

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

Attending were Scott Beaver, Steve Taylor, Sarah Boomer, Mike LeMaster, Bryan Dutton, Klay Kruczak, Kristin Latham, Jeff Myers, Rahim Kazerouni, Bill Schoenfeld, Hamid Bemard, Niki Winslow.

II. APPROVAL OF APRIL MINUTES. Since we did not have a quorum the meeting agenda and minutes from the last division meeting were not approved. They will be considered at the June meeting.

### III. ANNOUNCEMENTS

- a. Summer 2009 Registration Open. Please announce to your classes. The NSM poster listing summer course offerings has been distributed. There has to date been no discussion of cutting summer courses. Bi 438 currently has two students enrolled, Bryan and Erin will make the call about cancelling.
- b. The 2009-2010 Catalog Review was to be Tues. and Wed. May 12-13. Because of the school closure May 1 & 4 the deadline has been extended.
- c. Admissions Data for April 24, 2009 (compared to same time last year): Total Applications: +14%; total UG Admits +19% (see page 8 handout).
- d. NSM Student Honors Night - May 28, 2009, Gentle House; Laurie Burton is Coordinator. May 4 had been the deadline for names of students being honored. The names to be listed on the certificates are to be the same as last year's. The Dean's office is contributing \$75 to help defray the costs of the event.
- e. NWCCU Accreditation Visit - April 29 - nothing to report at present.
- f. Departments need to finalize purchases ASAP.
- g. Spring Term 2009 Van rentals (April 7 to June 7, 2009; 2 vans on campus for field trip use.
- h. Early Bird Registration is May 16; SOAR dates: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing needed). See page 9 of the handout. Rahim volunteered to staff all the Chemistry dates.
- i. Year-end Faculty Reports are due June 16, 2009. The new format was implemented as per the fall division meetings. Attach an updated CV to your report. Steve will send out the template for the reports.
- j. Dean Request: Spring embedded assessment reports; submit with faculty reports on June 16, 2009. See page 12 handout. Biology faculty will do the assessment report as a group. New faculty in biology can see what is happening as a group.
- k. Natural Science Year-End Fac-Staff-Student BBQ will be held Friday, June 5 at 4:00 pm; Math will hold a separate event June 4. Bryan will do the announcements for the BBQ. It will be held just outside the main

doors of the Natural Sciences Building, where the new picnic tables reside.

- l. The second annual NSM Fall Field Trip and Potluck will be rafting on the Willamette from Albany to Buena Vista with a potluck at Adair Village following, September 25, 2009. This is Friday of Welcome Back week.
- m. Payroll instructions for Unforeseen University Shutdown (as in May 1 and 4) are found on page 13 of the handouts.
- n. Niki Report - as requested, our original cut-off date for PO's was April 24, 2009. Please get residual PO requests to Niki ASAP as this is needed to allow for end-of-year accounting. Also, Niki reminded faculty of evaluations which have to be completed in the next few following weeks.

### III. OLD BUSINESS

- a. NS Technology Planning Committee - schedule a meeting with Bill/UCS for general discussion; sometime this spring, we need a facilitator: Still Pending (committee: Dutton, Courtney, Taylor, S. Beaver)
- b. Inter-program coordination of class scheduling: Still Pending - Need round 2 meeting ASAP
- c. NSM Budge Committee - met during week of April 13; and S&S reduction contingency is in place. We are working on DEP/SEP contributing to the cost of the MTH 70-95 courses we provide for them. The new budget will go into effect July 1, 2009.
- d. NSM Building Committee - Bryan, Pete, Jeff Templeton and Steve met with Tim Walen from the physical plant for NS building issues.
- e. Admissions follow-up: Chemistry, Math, EPS are reminded to contact Rob Findtner for Hobson's marketing.
- f. NSM Division Web Site - Klay did a review of the website Division page. Individual departmental page updates need to be addressed. The old system was html. Klay will help any one who would like help with their web pages. The new page styles (php) - needs some work, links to individual page. Klay has a list of errors in departmental web pages.
- g. Provost/Dean: new faculty mentoring programs, uniform PRC procedural guidelines - pending / on shelf. The Provost identified irregularities between the Division PRCs regarding guidelines/procedures. No action has been taken, the Dean has been gone.

### IV. NEW BUSINESS

- a. Online SIR Training; Office Specialists May 19-20; 100 Faculty Beta Testers Summer-Fall terms (see handout 14). Some faculty have put their names in to participate in the Beta test for Online SIR reports. We have sent a response to the Dean on our views of the Online SIR process. Scott stated that points can be made in the comment section

from students. Sarah asked how the online process would be administered. Steve said a login would be issued to students. The plan is to have evaluations administered quarterly. Bryan stated that many of the concerns seem to have been addressed. Steve said that the Provost will ultimately make the decision regarding the online process. Possibly the Faculty Senate will follow-up on concerns. It was also asked if there would be union participation in the process. Bryan said there doesn't seem to be a lot of concern about it at this time.

- b. LAS College S&S Cuts: current reduction figure ~\$56,000; Provost/Academic Affairs cuts = \$175,000 total; NSM S&S Figure pending/unknown at present (see pg 15-16 handout). The Dean will not use a flat percentage cut for Divisions, has discretion as to how much to cut from each. The Provost will make the cuts from the Academic Affairs budget. The State Board supports a 4.6% cut in principle. It will probably be late June before we get our new budget.
- c. It should be remembered that WOU emails and computer accounts are state property and as such all information belongs to the state and is public.
- d. Liberal Arts / General Education Outcomes and Assessment: LAS Retreat May 29, Bob Turner, OUS Leader. Topic is expected to be LACC and general education assessment.
- e. 2009-2010 Committee Assignments. See page 17 of handouts. Klay will be on PRC in slot that Laurie will vacate.
- f. NSM seminar - receiving community interest. John Oberst (Monmouth mayor) would like to have seminars broadcast on wiMpeg / public access channel.
- g. Scott Beaver will become a marshal at graduation.

## V. REPORTS

- a. NSM Budget Update: See page 18 handout
- b. Faculty Senate: Scott and Bryan  
Music wanted a Jr. Capstone put in place. All of their proposed program changes appear to have no impact on NSM majors. The Math proposals went through.  
Scott: Anthropology wants to put on their diploma "Departmental Honors". This generated comment, consensus was that it would not receive much support from NSM. Nancy France is not inclined to make this change either.
- c. Faculty Development Committee: Cheryl and Laurie travel will be funded. Hamid will send amounts to Jeff Templeton. All Division travel requests were funded. Jeff Myers received faculty development funded travel.  
4/19- Division travel requests were sent out  
4/26 - deadline on departmental travel proposals

Scott stated that division funding is contingent upon faculty development travel funding announcements. We are looking at at least \$500 more available in division travel money, Jeff will send another call for requests. Hamid will let Jeff know the results of Faculty Dev. Awards. The Division Travel Committee will re-evaluate the process next fall.

- d. LACC Review Committee Report - LACC outcomes are crafted, at this point this represents two year's worth of effort.
- e. Academic Infrastructure Committee: Bryan stated that a report was submitted to Shirley Lincicum and Deans consisting of "wish" lists. Sarah Boomer is now on the AIC committee for NSM.
- f. Academic Requirements Committee - no report.
- g. Curriculum Committee - activities have slowed down
- h. AFT/WOU Faculty Union: the bargaining meeting was rescheduled due to the flu school closure.
- i. Academic Showcase 2009 - May 28: Mathematics and sciences will be well represented at the showcase. Faculty are encouraged to make course readjustments to cancel classes the day of the showcase so students can participate, both as presenters and observers.
- j. PRC: everyone in the division up for promotion was promoted. Steve indicated that there is no standard, available record of when faculty are hired and their promotion/review schedules. He would like to build a spreadsheet that would contain all of this information in one, accessible place.

## VI. FINAL COMMENTS AND ADJOURNMENT

Laurie stated that all was on schedule for the Student Recognition night, which is also May 28, 5:30 at Gentle House.

The meeting was adjourned.

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

May 5, 2009; NSB122 3:30 PM

3:35

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

**II. APPROVAL OF APRIL MINUTES**

p. 2-7

**III. ANNOUNCEMENTS**

- a. Summer 2009 Registration Open (announce to classes, NSM poster distributed)
- b. 2009-2010 Catalog Review Tue. and Wed. May 12-13; Place and Time TBD
- c. Admissions Data for April 24, 2009 (compared to same time last year): Total Apps. +14%; total UG Admits +19%
- d. NSM Student Honors Night - May 28, 2009, Gentle House; Laurie Burton coordinator (\$75 Dean funds avail.)
- e. NWCCU Accreditation Visit - April 29 - No news is good news, results not yet known.
- f. Departmental Purchases / POs: Finalize Departmental Purchases ASAP!!!
- g. Spring Term 2009 Van Rentals (April 7 to June 7, 2009; 2 vans)
- h. Early Bird Registration May 16; SOAR: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing needed)
- i. Year-End Faculty Reports Due June 16, 2009; new format implemented as per fall division meetings.
- j. Dean Request: Spring embedded assessment reports; submit with faculty reports on June 16, 2009
- k. Natural Science Year-End Fac-Staff-Student BBQ Fri. June 5; Math will hold separate event
- l. 2nd Annual NSM Fall Field Trip and Potluck - Rafting on Willamette; Potluck at Adair Village; Sept. 25, 2009
- m. Payroll Reporting for Unforeseen University Shutdown
- n. Niki Report - Get your purchase order requests to Niki ASAP!!!

15 min

3:35-

3:55

END OF  
TEMPORARY

**IV. OLD BUSINESS**

- a. NS Technology Planning Committee - schedule a meeting with Bill/UCS for general discussion; sometime this spring, need a facilitator: Still Pending (committee: Dutton, Courtney, Taylor, S. Beaver)
- b. Inter-program coordination of class scheduling: Still Pending - Need for round 2 meeting ASAP
- c. NSM Budget Committee - met during week of April 13; an S&S reduction contingency is in place
- d. NSM Building Committee - scheduled to meet today May 5 at 1 PM before division meeting
- e. Admissions follow-up: Chemistry, Math, EPS reminded to contact Rob Findtner for Hobson's marketing.
- f. NSM Division Web Site - Klay has performed cursory review; formalized update / action still pending.
- g. Provost / Dean: new-faculty mentoring programs, uniform PRC procedural guidelines - pending / on shelf

15 min

3:50-

4:05

**V. NEW BUSINESS**

- a. Online SIR Training; Office Specialists May 19-20; 100 Faculty Beta Testers Summer-Fall terms
- b. LAS College S&S Cuts: current reduction figure ~\$56,000; Provost/Academic Affairs cuts = \$175,000 total; NSM S&S figure pending/unknown at present
- c. WOU Email / Computer Account Privacy = reminder, all information belongs to state and is public
- d. Liberal Arts / General Education Outcomes and Assessment: LAS Retreat May 29; Bob Turner, OUS Leader
- e. 2009-2010 Committee Assignments

30 min

4:05-

4:35

**VI. REPORTS**

- a. NSM Budget Update
- b. Faculty Senate
- c. Faculty Development Committee
- d. LACC Review Committee Report
- e. Academic Infrastructure Committee
- f. Academic Requirements Committee
- g. Curriculum Committee
- h. AFT/WOU Faculty Union
- i. Academic Showcase 2009 - May 28
- j. PRC

25 min

4:35-

5:00

**VII. FINAL COMMENTS AND ADJOURNMENT**

See Committee  
CUT/UPDATE

Division -  
travel -  
+ \$500 as  
BACK from  
MATH  
HAROLD contact  
TO REIMBURSE  
EVE re-cert

FALL TRAVEL  
REIMBURSE  
DIVISION  
PROCESS  
DEADLINE

B. Schaeferfeld  
H. Behrman  
SCOTT BEAR  
Klay K.  
KATHIE  
mike ten.  
Niki Sarah IS.  
KrisNL.  
MAYO  
BryanoD.  
Jette m.

3:35 PM

DOE NOW

June 4, 2009

clarity who signs

Niki - FACULTY

p. 17 email pte / next week

p. 18

p. 14

p. 15-16

p. 17

p. 18

CANCELLED

E. CASPER

TO REIMBURSE

TO REIMBURSE

TO REIMBURSE

TO REIMBURSE

**Natural Sciences and Mathematics Division Meeting    April 7, 2009**  
**Math-Nursing Building, Rm 222**

The meeting was called to order at 3:37 pm by Division Chair, Steve Taylor

In attendance: Steve Taylor, Cheryl Beaver, Scott Beaver, Laurie Burton, Mike Ward, Klay Kruczak, Rahim Kazerouni, Pete Poston, Hamid Behmard, Mike LeMaster, Bryan Dutton, Sarah Boomer, Kristin Latham, Bill Schoenfeld, Niki Winslow.

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

**II. APPROVAL OF FEBRUARY AND MARCH MINUTES**

A motion was made and seconded to approve the agenda for the meeting. Steve asked if there were any edits to the February and March meeting minutes. For the February minutes it was stated that Arlene Courtney had requested that her name be forwarded to the Dean to request wireless computer access. Klay asked for correction to the spelling of his name on the March 3 meeting minutes. Bryan requested that the March 3 minutes delete the statement regarding encryption and human digestion of internal budget notes.

It was moved, seconded and approved to have the minutes of the two meetings approved with the above modifications.

**III. ANNOUNCEMENTS**

**a. Summer Term**

Summer 2009 registration is now open, please announce to your classes.

Steve has created summer posters to advertise/advise of the summer course offerings through NSM. The general consensus for summer enrollment minimums is 10 students. The Dean desires that summer session be funded and run in the black.

b. 2009-2010 Catalog changes are due to Julie Harding on April 16. Julie will have the draft copy available in the Werner Center Tuesday and Wednesday, 5 and 6 May, from 9:00 am to 3:30 pm (date extended by Provost 4/24/09). Mike LeMaster asked about the Dean's request for a listing, for the catalog, which term courses are offered. We have provided the Dean with this list. Steve does not believe it will have to pass through the Curriculum Committee, that information was passed on directly to the provost office.

c. Admissions data for April 1, 2009 - see meeting handout.

d. NSM Division Student Honors Night - May 28, 2009, Gentle House, Laurie Burton coordinator. Laurie will send out a form for submitting student honoree names. Student nominations will be due to Laurie by May 1<sup>st</sup>. This lead time is necessary for all that is involved in that evening's program.

2

e. NWCCU Accreditation Visit - 1 day visit April 29. See meeting handout for online address for interim report. Faculty are asked to review this report (also page 9 of handout). The external reviewer will be at WOU in a few weeks.

The Dean and Provost are asking for evidence and listings of any Senior capstone assessments used in NSM programs. Taylor pointed out that NSM submitted this information previously, and was included in the division assessment report from Fall. Steve will put division assessment materials on the shared drive for review of what we already submitted. Steve will ask that math faculty be included in the shared drive, and he will create an assessment folder on the shared drive.

f. Departmental purchases: we are asking that 90% of these purchase requests be to Niki by April 24 to allow time for processing and the bookwork that follows for an accurate accounting.

g. We have two rented vans now on campus for spring field trips. For now Piper will keep the key in her office. An extra key may be requested if needed over a weekend. The vans have been rented for the time period of April 7 through June 7, 2009. (4/27/09 Taylor Note: the van keys are now located in the mail room, ask Niki or Piper for location)

h. Spring Preview day is Saturday, April 18.

j. Niki Report - please get purchase requests for 2008-2009 to Niki ASAP. The burning of Arnold Arms is scheduled for Sunday, April 19. The fire district personnel would prefer more time, but the physical plant people want it done then.

#### IV. OLD BUSINESS

a. The NSM tech committee, comprised of Steve, Arlene, Scott and Bryan will need to schedule a meeting with Bill Kernan and Brian Berkley sometime during spring term for discussion and planning purposes.

b. NS building improvements: NS 123 had smartroom equipment installed over spring break. The conversion will be complete when the new computers arrive. NS 115 and NS 004 are schedule for smartroom installation in the next fiscal year. The physical plant plans to remodel NS 101 this summer, and complete the unfinished work in the chemistry lab. The floors, ceiling (asbestos issues), desks and chairs will be replaced in the planned NS 101 remodel. It is important that we not lose seats in the remodel.

Steve will initiate conversation with the physical plant regarding a NS 103 remodel, he will invite representatives to a near-future NSM building committee meeting.

Bryan said he could facilitate discussion with the physical plant regarding the NS 103 remodel; the seating is falling apart. The biologists will work with the NS building space committee regarding NS 103.

c. Inter-program coordination of class scheduling - there is a need for a second meeting ASAP. Steve will gather schedules and convene a meeting during spring term.

d. NSM Budge Committee - need for meeting to discuss S&S reduction strategy ASAP. The administration is saying we will probably be looking at a 30% reduction in budget next year. Phones, network connections, and photocopiers comprise our largest share of the S&S budget.

e. NSM Building Committee - met once at the end of last term, there is a need for a follow-up meeting soon to further refine goals and discuss needs. We will include some physical plant personnel at a future meeting. Biology is working on a explicit list of equipment-related needs - power, etc. regarding freezers, ventilation, etc.

f. Admissions follow-up: Chemistry, math, and EPS need to contact Rob Findtner for Hobson's marketing - the electronic blurb regarding programs written for and by students.

g. NSM Division Web Site: update / action still pending. Taylor and Klay will be working on it.

## V. NEW BUSINESS

a. UCS Computing Alert - there is a glitch in the anti-virus software Sophos. See page 10 of handout. UCS completed a check and update of the software on computers in Natural Sciences over spring break, stating that the Natural Science building computers are some of the more problematic for this issue on campus. Folks should look for the little purple shield icon at the bottom, right hand side of their screen to see if Sophos is activated.

b. The Dean's Office budget and program monitoring - low enrollment and undersubscribed minors/majors (see pages 11-13 of handout). Per the Chancellor's office, low enrollment is considered to be under 10. We have in the past however lobbied for balance because of the size of some of our very large sections. Scott would like to see more information on the budget process rather than less, Bryan agreed.

Regarding the undersubscribed minor issue, errors can be introduced by those not familiar with our programs. There was a consensus that assessment should be at the departmental level, where the programs are better understood. Taylor relayed a message from Jeff Templeton that he was in attendance at a meeting where Business personnel stated that it



is good to show that WOU has a breadth of interests in the various programs, as exemplified by the list of minors.

Laurie asked about how our FTE compared to other divisions. Steve stated that there is variation among the divisions in how FTE is computed. Laurie also mentioned that when administration is computing costs of education and various minors, they need to take into account that faculty are already on salary, and that the costs for supporting minors is negligible.

c. Provost/Dean's requests: development of formalized division new-faculty mentoring programs; request for descriptions of current practice; call for formalized planning and documentation in near future (pg. 14 of handout). This policy is probably being rolled into being standardized by the PRC, to have guidance documents "institutionalized". It is possible that the divisions could be asked to contribute to this documentation. It appears that right now there is a good deal of variation among divisions for materials that are submitted to the PRCs. Klay stated that travel regulations are confusing for new faculty, and needs to be improved during orientation. It was stated that Niki Young put together a new faculty orientation handbook but Klay believes travel regulations/guidelines were not included.

## VI. REPORTS

### a. NSM Budge Update (pg. 15)

- i. NSM course fees (from \$25 to \$30 for the most part) will take effect fall term, 2009. NSM922 (course fee index) will increase from a projected \$120k to a projected \$145k.
- ii. The administration is talking about a 30% reduction in state funding for the next biennium, which equates to \$6M / year in cuts. The NSM budget committee needs to convene. We are expecting that a portion of lab fees will be used to offset lab computer telecommunications costs and photocopying costs, which are the two largest portions of the NSM S&S budget.
- iii. WOU administration is saying S&S budgets will be cut, it is highly likely it will be in the 30% range; they say the "situation is dire and highly in flux". To date, there is no fixed plan in place to deal with the expected cuts.
- iv. At the OUS level, eyes will be on eliminating courses with <10 students enrolled.

b. Faculty Senate - Bryan and Scott will be starting their second years as senators, Klay is scheduled to rotate off of senate. Pete Poston was nominated to take Klay's senate position. The motion was made and carried regarding naming Pete to the faculty senate. Faculty Senate report: Scott and Bryan

Institutional research by Ella Taylor. It was the Provost's decision on what to do for the institutional research, per Scott that decision has been a done deal since October. The

prior decision of not necessarily having to channel all proposals through the Institutional Research Office was revoked in October.

c. Faculty Development Committee - the last round of awards is primarily for travel and was due April 3, 2009. Jeff Templeton will coordinate division travel fund awards. Division travel awards usually follow the faculty development award notification by one week.

d. LACC Review Committee - no report; Mike Ward stated that the faculty senators were supposed to comment on current LACC work. Learning outcomes came through some debate. For Phase 2, more discussion will follow. Bryan doesn't think there will be any impact on NSM.

e. Academic Infrastructure Committee: Bryan stated that AIC was bumped from the faculty senate agenda at the last meeting because of time constraints. University-wide "wish list" and infrastructure needs documents should be done before the end of April.

f. Academic Requirements Committee - Cheryl, committee didn't meet

g. Curriculum Committee - Laurie, nothing until next month

h. AFT/WOU Faculty Union -

Faculty Union: There was (will be) a meeting Friday. It is expected that there will be no pay increases. However, people receiving promotions will receive their step increases. Administration would like to take money from the general fund to increase salary offerings for a Business position. The AFT was not in favor of this action, suggested they look to the Foundation for extra funds. Phil Wade has been working on bargaining for adjunct faculty.

i. academic Showcase 2009 - May 28 - Documents of student participation are due to Jeff Templeton by April 10; abstracts are due May 1. It is requested that classes be cancelled that day to allow student participation, both as presenters and observers. The Showcase is sponsored by Phi Kappa Phi and the Program for Undergraduate Research Experiences (PURE).

j. PRC - faculty promotions were announced by the president, congratulations to all new Associate and Full Professors. Promotion to Associate Professor: Klay Kruczek, Cheryl Beaver, Scott Beaver; promotion to full professor: Jeff Myers, Bryan Dutton, Hamid Behmard.

## VII. FINAL COMMENTS AND ADJOURNMENT

Bryan proposed having a NSM barbeque for students, faculty and staff this spring, with the focus on students. Bryan will organize. Mathematics routinely has a spring barbeque with the students, it is under discussion if they will join the NS barbeque or continue to have just a math gathering. Mike Ward will get back to Bryan regarding plans to join the NS event or not.

Hamid had a question regarding what to do with students that are enrolled in courses but do not meet the prerequisites or requirements for the course. Bryan suggested notifying the students and then dropping them from the course. It is felt a policy should be discussed with the Registrar's office. Should the Registrar be responsible for dropping students that don't meet course requirements or should the instructor?

Motion was made to adjourn meeting, meeting adjourned at 5:07 PM.

# WESTERN OREGON UNIVERSITY

## Fall Admission Summary for April Week 3, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
<b>Undergraduate Students</b>					
Applications					
Resident	1,918	1,568	350	22.32%	1,605
Nonresident	639	661	-22	-3.33%	491
International	41	46	-5	-10.87%	45
Total Undergrad. Applicants	<b>2,598</b>	<b>2,275</b>	<b>323</b>	<b>14.20%</b>	<b>2,140</b>
Admitted Students					
First time Freshmen	1,761	1,499	262	17.48%	
Transfer	279	222	57	25.68%	
Post Bac	17	7	10	142.86%	
Total Undergrad. Admits	<b>2,057</b>	<b>1,728</b>	<b>329</b>	<b>19.04%</b>	<b>1,692</b>
Total Denied	75	39	36	92.31%	
Cancel Rate	1.44%	2.10%			
<b>Graduate Students*</b>					
Graduate Applications					
Resident	62	34	28	82.35%	
Nonresident	24	12	12	100.00%	
International	7	3	4	133.33%	
Total Grad Applications	<b>93</b>	<b>49</b>	<b>44</b>	<b>89.80%</b>	
Graduate Admits					
Resident	17	6	11	183.33%	
Nonresident	0	6	-6	-100.00%	
International	3	0	3	#DIV/0!	
Total Grad Admits	<b>20</b>	<b>12</b>	<b>8</b>	<b>66.67%</b>	

\* 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: 266(+72 or 37%)

Admits: 212 (+67 or 46%)

### Housing Results

Fall 2009 Applications 1003 (-6 or -1%)

**Subject** Early Bird Registration and Summer SOAR  
**From** Kathy Hill <hillk@wou.edu>  
**Date** Monday, March 16, 2009 2:58 pm  
**To** braund@wou.edu , deanej@wou.edu , denoyes@wou.edu , hewettd@wou.edu ,  
kunzel@wou.edu , lcaligu@wou.edu , mcleanc@wou.edu , perkinp@wou.edu , ryalss@wou.edu ,  
willisk@wou.edu , winslon@wou.edu  
**Cc** alexanj@wou.edu , baharih@wou.edu , hardinc@wou.edu , hillk@wou.edu , keulksg@wou.edu ,  
LaRon Tolley <tolleyl@wou.edu> , morses@wou.edu , rectorj@wou.edu , schecks@wou.edu ,  
tarterd@wou.edu , taylors@wou.edu

Good afternoon,

I received a reminder notice from the registrar's office requesting LAS staffing information for Early Bird Registration and Summer SOAR.

Please make sure you have the following dates on your calendar:

Early Bird-Saturday, May 16<sup>th</sup>

SOAR – Friday, June 26<sup>th</sup>; Friday, July 10 and Saturday July 11<sup>th</sup>; and Saturday July 25<sup>th</sup>

Registration for Early Bird occurs from approximately 10am to 2pm. Registration occurs in the afternoon for the SOAR dates from approximately 12 to 4.

As in the past, in order to serve our incoming students well, the registrar's office has requested to have at least 5 staff members from LAS available for each indicated date. Please let me know by April 30<sup>th</sup> which above days you will be available to work. I've been requested to move the information to the registrar's office by May 1<sup>st</sup>.

Thank you, as always, for all your assistance.  
Kathy

Kathy Hill  
Administrative Assistant to the Dean  
College of Liberal Arts and Sciences  
345 N. Monmouth Ave. HSS 234  
Monmouth, OR 97361  
Phone: 503-838-8226  
Fax: 503-838-8034

*clerk RATHIN*  
*BIO - MARIA*  
*EPS -*

**Natural Science & Mathematics 2008-2009  
Annual Faculty Activity Report**

*Due Date: June 16, 2009 Attach a current copy of your CV and send electronic copies as email attachments to  
Steve Taylor, [taylor@s@wou.edu](mailto:taylor@s@wou.edu)*

**Name:**

**Date:**

**Title:**

**Years in Rank:**

**I. TEACHING AND CURRICULUM**

**A. Course Census**

(List the courses that you have taught this year and corresponding enrollment data by term.)

**B. Course Development and Improvement**

(Indicate any courses that were new preparations, significantly revised preparations, and anything significant about your efforts in these courses. Describe new techniques, materials, or technologies that were incorporated into your classroom teaching. Include any field trips or extended learning activities that took place outside of the classroom.)

**C. Program Assessment Activities**

(Provide a bulleted summary of assessment activities that you have been involved within the past year, e.g. embedded assessments, exit exams, assessment planning, assessment-based curriculum changes, related professional development, etc.)

**D. Curriculum Changes**

(Provide a bulleted summary of curriculum changes that you were involved within the past year.)

**II. RESEARCH & SCHOLARSHIP**

**A. Research Projects**

(Provide a bulleted summary of research projects you have worked on this year. Indicate any student involvement or collaborations in these projects.)

**B. Peer-Reviewed Publications**

**C. Presentations and Refereed Abstracts**

**D. Grant Writing Activities**

(Include proposal title, authors, funding source, amount, and status on funding request.)

**E. Professional Certifications, Licenses, Other Specialty Credentials**

**III. FACULTY SERVICE**

**A. Student Advising**

(Provide a bulleted list of activities related to academic advising, number of advisees, programs in which you advise, etc.)

**B. WOU Institutional Service**

(Provide a bulleted list of department-division-university service duties that you have carried out, e.g., scheduling, recruiting activities, student clubs, search committees, faculty senate, mentoring, etc.)

**C. Leadership, Professional Service and Community Outreach**

(List professional service completed this past year, include consulting activities and leadership roles.)

**D. Professional Societies**

(List memberships in professional organizations.)

**IV. HONORS AND AWARDS**

(Provide a bulleted list of honors and awards that you received in the past academic year.)

**V. CHALLENGES AND PLANS FOR PROFESSIONAL GROWTH**

(Provide a bulleted list of challenges and barriers to achievement in your role as a faculty member at WOU. Also list any plans for professional growth and/or mitigation of challenges.)

**VI. MISCELLANEOUS** (Provide a bulleted list of any other items not covered above.)

**VII. PUBLIC RELATIONS AND PROMOTIONAL HIGHLIGHTS**

(From your above summary, list the highlights of your faculty scholarship, student scholarship and service-related activities that you would like to see prominently promoted on the university web site, in news media, campus brochures, newsletters, and other public-relations materials. Provide a short blurb for each item with any recommendations on how you would like news of your work disseminated.)

**TO:** College of Liberal Arts and Sciences faculty  
**FROM:** Stephen Scheck, Dean  
**DATE:** May 1, 2009  
**RE:** Spring term actions on program review and assessment

Accreditation reviewer, Dr. Linda Beath, was on campus 29 April 2009 to meet with administrators to review WOU's progress since our Northwest Commission accreditation visit in spring 2007. During my meeting with Dr. Beath, she was very pleased with the college-wide imbedded assessment campaign we conducted last spring. It is important that we continue with this annual assessment process.

As discussed before, it is important that departments engage in assessing learning outcomes of their students as a regular part of departmental operation. Further, it is important that we keep records of departmental assessment practices that are taking place.

To ensure that we will continue to be in compliance with Northwest Commission demands, several assessment-related actions are mandatory before the spring term ends:

**1. Written records.** Departments are to keep written records of review/assessment discussions and actions. Please submit descriptions of such engagement in the annual departmental report to the division. Division chairs will summarize all engagement within their divisions in their summer report to the dean.

**2. Embedded assessment.** This spring, all departments are to implement embedded assessment approaches--described below--for their baccalaureate and masters degree programs (minors are optional) to assess one or more of the degree program's learning outcomes. Each faculty member is expected to participate in embedded assessment and to file an embedded assessment action report with the dean's office (see attached form).

Departments should meet in the fall to discuss the findings and to note any subsequent actions planned. Summary reports should be provided to the division chair who will forward division-wide summaries to the dean.

For your reference, below is a reissue of the embedded assessment memo distributed last May...

Embedded Assessment –

“A reasonable place to examine learning is where students normally demonstrate their learning—in courses. Assignments and exam questions can be created specifically to



**Subject** NSM FYI: Time-Sheet Reporting for Unforeseen University Shutdown.

**From** Steve Taylor <taylors@wou.edu>

**Date** Tuesday, May 5, 2009 11:51 am

**To** "Aune, Catherine" <aune11540@msn.com>, "Barnes, Tom" <Tom.Barnes@state.or.us>, "Baumgartner, Erin" <baumgare@wou.edu>, "Beaver, Cheryl" <beaverc@wou.edu>, "Beaver, Scott" <beavers@wou.edu>, "Behmarh, Hamid" <behmarh@wou.edu>, "Blaker, Amanda" <blakera@wou.edu>, "Bledsoe, Karen" <bledsoek@wou.edu>, "Boes, Megan" <boesm@wou.edu>, "Boomer, Sarah" <boomers@wou.edu>, "Brown, Karen" <brownk@wou.edu>, "Burton, Laurie" <burtonl@wou.edu>, "Clinton, Sharon" <clintos@wou.edu>, "Courtney, Arlene" <courtna@wou.edu>, "Dutton, Bryan" <duttonb@wou.edu>, "Ellingson, Don" <ellingd@wou.edu>, "Flatt, Patricia" <flattp@wou.edu>, "Galvan, Irja" <galvani@wou.edu>, "Haberman, Karen" <habermk@wou.edu>, "Kazerouni, Rahim" <kazeror@wou.edu>, "Kissane, Kelly" <kissanek@wou.edu>, "Kruczek, Klay" <kruczekk@wou.edu>, "Latham, Kristin" <lathamk@wou.edu>, "LeMaster, Michael" <lemastm@wou.edu>, "Leung, Stanley" <leungs@wou.edu>, "Macdonald, Scott" <macdonas@wou.edu>, "Mueller-Warrant, Piper" <muellep@wou.edu>, "Myers, Jeffrey" <myersj@wou.edu>, "Oxford, Jeremiah" <oxfordj@wou.edu>, "Poston, Pete" <postonp@wou.edu>, "Russell, Spence" <russelld@wou.edu>, "Ryals, Sharyne" <ryalss@wou.edu>, "Schoenfeld, William" <schoenfeldw@wou.edu>, "Smith, Grant" <smithg@wou.edu>, "Snyder, Jeffrey" <snyderj@wou.edu>, "Spencer, Dennis" <spenced@wou.edu>, "Spring, Lowell" <springl@wou.edu>, "Taylor, Stephen" <taylors@wou.edu>, "Templeton, Jeff" <templej@wou.edu>, "Wade, Philip" <wadep@wou.edu>, "Ward, Mike" <wardm@wou.edu>, "Winslow, Niki" <winslon@wou.edu>, "KC Walsh" <walshke@onid.orst.edu>, walshk@wou.edu, Nicholas Husen <husenn@wou.edu>, grammerj@wou.edu, Courtna10@aol.com, courtna@wou.edu

Colleagues - see forwarded email below from Kathy Hill, regarding reporting requirements for the "unforeseen event", i.e. flu-related shutdown. Below is a summary of ramifications for faculty and staff:

s.t.

**Tenure-Tenure Track Faculty** (no vacation accumulated, therefore, no leave reported. Faculty contacted division chairs or deans if special on campus duties were necessary. T/TTF received permission to come onto campus as needed. No reporting on time sheet is necessary.)

**Adjunct Faculty** (leave treated same as above Tenure-Tenure Track/Tenured faculty. No reporting on time sheet is necessary.)

**Administrative Assistant** (Classified position - vacation time, leave without pay, or compensatory time is to be indicated on time sheet. Only LAS classified staff to report to work if approved by the dean and determined to be essential personnel.)

**Office Specialist** (Classified position - vacation time, leave without pay, or compensatory time is to be indicated on time sheet. Only LAS classified staff to report to work if approved by the dean and determined to be essential personnel.)

**Lab Preparators** (Classified position - vacation time, leave without pay, or compensatory time is to be indicated on time sheet. Only LAS classified staff to report to work if approved by the dean and/or determined to be essential personnel.)

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----- Original Message -----

**From** Kathy Hill <hillk@wou.edu>

**Date** Tue, 05 May 2009 08:05:49 -0700

alexanj@wou.edu, baharih@wou.edu, frankek@wou.edu, hardinc@wou.edu, hillk@wou.edu, keulksg@wou.edu, LaRon Tolley <tolleyl@wou.edu>, morses@wou.edu, rectorj@wou.edu, schecks@wou.edu, tarterd@wou.edu, taylors@wou.edu, winnir@wou.edu

**Cc** braund@wou.edu, deanej@wou.edu, denoyes@wou.edu, hewettd@wou.edu, kunzel@wou.edu, lcaligu@wou.edu, mclean@wou.edu, perkinp@wou.edu, ryalss@wou.edu, willisk@wou.edu, winslon@wou.edu

**Subject** FW: [Supervisors] Informational Chart for Report Time During Unforeseen Events

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**Subject** Scantron SIR Climate Training "Training the Trainers" May 19th and 20th  
**From** Kathy Hill <hillk@wou.edu>  
**Date** Thursday, April 30, 2009 11:55 am  
**To** braund@wou.edu , deanej@wou.edu , denoyes@wou.edu , hewettd@wou.edu ,  
kunzel@wou.edu , lcaligu@wou.edu , mcleanc@wou.edu , perkinp@wou.edu , ryalss@wou.edu ,  
willisk@wou.edu , winslon@wou.edu  
**Cc** alexanj@wou.edu , baharih@wou.edu , frankek@wou.edu , hardinc@wou.edu , hillk@wou.edu ,  
keulksg@wou.edu , LaRon Tolley <tolleyl@wou.edu> , morses@wou.edu , rectorj@wou.edu ,  
schecks@wou.edu , tarterd@wou.edu , taylorl@wou.edu , winnir@wou.edu

Ladies,

I have been asked to participate in the "Training the Trainers Scantron SIR Online Program" May 19<sup>th</sup> and 20<sup>th</sup>. LAS has been asked to send three staff members to the on campus training. I've attached the two day agenda for your reference. The trainers will then train faculty and staff on the SIR online process. WOU will have 100 faculty participating in the summer/fall beta-testing program that will require training. Please let me know if you'd like to participate in the two day training to be one of the three trainers for LAS.

If you have additional questions, please don't hesitate to contact me. Thank you all.  
Kathy

Kathy Hill  
Administrative Assistant to the Dean  
College of Liberal Arts and Sciences  
345 N. Monmouth Ave. HSS 234  
Monmouth, OR 97361  
Phone: 503-838-8226  
Fax: 503-838-8034

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**From:** Bill Kernan [mailto:kernanb@wou.edu]  
**Sent:** Tuesday, April 21, 2009 4:32 PM  
**To:** hillk@wou.edu; smitht@wou.edu; hardinj@wou.edu; cliftonw@wou.edu  
**Cc:** rossellh@wou.edu; schecks@wou.edu  
**Subject:** agenda

I have attached the  
Scantron Class Climate training agenda. We are scheduled for training May 19 and 20.  
Bill

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# WESTERN OREGON UNIVERSITY

## 2010 Planning

OUT PUTION TIED MEDIAN TO FAMILY INCOMES - SAVINGS 80% OF FUNDING

(\$ in millions)

2008/2009 state appropriation  
20%-30% reduction

### 2009/2010 actions:

1. Tuition: increase new cohort and non-promise in-state undergraduates by 9.5%; increase out-of-state UG by 6%; increase graduate rates by 4%; net of increased remissions
2. Salary: decrease of up to 5% - STUDY SAVINGS VIA VACANCIES & LEAVE
3. Hiring "chill"/vacancy savings (~10-15 positions) - one-time expenditures
4. Reduced services and supplies expenditures - academics / programs
5. Reduction of Fund Balance (2-3%) - \$170,000

\$170,000 reduction

is - verging on FUND BALANCE

### Unknown: impact of other institutions fiscally viability?

EDU COULD GET BOUND OVER LOOKING AT EDU CIRCUMSTANCES AS IMPACT AKA 2010 FUNDING

WON IMPACTED BY EDU & SAV BALANCE OUT

VO - 1M in reserves in 10 years "spring is recharge"

~\$20

\$4 - \$6

### Goals

Assume 0-2% on new money

\$1.2 - \$1.6

\$1.0 - \$1.2

\$0.7 - \$1.0

\$1.0 - \$1.5

\$1.0

\$4 - \$6

DIP BEAN DIP BALANCE THIS YEAR

# WESTERN OREGON UNIVERSITY

## Budget Process/Calendar FY2009-2010

<u>Date</u>	<u>Event/Activity</u>
January 9, 2009	Board Meeting – Final Enrollment/Retention Incentives Determined = \$248K, 1st Cuts of State Appropriations (\$443K); Period 6 closes – ½ year actuals available
February 20	Revenue Forecast – State reduces appropriation levels
March 6	Board Meeting – 2 <sup>nd</sup> Cut of State Appropriations \$1.8M
March 25	30% cut to 09-11 EBL response due to Chancellor's Office
March 30	Pres. Staff Review –Process Begins with the following: 30% Cut Scenario Proposed Tuition and Fees Targeted S&S Reductions – upper level Hiring "Chill" Salary "Rollback"
March 31	Tuition and Fees due to Chancellor's Office
April 17	3 <sup>rd</sup> Quarter FY09 Mgmt Report due to Chancellor's Office
May 1	Targeted S&S Reductions Due to Budget Office
May 15	Final 2007-2009 Revenue Forecast, 09-11 Update
June 5	Board Approves Tuition and Fees
June 8	Final Budget Assumptions to Pres. Staff including: Revenue (State Appropriations/Tuition/Other) Initial Budgeted Salaries Final Determination of S&S Levels
June 9 – June 26	Final Review Departmental Budgets with Area Coordinators Finalize Budget Document
June 26	Deadline for Budget Entry into Banner
June 30	Budget Document Distributed (60 copies) Document put on Web Page
July-June	Monitor/Re-evaluate/Adjust

## Division of Natural Sciences and Mathematics

### Nominations? / Anticipated 2009-2010 Committee Assignments – 05/05/09

\*\* = denotes new member for 2009-2010\*\*

OPEN = member needed

#### NSM Budget and Operations Committee [Department Chairs]

LeMaster (Bio)      Kazerouni/Courtney (Chem)      **OPEN** (EPS)      Kruczek (Math)  
*\*Templeton current term ends 6/09*

#### NSM Curriculum Committee

Baumgartner (Bio)      Kazerouni (Chem)      Myers (EPS)      C. Beaver (Math)

#### NSM Professional Concerns Committee:

Latham (Bio)      Poston (Chem)      Templeton (EPS)      Ward (Math)

#### NSM Personnel Review Committee

Taylor (Div. Chair)      LeMaster (Bio)      Poston (Chem)      Schoenfeld (EPS)      ~~Burton~~ **KLAN** (Math)

#### NSM Service Committee

**OPEN** (Bio)      Kazerouni (Chem)      Schoenfeld (EPS)      ~~OPEN~~ **Hamid** (Math)

#### NSM Technology Committee

Dutton (Bio)      Flatt (Chem)      Taylor (EPS)      S. Beaver (Math)

### University Committees

#### Academic Infrastructure Committee:

\*\*Sarah Boomer

#### Academic Requirements Committee:

~~OPEN~~ **KLAN**

#### Faculty Development Committee:

LeMaster (F09?)/Arlene Courtney; Hamid Behmard

#### Faculty Senators:

Scott Beaver, Bryan Dutton, \*\*Pete Poston

#### Faculty Senate Awards Committee:

~~Pete Poston, Hamid Behmard~~ **RECOGNITION**

#### Faculty Senate Committee on Committees:

Bryan Dutton

#### Faculty Senate Curriculum Committee:

Laurie Burton (Chair)

#### Honors Committee:

Jeff Myers

#### Institutional Review Board:

Erin Baumgartner

#### International Ed Committee:

Haberman

#### Parking Committee:

~~OPEN~~ **FLATT**

#### Student Financial Aid/Scholarship:

**OPEN** (~~Schoenfeld/Kruczek terms end~~) **CATERYL B.**

#### Student Grievance Committee:

Rahim Kazerouni

#### Writing Intensive Committee (fac senate):

~~OPEN~~ (~~Laurie term ends~~) **KRISTIN** **CATTAM**

#### Who's Who, Dewey/Smith:

Irja Galvan

### NSM Ad Hoc Working Groups

#### NSM Building Utilization and Planning Committee

Dutton (Bio)      Poston (Chem)      Templeton (EPS)      K. Kruczek (Math)

#### NSM LACC Review Committee

~~Dutton~~ (Bio)      Courtney (Chem)      Templeton (EPS)      Ward (Math)

**HABERMAN**

#### NSM Seminar Committee

~~Galvan~~ (Bio)      Flatt (Chem)

**KRISTIN**

**Taylor (EPS)**

**MARY B? (TBD)**  
~~C. Beaver~~ (Math)

5/5/2009

**2008 - 2009 DIVISION BUDGET UPDATE**

Budgeted amount for Supplies and Services 902

57314.00

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

Phones	27700
Copiers	10885
Office Supplies & Book Store	8600
Postage	500
Duplicating Services	100
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	0
Telecommunication wiring	0
Misc.	1000

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

5000.00

Money already spent 902

1509.00

Lab fees collected -941

projected 3000.00

Lab fees expended

2402.33

Balance

Total balance

**4088.67**

"=====

**DEPARTMENT BUDGETS**

NSM922

**BIOLOGY****42000.00**

42000

Summer lab fees

2914.00

Money already spent

44513.11

Balance

**400.89****EARTH & PHYSICAL SCIENCE****37150.00**

37150

Summer lab fees

5147.00

Money already spent

18380.05

Balance

**23916.95****CHEMISTRY****21500.00**

21500

Summer lab fees

450.00

Money already spent

19844.15

Glass breakage

Balance

**2105.85****FIELD TRIP****4500.00**

4500

Money already spent

4079.13

Balance

**420.87****EQUIPMENT REPAIR****2500.00**

2500

Money already spent

Balance

**2500.00**

Medequip (Still)

3430.00

3800

Willamette Water (Softener)

450.00

450

Scantrons

322.00

NW Natural Gas

250.00

250

**4452.00**

Total

112150