

The meeting was called to order by Division Chair Steve Taylor at 3:55 pm

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Steve Taylor, Jeff Templeton, Mike LeMaster, Arlene Courtney, Pete Poston, Rahim Kazerouni, Mike Ward, Hamid Behmard, Bryan Dutton, Irja Galvan, Sarah Boomer, Kristin Latham, Laurie Burton, Klay Kruczek, Niki Winslow.

Of note: Klay provided snacks!

II. APPROVAL OF APRIL AND MAY MINUTES

It was noted that the spelling of Klay's name should be corrected in both sets of minutes. In section III under Announcements, Bryan noted his summer course is Bi 458/558, not Bi 438.

III. ANNOUNCEMENTS

On June 16 at 4:00 pm there will be a ceremony at MNB to officially recognize the renaming of the building in honor of Mark "Ted" Winters, late husband of Jackie Winters.

- a. Admissions Data for May 29, 2009 (compared to same time last year): Total apps. + 11%; total UG Admits + 15% (see page 12 of handout)
- b. SOAR dates this year are: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing is needed). Rahim has volunteered to staff all dates for Chemistry, Sharyne will have names for math staff.
- c. Year-End Faculty Reports are due June 16, 2009; the new format implemented as per fall division meetings is to be used.
- d. The Dean wants embedded assessments incorporated into the Year-End reports. These should be submitted with faculty reports, as a separate file, on June 16, 2009.
- e. Annual Department Reports: Steve will send the reports as a division to the Dean. He will cut and paste to the departmental reports from faculty reports. They are due to Steve July 24, 2009; the Division report is due to the Dean August 1, 2009.
- f. There have been faculty requests to make the "NSM Action Request Log" a permanent fixture in the division office. Sheets for such as fastened to a clip board standing behind the "signature box" on the extra desk in the main Natural Sciences office.
- g. REMINDER: Use the "Building Modification Request Form" for Physical Plant work orders in MNB and NSB (see page 14). Copies of the newly updated form will be available in the offices.
- h. The Mathematics Year-End Fac-Staff-Student BBQ will be held Thursday, June 4, and the Natural Sciences BBQ Friday, June 5. Bryan will be providing meat for the BBQ, there is a sign-up sheet for others' contributions.
- i. The second annual NSM Fall Field Trip and Potluck will be rafting on the Willamette, with a potluck at Adair Village, September 25, 2009.

- j. There has been a call for faculty presentations during New Student Week 2009. These can be dept/program presentations, a list is due to Adam Slaton in Student Leadership by June 30, 2009. These are 45 minute sessions, with two sessions possible. Bryan will put a notice on the web. Klay stated that sessions have been used to help with advising. Math and Biology have participated with sessions the last five years.
- k. The Dean's faculty/staff luncheon will be held Friday, June 5 11:30 AM - 1:00 PM in the Columbia Room of Werner Center.
- l. Commencement will be held Saturday, June 13, 2009 - the faculty parade departs the Pacific Room at 10:45 AM
- m. Niki report - nothing to mention.

IV. OLD BUSINESS

- a. NS Technology Planning Committee - UCS meeting is tabled until fall term 2009
Committee: Bryan Dutton, Arlene Courtney, Steve Taylor, Scott Beaver will reconvene in the fall.
- b. Inter-program coordination of class scheduling: schedulers convened 5/22/09, potential action items include Physics w/calculus conflict with CH 200, NS 122-215-016 "wildcard" room competition, Organic Chemistry Lab/Bio conflicts in spring term, Earth Science-Calculus lab conflict on T-R, Mth 70-95 in need of dedicated space on campus (sponsored by DEP and SEP), Bio lower division A&P = high demand area. The idea is get a more efficient plan for school year 2010-2011. Possibly another place could be found for Math 70-95 other than MNB or NSB. Bryan added that the new Wellness Center will include classroom space. Lower division A&P courses are already over-enrolled and will need space.
- c. The NSM Building Committee - convened May 5, met with Tim and Tony of the Physical Plant. The discussion included NSB remodeling budgets, room selection procedures, near-future NS 103 and NS 004 remodeling needs, NS Instrument Room needs. The committee will reconvene in the fall for further planning sessions.
- d. NSM Division Web Site - Klay has worked on the Web Site, Steve will have some time this summer to dedicate to it as well.
- e. Provost/Dean: new faculty mentoring programs. Steve sent the Dean an overview of current NSM mentoring. See page 15 of the handout. Niki Young has put together a 35 page manual for new faculty, which has not proven to be that useful according to Laurie.
- f. Mike Ward and Scott Beaver have volunteered as online SIR Beta Testers. Their names have been sent to Kathy Hill. If any one else is interested you should speak with Kathy. Mike LeMaster voiced concerns as to how well the new forms/information will mesh with the old for comparison purposes. More information on the new process/forms will be available in the fall.
- g. LAS College S&S cuts for 2009-2010: NSM 902 Budget cut by \$5,000, reduction target level set by Dean via "sweeping" 2008-09 travel expenditures from NSM902 budget, a problematic situation that may recur in 2010-11. After the Dean has set the new budget

for 2010-11 Steve will set a travel amount for that school year. The general consensus is that if Faculty Development travel is awarded to a faculty member, that additional travel funds should first be requested from the Dean, then the division will contribute via the established travel request process. Laurie asked what system we will use for awarding travel monies in the future. Pete stated that there has been an historical precedence of awarding travel within the division.

- h. LAS Learning Outcomes and Assessments Retreat convened May 29, NSM Dept. Chairs attended, and met with Bob Turner and the Dean. The Natural Sciences assessment results were good. There appeared to be some confusion in other areas. Klay stated that some others on campus appeared fearful of results.
- i. 2009-2010 Committee assignments finalized. See page 16 of the handout. Patty was nominated for the Student Conduct Committee.

V. NEW BUSINESS

- a. The LAS College Instructional Budget Reductions for 2009-2010: \$175,000 targeted across LAS. This main include reducing 3.5-4 instructional FTE across the college. The Dean generally feels NSM is efficient with our FTE assignments.

The Dean's remarks: OUS will examine classes with enrollment of less than 10. We may be able to justify the low enrollment courses with our larger courses. They are also looking at positions with less than ~0.7 FTE; due to the OPE cost-differential. Department chairs should review their dept. adjunct FTE as maximize as much as possible.

We have had growth in our programs. Bryan mentioned that the Dean should be reminded that with a 15% increase in enrollment college-wide that we are maxed out in our enrollments. Laurie asked Steve if we have a count on the number of graduate students that we serve.

- b. Discussion took place regarding the process of documenting physical plant work orders. Laurie asked about getting bids vs. estimates, and having the Physical Plant follow a billing cycle that doesn't leave many invoices until late into the fiscal year. The NSM Division is implementing an "approval form" which shows a written bid and signature of a physical plant representative. All faculty and staff are asked to use the new "Building Modification Form" so that we can better track Physical Plant costs and eliminate misunderstandings with respect to charges.

VI. REPORTS

- a. NSM budget update: see page 17 of handout. NSM Departmental Budgets will be issued to dept. chairs in early July, once the university numbers are finalized.
- b. Faculty Senate - Scott Beaver reporting
The 2009-2010 Curriculum proposals will be due earlier next year. They will be due to Faculty Senate by the first meeting in January, but there was some back and forth discussion on the absolute deadlines. Laurie asked who she should talk to about the actual due dates? Bryan will pull up previous notes regarding getting new information in the catalogue. David McDonald has stated that the catalogues are out too late every

year and that the Curriculum Committee should have everything to Faculty Senate by the first January meeting. The moral of the story, it is highly recommended that any NSM Division curriculum proposals be initiated as early as possible in fall term, if faculty want to ensure the changes are included in the following-year catalog.

- c. Faculty Development - nothing to report
- d. LACC Review Committee Report: The "Outcomes Report" was finalized. There will be another meeting this week. Jeff Templeton said basically the committee will leave things as they are, and that the review process is very slow. Two years' work has netted little progress.
- e. Academic Infrastructure Committee: fill out the wireless survey if you are interested in obtaining an account. Ask Sarah for more details if needed, she will service as the NSM Division representative in the 2009-10 academic year.
- f. Academic Requirements Committee (Q courses) (see forms on pages 18-21 of handouts). Jeff Templeton said the Q courses will be going in the catalogue next year. Cheryl is trying to get the Q courses on the web site.
- g. Curriculum Committee. Laurie said the W, Q, and D listings are not on the web based forms. The forms are accessed through the Western Portal page. UCS has a plan to maintain the list which will involve much less paper. The Dean and Provost questions should be on the form. Scott asked when the form would be out. Laurie is asking for all information to be submitted in September/October.
- h. AFT/WOU Faculty Union - Scott Beaver. Things are in limbo due to uncertain state budget outlook. Ed Dover recently sent out a memo outlining the status of negotiations. The Administration and Union agree on salary decompression for adjunct faculty, but the timeline for initiation is currently unknown. Other items include: Course equivalency for Science/math labs need an effective date; WOU/AFT wants increased Faculty Development funds, but will probably be frozen to current levels; bargaining can always try for what was in the previous CBS. Administration has proposed a 4.6% cut across all the OUS. Each OUS campus administration has to negotiate with faculty separately. Steps have not been mentioned in recent bargaining. The Provost has requested a role in the tenure/promotion process. The PRC said it should be only if cases are gray. He wants to add another level for review. We already have reviews at the divisional and Dean's levels. Right now the Provost has no veto power. The Provost is ex-officio, with no voting rights. The administration has proposed pulling \$100,000 out of the general fund to provide salary augmentation to the Business Division for accounting faculty. There appears to be little to no support by NSM faculty for pulling \$100,000 from the general fund to increase business salaries, when the rest of the faculty will be frozen or asked to take cuts/furlough days (they will have to pry it from our cold, dead fingers).

Taylor adjourned meeting at 5:15 PM. All NSM faculty and staff were thanked for their hard work and dedicated efforts throughout the 2008-2009 academic year.

START 3:50

KARISAN NIKI
SMAN TAYLOR
IRJA C. BEAR
DUTTON J. BEAR
KLAN
LANE

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

< June 2, 2009; MNB222 3:45 PM (Note Time Change)

ROLL CALL / APPROVAL OF AGENDA

APPROVAL OF APRIL AND MAY MINUTES

APRIL p. 2-7 MAY p. 8-11

ANNOUNCEMENTS

- a. Admissions Data for May 29, 2009 (compared to same time last year): Total Apps. +11%; total UG Admits +15% p. 12
b. SOAR: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing needed)
c. Year-End Faculty Reports Due June 16, 2009; new format implemented as per fall division meetings.
d. Dean Request: Spring embedded assessment reports; submit with faculty reports on June 16, 2009.
e. Annual Department Reports – Due to Division Chair July 24, 2009; Division Report to Dean Aug. 1
f. Faculty request to make “NSM Action Request Log” permanent fixture in division office p. 13
g. REMINDER: Use “Building Modification Request Form” for Physical Plant orders in MNB and NSB p. 14
h. Natural Science Year-End Fac-Staff-Student BBQ Fri. June 5; Math picnic June 4.
i. 2nd Annual NSM Fall Field Trip and Potluck – Rafting on Willamette; Potluck at Adair Village; Sept. 25, 2009
j. New Student Week 2009 – Call for presentations – due June 30, 2009 (dept./program presentations possible); contact Adam Slaton in Student Leadership
k. LAS Dean's Luncheon – Friday June 5, 11:30 AM – 1:00 PM, Columbia Room
l. Commencement, Saturday June 13, 2009 – Faculty parade departs Pacific Room at 10:45 AM 45 min
m. Niki Report

OLD BUSINESS

- a. NS Technology Planning Committee – UCS meeting tabled until Fall term 2009 (committee: Dutton, Courtney, Taylor, S. Beaver)
b. Inter-program coordination of class scheduling: schedulers convened 5/22/09, potential action items include Physics w/calculus conflict with CH200, NS122-215-016 “wildcard” room competition, Organic Chemistry Lab/Bio conflicts in spring term, Earth Science-Calculus lab conflict on T-R, MTH70-95 in need of dedicated space on campus (supported by DEP and SEP), Bio lower division A&P = high demand area.
c. NSM Building Committee – Convened May 5, met with physical plant, discussion included NSB remodeling budgets, room selection procedures, near-future NS103 and NS004 remodeling needs, NS Instrument Room needs. Committee will reconvene in fall for further planning sessions.
d. NSM Division Web Site – action still pending.
e. Provost / Dean: new-faculty mentoring programs, pending. Taylor sent dean overview of NSM mentoring. p. 15
f. Online SIR Beta Testers – faculty volunteers identified and sent to Kathy Hill
g. LAS College S&S Cuts for 2009-10: NSM 902 Budget cut by \$5000, reduction target level set by Dean via “sweeping” 2008-09 travel expenditures from NSM902 – problematic situation that may recur in 2010-2011.
h. LAS Learning Outcomes and Assessment Retreat convened May 29, NSM Dept. Chairs attended.
i. 2009-2010 Committee Assignments Finalized p. 16

NEW BUSINESS

- a. LAS College Instructional Budget Reductions for 2009-2010; \$175,000 targeted across LAS

REPORTS

- a. NSM Budget Update; NSM Departmental Budgets will be issued to dept. chairs in July, once university numbers are finalized.
b. Faculty Senate 09-10 Deadline for Committee Chair – By (Name) By (Name)
c. Faculty Development Committee
d. LACC Review Committee Report
e. Academic Infrastructure Committee
f. Academic Requirements Committee (Q courses) p. 17
g. Curriculum Committee (Laurie / web-based forms) p. 18-21
h. AFT/WOU Faculty Union

FINAL COMMENTS AND ADJOURNMENT

Year-end thanks to Staff: Niki, Sharyne, Sharon, Julie, Piper; Year-end thanks to Dept. Chairs: Jeff, Mike, Hamid, Arlene, Rahim; Year-end thanks to PRC and Chair Burton

Year-end thanks to all colleagues! Have a good summer!

Natural Sciences and Mathematics Division Meeting April 7, 2009
Math-Nursing Building, Rm 222

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

In attendance: Steve Taylor, Cheryl Beaver, Scott Beaver, Laurie Burton, Mike Ward, Klay Kruczak, Rahim Kazerouni, Pete Poston, Hamid Behmard, Mike LeMaster, Bryan Dutton, Sarah Boomer, Kristin Latham, Bill Schoenfeld, Niki Winslow.

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY AND MARCH MINUTES

A motion was made and seconded to approve the agenda for the meeting. Steve asked if there were any edits to the February and March meeting minutes. For the February minutes it was stated that Arlene Courtney had requested that her name be forwarded to the Dean to request wireless computer access. Klay asked for correction to the spelling of his name on the March 3 meeting minutes. Bryan requested that the March 3 minutes delete the statement regarding encryption and human digestion of internal budget notes.

It was moved, seconded and approved to have the minutes of the two meetings approved with the above modifications.

III. ANNOUNCEMENTS

a. Summer Term

Summer 2009 registration is now open, please announce to your classes.

Steve has created summer posters to advertise/advise of the summer course offerings through NSM. The general consensus for summer enrollment minimums is 10 students. The Dean desires that summer session be funded and run in the black.

b. 2009-2010 Catalog changes are due to Julie Harding on April 16. Julie will have the draft copy available in the Werner Center Tuesday and Wednesday, 5 and 6 May, from 9:00 am to 3:30 pm (date extended by Provost 4/24/09). Mike LeMaster asked about the Dean's request for a listing, for the catalog, which term courses are offered. We have provided the Dean with this list. Steve does not believe it will have to pass through the Curriculum Committee, that information was passed on directly to the provost office.

c. Admissions data for April 1, 2009 - see meeting handout.

d. NSM Division Student Honors Night - May 28, 2009, Gentle House, Laurie Burton coordinator. Laurie will send out a form for submitting student honoree names. Student nominations will be due to Laurie by May 1st. This lead time is necessary for all that is involved in that evening's program.

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e. NWCCU Accreditation Visit - 1 day visit April 29. See meeting handout for online address for interim report. Faculty are asked to review this report (also page 9 of handout). The external reviewer will be at WOU in a few weeks.

The Dean and Provost are asking for evidence and listings of any Senior capstone assessments used in NSM programs. Taylor pointed out that NSM submitted this information previously, and was included in the division assessment report from Fall. Steve will put division assessment materials on the shared drive for review of what we already submitted. Steve will ask that math faculty be included in the shared drive, and he will create an assessment folder on the shared drive.

f. Departmental purchases: we are asking that 90% of these purchase requests be to Niki by April 24 to allow time for processing and the bookwork that follows for an accurate accounting.

g. We have two rented vans now on campus for spring field trips. For now Piper will keep the key in her office. An extra key may be requested if needed over a weekend. The vans have been rented for the time period of April 7 through June 7, 2009. (4/27/09 Taylor Note: the van keys are now located in the mail room, ask Niki or Piper for location)

h. Spring Preview day is Saturday, April 18.

j. Niki Report - please get purchase requests for 2008-2009 to Niki ASAP. The burning of Arnold Arms is scheduled for Sunday, April 19. The fire district personnel would prefer more time, but the physical plant people want it done then.

IV. OLD BUSINESS

a. The NSM tech committee, comprised of Steve, Arlene, Scott and Bryan will need to schedule a meeting with Bill Kernan and Brian Berkley sometime during spring term for discussion and planning purposes.

b. NS building improvements: NS 123 had smartroom equipment installed over spring break. The conversion will be complete when the new computers arrive. NS 115 and NS 004 are schedule for smartroom installation in the next fiscal year. The physical plant plans to remodel NS 101 this summer, and complete the unfinished work in the chemistry lab. The floors, ceiling (asbestos issues), desks and chairs will be replaced in the planned NS 101 remodel. It is important that we not lose seats in the remodel.

Steve will initiate conversation with the physical plant regarding a NS 103 remodel, he will invite representatives to a near-future NSM building committee meeting.

Bryan said he could facilitate discussion with the physical plant regarding the NS 103 remodel; the seating is falling apart. The biologists will work with the NS building space committee regarding NS 103.

- c. Inter-program coordination of class scheduling - there is a need for a second meeting ASAP. Steve will gather schedules and convene a meeting during spring term.
- d. NSM Budge Committee - need for meeting to discuss S&S reduction strategy ASAP. The administration is saying we will probably be looking at a 30% reduction in budget next year. Phones, network connections, and photocopiers comprise our largest share of the S&S budget.
- e. NSM Building Committee - met once at the end of last term, there is a need for a follow-up meeting soon to further refine goals and discuss needs. We will include some physical plant personnel at a future meeting. Biology is working on a explicit list of equipment-related needs - power, etc. regarding freezers, ventilation, etc.
- f. Admissions follow-up: Chemistry, math, and EPS need to contact Rob Findtner for Hobson's marketing - the electronic blurb regarding programs written for and by students.
- g. NSM Division Web Site: update / action still pending.. Taylor and Klay will be working on it.

V. NEW BUSINESS

- a. UCS Computing Alert - there is a glitch in the anti-virus software Sophos. See page 10 of handout. UCS completed a check and update of the software on computers in Natural Sciences over spring break, stating that the Natural Science building computers are some of the more problematic for this issue on campus. Folks should look for the little purple shield icon at the bottom, right hand side of their screen to see if Sophos is activated.
- b. The Dean's Office budget and program monitoring - low enrollment and undersubscribed minors/majors (see pages 11-13 of handout). Per the Chancellor's office, low enrollment is considered to be under 10. We have in the past however lobbied for balance because of the size of some of our very large sections. Scott would like to see more information on the budget process rather than less, Bryan agreed.

Regarding the undersubscribed minor issue, errors can be introduced by those not familiar with our programs. There was a consensus that assessment should be at the departmental level, where the programs are better understood. Taylor relayed a message from Jeff Templeton that he was in attendance at a meeting where Business personnel stated that it

is good to show that WOU has a breadth of interests in the various programs, as exemplified by the list of minors.

Laurie asked about how our FTE compared to other divisions. Steve stated that there is variation among the divisions in how FTE is computed. Laurie also mentioned that when administration is computing costs of education and various minors, they need to take into account that faculty are already on salary, and that the costs for supporting minors is negligible.

c. Provost/Dean's requests: development of formalized division new-faculty mentoring programs; request for descriptions of current practice; call for formalized planning and documentation in near future (pg. 14 of handout). This policy is probably being rolled into being standardized by the PRC, to have guidance documents "institutionalized". It is possible that the divisions could be asked to contribute to this documentation. It appears that right now there is a good deal of variation among divisions for materials that are submitted to the PRCs. Klay stated that travel regulations are confusing for new faculty, and needs to be improved during orientation. It was stated that Niki Young put together a new faculty orientation handbook but Klay believes travel regulations/guidelines were not included.

VI. REPORTS

a. NSM Budge Update (pg. 15)

- i. NSM course fees (from \$25 to \$30 for the most part) will take effect fall term, 2009. NSM922 (course fee index) will increase from a projected \$120k to a projected \$145k.
- ii. The administration is talking about a 30% reduction in state funding for the next biennium, which equates to \$6M / year in cuts. The NSM budget committee needs to convene. We are expecting that a portion of lab fees will be used to offset lab computer telecommunications costs and photocopying costs, which are the two largest portions of the NSM S&S budget.
- iii. WOU administration is saying S&S budgets will be cut, it is highly likely it will be in the 30% range; they say the "situation is dire and highly in flux". To date, there is no fixed plan in place to deal with the expected cuts.
- iv. At the OUS level, eyes will be on eliminating courses with <10 students enrolled.

b. Faculty Senate - Bryan and Scott will be starting their second years as senators, Klay is scheduled to rotate off of senate. Pete Poston was nominated to take Klay's senate position. The motion was made and carried regarding naming Pete to the faculty senate. Faculty Senate report: Scott and Bryan

Institutional research by Ella Taylor. It was the Provost's decision on what to do for the institutional research, per Scott that decision has been a done deal since October. The

prior decision of not necessarily having to channel all proposals through the Institutional Research Office was revoked in October.

c. Faculty Development Committee - the last round of awards is primarily for travel and was due April 3, 2009. Jeff Templeton will coordinate division travel fund awards. Division travel awards usually follow the faculty development award notification by one week.

d. LACC Review Committee - no report; Mike Ward stated that the faculty senators were supposed to comment on current LACC work. Learning outcomes came through some debate. For Phase 2, more discussion will follow. Bryan doesn't think there will be any impact on NSM.

e. Academic Infrastructure Committee: Bryan stated that AIC was bumped from the faculty senate agenda at the last meeting because of time constraints. University-wide "wish list" and infrastructure needs documents should be done before the end of April.

f. Academic Requirements Committee - Cheryl, committee didn't meet

g. Curriculum Committee - Laurie, nothing until next month

h. AFT/WOU Faculty Union -

Faculty Union: There was (will be) a meeting Friday. It is expected that there will be no pay increases. However, people receiving promotions will receive their step increases. Administration would like to take money from the general fund to increase salary offerings for a Business position. The AFT was not in favor of this action, suggested they look to the Foundation for extra funds. Phil Wade has been working on bargaining for adjunct faculty.

i. academic Showcase 2009 - May 28 - Documents of student participation are due to Jeff Templeton by April 10; abstracts are due May 1. It is requested that classes be cancelled that day to allow student participation, both as presenters and observers. The Showcase is sponsored by Phi Kappa Phi and the Program for Undergraduate Research Experiences (PURE).

j. PRC - faculty promotions were announced by the president, congratulations to all new Associate and Full Professors. Promotion to Associate Professor: Klay Kruczek, Cheryl Beaver, Scott Beaver; promotion to full professor: Jeff Myers, Bryan Dutton, Hamid Behmard.

VII. FINAL COMMENTS AND ADJOURNMENT

Bryan proposed having a NSM barbeque for students, faculty and staff this spring, with the focus on students. Bryan will organize. Mathematics routinely has a spring barbeque with the students, it is under discussion if they will join the NS barbeque or continue to have just a math gathering. Mike Ward will get back to Bryan regarding plans to join the NS event or not.

Hamid had a question regarding what to do with students that are enrolled in courses but do not meet the prerequisites or requirements for the course. Bryan suggested notifying the students and then dropping them from the course. It is felt a policy should be discussed with the Registrar's office. Should the Registrar be responsible for dropping students that don't meet course requirements or should the instructor?

Motion was made to adjourn meeting, meeting adjourned at 5:07 PM.

I. The meeting was called to order by Division Chair Steve Taylor at 3:35pm. Attending were Scott Beaver, Steve Taylor, Sarah Boomer, Mike LeMaster, Bryan Dutton, Klay Kruczak, Kristin Latham, Jeff Myers, Rahim Kazerouni, Bill Schoenfeld, Hamid Bemard, Niki Winslow.

II. APPROVAL OF APRIL MINUTES. Since we did not have a quorum the meeting agenda and minutes from the last division meeting were not approved. They will be considered at the June meeting.

III. ANNOUNCEMENTS

- a. Summer 2009 Registration Open. Please announce to your classes. The NSM poster listing summer course offerings has been distributed. There has to date been no discussion of cutting summer courses. Bi 438 currently has two students enrolled, Bryan and Erin will make the call about cancelling.
- b. The 2009-2010 Catalog Review was to be Tues. and Wed. May 12-13. Because of the school closure May 1 & 4 the deadline has been extended.
- c. Admissions Data for April 24, 2009 (compared to same time last year): Total Applications: +14%; total UG Admits +19% (see page 8 handout).
- d. NSM Student Honors Night - May 28, 2009, Gentle House; Laurie Burton is Coordinator. May 4 had been the deadline for names of students being honored. The names to be listed on the certificates are to be the same as last year's. The Dean's office is contributing \$75 to help defray the costs of the event.
- e. NWCCU Accreditation Visit - April 29 - nothing to report at present.
- f. Departments need to finalize purchases ASAP.
- g. Spring Term 2009 Van rentals (April 7 to June 7, 2009; 2 vans on campus for field trip use.
- h. Early Bird Registration is May 16; SOAR dates: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing needed). See page 9 of the handout. Rahim volunteered to staff all the Chemistry dates.
- i. Year-end Faculty Reports are due June 16, 2009. The new format was implemented as per the fall division meetings. Attach an updated CV to your report. Steve will send out the template for the reports.
- j. Dean Request: Spring embedded assessment reports; submit with faculty reports on June 16, 2009. See page 12 handout. Biology faculty will do the assessment report as a group. New faculty in biology can see what is happening as a group.
- k. Natural Science Year-End Fac-Staff-Student BBQ will be held Friday, June 5 at 4:00 pm; Math will hold a separate event June 4. Bryan will do the announcements for the BBQ. It will be held just outside the main

doors of the Natural Sciences Building, where the new picnic tables reside.

- l. The second annual NSM Fall Field Trip and Potluck will be rafting on the Willamette from Albany to Buena Vista with a potluck at Adair Village following, September 25, 2009. This is Friday of Welcome Back week.
- m. Payroll instructions for Unforeseen University Shutdown (as in May 1 and 4) are found on page 13 of the handouts.
- n. Niki Report - as requested, our original cut-off date for PO's was April 24, 2009. Please get residual PO requests to Niki ASAP as this is needed to allow for end-of-year accounting. Also, Niki reminded faculty of evaluations which have to be completed in the next few following weeks.

III. OLD BUSINESS

- a. NS Technology Planning Committee - schedule a meeting with Bill/UCS for general discussion; sometime this spring, we need a facilitator: Still Pending (committee: Dutton, Courtney, Taylor, S. Beaver)
- b. Inter-program coordination of class scheduling: Still Pending - Need round 2 meeting ASAP
- c. NSM Budge Committee - met during week of April 13; and S&S reduction contingency is in place. We are working on DEP/SEP contributing to the cost of the MTH 70-95 courses we provide for them. The new budget will go into effect July 1, 2009.
- d. NSM Building Committee - Bryan, Pete, Jeff Templeton and Steve met with Tim Walen from the physical plant for NS building issues.
- e. Admissions follow-up: Chemistry, Math, EPS are reminded to contact Rob Findtner for Hobson's marketing.
- f. NSM Division Web Site - Klay did a review of the website Division page. Individual departmental page updates need to be addressed. The old system was html. Klay will help any one who would like help with their web pages. The new page styles (php) - needs some work, links to individual page. Klay has a list of errors in departmental web pages.
- g. Provost/Dean: new faculty mentoring programs, uniform PRC procedural guidelines - pending / on shelf. The Provost identified irregularities between the Division PRCs regarding guidelines/procedures. No action has been taken, the Dean has been gone.

IV. NEW BUSINESS

- a. Online SIR Training; Office Specialists May 19-20; 100 Faculty Beta Testers Summer-Fall terms (see handout 14). Some faculty have put their names in to participate in the Beta test for Online SIR reports. We have sent a response to the Dean on our views of the Online SIR process. Scott stated that points can be made in the comment section

from students. Sarah asked how the online process would be administered. Steve said a login would be issued to students. The plan is to have evaluations administered quarterly. Bryan stated that many of the concerns seem to have been addressed. Steve said that the Provost will ultimately make the decision regarding the online process. Possibly the Faculty Senate will follow-up on concerns. It was also asked if there would be union participation in the process. Bryan said there doesn't seem to be a lot of concern about it at this time.

- b. LAS College S&S Cuts: current reduction figure ~\$56,000; Provost/Academic Affairs cuts = \$175,000 total; NSM S&S Figure pending/unknown at present (see pg 15-16 handout). The Dean will not use a flat percentage cut for Divisions, has discretion as to how much to cut from each. The Provost will make the cuts from the Academic Affairs budget. The State Board supports a 4.6% cut in principle. It will probably be late June before we get our new budget.
- c. It should be remembered that WOU emails and computer accounts are state property and as such all information belongs to the state and is public.
- d. Liberal Arts / General Education Outcomes and Assessment: LAS Retreat May 29, Bob Turner, OUS Leader. Topic is expected to be LACC and general education assessment.
- e. 2009-2010 Committee Assignments. See page 17 of handouts. Klay will be on PRC in slot that Laurie will vacate.
- f. NSM seminar - receiving community interest. John Oberst (Monmouth mayor) would like to have seminars broadcast on wiMpeg / public access channel.
- g. Scott Beaver will become a marshal at graduation.

V. REPORTS

- a. NSM Budget Update: See page 18 handout
- b. Faculty Senate: Scott and Bryan
Music wanted a Jr. Capstone put in place. All of their proposed program changes appear to have no impact on NSM majors. The Math proposals went through.
Scott: Anthropology wants to put on their diploma "Departmental Honors". This generated comment, consensus was that it would not receive much support from NSM. Nancy France is not inclined to make this change either.
- c. Faculty Development Committee: Cheryl and Laurie travel will be funded. Hamid will send amounts to Jeff Templeton. All Division travel requests were funded. Jeff Myers received faculty development funded travel.
4/19- Division travel requests were sent out
4/26 - deadline on departmental travel proposals

Scott stated that division funding is contingent upon faculty development travel funding announcements. We are looking at at least \$500 more available in division travel money, Jeff will send another call for requests. Hamid will let Jeff know the results of Faculty Dev. Awards. The Division Travel Committee will re-evaluate the process next fall.

- d. LACC Review Committee Report - LACC outcomes are crafted, at this point this represents two year's worth of effort.
- e. Academic Infrastructure Committee: Bryan stated that a report was submitted to Shirley Lincicum and Deans consisting of "wish" lists. Sarah Boomer is now on the AIC committee for NSM.
- f. Academic Requirements Committee - no report.
- g. Curriculum Committee - activities have slowed down
- h. AFT/WOU Faculty Union: the bargaining meeting was rescheduled due to the flu school closure.
- i. Academic Showcase 2009 - May 28: Mathematics and sciences will be well represented at the showcase. Faculty are encouraged to make course readjustments to cancel classes the day of the showcase so students can participate, both as presenters and observers.
- j. PRC: everyone in the division up for promotion was promoted. Steve indicated that there is no standard, available record of when faculty are hired and their promotion/review schedules. He would like to build a spreadsheet that would contain all of this information in one, accessible place.

VI. FINAL COMMENTS AND ADJOURNMENT

Laurie stated that all was on schedule for the Student Recognition night, which is also May 28, 5:30 at Gentle House.

The meeting was adjourned.

WESTERN OREGON UNIVERSITY

Fall Admission Summary for May 29, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	2,107	1,785	322	18.04%	1,815
Nonresident	702	712	-10	-1.40%	534
International	68	88	-20	-22.73%	73
Total Undergrad. Applicants	2,877	2,585	292	11.30%	2,421
Admitted Students					
First time Freshmen	1,933	1,670	263	15.75%	
Transfer	401	372	29	7.80%	
Post Bac	24	10	14	140.00%	
Total Undergrad. Admits	2,358	2,052	306	14.91%	2,021
Total Denied	88	56	32	57.14%	
Cancel Rate	6.62%	5.55%			
Graduate Students*					
Graduate Applications					
Resident	73	46	27	58.70%	
Nonresident	23	15	8	53.33%	
International	12	2	10	500.00%	
Total Grad Applications	108	63	45	71.43%	
Graduate Admits					
Resident	25	20	5	25.00%	
Nonresident	7	8	-1	-12.50%	
International	3	0	3	#DIV/0!	
Total Grad Admits	35	28	7	25.00%	

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

Latino Student Results

Applications: 284(+85 or 41%)

Admits: 225 (+68 or 43%)

Housing Results

Fall 2009 Applications 1189 (+24 or 2.1%)

NSM Action Request - Log			
<i>Note: Please record needs and action items for response by Division Office</i>			
Name	Date	Action Item Description	Status

Division of Natural Sciences and Mathematics
Request for Building Modification and Maintenance Services

All faculty and staff in the division are requested to fill out this approval form before ordering building modification services from WOU Physical Plant, Telecom, University Computing Services, or Media Services. There is a charge-back system in effect, the Departments and Division could be charged for building or repair services, depending on the type of project. In an effort to better manage costs, improve communication, and ensure fund availability for building renovations, the use of this approval form will be greatly appreciated.

Date: _____

Faculty/Staff Originator: _____

Project Title: _____

Building/Room Location: _____

Check all WOU maintenance staff that are required to complete the proposed project

- | | |
|---|--|
| <input type="checkbox"/> Physical Plant Carpentry | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Physical Plant Electrician | <input type="checkbox"/> University Computing Services |
| <input type="checkbox"/> Physical Plant Plumbing/HVAC | <input type="checkbox"/> Media Services |
| <input type="checkbox"/> Janitorial Services | |

Project Description – In the space provided below, provide a detailed description of the building modification or maintenance project that is requested. Provide sketches and/or attach additional sheets as needed.

Project Cost Estimate:

Labor: \$ _____ hours
Materials: \$ _____
Other: \$ _____
TOTAL: \$ _____

Source of Cost Estimate:

- ☐ Written (attach written estimates)
☐ Verbal
Source Name(s): _____

Anticipated Project Completion Date: _____

University Funding Sources (INDEX / ACCT / ACTVY)

Originator's Signature _____

Date _____

Department Chair Approval _____ Date _____

Signature *O.K.*

Division Chair Approval _____ Date _____

Signature *O.K.*

*physical plant
rep.*

Subject NSM mentoring process
From Steve Taylor <taylors@wou.edu>
Date Tuesday, May 19, 2009 11:35 am
To schecks@wou.edu
Cc hillk@wou.edu

Hi Steve - I'm checking off tasks from last week's chair meeting. The following is an outline of our mentoring process in NSM:

- (1) Welcome letter is sent out in summer to new faculty hires, including communication regarding office needs, moving facilitation, etc. Also sent out is a 4-page memorandum on how to get from point A to point B at WOU in terms of computing services, library, purchasing, travel, etc.
- (2) New faculty work closely with division chair, dept. chair, and administrative coordinator with respect to moving, office set-up, procuring email accounts, etc.
- (3) New faculty attend orientation session sponsored by the Center for Teaching and Learning.
- (4) New faculty are invited and encouraged to attend the NSM Fall Field Trip and Potluck, new faculty introduced at first division meeting of new year.
- (5) Typically in first year, new faculty are encourage to maintain a low profile with respect to service duties, so that they can focus on jump starting their teaching and scholarship. Service duties are incrementally added as faculty build toward second year.
- (6) New faculty have classroom visitations by division / dept. chairs during fall term. They meet with division chair to go over CBA guidelines for tenure and promotion. New faculty prepare an initial "annual report" following the criteria outlined in CBA. Even though faculty may not have much to report during their first term, it is an exercise that familiarizes them with the work on the PRC and CBA guidelines for tenure and promotion.
- (7) PRC reviews first year report and prepares letter of recommendation, letter is shared with new faculty and direction is given with respect to reporting and suggestions for success.
- (8) The division and department chairs maintain close contact and interaction with new faculty during their first year of appointment, provide opinions and directions for maximizing success. Classroom observations are continued during winter and/or spring terms.
- (9) Upon completion of first full academic year, new faculty prepare their first substantive activity report. The department and division chairs review the report, provide feedback and suggestions, and write letters of support for personnel files.
- (10) As new faculty transition into second year, service and advising duties are added, mentoring and feedback are provided through the annual reporting and classroom observation processes.

s.t.

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

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Division of Natural Sciences and Mathematics
2009-2010 Committee Assignments (*Finalized June 1, 2009*)

NSM Budget and Operations Committee [Department Chairs]

LeMaster (Bio) Kazerouni/Courtney (Chem) Templeton (EPS) Kruczek (Math)

NSM Curriculum Committee

Baumgartner (Bio) Kazerouni (Chem) Myers (EPS) C. Beaver (Math)

NSM Professional Concerns Committee:

Latham (Bio) Poston (Chem) Templeton (EPS) Ward (Math)

NSM Personnel Review Committee

Taylor (Div. Chair) LeMaster (Bio) Poston (Chem) Schoenfeld (EPS) Kruczek (Math)

NSM Service Committee

OPEN (Bio) Kazerouni (Chem) Schoenfeld (EPS) Behmard (Math)

NSM Technology Committee

Dutton (Bio) Flatt (Chem) Taylor (EPS) S. Beaver (Math)

University Committees

Academic Infrastructure Committee:

Boomer

Academic Requirements Committee:

Kruczek

Faculty Development Committee:

LeMaster (F09)/Arlene Courtney; Hamid Behmard

Faculty Senators:

Scott Beaver, Bryan Dutton, Pete Poston

Faculty Senate Committee on Committees:

~~Bryan Dutton~~ Scott & Flatt

Faculty Senate Curriculum Committee:

Laurie Burton (Chair)

Honors Committee:

Jeff Myers

Institutional Review Board:

Erin Baumgartner

International Ed Committee:

Haberman

Parking Committee:

Flatt (pending nomination to Student Conduct Comm)

Student Conduct Committee:

Flatt nominated (pending) — Flatt

Student Financial Aid/Scholarship:

C. Beaver

Student Grievance Committee:

Rahim Kazerouni

Writing Intensive Committee (fac senate):

Kristin Latham

Who's Who, Dewey/Smith:

Irja Galvan

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

Dutton (Bio) Poston (Chem) Templeton (EPS) K. Kruczek (Math)

NSM LACC Review Committee

Haberman (Bio) Courtney (Chem) Templeton (EPS) Ward (Math)

NSM Seminar Committee

Latham (Bio) Flatt (Chem) Taylor (EPS) Mary Beisiegel(?) (Math)

Budgeted amount for Supplies and Services 902

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Phones	27700
Copiers	10450
Office Supplies & Book Store	8600
Postage	450
Duplicating Services	20
Faculty travel	3444
Physical Plant - misc.	700
Photocopy supplies (staples)	0
Telecommunication wiring	0
Misc.	950

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

5000.00

Money already spent 902

4634.63

Lab fees collected -941

3025.00

Lab fees expended

2402.33

Balance

Total balance

988.04

"=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

45357.47

Balance

-443.47

EARTH & PHYSICAL SCIENCE

37150.00

37150

Summer lab fees

5147.00

Money already spent

41128.79

Balance

1168.21

CHEMISTRY

21500.00

21500

Summer lab fees

450.00

Money already spent

21008.52

Glass breakage

5/27/2009

3253.00

Balance

4194.48

FIELD TRIP

4500.00

4500

Money already spent

estimate

4500.00

Balance

leave balance avail.

0.00

EQUIPMENT REPAIR

2500.00

2500

Money already spent

1150.00

Balance

1350.00

Medequip (Still)

available bal 370

3430.00

3800

Willamette Water (Softener)

bal 175

275.00

450

Scantrons

322.00

NW Natural Gas

bal 115

135.00

250

Printing supplies/student

900.00

Picnic tables

249.79

5311.79

Total

112150

Quantitative Literacy Course Designation
Guidelines for 'Q' Approval

1. Students must have regular, frequent, assessable opportunities to use the mathematical and/or statistical related concepts.
2. The mathematical content should relate in a meaningful way to the discipline and should further the student's knowledge both in the discipline and in the mathematical concepts.
3. One of the following must apply:
 - a. The primary focus of the class should be the mathematical content (i.e., the percent of the course grade based on mathematical concepts is at least 75%) OR
 - b. The student is required to complete a product that requires them to complete a significant exercise or exercises applying the quantitative concepts and (for statistics) evaluating their validity AND at least 33% of the course grade is based on the mathematical component of the class
4. Courses designated as 'Q' can also be taught without that designation.

* Courses basing their approval for 'Q' on covering statistical concepts should cover most of the following topics:

- random variables
- probability
- sampling methods
- hypothesis testing
- properties of the normal distribution
- z-scores and their uses
- regression
- correlation

Quantitative Literacy Designation Form

Dept. Prefix/Number

Course title

Part One: Department Information

Catalog course description:

• Curriculum requirements this course meets [check all that apply]:
____ LACC ____ Dept. Major ____ Ed. Major ____ Dept. Minor ____ BA ____ BS
____ BM

OR ____ Elective w/in major or minor

• Course Format:
____ Lecture ____ Lecture & Lab ____ Seminar ____ Practicum
____ Other (please specify) _____

• Course Frequency:
____ Each term ____ Each year ____ Alternate years
____ Other (please specify) _____

• Course Designation Desired:
____ Q every time offered (unless otherwise specified during scheduling)
____ One-time designation
____ Instructor designation (Q whenever offered by specific instructor/s only)
(List Instructor name/s) _____

Part Two: Course Information

--> **Attach a copy of the proposed course syllabus.** ***If any of the items below are included on the syllabus, please indicate that here and label the syllabus with the numbers used below.*** If not, please answer below.

--> **Attach any other supporting materials that could help the committee determine the level of mathematical content and percent of course grade dependent on mathematics. Examples of useful supporting materials include copies of exams, the table of content of books used in the course, detailed project guidelines and scoring rubrics, etc.**

1. Mathematical/Statistical¹ topics to be covered in the course:

2. Describe how the mathematical/statistical topics relate to the discipline:

3. Describe the learning outcomes expected:

-
- ¹ If this is a statistics course, most of the following topics must be covered: random variables, probability, sampling methods, hypothesis testing, properties of the normal distribution, z-scores and their uses, regression, correlation.

4. Describe the types of assignments that will be used for assessing the students' knowledge of the mathematical/statistical content. If there will be a major project involved, please describe.

5. Describe the type of feedback the student will receive on their mathematical/statistical related assignments:

6. What percentage of the course grade is based on assessment of the mathematical/statistical content? How is this determined?

For Office Use Only
Q course designation approved:

Academic Requirements Committee Chair

Date