

DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES

June 7, 2011 NS 122

The meeting was called to order by Division Chair Steve Taylor at 3:39 pm.

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Sarah Boomer, Kristin Latham, Karen Haberman, Bryan Dutton, Erin Baumgartner, Mike LeMaster, Mike Ward, Laurie Burton, Cheryl Beaver, Rahim Kazerouni, Arlene Courtney, Don Ellingson, Steve Taylor, Niki Winslow.

The agenda was approved.

- II. APPROVAL OF MAY MINUTES:** The minutes were approved with one correction, noted that Dutton was in attendance at the May division meeting.

III. ANNOUNCEMENTS

- a. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011; cc to both dept. chair and division chair; Department Reports Due Last Week of July). NOTE: new Memorandum of Understanding on faculty report due dates. CBA indicates reports are due June 30 – before you leave town. Please be sure to submit if you want activities in Division report. This information is important for adjunct records. The CBA indicates adjuncts are supposed to submit annual reports. Klay is out of town the 6th and 7th; Laurie will be acting mathematics chair through December 31, 2011. Klay will complete the departmental report.
- b. Reminder: Dean Email – call for individual faculty and departmental assessment reports, to be included in annual report process.
- c. Reminder: 2010-2011 annual classroom observations of non-tenure track, adjunct faculty – send completed reports to Steve.
- d. Admissions recruiting events: SOAR: Fri., June 24, 2011, Fri., July 8, 2011, Sat. July 9, 2011, Sat., July 23, 2011.
- e. April Admissions Data Compared to Last Year: UG applications +8%, UG Admits +6%
- f. HWC 105 – new 100-seat lecture room available for Science priority class scheduling; first preference
- g. 2011-2012 Mathematics Dept. Chair Assignments: Kruczek Annual Dept. Report in July 2011, Kruczek 2011 Year-End Budget Duty, Burton SOAR 2011 Coordination; Chair Points of Contact – Kruczek through 6/15/11, C. Beaver 6/15/11, Burton 7/31/11, C. Beaver 1/1/12; Scheduling C. Beaver; Burton – Office Specialist Supervision.
- h. NSM Division Fall Welcome Back Potluck: Friday, Sept. 30, 2011; Field Trip Sat. October 1, 2011.
- i. Commencement, Saturday June 11, 2011 – faculty parade departs Pacific Room at 10:45 AM
- j. Niki/Office Coordinator announcements – Year-End Closing of Books

IV. OLD BUSINESS

- a. Student Technology / AIC Request: NS 114 smartroom treatment, \$3500 committed for projector

- b. NS Lab Annex Feasibility Study / Funding Shift Still Pending (\$9.7 Total Request; \$2.5M unsecured).
- c. Staff Search for Ryals OS2 replacement position. Sharyne has taken the position in the position of Administrative Program Assistant in Social Sciences.

V. NEW BUSINESS

- a. Fall 2011 Committee assignments – follow-up in September p. 4.

VI. REPORTS

- a. NSM Budget Update pg. 5:
 - WOU budgets in holding pattern until legislature finalizes; reductions anticipated
 - NOTE: Departments: Last Minute Opportunity Purchases – Wish Lists Needed for small-medium scale items
 - Starting 2011-2012 Adjunct Instructional Salaries will shift from centralized Liberal Arts Index to Division
 - b. Faculty Senate: Gavin Keulks re-elected president, Jason Waite Secretary. AIC has been restructured. Overload question has been postponed.
 - c. Faculty Development Committee
 - d. AFT/WOU faculty union. A formal committee will be formed to study lab hours. There will be bigger salary issues after the legislature meets.
 - e. Curriculum Committee (Division and Campus). The curriculum committee is working on online forms.
 - f. Academic Requirements Committee. People with ideas need to present them to the committee.
 - g. Academic Infrastructure Committee – there may be changes in granting policies to make more efficient.
 - h. Master Planning Committee – draft plan was updated
 - i. Faculty Searches / Changes – Biology – search for adjunct addition in 2011-2012, pending. We need math 70/95 adjunct space, chem. Adjunct space and biology adjunct space.
 - j. PRC – not meeting.
- Sarah reported there are 17 courses that will utilize the textbook rental policy; 250 students participated. David Macdonald would like to see the number at 40-60 for fall. Rental represents 38% of purchase cost.

Off campus summer research – liability reports if working without earning credit.

VII. FINAL COMMENTS AND ADJOURNMENT

Year-end thanks to Staff: Niki, Sharyne, Sharon, Julie, Piper: Year-end thanks to Dept. Chairs: Jeff, Sarah, Arlene, Klay.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

June 7, 2011; NS122 3:30 PM

3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF MAY MINUTES

III. ANNOUNCEMENTS

- a. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011; cc to both dept. chair and division chair; Department Reports Due Last Week of July). NOTE: new Memorandum of Understanding on faculty report due dates.
- b. Reminder: Dean Email – call for individual faculty and departmental assessment reports, to be included in annual report process.
- c. Reminder: 2010-11 annual classroom observations of non-tenure track, adjunct faculty.
- d. Admissions Recruiting Events: SOAR: Fri., June 24, 2011, Fri., July 8, 2011, Sat., July 9, 2011, Sat., July 23, 2011.
- e. April Admissions Data Compared to Last Year: UG Applications +8 %, UG Admits +6%
- f. HWC 105 - new 100-seat lecture room available for Science priority class scheduling; first preference
- g. 2011-12 Mathematics Dept. Chair Assignments: Kruczek Annual Dept. Report in July 2011, Kruczek 2011 Year-End Budget Duty, Burton SOAR 2011 Coordination; Chair Points of Contact – ~~Kruczek through 6/15/11, C. Beaver 6/15/11-7/31/11, Burton 7/31/11-12/31/11, C. Beaver 1/1/12-6/15/12; Scheduling C. Beaver; Burton Office Staff Supervision.~~ *6/21/11 Klay Dept. Report.*
- h. NSM Division Fall Welcome Back Potluck: Friday Sept. 30, 2011; Field Trip Sat. October 1, 2011
- i. Commencement, Saturday June 11, 2011 ~~Faculty parade departs Pacific Room at 10:45 AM~~
- j. Niki/Office Coordinator announcements – Year-End Clearing of Books

IV. OLD BUSINESS

- a. Student Technology / AIC Request: NS114 smartroom treatment, \$3500 committed for projector
- b. NS Lab Annex Feasibility Study / Funding Shift Still Pending (\$9.7M Total Request; \$2.5M Unsecured).
- c. Staff Search for Ryals OS2 Replacement Position

V. NEW BUSINESS

- a. Fall 2011 Committee Assignments – follow-up in September

VI. REPORTS

- a. NSM Budget Update: *p. 5*
 - WOU Budgets in holding pattern until legislature finalizes; reductions anticipated.
 - NOTE: Departments: Last Minute Opportunity Purchases – Wish Lists Needed for small-medium scale items
 - Starting 2011-2012 Adjunct Instructional Salaries will shift from centralized Liberal Arts Index to Division
- b. Faculty Senate: *LACC - Anc. Rep. Meeting; Wilson.*
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. Academic Requirements Committee
- g. ~~Academic Infrastructure Committee~~
- h. ~~Master Planning Committee~~
- i. Faculty Searches / Changes – Biology – search for adjunct addition in 2011-12, pending
- j. PRC

VII. FINAL COMMENTS AND ADJOURNMENT

Year-end thanks to Staff: Niki, Sharyne, Sharon, Julie, Piper; Year-end thanks to Dept. Chairs: Jeff, Sarah, Arlene, Klay.

Good luck and happy trails to Klay, thanks for your contributions to WOU.

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

DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES

May 3, 2011 NS 122

The meeting was called to order by Division Chair Steve Taylor at 4:07. (Time change due to schedule conflict).

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Sarah Boomer, Mike LeMaster, Karen Haberman, Klay Kruczek, Jeff Templeton, Cheryl Beaver, Rahim Kazerouni, Steve Taylor, Niki Winslow. *+ BRYAN DUT*

II. APPROVAL OF APRIL MINUTES: Minutes were approved as written.

- a. 2011 Summer Registration – advertise to students
- b. Annual reporting process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011; cc to both dept. chair and division chair; Department Reports Due Last Week of July). Klay will be doing reports for math, he will be teaching through 7/7/11.
- c. Catalog changes / Julie Harding Provost's Office – May 16 Catalog sent to printer. Biology corrected a few changes, EPS found a typo, Rahim reports Chemistry was correct. Math forgot to review, they might check in with Julie in the Provost's office.
- d. Reminder: 2010-2011 annual classroom observations of non-tenure track, adjunct faculty. The Dean sends a letter for approval if the observation warrants.
- e. Division Spring Faculty Travel Requests. Requests are closed. If there are funds left over they will roll into the general NSM902 budget.
- f. PURE/Academic Showcase – May 26, 2011. Bryan has received most abstracts. He has posted notice of the showcase.
- g. Admissions Recruiting Events: Campus admitted student reception, May 11, 2011; Early bird Transfer, May 14, 2011; SOAR: Fri. June 24, Fri. July 8, Sat. July 9, Sat. July 23, 2011. Steve, Pete, Mike and Cheryl will be working Early Bird, no report on who will cover for biology.
- h. April Admissions data compared to last year: UG Applications +8.3%, UG Admits +7.5%, G Admits +7.5%.
- i. Vans spring term – field trips – April and May – 2 van rentals for 2 months; sign-up sheet in office.
- j. NSM Division Honors Night Thursday May 26, 2011 – Sharyne Coordinating Paperwork. Please have names of students and awards to her by May 16.
- k. HWC 105 – new 100-seat lecture room (actually more like 90) available for Science priority class scheduling.
- l. 2011-2012 Mathematics Dept. Chair Assignments: Kruczek Annual Dept. Report in July 2011, Kruczek 2011 Year-End Budget Duty, Burton SOAR 2011 Coordination; Chair Points of Contact – Kruczek through 6/16/11, C. Beaver 6/15/11-7/31/11, Burton 7/31/11-12/3/11, C. Beaver 1/1/12-6/15/12; Scheduling C. Beaver; Burton – Office Staff Supervision.
- m. Niki/Office Coordinator announcements – budget time, purchase now, not at the end of the budget year.

IV. OLD BUSINESS

- a. Student Technology / AIC Request; NS 114 smartroom treatment – decision still pending. Nicole, a student rep on the AIC committee said decisions are on hold. The AIC is waiting to hear what the answer will be regarding computer funding through AIC.
- b. NS Lab Annex Feasibility Study / Funding shift still pending (\$9.7M total request, lottery funds; \$2.5 M unsecured) see pgs. 4-11 of handout.

- c. Oregon Dept. of Justice OUS Faculty Audit – draft report under review; Provost rebuttal (see pgs. 12-13 handout).

V. NEW BUSINESS

- a. NSM Division Office Staff Transitions. Sharyne has been hired in the Social Science APA position being vacated by Jeanne Dean's retirement. Klay has accepted a position out of state and will teaching through 7/7/11 at Western.
- b. Dean's Initiative – Faculty Senate Review of M-W / T-R recommended class times (see handout page 14).

VI. REPORTS

- a. NSM Budget Update: pg. 15-16 handouts
 - WOU budgets in holding pattern until legislature finalizes; reductions anticipated.
 - NOTE: Spring purchasing / budget spend-down: DO NOW!
 - Starting 2011-2012 Adjunct Instructional Salaries will shift from centralized Liberal Arts Index to Division
- b. Faculty Senate: NSM Division Committee Assignments pg. 17. There was discussion regarding student overload status of 21 credits requiring an advisor's signature. Most were opposed to this many credits, felt 20 should be maximum allowed in overload. There is a proposal to allow credit from General Equivalency Exams (like foreign languages). Our faculty senators are Cheryl Beaver, Mike LeMaster, Pete Poston, who has served his term and needs to be replaced. Klay needs a replacement on the ARC. Erin's term is almost ending on the IRB.
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union. There is suggestion that NTT faculty who have taught at WOU for a minimum of five years should be issued a 3 year teaching assignment. June 30 is the end of the contract year.
- e. Curriculum Committee (Division and Campus) Bryan said the Committee on Committees was going to look at all committees. They made a recommendation regarding the ARC, D-C-W-Q designations.
- f. Academic Requirements Committee
- g. Academic Infrastructure Committee
- h. Master Planning committee
- i. Faculty searches / Changes – Biology- has a search for adjunct addition in 2011-2012, the position has been posted.
- j. PRC

The meeting was adjourned.

Division of Natural Sciences and Mathematics
2010-2011 Committee Assignments (Final Oct. 29, 2010)

NSM Division Chair: Steve Taylor

NSM Budget and Operations Committee [Department Chairs]

Boomer (Bio) Courtney (Chem) Templeton (EPS) ~~Kruezek~~ (Math) *Boomer (F10)*

NSM Curriculum Committee

~~Dutton~~ (Bio) Kazerouni (Chem) *FAL* Schoenfeld (EPS) *Boomer* Burton, Chair (Math)

NSM Professional Concerns Committee:

Latham (Bio) Poston (Chem) Myers (EPS) Ward (Math) *Ward*

NSM Personnel Review Committee

Taylor (Div. Chair) Boomer (Bio) Courtney (Chem) Templeton (EPS) *OK* ~~Kruezek~~ (Math)

NSM Service Committee

OPEN (Bio) Kazerouni (Chem) *PAVNS - 200* Schoenfeld (EPS) C. Beaver (Math)

NSM Technology Committee

Dutton (Bio) Flatt (Chem) *Ward* Taylor (EPS) Behmard (Math)

University Committees (start of current term in parentheses)

Academic Infrastructure Committee:

Courtney (F10) ✓

Academic Requirements Committee:

~~Kruezek~~ (F09) *Ward*

Faculty Development Committee:

PATY FLATT Arlene Courtney (F08) *Hamid Behmard (Chair)* (F07)

Faculty Senators:

K. BURTON Poston (F09), LeMaster (F10), *C. Beaver* (F10)

(Note: Latham substitute for Poston, F10 term)

Faculty Senate Committee on Committees:

~~Dutton~~ (F10)

Faculty Senate Curriculum Committee:

Laurie Burton (F10)

Honors Committee:

Jeff Myers (F08)

Institutional Review Board:

OPEN ~~Erin Baumgartner~~ (F08)

International Ed Committee:

OPEN ~~Heberman~~ (F09)

Parking Committee:

OPEN

Student Conduct Committee:

Patty Flatt (F09) ~~Klay Kruezek~~ (F07)

Student Grievance Committee:

Rahim Kazerouni (F08)

Writing Intensive Committee (fac senate):

Kristin Latham (F09)

Who's Who, Dewey/Smith:

→ Ava Howard (F10)

University PRC

→ Mike LeMaster (F10)

Master Planning Committee

~~Laurie Burton~~ *TAYLOR*

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

~~Dutton~~ (Bio) ~~Poston~~ (Chem) Templeton (EPS) *Boomer* ~~Kruezek~~ (Math) *TAYLOR*

NSM LACC Review Committee

Boomer Baumgartner (Bio) Courtney (Chem) Templeton (EPS) Ward (Math)

NS Graduate Advisory Committee: NSM Rep. Burton

SIR committee - WARD & BAUMGARTNER

Budgeted amount for Supplies and Services NSM902

	\$52,314
Expense	\$52,314

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

	\$47,314
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Telecom (Phones and Networking)	21,198.47	\$23,180
Copiers	9,512.97	\$10,100
Office Supplies & Book Store	4423	\$6,741
Postage	163.91	\$250
Duplicating Services	105.83	\$110
Faculty travel	2687.97	\$4,000
Physical Plant - work orders	394.21	\$637
Telecommunication wiring	140	\$140
Miscellaneous	2156	\$2,156

TOTAL ESTIMATED GENERAL EXPENSES

	\$47,314
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MATHEMATICS

NSM902 Starting

\$5,000

Money already spent NSM902

\$4,504

NSM941 Lab Fees fees collected 5/20/11 \$1863

\$1,863

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

NSM941 Lab fees expended

1,658.35

Balance

Total balance

\$701**SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2010**

	\$165,000
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BIOLOGY

NSM922 Starting

\$55,384

\$55,384

Summer lab fees rolled over into 2010-11

\$4,500

Money already spent

\$59,816

Balance

\$68**EARTH & PHYSICAL SCIENCE**

NSM922 Starting

\$45,080

\$45,080

Summer lab fees rolled over into 2010-11

\$1,400

Money already spent

\$46,108

Balance

\$372**CHEMISTRY**

NSM922 Starting

\$28,336

\$28,336

Summer lab fees rolled over into 2010-11

\$1,300

Money already spent

\$28,964

Glass breakage

\$2,300

Balance

\$2,972**NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD****STUDENT LAB NETWORK**

NSM922 Starting

\$5,500

\$5,500

Money already spent 12 months and \$350 wiring

\$5,534

Balance

-\$34**STUDENT PAPER**

NSM922 Starting

\$5,000

\$5,000

Money already spent

\$3,500

Balance

\$1,500**FIELD TRIP**

NSM922 Starting

\$6,000

\$6,000

Money already spent

\$6,000

Balance

\$0**EQUIPMENT REPAIR**

NSM922 Starting

\$2,000

\$2,000

Money already spent

\$812

Balance

\$1,188

Medequip (Still) / water rental NSM922 \$500 rent PP water \$1000

\$3,725

\$3,800

Willamette Water (Softener) NSM922 Starting

\$215

\$450

\$450

NW Natural Gas NSM922 Starting

\$108.03

\$250

\$250

\$4,425**Contingency 8% of Total NSM922 Budget**

	\$13,200
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\$13,200

4-15-11 P0079984 Millipore filter \$10,527.99

\$11,352.75

4-18-11 P0079995 Water repair part \$824.76

\$3885 - PP work orders

TOTAL

\$165,000

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