

## **DIVISION OF NATURAL SCIENCES AND MATHEMATICS MEETING MINUTES**

### **March 1, 2011**

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

#### **I. ROLL CALL / APPROVAL OF AGENDA**

The agenda was approved as written.

In attendance: Sarah Boomer, Kristin Latham, Erin Baumgartner, Ava Howard, Mike LeMaster, Bryan Dutton, Laurie Burton, Arlene Courtney, Rahim Kazerouni, Cheryl Beaver, Scott Beaver, Mike Ward, Hamid Behmard, Jeff Templeton, Phil Wade, Steve Taylor, Niki Winslow.

#### **II. APPROVAL OF FEBRUARY MINUTES**

The February minutes were approved;

#### **III. ANNOUNCEMENT**

- a. Faculty Development Grants: Spring Travel, due April 1, 2011.
- b. The NSM Division spring travel grant deadline is April 26, 2011.
- c. The AIC Infrastructure Proposals: "Major Remodel Proposals" due April 1, 2011. Biology can resubmit the remodel of 123 in the spring, cc Arlene to sent to AIC.
- d. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
- e. Catalogue changes are pending, April 1 is the last day for submission to Julie Harding in the Provost's office. April 12-13 catalog draft will be available for review in WUC, May 16 catalog sent to printer.
- f. Reminder: 2010-11 annual classroom observations of NTT, adjunct faculty.
- g. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean. Steve will send the report to the Dean, will combine winter & spring. The report will be forwarded via the division chair.
- h. PURE / Academic Showcase – May 26, 2011. Bryan reported that there is a large turnout of new session chairs who are meeting this week, twice next week, more programs will be represented this year than previously.
- i. Admissions Recruiting Events: Spring Preview Day, April 16, 2011; Campus Admitted Student Reception, May 11, 2011; Early Bird Transfer, May 14, 2011, SOAR: Fri, June 24, 2011, Fri., July 8, 2011, Sat. July 9, 2011, Sat., July 23, 2011.
- j. Admissions data compared to last year: Housing reservations + 40 (+5%), undergrad. Applications + 402 (20%), undergrad admits +231 (+14%).
- k. Vans spring term – field trips, two vans have been reserved for the division for the months of April and May; sign-up sheets are in the main office.
- l. NSM Division Honors night Thursday, May 26, 2011 – Sharyne is coordinating.
- m. New HWC 100-seat lecture room available for science priority class scheduling; first preference per the Dean.
- n. Reminder: Chain of communication: faculty/staff – Dept Chair, Div chair – Dean – Provost – President
- o. Niki announcements: We are heading into the end of the budget season, time to plan end-of-year purchases. 90% of Division purchases should be completed by the 3rd week of spring term, to allow proper time to reconcile year-end numbers.

#### **IV. OLD BUSINESS**

- a. NSM infrastructure plan: Priority NSM room upgrades for summer 2011- NS201 remodel approved for action.
- b. Student Technology / AIC request: NS 114 smartroom treatment – decision pending.
- c. Campus Conversation / Accreditation Report I in Submission process. Bryan and Sarah attended. The Dean brought up number of change/course substitution sheets as a reflection on the quality of advising.
- d. “Majors Fair” analogous to preview day exercise, tentative 11 AM-1PM, April 7 (contact Andrea Nelson)
- e. PRC – Division Chair Continuation – see below for action under PRC committee report.

## V. NEW BUSINESS

- a. New program proposals: must be approved by NWCCU after passing through campus-OUS process. This was presented at Senate, not optional.
- b. It was suggested that Nathan Sauer be nominated for the Staff Member of the Year award. Those present at today’s meeting were in agreement.
- c. Faculty Evaluation process report – by Erin. March 4<sup>th</sup> is the due date for feedback on the on-line process, either to Erin or Mike Ward. The committee would like to see comments by fall on how to increase participation in on-line only participations in evaluations. They are accepting suggestions at this point. A recommendation was that an oversight office coordinate the evaluation effort. Laurie asked if the evaluations are going to be voluntary to the students for now, the answer is yes. UCS is programming a new form through Portal. A question was asked if UCS would be doing the analysis of the responses. Laurie is glad the open ended forms are not part of the online version right now. It was suggested that they put a character limit on the open-ended responses. Jeff Templeton wondered if the new form would allow for alternative teaching method questions, if modifying the testing tool would alter the validity of the form. He also asked about the 50% participation requirement for counting the SIR surveys.

## VI. REPORTS

- a. NSM Budget Update: Select Division S&S cuts are to be expected for 2011-2012 budget year. – NOTE: Spring purchasing / budget spend-down: 90+% of all faculty/departmental purchases must be completed by the end of the third week of Spring Term classes: Monday, April 18, 2011. Plan ahead!
- b. Faculty Senate – Mike LeMaster reporting. There is a vote scheduled to take place the following week concerning the recommendations of the faculty committee designated to look into the LACC structure. Three items were to be voted on: 1) change of the catalog to better reflect the graduation requirements, 2) changes in the structure of the ARC, and 3) changes in the charge for the ARC. Bryan suggested continuing the status quo.
- c. Faculty Development Committee – all major requests were approved by AIC for our division and forwarded to the Administration for action.. The last round of Faculty Development requests this year will be due April 1.
- d. AFT/WOU Faculty Union – Scott Beaver reporting. There is a 17 point proposal being put forward. Some items include: to have sabbaticals subsidized, NTT faculty letter of content – course load drop by 1 class/year, 36 to 33 TT, 45 to 42 NTT.
- e. Curriculum Committee: Laurie reporting. Computer Science’s change to 4 credit courses was rejected by the Curriculum Committee. The Senate Executive

Committee is to add justification. Curriculum Committee proposals – many poorly done. Biology and Chemistry submitted good proposals.

- f. ARC – Mike Ward reporting. Re: The ad hoc LACC committee recommendations: 1) the suggested composition of the ARC was not what I (Mike Ward) remembered being approved by the ad hoc LACC committee, and 2) the language suggesting the ARC might be charged with conducting future reviews of the general education curriculum was not what was intended. Instead, the ARC was to review proposed changes or additions to general education.
- g. Academic Infrastructure Committee – no additional report, see above.
- h. Master Planning Committee - There was a meeting to conceptualize a new science building. Steve recommended that the department heads formulate a faculty advisory committee to work with Physical Plant and University Architects.
- i. Faculty Searches – Biology new colleague, Dr. Mike Baltzley; Mathematics – interviews are completed.
- j. Other – changes to PLTL program in Biology, changing to 0 credit.
- k. PRC: Division Chair Continuation. The four department heads unanimously agreed to Steve's reappointment as Division Chair for another three years. Jeff Templeton made the motion, Bryan seconded that a vote by the division would be conducted by secret ballot, the ballots would be in the mailboxes of any faculty of .5 FTE or above, by Thursday of this week, and voting would continue until Tuesday, 5:00 pm. There will be a ballot box in the NS building and one in MNB.

Meeting adjourned at 5:12 pm.

Niki, Carrie, Allison, Payton, Michelle  
Jeff T., Mike Ward, Mike Lomas  
PRIN

3:35 AM

MEETING AGENDA  
DIVISION OF NATURAL SCIENCES AND MATHEMATICS  
WESTERN OREGON UNIVERSITY

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

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY MINUTES

III. ANNOUNCEMENTS

- To Do:*  
Ayer  
Send email  
Curriculum  
within  
spring  
↓  
Send template
- a. Faculty Development Grants: Spring Travel, due April 1, 2011.
  - b. NSM Division Spring Travel Grant Deadline: April 26, 2011.
  - c. AIC Infrastructure Proposals: "Major Remodel Proposals" due April 1, 2011. - *Biology??*
  - d. Annual Reporting Process: Faculty Annual Reports, all TT and NTT faculty (Due: June 15, 2011).
  - e. Catalog changes / Julie Harding Provost's Office - April 1 Last Day for Submission, April 12-13 Catalog Draft Available for Review in WUC, May 16 Catalog Sent to Printer.
  - f. Reminder: 2010-11 annual classroom observations of non-tenure track, adjunct faculty.
  - g. Reminder: Faculty Course Load Equivalents ("contact hours") - New term-by-term reporting effort to Dean.
  - h. PURE/Academic Showcase - May 26, 2011. - *new session chairs*
  - i. Admissions Recruiting Events: Spring Preview Day, April 16, 2011; Campus Admitted Student Reception, May 11, 2011; Early Bird Transfer, May 14, 2011, SOAR: Fri., June 24, 2011, Fri., July 8, 2011, Sat., July 9, 2011, Sat., July 23, 2011.
  - j. Admissions Data Compared to Last Year: Housing Reservations + 40 (+5%), undergrad. Applications + 402 (20%), undergrad. Admits +231 (+14%)
  - k. Vans spring term - field trips - April and May - 2 van rental for 2 months; sign-up sheet in office.
  - l. NSM Division Honors Night Thursday May 26, 2011 - Sharyne Coordinating Paperwork
  - m. New HWC 100-seat lecture room available for Science priority class scheduling; first preference
  - n. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
  - o. Niki/Office Coordinator announcements - Budget time, purchase now!

IV. OLD BUSINESS

- TO DO - New email*
- a. NSM Infrastructure Plan: Priority NSB room upgrades for summer 2011, NS201 remodel approved for action.
  - b. Student Technology / AIC Request: NS114 smartroom treatment - decision pending.
  - c. Campus Conversation / Accreditation Report 1 in Submission Process
  - d. "Majors Fair" analogous to preview day exercise, tentative 11 AM - 1 PM, April 7 (contact Andrea Nelson)
  - e. PRC - Division Chair Continuation - see below for action under PRC committee report

V. NEW BUSINESS

- a. New program proposals: must be approved by NWCCU after passing through campus-OUS process.
- b. Staff Recognition Award - Group NSM Support of Nomination
- c. *FACULTY EVALUATION PROCESS - BAYMONT*

VI. REPORTS

- a. NSM Budget Update: Select Division S&S cuts are to be expected for 2011-2012 Budget Year. - NOTE: Spring purchasing / budget spend-down: 90+% of all faculty/departamental purchases must be completed by the end of the third week of Spring Term classes; Monday April 18, 2011. Plan ahead!
- b. Faculty Senate
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus) - Portal Upgrades; Fire Services Optional Minor
- f. Academic Requirements Committee
- g. Academic Infrastructure Committee
- h. Master Planning Committee
- i. Faculty Searches - Biology New Colleague, Dr. Mike Baltzley; Mathematics - interviews completed.
- j. Other - changes to PLTL program in Biology; *PRELIMINARY SCIENCE BLOC. PLAN*
- k. PRC: Division Chair Continuation (old business)

VII. FINAL COMMENTS AND ADJOURNMENT

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

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

### **I. ROLL CALL / APPROVAL OF AGENDA**

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

### **II. APPROVAL OF JANUARY MINUTES**

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

### **III. ANNOUNCEMENT**

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

#### IV. OLD BUSINESS

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

#### V. NEW BUSINESS

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

#### VI. REPORTS

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

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

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

Meeting adjourned at 4:39 pm.

**\*Draft\* Proposal**  
**Intended for Faculty Input at Division Meetings**

**Joint Committee on Faculty Evaluation**

**Chair: Cat McGrew**

**Members: Peggy Pedersen, Chehalis Strapp-Johnson, Erin Baumgartner  
Mike Ward, Mary Harden, Adele Schepige, Hank Bersani, Vinnie Rolfness (Student rep.)**

**February 28, 2011**

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**The Joint Committee for Faculty Evaluation has systematically investigated the current faculty evaluation process and potential alternative processes and offers this Proposal as its recommendation. The Proposal is organized to align with the Committee's official charge, shown below.**

**On October 21, 2010, the Executive Committee of the Faculty Senate approved this as the official charge of the Committee:**

The officers of the WOU Federation of Teachers and the Faculty Senate recognize that course and instructor evaluations are a contractual matter best examined by a representative committee of faculty union members. The Joint Committee on Faculty Evaluation will disseminate its findings first to the faculty senate and its divisional units for input, then to the WOUFT executive committee in order to inform future negotiations of contract language regarding evaluations. The proposed goals and objectives of this committee include the following:

- To investigate the feasibility of offering more frequent and less costly evaluations that will continue to serve the diverse needs of academic units across campus;
- To ensure the reliability and validity of any new evaluation instrument through sufficient testing, including at other universities
- To propose a continuity plan for faculty and an implementation plan for students to ensure evaluation standards remain consistent during the transition to any new evaluation instrument, if adopted

*OFFICE of  
INSTRUCTIONAL  
RESEARCH*

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<b>Budgeted amount for Supplies and Services NSM902</b>		<b>\$52,314</b>	
	Expense	<b>\$52,314</b>	
<b>ESTIMATED GENERAL OFFICE OPERATING EXPENSES</b>		<b>\$47,314</b>	
Telecom (Phones and Networking)	13,335.68	\$24,000	
Copiers	5,390.92	\$10,000	
Office Supplies & Book Store		\$3,000	
Postage	96.93	\$500	
Duplicating Services	80.83	\$300	
Faculty travel	1742.93	\$4,000	
Physical Plant - work orders	248.43	\$2,500	
Telecommunication wiring	105	\$1,000	
Miscellaneous	682.68	\$2,014	
<b>TOTAL ESTIMATED GENERAL EXPENSES</b>		<b>\$47,314</b>	
=====			
<b>MATHEMATICS</b>	NSM902 Starting	\$5,000	
Money already spent	NSM902	\$784	
NSM941 Lab Fees	fees collected 1/27/11 - \$1,357.87	\$5,000	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies			
NSM941 Lab fees expended		82.58	
Balance	Total balance	<b>\$9,134</b>	
=====			
<b>SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2009</b>		<b>\$165,000</b>	
=====			
<b>BIOLOGY</b>	NSM922 Starting	\$55,384	\$55,384
Summer lab fees rolled over into 2010-11		\$4,500	
Money already spent		\$31,344	
Balance		<b>\$28,540</b>	
=====			
<b>EARTH &amp; PHYSICAL SCIENCE</b>	NSM922 Starting	\$45,080	\$45,080
Summer lab fees rolled over into 2010-11		\$1,400	
Money already spent		\$16,582	
Balance		<b>\$29,898</b>	
=====			
<b>CHEMISTRY</b>	NSM922 Starting	\$28,336	\$28,336
Summer lab fees rolled over into 2010-11		\$1,300	
Money already spent		\$7,970	
Glass breakage		\$107	
Balance		<b>\$21,773</b>	
=====			
<b>NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD</b>			
<b>STUDENT LAB NETWORK</b>	NSM922 Starting	\$5,000	\$5,000
Money already spent		\$3,456	
Balance		<b>\$1,544</b>	
=====			
<b>STUDENT PAPER</b>	NSM922 Starting	\$5,500	\$5,500
Money already spent		\$2,401	
Balance		<b>\$3,099</b>	
=====			
<b>FIELD TRIP</b>	NSM922 Starting	\$5,500	\$5,500
Money already spent	inc. 2 vans April & May w/out mileage	\$4,408	
Balance		<b>\$1,092</b>	
=====			
<b>EQUIPMENT REPAIR</b>	NSM922 Starting	\$2,500	\$2,500
Money already spent			
Balance		<b>\$2,500</b>	
=====			
Medequip (Still)	NSM922 Starting	\$3,800	\$3,800
Willamette Water (Softener)	NSM922 Starting	\$151 \$450	\$450
NW Natural Gas	NSM922 Starting	\$80.37 \$250	\$250
		<b>\$4,500</b>	
=====			
<b>Contingency 8% of Total NSM922 Budget</b>		<b>\$13,200</b>	\$13,200
=====			
<b>TOTAL</b>			<b>\$165,000</b>
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Subject: Curriculum and the Portal

Date: 02/18/11 05:57 AM

Cc: taylors@wou.edu, aune11540@msn.com,  
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From: Laurie Burton <burtonl@wou.edu>

Hi everyone, the CC has asked for a list of Portal changes for our future discussions with UCS and faculty senate.

Will you please send me any Portal Curriculum form changes you would like to see? We are supposed to gather all ideas to begin with.

Already on our list:

- ~~Preview option (to help catch input errors)
- ~~Repopulate option (for resubmitting revised proposals)
- ~~Better formatting on the forms (so they don't trash what we paste in)
- ~~Better labeling--both the proposal number and type of proposal should show when you click on a proposal

We will discuss this at our March CC meeting, so please send your items to me by Friday, March 11.

Thanks,

Laurie  
NSM CC rep