

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

March 5, 2013; NS122 4:00 PM -- NOTE TIME AND ROOM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF FEBRUARY 2013 MINUTES p. 2-3

III. ANNOUNCEMENTS

- a. Fall 2013 Schedule entry in process / banner review begins March 14, 2013
- b. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- c. WOU Office of Admissions 2012-2013 Recruitment Dates: Spring Preview Day May 4, T-SOAR May 18. SOAR: June 28, July 12-13, July 27.
- d. Catalog changes / Julie Harding Provost's Office: April 3 - last day for changes, April 9 & 10 - draft of 2013-2014 catalog available for review in WUC, May 1, 2013-2014 catalog to Public Relations for packaging, May 8, 2013-2014 catalog to printer, June 21 - 2013-2014 catalog delivered to campus. p. 4
- e. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
- f. Faculty Development Grants: Travel II and Reassignment Due April 8, 2013
- g. NSM Division Travel Supplement Deadlines: April 23, 2013 (following last year pattern)
- h. Vans spring term - field trips - April and May - 2 van rental for 2 months.
- i. NSM Division Student Recognition Night: Thursday May 30, 5:30 PM (Laurie and Sharon Price organizing)
- i. Niki / Office Coordinator announcements; Budget / procurement spend down **THU. APRIL 19TH 5:30 PM SPEND DOWN!**

IV. OLD BUSINESS

- a. Dean LAS Search Process: Interim Dean Tartar on duty; VP Scheck to Provost Office; Dean Search advertising in place, open until filled, review of applications over spring break
- b. DeVolder Family Science Center - Construction/Budget Updates - Moving / Class Schedules Over Summer
- c. NSM Infrastructure Plans / Updates: NS204 Instructor Station - NS206 IDF Closet; spring break; Greenhouse floor repair June
- * d. ARC - Applied Baccalaureate programs revisited **FACULTY SENATE REVIEW**
- e. APA Replacement / OSII Staff Requests Submitted; APA Search Committee / Review after spring break p. 5
- f. Oregon Science Olympiad April 13 - Revisited Call for Event Supervisors / Volunteers p. 6
- g. Student Athletes / Team Travel / Make-up Lab Issue: Status - administration/athletics contacted, dialogue acknowledged, short term fix requested - provision of lab proctor for make-up labs - response not yet received, solution to problem pending further action. p. 7

V. NEW BUSINESS

a.

VI. REPORTS

- a. NSM Budget Report p. 8
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. PRC / Tenure and Promotion
- i. PURE/Academic Showcase
- j. Complaints

VII. FINAL COMMENTS AND ADJOURNMENT

DeVolder-Sims
- office Assigned
- moving inventory in process
- Office Complaints Covered by
- Moving Process Done - August
- Office / Lounge Furniture in process

**FEBRUARY 5 2013 - MEETING MINUTES
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY**

NS122 4:00 PM

I. ROLL CALL / APPROVAL OF AGENDA

Steve Taylor called the meeting to order at 4:05 pm. The issue of chemistry make-up labs was added to the agenda. Agenda approved.

In attendance: Michael Baltzley, Karen Haberman, Matt Ciancetta, Bryan Dutton, Erin Baumgartner, Jeff Templeton, Laurie Burton, Ava Howard, Patty Flat, Breann Flesch, Arlene Courtney, Rahim Kazerouni, Steve Taylor, Niki Winslow.

II. APPROVAL OF NOVEMBER 2012 MINUTES (No meetings convened in December or January)

III. ANNOUNCEMENTS

- a. 2013-14 schedules submitted; fall schedule entry on banner begins February 18th and ends March 14, 2013. Changes after March 14th to the fall schedule will require green sheets. Niki thanked the schedulers for a timely and smooth scheduling process this year.
- b. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- c. WOU Office of Admissions 2012-2013 Recruitment Dates: Winter Preview Day II Feb. 23, Spring Preview Day May 4, T-SOAR May 18, SOAR: June 28, July 12-13, July 27.
- d. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair –Dean-Provost –President
- e. Faculty Development Grants: Travel II and Reassignment Due April 8, 2013. Division travel monies are awarded following the Faculty Development awards.
- f. NSM Division Travel Supplement Deadlines: April 23, 2013 (following last year pattern)
- g. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- h. Niki / Office Coordinator announcements: Niki retirement / position status for 2013. Niki has been officially retired since June 30, 2012, but has continued to work under the PERS allowable time constraints. We hope to have the new APA hired and starting in Niki's position May 1, 2013 to allow adequate training time.

IV. OLD BUSINESS

- a. Review of December NSM Memo / Action List
- b. DeVolder Family Science Center – Construction/Budget Updates
- c. NS Building Renovation Planning. All departments submitted their wish lists in fall, 2012.
- d. NSM Infrastructure Plans / Updates: NS204 AIC-Funded Instructor Station Spring Break. See pages 9-13 of handout for this meeting regarding the DFSC and move to that building.
- e. ARC - Applied Baccalaureate programs revisited-Jeff Templeton reporting. Jeff stated that core curriculum is coming up for a vote. Robb Winningham and Dean Scheck presented information on Core Curriculum, the catalog copy, Computer Science and Psychology programs. Jeff needs guidance from the division on how to proceed on the ARC, to endorse the proposal or not, or with modifications. Laurie said that regarding Math 105 or above they could copy what is in the catalog regarding graduation requirements. Jeff will produce a "clean up" document to indicate feedback received. It was felt that the AB core should be in its own area of the catalog. Specific majors will be addressed in the Curriculum Committee with core curriculum. ARC is focusing on the AB core. The Critical Thinking statement should be removed, we are not in a position to endorse until it has been corrected. Mike Baltzley said the double counting wording needs work. The Division will not endorse the document as is. See pages 14-19 of handout for this meeting.
- f. NWCCU Accreditation Revisited – Kristin and Bryan attended the open house, got criteria from NW for making the report. Kat McGrew is taking on the accreditation documents. Steve has all documents completed back to the last accreditation on a web page.

V. NEW BUSINESS

- a. Administrative Reorganization / Dean LAS Search Process. Provost Neely has been given a severance package, he will end his duties as Provost at Western as of February 28, 2013, however he will retain his title and full tenure through his current contract which is July 1, 2014. He will be employed in a position of "Special Projects" with OUS. Dean Scheck will be Vice President of Academic Affairs beginning March 1,

2013. A search for a new LAS will begin with ads being placed March 1, 2013, with interviews planned for May, an offer made in June and a start date for the new Dean August 1, 2013. The president will empanel the search committee. The Dean Search representatives from NSM will be Mike Baltzley as rep. and Patty Flatt as alternate. Steve will forward their names on to the Dean. Dean Scheck will make the recommendation of the candidate to President Weiss. Diane Tarter will be serving as the interim LAS Dean.

- b. 2013 Spring NSM Student Awards Honors Night – Sharon Price and Laurie Burton will be planners.
- c. Pending Staff Searches: Niki/APA Replacement; Request for 0.5 FTE OSII position for DeVolder
- d. Completing Math Requirement. Laurie addressed a retention issue from the Mathematics Department. Administration has discussed with math that it feels it would be better if students took math courses earlier in their four year program. This would be Math 070, 095, 105, or at least starting 211-212-213 during first two years at Western or transfer students without math. Taking math early would be formalized in the catalog. See page 20 of handout. This will go through ARC, Curriculum, etc. Laurie feels the wording is good.
- e. Make-up labs – what is our responsibility when students miss labs for school sponsored activities? Arlene is to email concerns to Steve, who will then forward on to the Dean.

VI. REPORTS

- a. NSM Budget Report- see page 21 handout
- b. Faculty Senate – Kristin reports that the education and math changes went through. We will accept the California State transfer degree. There are changes in suspension. There can be two holds on the student's account, they will have to their advisor remove hold, and Academic Advising to remove a hold.
- c. Faculty Development Committee
- d. Academic Infrastructure Committee- There were 11 proposals, one in Biology. NS 204 has been funded for remodel to a smart room over spring break.
- e. AFT/WOU - they are formulating an agenda.
- f. Curriculum Committee – wants to remind division to separate all course descriptions in the catalog, i.e. Bi 211, 212, 213 (for registrar articulation). The Dean is making this request, no timeline or deadline has been given. Matt Ciancetta reported that the CC committee approved a curriculum change for the mathematics education minor. The approved proposal split the mathematics education minor into two options: (1) mathematics education minor for non-mathematics majors and (2) mathematics education minor for mathematics majors. The mathematics education minor for non-mathematics majors is virtually the same as the previous mathematics education minor, while the mathematics education minor for mathematics majors has an appropriate curriculum for mathematics majors. This is similar to the split Chemistry minor.
- g. Academic Requirements Committee
- h. PRC / Tenure and Promotion
- i. PURE/Academic Showcase
- j. Complaints

VII. FINAL COMMENTS AND ADJOURNMENT – meeting adjourned 5:15pm



Steve Taylor <taylors@mail.wou.edu>

[All Faculty/Staff] TIME FOR CATALOG CHANGES!1 message

Julie Harding <hardinj@wou.edu>
To: allfacstaff <Allfacstaff@wou.edu>

Fri, Feb 15, 2013 at 9:15 AM

Good morning everyone! Happy Friday. It's that time again, time for me to request changes for the 2013/2014 Course Catalog. I sent out sections of the catalog, you should be receiving them today or Monday. Please note the dates when the changes need to be returned, the dates of the review in WUC and the date for the final printing.

If you have any questions, please call me.

Feb 11 - request changes for 2013-2014 catalog
April 3 - last day for changes
April 9 & 10 - draft of 2013-2014 catalog available for review in WUC
May 1 - 2013-2014 catalog to Public Relations for packaging
May 8 - 2013-2014 catalog to printer
June 21 - 2013-2014 catalog delivered to campus

Have a great weekend.

--
Julie Harding
Executive Assistant to the Provost
Western Oregon University
503-838-8271



MEMORANDUM

To: Steve Scheck, Dean LAS/VP Academic Affairs; Eric Yahnke, VP Finance and Administration; Kathy Hill, LAS
From: Steve Taylor, Chair, Division of Natural Sciences and Mathematics
Date: February 19, 2011
RE: NSM 2013-14 S&S Budget Increase: DeVolder Family Science Center

Colleagues:

With the addition of the new DeVolder Family Science Center to the Division of Natural Sciences and Mathematics operations, I am writing to formally request increases and changes to our NSM902 S&S Services Index for the coming 2013-14 budget cycle. The new building is adding a new copier to our existing lease contract and 4 new Millipore water purification units for laboratory use. These additions will add to our existing two copiers in the Natural Science / Math-Nursing buildings and to our one Millipore water purification unit. These additions will result in the need to add S&S funds to our existing NSM902 budgets to cover the cost of expanding our operations into the new DeVolder Family Science Center.

The anticipated budget additions necessary to cover the DeVolder expansion in the next fiscal year are summarized as follows:

- | | |
|--|---------------|
| (1) Addition of 1 copier to existing Pacific Automation Lease: | \$ 4,800 / yr |
| (2) Addition of 4 Millipore Water Units (Supplies and Service) | \$16,200 /yr |

Total Anticipated DeVolder S&S Increase	\$21,000/yr
--	--------------------

In addition to the DeVolder-related budget increases requested above, I would also like to request a new S&S index to separate out the Mathematics Department from the NSM902 budget. Given that Mathematics expenditures are significantly different from the collective science budgets in terms of use and level, a significant accounting efficiency would be gained by separating out that portion of NSM902 into a new index. At present, we have to do much internal tracking of the Mathematics expenditures to separate them out from the bulk of the remaining budget. Based on five years of budget tracking as Division Chair, I recommend separating the Mathematics S&S into a new index, from the existing, with a starting budget of \$5000. This has been the established annual departmental budget for many years now and is a sustainable level of S&S given the relative needs of that program area.

Please let me know if you have questions or need additional information. I look forward to meeting with you at the earliest convenience to discuss this matter and assure the continued success of the Division of Natural Sciences and Mathematics at Western Oregon University. Thanks in advance for your time and consideration.

Sincerely,

Steve Taylor, PhD, Chair

Division of Natural Sciences & Mathematics

(5)



Steve Taylor <taylors@mail.wou.edu>

Re: Science Olympiad Costs / WOU Affiliation Sponsorship?

1 message

Mark Girod <girodm@mail.wou.edu>

Tue, Mar 5, 2013 at 8:54 AM

To: Stephen Scheck <schecks@wou.edu>

Cc: Steve Taylor <taylors@wou.edu>, Mark Girod <girodm@wou.edu>, Diane Tarter <tarterd@wou.edu>, Dean Office <hillk@wou.edu>

COE had sponsored it last year. We're fine to do that again this year. However, we just can't spend a huge amount of money to support the group. Last year, I think it cost us about \$1,000... that just isn't sustainable and I'm not sure Ashley understands this. I'm happy to coordinate a meeting with her and Nan to talk through the budget items.

Mark

On Tue, Mar 5, 2013 at 8:51 AM, Stephen Scheck <schecks@wou.edu> wrote:
Steve,

We can cover staffing costs via LAS Dean's foundation funds...

Prefer not to have to do this, but we will have a postmortem immediately after this event with admissions present so that we can talk through the +/- of this event for WOU. I thought there had been some post review last year and that surprises wouldn't occur...but of course, there always are surprises.

--Steve

On Mon, Mar 4, 2013 at 11:29 PM, Steve Taylor <taylors@wou.edu> wrote:

Hi Mark and Steve - see below for an email exchange with Nan Lehto regarding the Science Olympiad Affiliation / WOU Sponsorship / facilities rental agreement. Can either of you please tell me who was responsible for inviting this group on campus last year / carrying over to this year? I discussed it briefly with Adele this past fall, and she mention that she attended a meeting a year ago last fall with Hilda and both of your folks, and that's what started the process to invite Ashley and Science Olympiad to the WOU campus.

The above is cool, great idea, but who is taking WOU ownership of this event? It is not part of any initiative instigated as part of the NSM Division, nor one that we have staff/resources to support. While I am trying to be collegial, professional and helpful, emails such as those below compromise the integrity of the academic process and team spirit.

As discussed with Nan, I will be able to gather up a few faculty volunteers / maybe a couple student helpers, and will help find a couple lab rooms this year. However, beyond that, this is not anything that my division is sponsoring in earnest. I really don't know anything about this group or the Director of the event. I've never met Ashley, I am not a science fair expert, nor am I sure why this has become my problem.

Someone needs to step up and take responsibility. Who invited this group on campus in the first place, last year? I've asked this question before, but really haven't received a straight answer. Whoever sponsored this group last year, needs to follow through.

With all due respect, and I'm community minded in general, but what's up with this? I'm trying to be

- ① NS 115 Party ^{Event Director}
- ② NS 123; NS 125
- ③ EMAN - student helpers
- ④ JULE - LAB MONITOR / PREP.
- ⑤ MIKE B. - GRADUATE VOLUNTEER
- ⑥ 3 Student Volunteers ^{TO DIRECT TRAFFIC}



Steve Taylor <taylors@mail.wou.edu>

Re: Science Labs / Student Athlete Make-up Process

1 message

Steve Taylor <taylors@wou.edu>

Fri, Mar 1, 2013 at 4:54 PM

To: Jon Carey <careyj@wou.edu>, Diane Tarter <tarterd@wou.edu>, checks@wou.edu

Hi Jon - I discussed this issue further with faculty colleagues. Right now the main issue through spring term is with athlete Biology majors who are taking Organic Chemistry. The organic chemistry labs are on Tuesday and Thursday, same in spring term. Students who travel on Thursday are missing a lab, and have been generally making it up on the following Wednesday. This is outside of any travel situations where athletes are out of town for a full week or more. On the short term, the O-chem schedule is set, and the sports schedule is set, somehow we need to figure a work-around.

The immediate fix is to provide a proctor/chemist support person to monitor the make-up student lab work when the professor is not available. We happen to have a temporary adjunct instructor (one of our chemistry graduates) who is filling in on some emergency lab instruction in the CH100 series. We could also engage his services and add to his load the student athlete / organic chemistry proctor position, and it would help solve the problem on the short term between now and end of spring term. I still recommend a meeting with the Chemistry and Biology department for longer term planning on how to mitigate this problem. But in the mean time, there is a fix that's possible, and the professor is amenable to the solution to help improve the situation.

If this sounds like a workable idea, then the only catch is how / who will pay for the accommodation / additional staff FTE?

s.t.

On Thu, Feb 28, 2013 at 9:51 AM, Jon Carey <careyj@wou.edu> wrote:

Steve:

Thanks for the reply. Having been responsible for scheduling Physical Education classes for the majors and the masses, I understand the challenges. We would not presume to suggest how you schedule your classes but if I have an understanding of current practice we may be able to seek solutions in advising and game scheduling.

We have a problem in our conference relative to scheduling conference games. From our perspective this is a larger problem than just the sports we are dealing with currently. Our discussion may give me some leverage with my colleagues.

I look forward to hearing from you.

Jon

On Thu, Feb 28, 2013 at 9:23 AM, Steve Taylor <taylors@wou.edu> wrote:

Hi Jon - thanks for the phone message. I'll give you a call later today. The discussion really lies with the Chemists and Biologists, as these students are in their programs mostly, percentage wise. Scheduling is complicated based on rooms and faculty availability. We have many many science sections to manage, and it's not a simple problem to solve through class scheduling, it's a complicated house of cards. The majority of students are non-athletes, and this issue affects a handful of the greater campus body who take science classes, so makes it difficult to balance accommodation for a few out of dozens to hundreds, but

2012 - 2013 NSM DIVISION BUDGET

Budgeted amount for Supplies and Services NSM902 (July 1, 2012)		\$30,202	
	Expense	\$32,100	
ESTIMATED GENERAL OFFICE OPERATING EXPENSES		\$26,752	
Telecom (Phones and Networking)	205	\$300	
Copiers (with credit)	3500	\$10,000	
Office Supplies & Book Store	5903	\$7,050	
Postage	124	\$300	
Duplicating Services	603	\$1,500	
Faculty travel	1856	\$4,000	
Physical Plant - work orders	135	\$2,500	
Telecommunication wiring	210	\$600	
Miscellaneous	783	\$502	
TOTAL ESTIMATED GENERAL EXPENSES		\$26,752	
MATHEMATICS	NSM902 Starting	\$5,000	
Money already spent	NSM902 (ck Sharon's totals)	\$2,000	
NSM941 Lab Fees		\$1,087	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies			
NSM941 Lab fees expended		\$300	
Balance	Total balance	\$3,787	
SCIENCE DEPARTMENT BUDGETS STARTING July 1, 2012		\$185,000	
BIOLOGY	NSM960 Starting	\$63,103	\$63,103
Summer lab fees rolled over into 2012-13		\$5,186	
Money already spent		\$31,950	
Balance		\$36,339	
CHEMISTRY	NSM961 Starting	\$32,285	\$32,285
Summer lab fees rolled over into 2012-13		\$861	
Money already spent		\$18,580	
Glass Breakage + Goggle Fees		\$5,000	
Balance		\$19,566	
EARTH & PHYSICAL SCIENCE	NSM962 Starting	\$51,362	\$51,362
Summer lab fees rolled over into 2012-13		\$1,834	
Money already spent		\$15,265	
Balance		\$37,931	
NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD			
STUDENT LAB NETWORK		\$2,000	\$2,000
Money already spent		\$0	
Balance		\$2,000	
STUDENT PAPER		\$5,000	\$5,000
Money already spent		\$0	
Balance		\$5,000	
FIELD TRIP		\$6,000	\$6,000
Money already spent		\$3,646	
Balance		\$2,354	
EQUIPMENT REPAIR		\$4,000	\$4,000
Money already spent			
Balance		\$4,000	
Millipore DI Water Purifier		\$4,000	\$4,000
MedEquip Maintenance		\$2,300	\$2,300
NW Natural Gas		\$150	\$150
		\$6,450	
Contingency 8% of Total NSM922 Budget		\$14,800	\$14,800
TOTAL			\$185,000

8