certificate for those who will work internationally. ARC has been charged with reviewing incomplete grade changes, etc. It is a work in progress. There may be an OUS audit coming in the near future. There is an 18 month report that will go to the Secretary of State, focusing on FTE, productivity, faculty evaluations.
- c. Faculty Development Committee – no one on committee in attendance at meeting. Most recent awards have been made.
- d. AFT/WOU Faculty Union: Scott Beaver reporting. There will be a union meeting sometime between 1/11 and 1/13/2011 regarding bargaining. Issues: Faculty Development is not well-funded. Hamid made a spreadsheet summarizing faculty development awards in recent years. AFT will try to close the gap created in salaries. They are also trying to push for a 2-year contract for NTT faculty of .5 or above. Phil expressed a desire to create a new Faculty Development line item specifically for NTT faculty. The Union’s first bargaining priority is to maintain current benefits. The College of Education representatives are discussing summer compensation, work load issues. The first week of February will be the first meeting between the Union and Administration. Scott commented that the sabbatical process is under scrutiny and the union will be monitoring for any changes by the administration. The Social Scientists list of issues was presented by Jeff Myers. Jeff requested people email him a list of comments or union concerns they would like to have included prior on the action list. One item that came up is an OAR that precludes faculty from using student-funded facilities, without being charged a user fee. This came up with regards to using the new Health and Wellness Center at a reduced rate from that being proposed. Scott finalized the conversation by stating that there are 1.5 months to solidify the union position prior to going to the table with Admin.
- e. Curriculum Committee – The proposed Biology changes passed.
- f. PRC – file review and actions will resume in January. Faculty files have been submitted, process is in place, reviews are under way.
- g. ARC Report – Does a D- currently satisfy in regards to P/NC? Committee felt a pass should be a C. They would like to change the criteria for a pass to a C.
- h. Academic Infrastructure Committee – no report.
- i. Master Planning Committee – no report. One meeting has been held.

- j. Faculty Searches – Status Report from Biology, Mathematics (see pg. 15 – note from Dean to Search Committees). Math is currently reviewing files. They will most likely contact candidates until January. The Dean sent an email clarifying record-keeping procedures for search committees. Biology received ~70 applications for Irja's replacement position..
- k. PURE – Showcase in May. Bryan will be sending out a call for programs in early winter term.
- l. Other – Student Technology Committee – NSM student rep. – Nicole McLaughlin, see page 16 of handouts. There is approximately \$1 million available in funds.

Sarah: reporting on a two-year \$1 million grant for textbook rental. David McDonald is heading up this project, any one interesting in the project can contact him. Sarah will send out a link for the cost of the books. Basically the bookstore will rent books. Sarah is one of two faculty representatives on the committee. It is estimated that the books will rent for 40% of their cost, and should be available to any student interested in the program.

The meeting was adjourned at 4:48 p.m.

Western Oregon University Memorandum

From: Steve Taylor, NSM Division Chair
To: Faculty and Staff
Date: September 22, 2010 (*Reissued January 4, 2010*)
RE: Chain of Communication

Colleagues:

I thought I'd take a minute and provide feedback on chain-of-communication procedures in the division. WOU academic programs are organized by programs, departments, divisions, and colleges. Each faculty member is a leader of students in their classroom and is responsible for fulfilling prescribed curricular requirements associated with the class / program. The department and division chairs in Natural Science and Mathematics are elected positions that rotate amongst the faculty ranks over time. As such, the division leadership dynamic is really one of "peer-facilitation" rather than "supervisor", however Oregon University System policies are such that dept. and division chairs must legally play dual roles as faculty colleagues and "supervisors" in some instances.

According to institutional practice, and common sense, the formal chain of communication should flow (two-ways) from students to faculty/staff to department chair to division chair to Dean to Provost to President to Chancellor to Governor. While this is an idealized, two-way linear communication model, the realities of human dynamics and social systems are such that there are daily streams of short circuits and networked pathways using both formal and informal communication, all happening at once. This occurs both from the faculty upward to administration, back down the other way, and all criss-crossed points in between.

At the same time, university-trained research scientists and mathematicians by their very nature are strong-willed individuals who are leaders in their field and like to **independently** get the job done **now**. This is a great quality that makes science and math at WOU a campus leader in academics and service. The NSM Division is highly productive, owing to the can-do independent spirit of the faculty. The down side is that the training we receive to be independent thinkers and self-guided leaders can cause massive short circuits in a team-communication setting... i.e. the proverbial "herding cats" (who have rolled in the cat nip all afternoon).

There are many instances in which individual faculty and departments want to jump directly to the higher administration, skipping over the division office, to get their voice heard or ensure desired outcomes for a given initiative. Human nature being what it is, this is understandable, but problematic. The issue comes in when the communication gets cross-wired, actions are taken from above without any knowledge of the division or dept. chairs, and when the inevitable SNAFUs and problems are encountered. Out of the blue, the administration then asks the division chair or department chairs to take care of it. In the mean time, the division office has no record or knowledge of the original intent of the plan or desired action. **This is very frustrating and tiring as it causes a 10-fold increase in the number of emails, phone calls, etc. required to solve the problem, when simple heads-up communication and internal planning in the first place would have greatly streamlined the process.** The net result is that the division chair and office administrator then must back track and do 3 times more work than necessary to take care of simple tasks that could have been easily problem-solved internally in the first place; but the opportunity was dashed by short-circuiting the chain of communication and jumping to the higher ups.

To avoid "communication-deficit disorder" and to streamline division office operations, the ideal expectation is a linear chain of communication from students to faculty/staff to department chair to division chair to Dean to Provost to President to Chancellor to Governor. By all means, faculty have a right and responsibility to share their ideas with administrators as needed, but awareness of the greater ramifications to the division office will be greatly appreciated. In the long run, engaging a systematic chain of communication will reduce waste of human resources and needlessly noisy workload issues in the division office.

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Oregon
University
System

Institution: WESTERN OREGON UNIVERSITY
College/School: COLLEGE OF LIBERAL ARTS AND SCIENCE
Department/Program: CHEMISTRY/MEDICINAL CHEMISTRY

1. Program Description

- a. Proposed Classification of Instructional Programs (CIP) number (contact your Registrar or campus Institutional Research office for this number).*
- b. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, certificate, minor, and concentrations offered.*

MEDICINAL CHEMISTRY

Medicinal chemistry is a highly interdisciplinary field of study. Thus, students enrolled in the program will develop skills in organic chemistry, biochemistry, computational chemistry, pharmacology, pharmacognosy, molecular biology, statistics, and physical chemistry. Students majoring in this emphasis area will complete all the requirements to apply for professional programs including pharmacy, medical, and dental school, as well as, graduate programs in medicinal chemistry, pharmacology, biochemistry, toxicology, or related fields. Possible employment options upon the completion of the degree include pharmacy, medicine, academic research, the pharmaceutical industry, biotechnology companies, government agencies, such as the FDA or NIH, or other health-related industries. The minor option for non-chemistry majors will provide a solid scientific foundation for students majoring in the Health Sciences, Gerontology, Psychology, or other health-related fields. Emphasis-specific courses will also provide elective course offerings that will be of high interest and relevance to the Nursing majors.

The primary focus of this program is to apply chemistry to the study of biologically and clinically active substances. Course study will focus on biological and pharmacological interactions of drugs and natural substances, rational drug design, the biochemistry of enzymes and receptors, molecular toxicology and the biological mechanisms of drug action, molecular graphics and rational drug design, quantitative structure-activity relationships, organic chemistry, molecular biology, and analytical chemistry techniques used in natural product isolation and drug development.

c. Course of study – proposed curriculum, including course numbers, titles, and credit hours.

CHEMISTRY MAJOR – MEDICINAL CHEMISTRY OPTION

CHEMISTRY CORE (75 credits)

Course Number	Course Title	Credit Hours	Frequency
CH221, 222, 223	General Chemistry	15	twice annually
CH312	Quantitative Analysis	4	annually
CH313	Instrumental Analysis	4	annually
CH334, 335, 336	Organic Chemistry	12	annually
CH340	Elementary Physical Chemistry	4	alternate years
CH350W	Chemical Literature	1	annually
CH407W	Seminar	1	annually
CH450, 451	Biochemistry	6	annually
CH461W, 462W	Experimental Chemistry	4	annually
PH201, 202, 203 or PH211, 212, 213	General Physics	12	annually
BI 334, 335	Adv Human Anat. and Phys	8	annually
BI 336	Human Histology and Phys.	4	annually

The B.A. requires MTH 251, MTH252, and CS 121 or 161 as well as the completion of the third term of the second year of a modern language course. The B.S. requires a combined 12 credit hours of course work in mathematics and computer science including MTH 251, MTH 252 and CS 121 or 161. For this major the six hours of writing intensive course work should come from CH 350W, CH 407W, CH 461W and CH 462W. The sequence BI 211, 212, 213 Principles of Biology is to be completed as the LACC science requirement. Pre-professional students should take EC 201 as part of their LACC requirements. Students selecting this major must complete the Medicinal Chemistry Minor (Natural Science Track) and maintain a C average in their major and minor coursework.

MEDICINAL CHEMISTRY MINOR: Natural Science Track* - 29 Credits

Course Number	Course Title	Credit Hours	Frequency
CH322	Medicinal Chemistry and Pharm.	4	annually
CH345	Introduction to Toxicology	3	alternate years
CH347	Biochemistry of CAM**	3	alternate years
CH452	Biochemistry Lab	3	alternate years
MTH243	Intro to Probability and Statistics	4	quarterly
BI314	Genetics	4	annually
BI315	Cell Biology	4	annually
BI331	General Microbiology	4	annually

*This minor may be taken by majors in scientific disciplines other than Chemistry providing they complete CH221-223. If BI314, BI315, and BI331 are required for a student's major option, students may substitute CH221-223 for BI314, BI315, and BI331 in the minor option.

**Biochemistry of Complementary and Alternative Medicines

MEDICINAL CHEMISTRY MINOR: Health and Community Track – 26 credits

Course Number	Course Title	Credit Hours	Frequency
CH 104, 105, 106	Introductory Chemistry	12	annually
HE 325	Nutrition	4	annually
CH322	Medicinal Chemistry and Pharm	4	alternate years
CH345	Introduction to Toxicology	3	alternate years
CH347	Biochemistry of CAM**	3	alternate years

**Biochemistry of Complementary and Alternative Medicines

Potential Course Schedule for Chemistry Emphasis Majors Starting in Odd Years

YEAR 1 (odd)	Fall - Credits		Winter - Credits		Spring - Credits	
Gen. Biology	BI211	5	BI212	5	BI213	5
Gen. Chemistry	CH221	5	CH222	5	CH223	5
Comp. Apps	CS121	2				
Calculus I			MTH251	5		
Calculus II					MTH252	5
LACC Req		3/4				

YEAR 2 (even)	Fall - Credits		Winter - Credits		Spring - Credits	
Organic Chemistry	CH334	3	CH335	3	CH336	3
Physics	PH201/211	4	PH202/212	4	PH203/213	4
Genetics	BI314	4				
Cell Biology			BI315	4		
Microbiology					BI331	4
LACC Req		4		4		4

YEAR 3 (odd)	Fall - Credits		Winter - Credits		Spring - Credits	
Biochemistry	CH450	3	CH451	3		
Human A&P	BI334	4	BI335	4		
Hist. and Phys					BI336	4
Instrumental					CH313	4
Med Chem - Pharm			CH322	4		
Biochemistry CAM					CH347	3
LACC Req		4		4		4
LACC Req		4				

YEAR 4 (even)	Fall - Credits		Winter - Credits		Spring - Credits	
Experimental Chem	CH461	2	CH462	2		
Prob and Stats.	MTH243	4				
Chem Lit			CH350	1		
Quant. Analysis			CH312	4		
P. Chem					CH340	4
Chem Sem.					CH407	1
Biochemistry					CH452	3
Intro to Tox					CH345	3
LACC Req		9		8		4

Potential Course Schedule for Chemistry Emphasis Majors Starting in Even Years

YEAR 1 (even)	Fall - Credits		Winter - Credits		Spring - Credits	
Gen. Biology	BI211	5	BI212	5	BI213	5
Gen. Chemistry	CH221	5	CH222	5	CH223	5
Comp. Apps	CS121	2				
Calculus I			MTH251	5		
Calculus II					MTH252	5
LACC Req		3/4				

YEAR 2 (odd)	Fall - Credits		Winter - Credits		Spring - Credits	
Organic Chemistry	CH334	3	CH335	3	CH336	3
Physics	PH201/211	4	PH202/212	4	PH203/213	4
Genetics	BI314	4				
Cell Biology			BI315	4		
Microbiology					BI331	4
LACC Req		4		4		4

YEAR 3 (even)	Fall - Credits		Winter - Credits		Spring - Credits	
Biochemistry	CH450	3	CH451	3	CH452	3
Prob and Stats	MTH243	4				
Quant. Analysis			CH312	4		
Experimental Chem	CH461	2	CH462	2		
P. Chem					CH340	4
Intro to Tox					CH345	3
LACC Req		6		6		5

YEAR 4 (odd)	Fall - Credits		Winter - Credits		Spring - Credits	
Human A&P	BI334	4	BI335	4		
Hist. and Phys					BI336	4
Instrumental					CH313	4
Chem Lit			CH350	1		
Chem Sem.					CH407	1
Med Chem - Pharm			CH322	4		
Biochem of CAM					CH347	3
LACC/Electives		4		4		4
LACC/Electives		4/6				

- d. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).**

The Medicinal Chemistry Emphasis Program will be offered on the WOU campus.

All but two of the courses required for the new major are already currently offered in an onsite format at WOU. In addition to being offered onsite, the "Introduction to Toxicology Course" is also offered as an online or distance-learning course option. The two new courses that need to be developed for this program are: "Medicinal Chemistry and Pharmacology" and "Biochemistry of Complementary and Alternative Medicines". Course proposal details and prospective syllabi for the new courses are listed in Appendix A. The new "Medicinal Chemistry and Pharmacology" and "Biochemistry of Complementary and Alternative Medicines" courses will be developed to include both an onsite and/or an online course option to facilitate student access, scheduling, and preferred style of learning.

Campus Conversation

December 9, 2010 at 3:30 PM

WUC – Columbia room

Copies of the PowerPoint named Campus Conversation dated 9 December 2010 were distributed to everyone.

This is a process that has been started and to be continued. Where we come from and where we are. What work has been done and what needs to be done. Revised comm. accreditation standards went into effect last winter.

Year one report

Presumption of continuous improvement

How to modify? Provost, Deans, and Wanda go over standards and how to implement. No one is completely clear on the points.

The year one report was due 15 April. Then we received notice about six weeks ago that the due date is now 1 March. We have lost six weeks to work on the report. We started this journey last June when Susan Leslie discussed the core themes, which are the principle of things that are identified of what we are here to do. They have to reflect the mission statement. On 8-9 June, around 150 people came. We have 20 flip chart pages of notes and you can find a link of those notes on the website.

The core themes are:

- ❖ Effective student learning
- ❖ Advancement of knowledge
- ❖ Sustainable institution
- ❖ Inclusivity and accessibility

We then came back together in the fall. First, the president had his retreat with his staff, and then on September 16 we had another Campus Conversation meeting with decent participation. NWCCU did not like the format of four core themes. They said we needed to reformat. The UAC started work on the format. No more than five, ideally 3-5 core themes. For each core theme, there are 3-5 objectives. For example, University of Alaska set 6-7 core themes and they went crazy coming up with their objectives. We came up with three core themes: effective learning, support diversity, and sustainable institution.

Dr. Neely recognized the group that has been a part of the University Advisory Committee (UAC); some were absent due to other obligations.

UAC – 2010.December.Minutes

The law requires in Oregon that we have open meetings. Everyone is welcome to the meetings. The meetings are held the fourth Friday of the month at 2:30 in the Hamersly Library, room 301. However, this month that falls on 24 December and we are closed, so the meeting will be next Friday, December 17 at 2:30 p.m. We invite you to join the meeting next Friday with us.

Year One Report was moved to March 1 and is achievable. We just have to work faster. The core themes align with mission statement. The objectives have to be meaningful, accessible and verifiable. We cannot turn everything into data points. Data points need to be verifiable. Example for being a university that supporting diversity, you can look at the number of students from underrepresented areas and look at the numbers of matriculated students and numbers of students graduating.

This is a campus wide endeavor. Today we are here to talk about a revised mission statement and preamble. Dr. Neely read current preamble. The attempt was to make the revision refocused. He then read the revised preamble and then moved on to read the current and revised mission statement. In the revised mission statement, the three bullet points are found in the core themes.

We would like to what we learn from our conversations to move forward. The next two Campus Conversation meetings are on the schedule for 20 January and 17 February at 3:30 p.m.

Questions:

- 1) Objectives/KPI's have been drafted, but are flexible. Michael Ellis did a demonstration of dynamic dashboard. Ex: diversity. Making progress. What is a reasonable goal? Look at the demographics in region. Is that the numbers of what should be represented on campus? Are we above target, below, or on becomes a useful tool. Dave McDonald focuses on if we are meeting or exceeding of attracting underrepresented students.
- 2) Can you talk to us about what has been drafted for core themes/KPI? The original was done in June, then they went to the president, then on the 16th to the committee (UAC) who is working on them to present in January, then they will go to the president.

Dr. Neely then read some drafted core themes. Some of the wording was changed. Part of the biology and Natural Science faculty came up with these as acceptable. WOU is highly engaged with satisfied students. Use the national survey to measure our success. Gary Dukes administers the survey that goes out to the students. It is recognized as a highly reliable survey across the U.S. In addition, we use exit surveys to look at student's experience. Do we want to use as an entry point?

If we increase to five core themes, then we are talking about twenty-five objectives.

There is a specific interest in doing exit interviews with every student. Exit interviews create data that are more reliable.

We are not only questioned by accreditation standards, but we also are questioned by the government. We want to keep it focused on what we do best, not everything because we become more vulnerable.

The institution declares what we are here to do and come up with the measures. At Illinois, there was a similar trend.

You can say that there is X amount of square footage in the library, but how is that square footage utilized?

Statement of student satisfaction, is that an objective? We are talking about the KPI. It can be confusing.

- ❖ Core themes
- ❖ Objective
- ❖ KPI

A call to question to clarify what is being requested. Was it to review the preamble/mission statement? As there is some confusion because we are discussing KPI's.

Suggestions followed for the preamble.

- ❖ To consider please on the second sentence moving WOU to before the word works. It would read, Oregon's oldest public university, WOU works to ensure the success of students...
- ❖ In the third sentence, other is not needed before higher education. The word other was taken out.
- ❖ The colleges listed are not required and should be removed from the preamble. Removed the College of Liberal Arts and Sciences and the College of Education.

A mention is surprising to hear that we already met objectives. Dr. Neely clarified that we have not, we are just working on the year one report and that we have seven years to meet the objectives. Which led to the question of will the objectives matter in seven years? Dr. Neely clarified that part of the seven-year assessment plan requires that each year another standard must be met. In the eighth year, we return to the beginning point, which by then we should be able to demonstrate whether those same standards in place are still relevant or if they need to be changed.

Questions/Suggestions for the preamble continued:

- ❖ Trying to understand how global fits in, as most students that attend are from the Willamette valley and do not move outside the valley after attending college. Not really a global society. Two things could come into conflict. Discussion ensued. WOU has a great outreach program for international students, which bring in a large amount of funding to our institution.

One of the things that we learned in June is that we had not specified diversity. Feedback came back that diversity had to be specified.

The following steps have been taken or will be implemented in order to understand the demographics of the underrepresented groups on campus:

- Looked at federal guidelines for a starting point.
- HR will be conducting a study on campus that will create internal data of the demographics that we have on campus with Faculty, Staff and Students.

Questions/Suggestions continued:

- ❖ What does sustainability mean? Look at the objectives: one is financial and one has to do with the environment. How we fund providing learning and the other is how we build buildings. One measures how much energy is used in the winter as a campus. It also includes educational practices, such as faculty/student ratio. It is multidimensional.

Moved on to suggestions for revising the mission statement:

- ❖ Some verbs need to be revised. The first bullet in the mission statement is being called to question with the use of the first word provides. Discussion ensued. Possibly replacing provides with maintains. It was suggested if we could come up with a different verb that would be appropriate. Other suggestions/comments were strives to be, continuous improvement, strives to maintain, and strives to.
- ❖ Moved strives to above not in the bullet point. It would read...operating for the public good, which strives to. Changed strives to bullet to read provides effective learning opportunities.
- ❖ The idea is continuous improvement. We do want to make sure we are sensitive to wording, as we will have other readers from the outside and visitors.
- ❖ We need to think about the word strives.
- ❖ How about the word values or promotes instead of strives? Promoting is different from accomplishment. Verbs are important but we are not married to them.
- ❖ What if we say, "maintains" institutional sustainability?
- ❖ Drop the word institution, as it is not reflective of description sustainability.
- ❖ Strives to be financial, environmental, and educational. Discussion ensued. Can it be worded with a commitment like commits to for sustainability?

Group went back to preamble for any additional suggestions or comments that can be taken back to the UAC.

What is the process? OIT and OSU did not have a mission statement approved by the Oregon State Board of Education. The institution has an opportunity to be engaged in the process. It goes to the

president, then the chancellor, then the board where it will either be approved or denied. It is not just looked at through accreditation; it also is looked at by OUS. We want to make sure it really represents the institution.

Additional suggestions/comments for the preamble:

- ❖ Choose one or other with caring and nurturing. Desire higher academic standards. Maybe changing it to read challenging and nurturing.
- ❖ Supportive and challenging learning environment.
 - Slap is a hug that stings.
 - Can these notes be sent out? Yes, they will be emailed out to everyone.
- ❖ How about instead of challenging, we use the word rigorous?
 - The preamble is what we do or aspirational.
 - The mission is strategic.
- ❖ Are we challenging or rigorous?
- ❖ Supportive and rigorous
 - Challenging has a hint of negativity
- ❖ Rigorous and supportive
- ❖ Rigorous yet supportive
- ❖ Supportive and rigorous was decided. Rigorous sounds academic and implies standards.

A request to go back to the mission statement for further review and the following comments/suggestions were given:

- ❖ Encourages
- ❖ Develops
- ❖ Maintains
- ❖ Encourages weakens the statement
- ❖ How about putting back the word strives to read: strives to foster sustainability
- ❖ Take out foster

- ❖ Add financial, educational, and environmental sustainability.
- ❖ Promotes
- ❖ Achieves
- ❖ Should be operational not environmental
- ❖ Maintain instead of fosters
- ❖ Operational is environmental. It includes IT, financial, etc.
 - Five more minutes were allotted for this topic
- ❖ Operational – will families understand what this means?
- ❖ Financial sustainability maybe a trap later on?
- ❖ General statement has more flexibility – may want to change it later. Mission is broad so then when you want to change it, the core themes do not have to be changed, as well.
- ❖ Can cultivate replace the word foster?
- ❖ Sustainability is a buzzword.
- ❖ Continuously improve instead of cultivate
- ❖ The last bullet in the mission statement was left with the following suggestions - Continuously improves/fosters/strives to/cultivate/maintains/protect educational, financial, and environmental sustainability. As an agreement could not be made for what the correct wording should be.

UAC meeting is next Friday and we encourage all of you to attend so that we can bring the current discussion to a closure.

Mission statement is measuring core themes

Preamble provides context. It is rigorous and supportive.

The following are the final suggestion for revisions from this meeting.

Preamble reads:

Western Oregon University offers exemplary undergraduate and graduate programs in a supportive and rigorous learning environment. Oregon's oldest public university, WOU works to ensure the success of students and the advancement of knowledge as a service to Oregon and the region. The University

works in partnership with PK-12 schools, community colleges, higher education institutions, government, and local and global communities.

Mission Statement reads:

Western Oregon University is a comprehensive public university, operating for the public good, which strives to:

- Provide effective learning opportunities that prepare students for a fulfilling life in a global society
- Support an accessible and diverse campus community
- Continuously improve/foster /cultivate/maintain/protect our educational, financial, and environmental sustainability

Send an email to Wanda or Dr. Neely if you have any additional suggestions or attend the UAC meeting next Friday, 17 December at 2:30 p.m. Welcome to attend HL301A

Budgeted amount for Supplies and Services NSM902**\$52,314**Expense **\$52,314****ESTIMATED GENERAL OFFICE OPERATING EXPENSES****\$47,314**

Telecom (Phones and Networking)	9,463	\$24,000
Copiers	3,492.41	\$10,000
Office Supplies & Book Store		\$3,000
Postage	41.15	\$500
Duplicating Services	26.8	\$300
Faculty travel		\$4,000
Physical Plant - work orders	137.35	\$2,500
Telecommunication wiring	105	\$1,000
Miscellaneous	424.32	\$2,014

TOTAL ESTIMATED GENERAL EXPENSES**\$47,314****MATHEMATICS**

NSM902 Starting

\$5,000

Money already spent NSM902

\$653

NSM941 Lab Fees

\$5,000

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

NSM941 Lab fees expended

\$0

Balance

Total balance

\$9,347**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

\$20,560

Balance

\$39,324**EARTH & PHYSICAL SCIENCE NSM922 Starting**

\$45,080

\$45,080

Summer lab fees rolled over into 2010-11

\$1,400

Money already spent

\$11,386

Balance

\$35,094**CHEMISTRY**

NSM922 Starting

\$28,336

\$28,336

Summer lab fees rolled over into 2010-11

\$1,300

Money already spent

\$4,923

Glass breakage

\$107

Balance

\$24,820**NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD****STUDENT LAB NETWORK**

NSM922 Starting

\$5,000

\$5,000

Money already spent

\$2,160

Balance

\$2,840**STUDENT PAPER**

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$0

Balance

\$5,500**FIELD TRIP**

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$2,492

Balance

\$3,008**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

\$450

\$450

NW Natural Gas

NSM922 Starting

\$250

\$250

\$4,500**Contingency 8% of Total NSM922 Budget****\$13,200**

\$13,200

TOTAL**\$165,000**