

MEETING MINUTES
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

March 6, 2012; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

The meeting was called to order by Dr. Steve Taylor at 3:35 pm. In attendance: Amy Harwell, Sarah Boomer, Laurie Burton, Ava Howard, Mike LeMaster, Kristin Latham, Erin Baumgartner, Mike Baltzley, Arlene Courtney, Jeff Templeton, Patty Flatt, Cheryl Beaver, Mathew Nabity, Mathew Ciacetta, Bill Schoenfeld, Hamid Behmard, Rahim Kazerouni, Julie Grammer, Steve Taylor, Niki Winslow.

II. APPROVAL OF FEBRUARY MINUTES

February minutes were approved.

III. ANNOUNCEMENTS

- a. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- b. WOU Office of Admissions 2011-2012 Recruitment Dates: Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28. "Early Bird" registration will be May 12.
- c. Catalog changes / Julie Harding Provost's Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer. Department reps need to look at the catalog for approval/corrections.
- d. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process http://www.wou.edu/provost/faculty_development.php)
- e. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern)
- f. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty are due at the end of the year. Email observation reports to Steve.
- g. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean. Winter term is due to the Dean's office. Spring is not yet due.
- h. PURE/Academic Showcase – Thursday May 31, 2012; call for class schedule/syllabi accommodation
- i. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House (need to confirm with Sharon Price)
- j. Admissions Data Compared to March Week 1, 2011: Undergrad. Applications +163 (+6.2%), Undergrad. Admits +91 (+4.5%); grad student applications +1 (+1.9%); Housing Applications -138 (-13.6%)
- k. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- l. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
- m. Niki/Office Coordinator announcements; New Banner Class Scheduling Procedure, spring budget schedule. Winter course syllabi should be emailed to Niki or given via hard copy; they will be moved to the Provost's office soon.

IV. OLD BUSINESS

- a. DeVolder Family Science Center status: detailed design in process; ground breaking late June 2012
- b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports.
- c. Environmental Chemistry Curriculum Proposal: Kristin's report from Faculty Senate: Rahim presented the proposal some time ago, there were questions. The senate was supposed to vote but questions remained about major and minor.
We need a third person for faculty senate: Michael Baltzley will sit in next Tuesday for Mike LeMaster.
- d. UCS Technical Support / Concierge Service Model. Adam Wehner from UCS is scheduled to come to Natural Sciences/Math two half-days per week to specifically work on NSM related computer tasks. We will keep a clip board with a list of tasks that need to be completed. Points of contact in the division will be Steve Taylor, Arlene Courtney, Sarah Boomer, Scott Beaver. Teresa Hutchinson is retiring from WOU, Paul Lambert will be the contact person at UCS for tasks that Teresa would have performed.
- e. SPOC Committee/President Strategic Task Team Process – Projected \$4.5M deficit in next biennium; strategic planning "task teams" in development, volunteers are welcome; goal to increase revenues/decrease costs; LAS Dean stated goal of college-wide 5% instructional budget reduction in 2012-2013;
 - i. NSM Action Item 1: reconstitute division ad hoc Gen. Ed./LACC committee to review mathematics and science requirements in spring term 2012; Objective: investigate streamlining options for improved student retention and maximizing scheduling efficiencies. Timeline: committee report &

- preliminary recommendations to NSM Division at May 1, 2012 meeting.
- ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: department reporting to division chair by Wednesday April 18, 2012.
- iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Mike Baltzley said this arrangement is mainly in Computer Science and Business at this time. Objective: to increase enrollment & attract new students, efficiency and to save money. The Dean discussed a pre-engineering 2+2 program. As per information on handout page 8, Erik and Mark will take suggestions. Outcomes –NTT will be affected. Timeline: department report to division chair by Fri. May 25, 2012.

V. NEW BUSINESS

VI. REPORTS

- a. NSM Budget Update – page 10, handout
- b. Faculty Senate Report:
 - Kristin: U of O and Portland State have requested independence from OUS. There is a proposal for an LACC proposal to remove Spanish and ASL from the literature component of LACC. German and another language were hoping to raise enrollment. It did not pass. The Division voted no, all seconded. Peter Callero is the PEBB rep. The health care system is in flux, question came up of opting out of PEBB.
- c. Faculty Development Committee – no report
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: Dean letters/recommendations complete, letters have been returned to files
- g. Academic Requirements Committee: Jeff Templeton reporting. Nance France has asked for input about a midterm grade that would work as a type of “early warning system” in courses. Bryan was concerned what impact this might have on work load issues for faculty. There were mixed feelings on this: possibly there is an optional better idea, maybe have it be individual choice (method). A “C” grade would be the threshold. Jeff will send out an email.
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed./LACC Committee – *2010 members: Templeton, Baumgartner, Courtney, Ward*. The committee will look at proposals again.
 - The Dean is calling for a budget reduction, 5% from NTT. For LAS this would be around \$36,000. We will be looking at FTE rather than dollar amounts approximately three weeks into the new term. We want to have a review before fall registration for contingency plans. The fall schedule should be planned the way it is, but after registration the Dean might request cuts of low enrollment courses. We should have a plan in place.
 - The Ad Hoc LACC Committee will meet spring term, Steve will write up a report that he will provide to the Dean. There will be a meeting May first to discuss the committee report. See pages 6-7 of handouts. The goal is increasing revenue and decreasing expenditure.
 - Laurie discussed the 3+1 in Business and Computer Science in effect right now. Online courses are considered to actually be more expensive per Laurie. We will have a memo at the end of the term with our thoughts on the above.
 - Hamid mentioned a concern, retention = revenue.
- j. Complaints- none.

VII. FINAL COMMENTS AND ADJOURNMENT

Meeting adjourned 5:01.

TAYLOR
copy
3:35 PM
JAN 1
5:01

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

March 6, 2012; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY MINUTES p. 2-4

III. ANNOUNCEMENTS

- a. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- b. WOU Office of Admissions 2011-2012 Recruitment Dates: Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28. *Early Bird 2nd week in MAY*
- c. Catalog changes / Julie Harding Provost's Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer.
- d. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process http://www.wou.edu/provost/faculty_development.php)
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- i. NSM Student Recognition Night, Thursday May 31, 2012. Gentle House (need to confirm with Sharon Price)
- j. Admissions Data Compared to March Week 1, 2011: Undergrad. Applications +163 (+6.2%), Undergrad. Admits +91 (+4.5%); grad student applications +1 (+1.9%); Housing Applications -138 (-13.6%) p. 5
- k. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- l. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
- m. Niki/Office Coordinator announcements; New Banner Class Scheduling Procedure, Spring budget schedule

IV. OLD BUSINESS

- a. DeVolder Family Science Center status: detailed design in process; ground breaking late June 2012
- b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports.
- c. Environmental Chemistry Curriculum Proposal
- d. UCS Technical Support / Concierge Service Model (POINTS OF CONTACT: TAYLOR, COURTNEY, BECKER, S. BECKER)
- e. SPOC Committee/President Strategic Task Team Process – Projected \$4.5M deficit in next biennium; strategic planning "task teams" in development; goal to increase revenues/decrease costs; LAS Dean stated goal of college-wide 5% instructional budget reduction in 2012-2013; p. 6-9
 - i. NSM Action Item 1: reconstitute division ad hoc Gen. Ed./LACC committee to review mathematics and science requirements in spring term 2012; Objective: investigate streamlining options for improved student retention and maximizing scheduling efficiencies. Timeline: committee report & preliminary recommendations to NSM Division at May 1, 2012 meeting.
 - ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: department reporting to division chair by Wednesday April 18, 2012.
 - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Objective: to increase enrollment & attract new students. Timeline: department report to division chair by Fri. May 25, 2012.

V. NEW BUSINESS

VI. REPORTS

- a. NSM Budget Update p. 10
- b. Faculty Senate
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: Dean letters/recommendation complete
- g. Academic Requirements Committee
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed./LACC Committee
2010 members: Templeton, Baumgartner, Courtney, Ward
- j. Complaints

VII. FINAL COMMENTS AND ADJOURNMENT

**MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY**

February 7, 2012; NS122 3:30 PM (NOTE Room)

- I. ROLL CALL /** Steve Taylor, Rahim Kazerouni, Pete Poston, Sharon Price, Hamid Behmard, Cheryl Beaver, Laurie Burton, Jeff Templeton, Erin Baumgartner, Mike Baltzley, Karen Haberman, Kristin Latham, Sarah Boomer, Arlene Courtney, Mike LeMaster, Ava Howard

I. APPROVAL OF AGENDA Steve motioned for approval of agenda, Jeff seconded – all approved.

II. APPROVAL OF DECEMBER MINUTES
Laurie motioned, it was seconded – all approved

III. ANNOUNCEMENTS

a. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2012; Dept. Reports Due to Division Chair July 20, 2012; Division Report Due to Dean August 10, 2012

b. WOU Office of Admissions 2011-2012 Recruitment Dates:
Winter Preview Day II Feb. 11, Spring Preview Day April 28,
NEW SOAR Dates: June 29, July 13-14, July 28. (Original SOAR date of June 22 changed to June 29)

c. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: NEW! online submission process http://www.wou.edu/provost/faculty_development.php)
As per Hamid, they are still working on Round II Research applications. Note, we may now apply for a total of three awards if one is a reassignment.

d. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern)

e. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty

f. Reminder: Faculty Course Load Equivalents (“contact hours”) – New term-by-term reporting effort to Dean.

g. PURE/Academic Showcase – May 2012 – call for session chairs; 6 peer papers so far.

h. Admissions Data Compared to Last February: Undergrad. Applications +88 (+4.4%), Undergrad. Admits +34 (+2%); grad student applications -9 (-26%); Housing Applications -37 (-5.5%)

Karen asked about the data. (we are up from 2 years ago) We have lost from fall term, retention is down from 2 years ago. Why? Dave McDonald said large percent of new student are on a Pell grant. There is a hypothesis these students may not be college ready. Enrollment is flat – as well as UO. Issue with 1st generation students and low income not ready for college? Both chemistry and biology mentioned improved student work from fall to winter. Math mentioned improved student work from fall to winter in calculus.

Of interest, see allfacstaff email about failing and continuing to get financial aid. Seeing some effects of growth and recruiting. It is noticeable and being discussed.

i. Vans spring term – field trips – April and May – 2 van rental for 2 months.

j. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost –President

n. Niki/Office Coordinator announcements – she will give at next meeting. (Niki absent)

IV. OLD BUSINESS

a. DeVolder Family Science Center status: 2-story building floor plan; detailed design in process
2 story building floor plan: detailed design in process, no classrooms, 13 faculty offices, small administration, with a receiving area & copy room. Bathrooms remain the same. Going room by room. Time line: after

graduation construction will begin. Open fall 2013.

Current building, concerns about what it might be used for by others. Get proactive plan to establish foothold on Natural Science building.

b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports. Recommended to cut and paste previous departmental assessment work. Steve will check on what is precisely required. Perhaps one report per department or one report per department area. Steve will send electronic version spring term. Can we have vague items more defined? Can we have a finished/model completed example one to see from Dean? Assessment data – what has been done to field test the data – asked for by Jeff. #1 – definition of terms of each item. How many per Department? Major and/or Minor?

c. Environmental Chemistry Curriculum Proposal

Arlene – they have gone through curriculum committee and are waiting for senate. Arlene noted that if you are making a program change, the committee would like an indicator of where this goes in the catalog.

d. Provost Online Lab Science Feasibility Inquiry / Division Response

Page 9 is first page of 22 page memo written by Steve with input from biology and chemistry. Sent in December to formally respond to web based lab inquiry. OSU most progressive, Chemeketa pretty aggressive. Sampling reported by Steve. Sent to provost.

e. SPOC Committee – Potential NSM impact items on the horizon: development of 3+1 china exchange

Jan 26 discussion: A) Mark presenting financial state of WOU -1.5 million loss, Clearing house – subscription \$30,000 each year to belong. Surveyed and analysis efficiencies and best practices – then present it back. Conversation and lots of information to Mark. Task teams in different areas coming. Energy / ITC services – top areas being looked at. Salary savings, business savings, new fees? New marketing? All their information available on line through the slides – see Steve for information.

Main Things: (through provost & dean – just talk . . . things to think about

China exchange 3+1 – students come here 1 year after 3 years there & get WOU degree.

Mathematics and Earth Science – can this be done? Business and Computer Science. Just giving heads up to keep cool head and think about this. They will be wanting ideas on how this can work. Just to get everyone thinking in the coming days.

What programs. development of Applied Baccalaureate degrees – provost talking lots about. Mike on committee Dean has put together. What are they, models out there, what would they look like? More in coming days. Largely a definition – fire safety / administration degree / OHSU nursing program.

1) assoc. degree + skill set – turn it into degree – come here to do a LAS degree

2) just taking upper degree courses – other states have wide use of this. Business would be using this most likely.

Other programs to compare – Yale has one in Forestry. Models in Computer Science and Business.

Expansion of online course offerings, discussed by clearing house folks. To convert an in person course to on line – it costs more unless it is a niche market. Must be competitive nationally.

University of Phoenix – marketing budget more than entire budget for University of Alabama.

condensing/streamlining LACC. Discussed in Chronicle of Higher Education – read by Administration

Idea of 2 + 2 ? How does their program work with our? Lots of ideas will be out there. 3+ 2?

Bartalks – to eliminate the lab? – discussed by Dean before Christmas. More in the coming days.

Spock Meetings – no minutes. Ask for a report? Dave McDonald will come to Faculty Senate to discuss.

Nothing specific, no marching orders, just a heads up. Ideas in the coming days.

V. NEW BUSINESS

a. 2012 Spring NSM Student Awards Honors Night – Faculty Facilitator and Organizer needed?

Sharon is going to be working on this assisted by Laurie

b. UCS Technical Support Services: Proposal for NSM-dedicated technician for two 4-hour blocks per week; no-cost instructional use of WOU videography services. UCS Technical Support Services: Proposal for NSM-dedicated technician for two 4-hour blocks per week; Dave Olson discussed to have dedicated technicians to be in the areas. Steve had a meeting with Bill to offer 2 - 4 hour blocks per week (Adam until a new Brian is hired) we could set up a task list, or for service list coordinated through Steve with Bill. Requests would go through Teresa as usual. Tues and Friday might be best (early in the week & Friday as a maintenance day since only a few labs) Continuous students coverage will

be happening to help. We have the most computers on campus for our division. This will need to be coordinated by Chair. Could the technology committee organize this? We need a task list from each Department person that would be the point of contact to be sure the work is done. Personalized service 2 times a week, not for emergency services that you would call Teresa to get immediate help.

No-cost instructional use of WOU services. Debra arrived last year. Bill offered up for instructional purposes to film something for your web site for Steve to route this for free.

She is under Bill's supervision. Students would need to have a release form most likely.

VI. REPORTS

- a. NSM Budget Update – Niki is keeping track
- b. Faculty Senate – enrollment flat, retention levels high.
All Faculty email coming soon for feed back on survey
Math – modify international form to add signature –
Faculty advisor signature, and chair then to go to Dean
- c. Faculty Development Committee – Mike needs someone to cover meeting for him due to conflicting meeting times.
Travel Round II – April 9
- d. **AFT/WOU Faculty Union** - Misconduct form handed out. Form to fill out, flow chart of chain of command, changes proposed to standard.
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: files submitted to Dean, letters / recommendations complete.
Concern of increased work load SIR analysis. Is expectation of analysis ever term for CBA?
This is between union and provost
- g. Academic Requirements Committee - Foreign Language Proficiency Exam Options
Provost came to Jan. meeting with handout to get at proficiency exam for International students.
Currently acknowledge TOEFL exam – committee asked to consider addition 3rd English exam: Eiken – most widely used exam in Japan. Comparable to the other 2 and just as widely used in Oregon. Does the Division have any issues with this proposal? Jeff is happy to give copy of comparison for anyone requests it. It was fine with everyone.
- h. Academic Infrastructure Committee
- i. PURE – Showcase in May; call for sessions and abstracts; PURE Journal. Brian has a call out for members of committee.
- j. Complaints: 1st floor bio-refrigerator maintenance; Frig isn't being cleaned out, please clean out things as you use it. Please take care of your personal items.

the Steelers should have beat Denver in the playoffs.

VII. FINAL COMMENTS AND ADJOURNMENT



March Week 1 Numbers for Fall 2012

	2012	2011	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,807	1,856	-49	-2.64%	1,508
Nonresident	946	742	204	27.49%	608
International	23	15	8	53.33%	23
Total Undergrad. Applicants	2,776	2,613	163	6.24%	2,139
Admitted Students					
First time Freshmen	1,919	1,821	98	5.38%	
Transfer	212	220	-8	-3.64%	
Post Bac	4	3	1	33.33%	
Total Undergrad. Admits	2,135	2,044	91	4.45%	1,869
Total Denied	21	25	-4	-16.00%	
Cancel Rate	0.56%	0.80%			
Graduate Students*					
Graduate Applications					
Resident	40	43	-3	-6.98%	
Nonresident	10	10	0	0.00%	
International	5	1	4	400.00%	
Total Grad Applications	55	54	1	1.85%	
Graduate Admits					
Resident	3	3	0	0.00%	
Nonresident	3	3	0	0.00%	
International	1	1	0	0.00%	
Total Grad Admits	7	7	0	0.00%	

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

Pending files +150 over fall 2011 Progress is being made to reduce the number

Housing: 873 Applications. Down 138 (-13.6%)

**Next Events: Criminal Justice Day March 7 (one of largest expected crowds)
Cesar E. Chavez Leadership Conference March 9
Spring Break Visit Day March 29**

Division of Natural Sciences and Mathematics
“Window-of-Opportunity” Planning Initiatives 2012

Draft 3, Feb. 28, 2012 – response to “President’s Core Team Meeting 2”; S. Taylor, NSM Chair

NOTE: The action items below are NSM Division Chair recommendations as a proactive call to action in response to the Fall 2012 SPOC Committee Strategic Planning initiatives. These are the action items that have been cultivated by emails, discussions, and meetings with President Weiss, Provost Neely and Dean Scheck. The recommended action items presented below will frame focused discussion as part of “New Business” at the March 6, 2012 NSM Division Meeting. Proactive Division planning and response is recommended, so as to mitigate potential external impacts to the curriculum and health of programs.

Action Item 1: Reconvene the NSM Ad Hoc LACC/Gen Ed. Review Committee

(A) Objective – evaluate call for improved efficiencies in the lab-science LACC and mathematics gen. ed. requirements to facilitate student pathways to graduation and improve student retention. The NSM ad hoc committee membership, at last check, is comprised of Baumgartner (Biology), Courtney (Chemistry), Templeton (Earth & Physical Science), and Ward (Mathematics).

- (1) Evaluate the intent of “lab science”, national STEM standards and relationship to the LACC model at WOU.
- (2) Evaluate the “two in a sequence” science LACC requirement at WOU.
- (3) Evaluate national STEM standards regarding optimal levels of science to require in a successful LACC curriculum: 1 term? 2 terms? 3 terms? more or less?
- (4) Evaluate national STEM standards in relation to the current gen. ed. mathematics requirement. How does the current requirement relate to the typical WOU student demographic (i.e. first generation, non-traditional, PELL-Grant, low-level college preparation, etc)? Is there a different model that can better accommodate all the MTH70 and MTH95 placement needs and support student retention?

Planning timeline: Initial bulwark spring term 2012, draft 1 status report to division by end of spring term, summer follow-up as possible/needed, refresh in late Sept.-early October, recommend action to LAS Dean/Provost/Task Team by third week in October, 2012.

Action Item 2: Department-Level Contingency Plans for a 5% Reduction in NTT Adjunct Instructional Budgets in 2012-2013 Academic Year

(A) Objective – to develop departmental contingencies to address LAS Dean’s stated goal of reducing adjunct instructional budgets by 5% for the 2012-13 AY.

- (1) Evaluate 2012-13 schedule, each dept. develop a contingency plan for a 5% reduction of adjunct budget in 2012-13.

Planning timeline: will need to have contingency plans developed and submitted to Division Chair by second week of classes, spring term 2012, in anticipation of related schedule adjustments/action by Dean before Fall Term 2012 registration begins in mid-spring.

Action Item 3: Department-Level Strategizing to Address Administrative Call for Ideas on Curriculum Development and Attracting New Enrollment

(A) Objective – to explore department-level opportunities to offer up new or alternative programming that aligns with stated administrative initiatives of increased enrollment:

- (1) Feasibility analysis of international/China 3 yr + 1 yr degree models (3 + 1.25?, 3 + 1.5?)
- (2) Feasibility analysis of Applied Baccalaureate Degrees (Baltzley, Biology, on Dean’s advisory panel)
- (3) Feasibility of developing lower-division online science & mathematics delivery models
- (4) Feasibility of developing online / alternative delivery mode for entry level science/mathematics targeting high school students wishing to receive WOU college credit / outreach to attend WOU (e.g. CHS 100-level science on site at high school, Alaska HS bush-math outreach program)

Action Item 3 (Cont.)

- (5) Development of online / alternative delivery modes for upper division courses with goal of stream-lining operations and creating scheduling/FTE efficiencies.
- (6) Development of Pre-Engineering Program with transfer link to OSU; Formulate cost-benefit model for development of pre-Engineering program at WOU (staffing, start up costs, laboratory remodel, new faculty lines, facilities, equipment, projected 5-yr enrollments, projected enrollment impact to existing programs with similar student clientele in Biology/Pre-Professional, Mathematics, Chemistry, and Earth & Physical Science).

Planning timeline: Initial work spring term 2012, draft 1 status report to division by end of spring term, summer follow-up as possible/needed, refresh in late Sept.-early October, recommend action to LAS Dean/Provost/Task Team by third week in October, 2012.

All: The following lays out the plans agreed to at the Core Team Meeting last week. Please review and begin/continue your activities with urgency.

<u>Team</u>	<u>Leader(s)</u>	<u>"Straw-man" Goal per year – 2014 & 2015</u>
1. Academic SPOC	K. Neely	\$750,000/1.5M
A. Academic initiatives including operational processes	H. Rosselli & S. Scheck	
B. Recruitment & retention	D. McDonald, K. Neely, L. Stonecipher, N Yang	
C. Distance education	J. LeRoy	
D. Grants & ICRs	E. Taylor, S. Hagen	
E. Library Operations	A. McKiel	
2. Business Processes		\$200,000/400K
A. Procurement	D. Silbernagel	
B. IT processes & campus support	B. Kernan	
C. Campus utilities & conservation	T. Neal	
D. HR & payroll processes	J. Vanderburg, D. Cotton	
3. Governmental Appropriations	M. Perlman	?
4. Student Affairs Initiatives	G. Dukes	\$100,000/200K
5. Athletic strategies (With possible subgroups TBD)	D. Hare	\$200,000/400K
6. Philanthropic initiatives & Processes	T. Love	\$250,000/500K
		<u>\$1,500,000/3M</u>

Team Leaders Actions

I request that you each (or collaboratively where there are multiple leaders):

1. Assemble your team through solicitation of those that will serve as constructive contributors to the effort. Consider those that may have volunteered to serve.
2. Determine the scope of the areas that your team will assess.
3. Identify any gaps that you believe need to be addressed potentially by others and are not being covered by your task team.

4. Brainstorm, review best practices, to generate ideas for revenue and productivity improvements. Please use the Educational Advisory Board and other OUS entities among your sources for ideas.
5. Recommend/outline a detailed implementation plan for your team's ideas.
6. Quantify fiscal (including investments necessary) and academic impacts.
7. Review fiscal impacts with Eric Yahnke, to validate and for Eric to incorporate in financial plan.
8. Review academic impacts with appropriate academic personnel/committees/etc.
9. Present ongoing progress to Core Team for input (monthly).
10. Please submit **abbreviate outline** of action plan progress twice a month to me on the 15th and 30th of each month so I maintain a sense of our progress.

Other

- We are developing a comprehensive portal based communication effort for each of the task teams that are not already on the web to communicate their progress. It will be imperative that best judgment be used in communicating any "sensitive" information; for example personnel related recommendations. When in doubt, please contact Judy Vanderburg who will provide assistance.
- Next Core Team Meeting will be scheduled toward end of March – remember it will then be T minus 15 months and counting for our Window of Opportunity.

Many thanks for all your efforts towards WOU's continued success. Please contact me if you wish to discuss.

Mark Weiss

Budgeted amount for Supplies and Services NSM902 (July 1, 2011)				\$31,752	
SEP copy charges added - \$1550		Expense		\$30,202	
ESTIMATED GENERAL OFFICE OPERATING EXPENSES				\$25,202	
Telecom (Phones and Networking)	158.85	\$500			
Copiers	5555.97	\$10,000			
Office Supplies & Book Store	7099.36	\$4,000			
Postage	102	\$500			
Duplicating Services	196	\$300			
Faculty travel	255	\$4,000			
Physical Plant - work orders	2694.46	\$2,500			
Telecommunication wiring	595	\$1,000			
Miscellaneous	79.95	\$2,402			
TOTAL ESTIMATED GENERAL EXPENSES				\$25,202	
MATHEMATICS	NSM902 Starting			\$5,000	
Money already spent	NSM902			\$907	
NSM941 Lab Fees				\$2,000	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies					
NSM941 Lab fees expended				\$0	
Balance	Total balance			\$6,093	
SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2011				\$175,000	
BIOLOGY	NSM922 Starting			\$59,878	\$59,878
Summer lab fees rolled over into 2011-12				\$4,100	
Money already spent				\$37,499	
Balance				\$26,479	
EARTH & PHYSICAL SCIENCE	NSM922 Starting			\$48,737	\$48,737
Summer lab fees rolled over into 2011-12				\$1,850	
Money already spent				\$13,754	
Balance				\$36,833	
CHEMISTRY	NSM922 Starting			\$30,635	\$30,635
Summer lab fees rolled over into 2011-12				\$950	
Money already spent				\$8,650	
Glass breakage				\$177	Summer 20
Balance				\$23,112	
NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD					
STUDENT LAB NETWORK	NSM922 Starting			\$5,500	\$5,500
Money already spent				\$1,645	
Balance				\$3,855	
STUDENT PAPER	NSM922 Starting			\$5,000	\$5,000
Money already spent				\$0	
Balance				\$5,000	
FIELD TRIP	NSM922 Starting			\$6,000	\$6,000
Money already spent				\$2,140	
Balance				\$3,860	
EQUIPMENT REPAIR	NSM922 Starting			\$2,500	\$2,500
Money already spent				\$2,148	
Balance				\$352	
Millipore DI Water Still	NSM922 Starting	\$1,597	\$2,500		\$2,500
Willamette Water (Softener)	NSM922 Starting		\$0		\$0
NW Natural Gas	NSM922 Starting	\$51	\$250		\$250
				\$2,750	
Contingency 8% of Total NSM922 Budget	6380 spent			\$14,000	\$14,000
TOTAL					\$175,000