

NSM Division Meeting Minutes, March 3, 2009, NSB 122

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

In attendance: Erin Baumgartner, Kristin Latham, Sarah Boomer, Rahim Kazerouni, Hamid Behmard, Cheryl Beaver, Scott Beaver, Arlene Courtney, Bill Schoenfeld, Laurie Burton, Pete Poston, Jeff Templeton, Jeff Myers, Irja Galvan, Klay Kruzcek, Bryan Dutton, Steve Taylor, Niki Winslow, Patty Flatt, Sarah Boomer, Erin Baumgartner.

Discussion of the minutes from last month's division meeting were tabled. Due to Niki's absence, the minutes are a bit delayed and faculty had not had the chance to review them. A motion was taken to table approval of February minutes until the April meeting, motion carried.

Niki is back from medical leave as of March 2. Niki offered a big thank you to all who pitched in and did a great job, above and beyond their own duties, taking care of her tasks in her absence. She is pleased to be part of such a great team.

Enrollment is now open for summer school, 2009. Steve will create a poster to promote summer classes and distribute around campus.

The 2009-2010 schedule of classes has been submitted. Schedule changes for fall term will be submitted to the Dean's office by March 31.

Catalogue changes have been distributed. Prerequisite changes are supposed to go through the Curriculum Committee. Catalogue changes that are grammatical and editorial in nature, are due to Julie Harding in the Provost's office April 16.

David McDonald from Admissions has reported that enrollment statistics are projected to be increased by 10% in the fall. Outreach for Hispanic students is in progress, and making notable difference in admissions applications.

Student recognition night is May 28, which coincides with the Academic Excellence Showcase. Sharyne has reserved Gentle House that evening. Sharyne and Laurie will facilitate planning for the honors program this year.

We now have a form for checking out FOB's to approved students. We can still email Campus Public Safety to unlock for approved students as well. Forms and a FOB key box are now available in the office, thanks to Bryan Dutton for facilitating

Steve has not heard anything regarding the Accreditation visit. The requests for faculty responses have subsided. It appears that the Provost's office is handling this task at this time.

Regarding departmental purchasing for the remainder of the 08-09 fiscal year, Steve asked that 90% of the Purchase Order Requests be turned in to Niki no later than April 24. This is necessary to allow time for the end-of-year budget reconciliation.

Piper arranged for the rental of two vans from 4/7-6/7 for spring term field trip use. We are also renting an extra van for one of the weekends.

OLD BUSINESS

Our proposal for Foundation Funds to be used in support of NSM seminars was denied. The Dean said it should come out of the operational budget. This would be for speakers' lunches and that type of expense.

2009 Opportunity Funding approved so far by the Dean's / Provost's office: Green House Improvements and faculty start up funds; Chemistry - FTIR instrumentation EPS- room and technology upgrades in NS 017. So far, these projects and investments total ~ \$150,000 for the current fiscal year. In addition to the above, NS123 is scheduled for smartroom installation (via Student Tech. Fee) over spring break.

Inter-program scheduling group coordination:

The group will meet early spring term. Steve has created a large visual aid in the form of a scheduling grid for Natural Sciences and Mathematics courses scheduled in the Natural Sciences and MNB buildings. The intent is to be as efficient as possible in scheduling, avoiding space/time conflicts, and optimizing student enrollment opportunities.

Faculty evaluations. This was discussed at the last division meeting. Bill Kernan is considering a program that would provide for a Web based faculty evaluation process. Bill has a 3/10/09 demonstration planned for faculty to observe this system. Bryan and Scott will look into the faculty union issues regarding changing to the Web based system. Discussion centering on this topic brought up the thought that Bill's demo is premature. Scott will take this issue to the Faculty Senate Executive Committee. We have also voiced concerns to the Dean, Taylor submitted a written summary of NSM faculty comments on this issue.

Klay and Steve will be working on the division Website.

NEW BUSINESS

Concern that there are no upfront discussions with faculty regarding technology issues/needs. We need to use our Technology Planning Committee to facilitate better communication with UCS. It is felt that it is very difficult to communicate via the helpline at 88925. The NSM tech planning committee is comprised of Steve, Bryan, Arlene, and Scott. Possibly they can plan a strategy for voicing technology concerns. Hamid asked if every tech issue should be run through them. It was felt that that would not be necessary.

David McDonald has recently reported on enrollment. He has stated that Rob Findter has developed a very good response system to students who express an interest in attending WOU. The Admissions office purchased a service which sponsors a Web based page which is part of the WOU portal. This provides information to prospective students electronically. The Admissions office would like to have current WOU students write two or three paragraphs about the WOU programs to make available on this site. Rob Findtner is the contact person for this project. Math, EPS and Chemistry need to provide this PR information to Rob. Biology has already engaged the process and completed their statements.

Bryan asked at the end of the last Division meeting about a building committee. The building committee is comprised of Bryan, Jeff Templeton, Pete Poston, Klay Kruczak, with Steve Taylor as the facilitator. Steve is looking at growth trends and projections. Biology and chemistry have experienced considerable growth. Steve would like to have some discussions and plans in place for building/office management before we reach crisis mode.

Rahim inquired about plans for Arnold Arms. Laurie said it is scheduled to be burned down.

Budget for next biennium

We will not have budget information until the legislature decides on a plan. The Provost said the university will honor the step increases for promotion. He also said they will honor sabbatical leaves.

WOU budget

Reports thus far from Mark Weiss suggest a possibility for at least a 25% cut to the supplies and services budget (NSM902). The state allocation to the budget is comprised of 60% from tuition and 40% from state revenue.

The division budget committee is comprised of the department heads and Steve Taylor. Steve wants an NSM budget reduction plan in place prior to the middle of spring term, in the event that we have to cut classes/S&S for next year. He and the department heads will develop a strategy in early spring term. Jeff Templeton voiced concern that

if a plan is developed for the division, that written records may somehow spawn unintended consequences via administrative action. It was agreed that any planning would be kept in-house, encrypted, and that all related paper records will be shredded and eaten by Templeton so that they don't fall into enemy hands.

Revenues will be projected sometime around April 17, 2009. It is anticipated that NSM will have to make budget decisions in spring term for next fiscal year. Cuts would be from instructional and supplies and services budgets, there are no anticipated cuts from lab fee revenue, however they may be needed to offset NSM902 reductions.

REPORTS

Laurie asked about the student grader fund balance. Steve will discuss this with Kathy. (NOTE: 4/6/09 Taylor checked with Kathy, she reports that Math student graders are being charged to a DLA index, and funds are plentiful and still available for math student assistants).

Search committee - the biology position has been successfully filled. Ava Howard is the new plant physiologist.

Math search - the Dean has offered the position to a candidate, Mary Beisiegel. To date she has signed and faxed back her acceptance. She is a statistician. The Math department should provide her list of needs (computer, etc.) to Kathy in this fiscal year. Math will need more office space to accommodate all personnel and adjuncts. There may be room in Maaske Hall for one office.

Faculty Senate

The next meeting is February 10, 2009. The Dean is projecting a 20-25% state cut in funding. \$50,000,000 has been allocated to housing, a Health and Wellness center, and maybe classrooms in new buildings.

WOU has had to return \$1.5 million to the state this year to keep the fund balance at approximately \$10 million.

Senate Bill 422 - consolidation of some regional universities. President Minahan plans to fight having WOU consolidated with another state school. Salary freezes and rollbacks were also discussed. Per Bryan, Scott and Klay, \$443,000 less will be allocated to WOU.

A report from the state is still pending. It appears that there is no money earmarked in the Federal Stimulus package for education.

There is discussion of building a recreational center in a parking lot space and a new residence hall which could include some space for small classrooms.

Faculty Development report by Hamid Behmard

Major research (\$50,000) was the most funded portion of this round. There were some funds left over from the fall grants. \$6,000 of special travel was funded.

Arlene mentioned that for next year faculty should run their requests by her or Hamid before submitting them to the committee, that they would see what might be "red flag" issues and could advise changes that might make a difference in awards. The most obvious of these are: 1) student wages, 2) computers, 3) previous funding connection. She is offering "insider tips" to help in the success of the requests.

LACC Review Committee

Reported by Jeff Templeton

Jeff provided a handout on the WOU General Education Mission Statement and Learning Outcomes. This is the LACC proposed draft, February 27, 2009. Jeff advised that the committee is moving forward with their progress on the latest work on this project. Please review the handout for more details. Committee comments are directed to Shaun Houston. The draft will be forwarded to the Faculty Senate. Any divisional comments may be directed to Jeff.

For General Education - inclined

- LACC - largest component

- BA / BS / BM (Math/Computer Science

- Writing Intensive

- Diversity

Academic Infrastructure Report: Bryan Dutton

Bryan stated that a report is being drafted that will be passed on to the Academic Infrastructure Committee.

ARC: Cheryl Beaver

A form has been developed to propose "Q" courses (Quantitative Literacy). The "Q" form will go to the ARC, then to the executive committee and then to the Provost. For a course to count it must be designated as Q in the online course list for registration.

International Transfer courses

Difficulty has arisen regarding articulation of international transcripts. We need to have an official translation from their university provided with transcripts. It is hoped that the Director of International Students/Scholars Affairs, Neng Yang will provide the forms. All transfer courses should be lower division. With 100 and 200 level

courses faculty should receive an email to explain how these courses will satisfy requirements at WOU.

Cheryl facilitated a formal NSM division response to the Dean and Dave MacDonald regarding CLEP scores in admissions. Chemistry, math, and biology provided feedback on scoring / credit equivalency.

Curriculum Committee: Laurie Burton

Catalogue change information may still be submitted through March 17. There are two programs available at UCS that are being used to work on putting the whole process of catalogue updates on line. Also covered would be how to submit proposals, etc.

Education probably won't submit anything this year.

WOUFT - Schoenfeld report re: collective bargaining

CBA: two full time adjuncts for lab coverage. There is a need for an upgrade in language. Bill wants it to be more clear, explicit language is needed. Bryan moved to support.

PRC: Laurie Burton

All files are currently at the Provost's office, all NSM letters have been sent to dean.

Academic Excellence Showcase: Jeff Templeton

The Showcase is May 28. Everyone is encouraged to not hold classes that day to allow students to participate and attend the showcase.

Meeting adjourned at 5:01 PM

MEETING AGENDA

DIVISION OF NATURAL SCIENCES AND MATHEMATICS

WESTERN OREGON UNIVERSITY

March 3, 2009; NS122 3:30 PM (note usual start time)

Page
in jens
ORJA
Kalin
Bayon
Jeff T.
Scott
PATY
SARAH
NICK
ERIN
Cheryl
Alicia
Brid
Ithanie
Kathin
NICK
ERIN

3:35

ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY MINUTES

III. ANNOUNCEMENTS

- Summer 2009 Registration Open (advertise accordingly to students)
- 2009-2010 schedule submitted, Green Sheets / Temp. Course Approvals Due for Fall 2009 Term
- 2009-2010 Catalog changes due to Julie Harding on April 16
- Admissions Data for January 1, 2009 (compared to same time last year): (p.5)
Total Freshman Applicants +32%; total undergrad. Admits +39%
- NSM Division Student Honors Night- May 28, 2009, Gentle House; Laurie Burton coordinator
- Reminder: Student NS Building and FOB Access Procedure (Bryan Dutton, Coordinator, forms in office)
- NWCCU Accreditation Visit- Focused Interim Report Submission on March 27, 2009; 1 Day Visit April 29
- Departmental Purchases / POs 90+% of departmental purchases should be completed / in process by April 24
- Spring Term 2009 Van Rentals (April 7 to June 7, 2009; 2 vans)
- Niki Status - Thanks to Sharyne, Sharon, Piper, Julie, Alicia, Charaya for covering Niki's duties!!!

15 min

3:35 - 3:50

IV. OLD BUSINESS

- NS Seminar Series- WOU Foundation Proposal rejected
- Opportunity funding actions approved by Dean's Office. Biology Plant Physiology/Greenhouse instrumentation; Chemistry FTIR instrumentation; Earth and Physical Science computer equipment Other Division equipment requests still pending review.
- Inter-program coordination of class scheduling- Need for round 2 meeting; Taylor will facilitate in early spring term. Objective: to identify scheduling conflicts and further brain-storm long-term solutions.
- Faculty Evaluation Process / Web-based SIR Evaluation- UCS holding demonstration of web-based SIR software, Faculty Senate and WOUFT are aware of proposed changes further discussion pending
- NSM Division Web Site- update / action still pending.

15 min

3:50 - 4:05

V. NEW BUSINESS

- NSM Computing Advisory Committee (MNBNS Labs and workstations)- need for organized informational meetings with UCS on regular basis. Ad Hoc committee comprised of computer-focused faculty needed for one meeting per term with UCS personnel. Goal: to improve communications and coordinate operations.
- WOU Admissions- Hobsons Service- advanced digital distribution of WOU recruitment materials. Needed: a 2-3 paragraph description of programs from student-based perspective. Biology is complete; Earth Science, Chemistry, and Math are needed (The idea is to create a hip, student-based description of programs. Contact: Rob Findtner)
- NSM Building Utilization and Planning Committee- meeting requested prior to end of winter term. Committee: Dutton, Templeton, Poston, Kruczek; Taylor will facilitate.
- Budget Contingency Planning- NSM Budget committee (dept. chairs + division chair) need to develop a budget strategy in light of economic downturn and pending cuts to Higher Education. Goal to develop an NSM Division contingency plan by the end of the third week of spring term (April 17, 2009).

30 min

4:05 - 4:35

Cheryl
Enclosure

VI. REPORTS

- NSM Budget Update (course fee increases will take effect Summer 2009) (p.6) - check on
- Search Committees- Math/Biology searches complete (Ava Howard, Biology; Mary Beisiegel) Good work!
- Faculty Senate (Feb 10)
- Faculty Development Committee
- LACC Review Committee Report
- Academic Infrastructure Committee - Annual Infrastructure Planning Report
- Academic Requirements Committee (CLEP Score Status)
- Curriculum Committee
- AFT/WOU Faculty Union
- PRC - Thanks to Laurie for Chairing!
- Academic Showcase 2009

25 min

4:35 - 5:00 pm

VII. FINAL COMMENTS AND ADJOURNMENT

DUE BY MARCH 17 TO GET IN CATALOG

5:01 ARJ
International
Simon
Manning

5/28
New Year
with Prose
Cup and
Document
Jen

Natural Sciences & Mathematics Division Meeting Minutes

February 3, 2009 MNB222

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

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

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

III. Announcements

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

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

IV. OLD BUSINESS

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

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

V. NEW BUSINESS

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

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

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

VI. REPORTS

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

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

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

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

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

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

WESTERN OREGON UNIVERSITY

Fall Admission Summary for February Week 4, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,521	1,212	309	25.50%	1,288
Nonresident	514	564	-50	-8.87%	420
International	21	24	-3	-12.50%	26
Total Undergrad. Applicants	2,056	1,800	256	14.22%	1,733
Admitted Students					
First time Freshmen	1,439	1,089	350	32.14%	
Transfer	136	46	90	195.65%	
Post Bac	8	3	5	166.67%	
Total Undergrad. Admits	1,583	1,138	445	39.10%	1,098
Total Denied	58	9	49	544.44%	
Cancel Rate	0.44%	0.67%			
Graduate Students*					
Graduate Applications					
Resident	26	18	8	44.44%	
Nonresident	11	0	11	#DIV/0!	
International	4	0	4	#DIV/0!	
Total Grad Applications	41	18	23	127.78%	
Graduate Admits					
Resident	3	0	3	#DIV/0!	
Nonresident	0	0	0	#DIV/0!	
International	0	0	0	#DIV/0!	
Total Grad Admits	3	0	3	#DIV/0!	

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

Latino Student Results

Applications: 238 (+70 or 42%)

Admits: 181 (+78 or 76%)

Housing Results

Fall 2009 Applications 775 (-12 or -2%)

Next Events

Criminal Justice Day March 4

Cesar Chavez Leadership Institute March 6

5

3/2/2009

2008 - 2009 DIVISION BUDGET UPDATEBudgeted amount for Supplies and Services **902**

57314.00

57314.00**ESTIMATED GENERAL OFFICE OPERATING EXPENSES****52314.00**

Phones	27000
Copiers	10885
Office Supplies & Book Store	8000
Postage	500
Duplicating Services	300
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	0
Telecommunication wiring	500
Misc.	1600

TOTAL ESTIMATED GENERAL EXPENSES**52,314.00****MATHEMATICS**

5000.00

Money already spent 902

241.08

Lab fees collected -941

projected 2920.00

Lab fees expended

386.54

Balance

Total balance

7292.38**DEPARTMENT BUDGETS**

NSM922

BIOLOGY**42000.00**

42000

Summer lab fees

2914.00

Money already spent

18967.40

Balance

25946.60**EARTH & PHYSICAL SCIENCE****37150.00**

37150

Summer lab fees

5147.00

Money already spent

12230.37

Balance

30066.63**CHEMISTRY****21500.00**

21500

Summer lab fees

450.00

Money already spent

9701.21

Glass breakage

Balance

12248.79**FIELD TRIP****4500.00**

4500

Money already spent (including reserved vans for Spring term)

3966.53

Balance

533.47**EQUIPMENT REPAIR****2500.00**

2500

Money already spent

Balance

2500.00

Medequip (Still)

3800.00

3800

Willamette Water (Softener)

450.00

450

Scantrons

322.00

NW Natural Gas

250.00

250

4822.00

Total

112150

6

Western Oregon University General Education Mission Statement and Learning Outcomes

LACC Gen Ed Outcomes Proposed Draft; February 27, 2009

MISSION STATEMENT

The general education program at Western Oregon University is designed for students to gain the skills and capacities necessary for active citizenship, successful participation in a diverse and interdependent world, life-long learning, and independent thought and action. The central feature of the program is the Liberal Arts Core Curriculum (LACC), which provides students with a college-level foundation in the fundamental spheres of human knowledge and expression. The LACC provides the groundwork for advanced study in specific disciplines and professional fields, as well as an ability to think across discrete areas of inquiry.

LEARNING OUTCOMES

1. Students will demonstrate effective critical thinking skills, including fundamental quantitative, analytical, problem-solving, and logical abilities.
2. Students will demonstrate the ability to investigate and know the world through application of the scientific method, historical perspective, and the creative process.
3. Students will demonstrate effective literacy and communication skills, including writing, speaking, listening, and appropriate use of information and media technologies.
4. Students will demonstrate knowledge of natural, cultural, and social systems and apply an integrative perspective to appreciate, explore, and engage interconnections between disciplines.
5. Students will demonstrate a capacity for reflection, synthesis, and self-evaluation in their learning and decision-making.

Western Oregon University General Education Mission Statement and Learning Outcomes

LACC Gen Ed Outcomes Proposed Draft; February 27, 2009

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5. Students will demonstrate a capacity for reflection, synthesis, and self-evaluation in their learning and decision-making.