

Division of Natural Sciences & Mathematics Division meeting minutes, May 4, 2010

The meeting was called to order by Division Chair Steve Taylor at 3:35 pm. Due to room conflicts the meeting was held in NS 125.

I. ROLL CALL / APPROVAL OF AGENDA

It was moved and seconded to approve the meeting agenda with correction of date on April minutes.

In attendance: Sarah Boomer, Mike LeMaster, Pete Poston, Rahim Kazerouni, Patty Flatt, Cheryl Beaver, Scott Beaver, Laurie Burton, Kristin Latham, Steve Taylor, Klay Kruczek, Erin Baumgartner, Hamid Behmard, Karen Haberman, Niki Winslow.

II. APPROVAL OF APRIL MINUTES

It was moved and seconded to approve the April minutes.

III. ANNOUNCEMENTS

- a. 2010 Summer Registration is open – advertise classes to students.
- b. Division Spring Faculty Mass Transport Requests have been turned in, tabulated (see page 6 of handout). Funded Faculty Development is listed as well. Cheryl should request division funding at this point.
- c. Catalog change schedule: May 10 – 2010-2011 catalog to public relations, May 17 – 2010-2011 catalog to printer, June 14 – catalogs delivered.
- d. Reminder: 2009-2010 classroom observations of non-tenure track, adjunct faculty (see handout pg 7). Math is fairly complete, there are still some Earth Science observations remaining. These will just be kept in the office personnel files.
- e. PURE/Academic Showcase – May 27, 2010. The poster for the Showcase is done. Bryan is working through the abstracts. The Provost was at the division chairs' meeting to discuss the Showcase, Administration gives a strong backing to Showcase participation.
- f. Admissions Recruiting Events – Early Bird Transfer Students, May 15, 2010. Pete will represent Chemistry, Mike Ward Mathematics, Steve for EPS, Math is covered (see pg 10).
- g. Admissions 2010-2011 enrollment report (undergrad. Apps +6%; undergrad admits + 14%; undergrad admits +14%) pg. 11 of handout.
- h. NSM Enrollment trends: NSM 2009-10 Student Credit Hour totals: Bio 10,978; Chem 4,313; EPS 8,465; Math 7,314 (w/o M70/95); NSM 2008-2009: Bi 9,764; Chem 3,536; EPS 8,789; Math, 7,560 (w/o M70/95); Bio increase in Bi 200/A&P; Chem increase in Ch 100/200; EPS holding; Math holding w/ Mth70/95 increase. The Dean is not in favor of 100+ lecture enrollment. It has come about due to the room/space crunch.
- i. NSM Division Honors Night Thursday May 27, 2010 – Sharyne is coordinating; award info is needed by 5/6/10 (see pg 12)
- j. IRB Workshops – May 10,13 HL 107 noon-1 pm. Erin is our contact. Content is regarding publishing when research is on human subjects if publishing or grant application.
- k. Year-end faculty activity reports due to division and department chairs (cc both) on Wed. June 9, 2010. *(note: this date is changed to June 15, 2010 after finals)*
- l. WOU 2010-2011 Affirmative Action Plan (see pg 15 of handout). This was put together by HR as part of accreditation.
- m. Niki report: please complete end-of-year purchases in a timely manner.

IV. OLD BUSINESS

- a. Building Renovations + Year-End Opportunity Fund Investments – status report:
 - i. NS004 scheduled for remodeling this summer
 - ii. AIC extra money: Biology \$20,000 for NS 004 specimen cabinets + microscopes, Chemistry \$9,500 for refrigerated incubation; Earth Science \$15,000 for microscopes
- b. NSM Curriculum Committee: NSM LACC course proposal criteria (pg 16) Draft 2 Proposed LACC criteria (pg 16). The lower part from catalog, upper part from curriculum committee. The upper portion has been edited, the bottom section is what departments generated during the self-study process. Mike Ward said that for the B.S. degree, in place of Mth 111 Math may create a new course for General Education, not LACC. Cheryl said the Curriculum Committee did not discuss math. An amended motion was made to add discussion on page 16, adding mathematics learning outcome A motion was made, seconded and approved to approve the proposed NSM LACC criteria. Steve thanked the curriculum committee for working on this project.
- c. Professional Concerns Committee: By-law changes / “voting” article. Page 17-20. Page 18 shows edits. Pages 19 & 20 were distributed last time, item 1 is how the bylaw is written now. Scott asked if voting could be done by secure email. Steve said possibly we could go to an electronic version. Laurie is looking into. Laurie asked if Steve has the breakdown on adjunct and tenure track that attend division meetings. Steve estimated it ranges from 0- approximately 2. On page 18, Mike Ward asked if the voting process belongs in paragraph 2. Steve said this may be a possible change in the first sentence of paragraph 2. A motion was made to make these amendments – rearrangement of words, seconded and passed unopposed. Steve thanked everyone on the PRC and everyone who worked on the parliamentary assessment.
- d. NSM Division New Tenure-Line Requests; convene dept. chairs, submit division plan by May 31. Per the Provost, tenure-line replacements are a priority of the President. The Provost mentioned a possible “grow your own” process whereby we have visiting professor technique that may lend itself to tenure hires. He is also amenable to making more stability for adjunct professors at the masters level. Sarah asked what the usual model is. Steve said is that they come in as assistant professors on a year-to-year basis, not adjuncts coming in with PhD’s coming in as assistant professors. They would do 12 credits with service, 15 credits with no service, like sabbatical replacements. Steve’s to do list: convene department heads to discuss a five-year division hiring plan.
- e. Division 2010-2011 budget planning – Dept Chairs, still waiting on admin budget, will meet in May. Mark Weiss has not yet released the new budgets but the expectation is that they will be approximately what they are this year.
- f. University PRC – Rahim status report: Rahim said the 10 member committee met twice to discuss promotions, etc. Originally the files were not made available to the committee. Once the committee had access to the files, they reviewed them, presented their arguments, and voted in a secret vote. The decisions are now in the hands of the President.

V. NEW BUSINESS (Page 21-22 handout)

- a. Independent study / Credit Banking – CBA release time. Banking credit hours was begun in 2007. 24 hours of By Arrangement courses equals one credit hour of release

time, so 72 hours for a 3 hour course. The credits are good for 8 years, and faculty are eligible for release every two years. Scott said in the CBA they had tried to establish a 20:1 ratio, but the 24:1 is what they have achieved after two bargaining sessions.

VI. REPORTS

- a. NSM Budget Update – current budget trajectory on track; year-end contingencies release to departments (see pg 23). The 2010-2011 budget is expected to be stable relative to this year; the administration is projecting a \$6M deficit by 2015. This is in part due to salaries, health care, promotions and federal reductions.
- b. Faculty Senate – Bryan reporting
The online SIR forms are available to faculty. Evaluations will be done weeks 9 & 10 of this term. Wanda suggested each class will have computer lab time to complete the evaluations. There will no hard copy evaluations this term. The online will not be in violation of the CBS. Evaluations are mandatory. Scott is not sure how the open-ended forms will be processed.
Bryan's position ends on Faculty Senate this year. This leaves two positions open per Klay. Cheryl said she would be available for Faculty Senate. Mike LeMaster said he would be available for Senate. Pete is still on. Cheryl will need to attend the May meeting. Scott said that Carol Harding is conducting a survey of switching to semester system, and this would be a good time to make your voice heard.
- c. Curriculum Committee (Division and Campus) The last meeting of the year will be in May. Chemistry has presented a biochemistry minor and a new toxicology course. This has to be submitted by next Tuesday for the new agenda. New course proposals go from originating party to the dept chair, to the division chair and to the chair of the curriculum committee. Cheryl is the curriculum chair, send proposals to her. Laurie is volunteering to serve a second term but not as chair. She suggested Robert from the Library as the next chair.
- d. Academic Infrastructure Committee - NSM opportunity funds awarded, remodel proposals submitted. This is Sarah's last year on AIC. The AIC chair was denied tenure and has left WOU. The proposals were reviewed and remodels summarized. NS 201, 103 and the back part of Jeff Myers office are three of the eight proposals. Education has proposed a giant smart room. A question came up regarding renovations on smart rooms regarding who funds smart rooms, and does the committee have a say over those rooms. Bryan will fill in for Sarah on the 5/20 meeting when the AIC discusses remodels. Gay Timken will be replacing Joe as chair of AIC.
- e. Faculty Development Committee – Hamid reporting.
There are extra funds available at this time, an additional \$200 will be added to faculty requests. \$6,000 will be rolled over to next year. Hamid's three year term on Faculty Development is up, he said he would be happy to serve again. It was moved, seconded and approved to have him serve another term.
- f. AFT/WOU Faculty Union
Scott said there is nothing new to report at this time, to send him any thoughts or concerns for next year.
- g. Academic Requirements Committee – Klay reporting
There is a proposal to allow students lacking 9 credits to walk in graduation. This was not a favorable idea to NSM faculty present. Statistics show that for the 68 undergraduate students who lacked 6 credits at the time of graduation last year, 69% completed in summer term. Twenty-two percent never completed.
Klay provided an update on developments with the Incomplete grade policy:

VII. FINAL COMMENTS AND ADJOURNMENT - The meeting was adjourned at 5:03 pm.

PATY
KAREN

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

May 4, 2010; NS125 3:30 PM [NOTE SPECIAL ROOM ASSIGNMENT DUE TO SCHEDULING CONFLICTS]

3:30 PM
5 min
3:35 PM
15 min
ROLL CALL / APPROVAL OF AGENDA

APPROVAL OF ~~FEBRUARY~~ MINUTES p. 2-5

ANNOUNCEMENTS

- a. 2010 Summer Registration Open – advertise classes to students
- b. Division Spring Faculty Mass Transport Requests – see attached spread sheet with request summary p. 6
- c. Catalog change schedule: May 10 - 2010-2011 catalog to public relations, May 17 - 2010-2011 catalog to printer, June 14 - catalog delivered.
- d. Reminder: 2009-10 classroom observations of non-tenure track, adjunct faculty – see attached p. 7
- e. PURE/Academic Showcase – May 27, 2010
- f. Admissions Recruiting Events: Early Bird Transfer May 15, 2010 = final advisor assignment needed; SOAR: Fri., June 25, 2010, Fri., July 9, 2010, Sat., July 10, 2010, Sat., July 24, 2010 Send names p. 8-10
- g. Admissions 2010-2011 enrollment report (undergrad. Apps +6%; undergrad admits +14%; housing +14%) p. 11
- h. NSM Enrollment Trends: NSM 2009-10 Student Credit Hour Totals: Bio 10,978; Chem 4,313; EPS 8,465; Math 7,314 (w/o M70/95) || NSM 2008-09 SCH: Bio 9,764; Chem 3,536; EPS 8,789; Math, 7,560 (w/o M70/95) || Bio increase in BI200/A&P; Chem increase in CH100/200; EPS Holding; Math Holding w/ MTH70/95 increase
- i. NSM Division Honors Night Thursday May 27, 2010 – Sharyne Coordinating; Award Info Needed 5/6/10 p. 12
- j. IRB Workshops – May 10, 13, HL107 noon-1 PM p. 13-14
- k. Year-end faculty activity reports due to division and department chairs (cc both) on Wed. June 9, 2010
- l. WOU 2010-11 Affirmative Action Plan (see attached) p. 15
- m. Niki/Office Coordinator announcements:

3:50
5 min
3:55
25 min
4:20
10 min
4:30
20 min
4:50 PM
OLD BUSINESS

- a. Building Renovations + Year-End Opportunity Fund Investments- status report:
 - i. NS004 remodeling / smartroom status – scheduled for summer 2010
 - ii. AIC/Admin Year-End Capital Investments: Biology \$20,000 for NS004 specimen cabinets + microscopes, Chemistry \$9,500 for refrigerated incubator, Earth Science \$15,000 for microscopes
- b. NSM Curriculum Committee: NSM LACC course proposal criteria. p. 16 DRAFT2 APPROVED
- c. Professional Concerns Committee: By-law changes / “voting” article. p. 17-20 APPROVED
- d. NSM Division New Tenure-Line Requests; convene dept. chairs, submit division plan by May 31.
- e. Division 2010-2011 budget planning – Dept. Chairs, still waiting on admin. budgets – will meet in May
- f. University PRC – Rahim Kazerouni, status report

NEW BUSINESS

- a. Independent Study / Credit Banking – CBA Release Time: see attached for NSM inventory p. 21-22

REPORTS

- a. NSM Budget Update – current budget trajectory on track; year-end contingencies released to depts. - 2010-2011 Budgets projected to be stable / flat; admin. projecting \$6M deficit by 2015 > p. 23
 - b. Faculty Senate – online SIR; vacant NSM positions for 2010-11
 - c. Curriculum Committee (Division and Campus)
 - d. Academic Infrastructure Committee – NSM opportunity funds awarded, remodel proposals submitted
 - e. Faculty Development Committee
 - f. AFT/WOU Faculty Union
 - g. Academic Requirements Committee
 - h. PRC
 - i. LACC / Gen. Ed. Review Committee
- MIKE Com. Storage
PETE

VII. FINAL COMMENTS AND ADJOURNMENT

Division of Natural Sciences & Mathematics Division meeting minutes, April 6, 2010

The meeting was called to order by Division Chair Steve Taylor at 4:07 pm.

It was noted that due to room conflicts, the division meetings will be held in NS 122 at 4:00 pm for the remainder of spring term, 2010.

I. ROLL CALL / APPROVAL OF AGENDA

It was moved and seconded to approve the meeting agenda.

In attendance: Steve Taylor, Sarah Boomer, Irja Galvan, Mike LeMaster, Ava Howard, Bryan Dutton, Jeff Myers, Klay Kruczek, Laurie Burton, Cheryl Beaver, Rahim Kazerouni, Niki Winslow.

II. APPROVAL OF MARCH MINUTES

After the correction of a typo on page two, and the addition of Niki's name in attendance, the minutes for the March meeting were approved with modifications.

III. ANNOUNCEMENTS

- a. 2010 summer registration is open, advertise classes to students. Steve has not checked enrollment figures.
- b. Division Spring Faculty Mass Transport Deadline: April 27, 2010. This coordinates with the April 20 announcement of Faculty Development awards. Math will clarify where future funds are coming from.
- c. Catalog change schedule: April 20 & 21- Draft of 2010-2011 catalog available for review in WUC, May 10 – 2010-2011 catalog to public relations, May 17 – 2010-2011 catalog to printer, June 14 – catalog delivered.
- d. Reminder: 2009-10 classroom observations of non-tenure track, adjunct faculty. Steve will revisit with a list at the next division meeting of those still needing observation.
- e. PURE/Academic Showcase – May 27, 2010. Abstracts for the showcase are due May 3, Bryan will send out a reminder. The pre-planning packet is due April 9. Laurie indicated there might be a problem with faculty receiving communications due to glitches in the new email system. Bryan said if they don't hear from him in the near future regarding showcase items to let him know and he will resend.
- f. Admissions Recruiting Events: Spring Preview Day, April 17, 2010; Early Bird Transfer, May 15, 2010, SOAR: Fri., June 25, Fri July 9, Sat. July 10, Sat. July 24, 2010. See page 6 of the meeting handout, outlining the offering of an Academic Department Fair during Spring Preview Day, Saturday, April 17, 2010.
- g. Admissions 2010-2011 enrollment report (undergrad. Apps +7%; undergrad admits +15%; housing + 15%) see pages 7-8 of handout. There was an article recently in the Oregonian newspaper noting that WOU exceeds all other Oregon state universities in graduation rates for Latinos. The report on page 8 regarding admissions does seem to be in agreement with the numbers Steve and Mike LeMaster have. These are OUS numbers. All admissions, etc. appear to have increased by approximately 10%.
- h. Vans spring term field trips – we have two vans on campus for two months, the van use schedule is posted in NS 104. Faculty wishing to use the vans should check to be sure their trips are on the schedule. It was mentioned that due to the parking situation, people might consider posting a note as to where the vans were parked when last used.
- i. NSM Division Honors Night Thursday May 27, 2010. The Dean's office has transferred \$200 toward the expenses of this program. Sharyne is coordinating the preparations for the evening. Laurie indicated all is up to date for this program.

- j. Year-end faculty activity reports are due to division and department chairs (cc both) on Wed. June 9, 2010. Steve will send out the format to be used in the activity reports to department heads.
- k. Niki/Office Coordinator report: please plan on making majority of year-end purchases within the next two weeks, by April 16, 2010.

IV. OLD BUSINESS

- a. Building renovations – status report:
 - i. NS 115 Organic Chem Lab – Smart room installation complete. The only remaining item is to deal with a splash issue with regard to the computers.
 - ii. NS 021 Office Suite – remodel complete. Steve thanked all who had been a part of moving out the old materials and part of the remodel effort.
 - iii. NS 004 remodeling / smartroom status – scheduled for summer 2010.
- b. NSM Curriculum Committee: NSM LACC course proposal criteria. See page 9 of the handouts. Cheryl said this new guideline could be used for any curriculum changes being proposed within the division. She thanked Bryan for putting this chart together. Laurie asked if this list had been made available to the campus curriculum committee for their use in considering LACC requirements. Cheryl said it had not. The division will probably take a vote on this form at the next meeting, it can stay on the agenda.
- c. Professional Concerns Committee: By-law change / committee decision process. Steve asked the PRC committee to look at the division by-laws. He put together (see pages 10-11 of handout) items as per what the PCC concluded. Participants were Pete, Mike Ward, Kristin and Steve, Steve acting in Jeff Templeton's absence (sabbatical leave).
 - Item 1 - listed as by-laws are now
 - Item 2 - committee's suggestions for change
 - Item 3 - Steve's edited version of suggestions
 - Item 4 – clean version of original, plus the PCC suggestions and Steve's edits

Rahim asked if a tie were to occur among committee members in the voting process if the tie will be broken by the division chair. Bryan had a question as well, and Steve indicated that the clarification at hand is in reference to the voting procedures as they will appear in the by-laws. This item was tabled for action at a later meeting, and open for discussion. Changes or edits to the Articles as they now appear will be discussed at the next division meeting. Steve thanked the PCC for their work on this issue.

- d. New Tenure-line requests: at present, there is no campus-wide call for new tenure line positions at this time. See page 12 of the handout for directions in requesting a tenure-line position. Requests are to be made to the Provost's office by June 1 of each year. Laurie asked about adjunct positions, Steve indicated that adjunct hires continue in the same manner as they have in the past.
- d. Division 2010-2011 budget planning – Dept. Chairs will meet with Steve, he will finalize the budget. The process will be completed by late April or May, new fiscal year funds become available to the departments July 1. The Dean has indicated that the departmental budgets for 2010-2011 will essentially be the same as it was this year.

V. NEW BUSINESS

- a. University PRC – NSM delegate needed via division vote to assist in an issue regarding a Social Science faculty promotion decision. Rahim was nominated and it was moved

to have him serve as the delegate for the NSM division. Since we were lacking a quorum for a vote at the meeting, Steve seconded the nomination and for this purpose suggested suspending the by-laws and moving forward with Rahim as the nominee. This suggestion passed with all yeas, no nays nor abstentions. Steve assumes the Provost will contact Rahim about the next step in the tenure review process.

- b. NWCCU Interim report – see page 13 of handout for first page of the NSM Division Environmental Scan Draft I (strength, weaknesses, opportunities). Steve put this report together during finals week because it had a requested due date during spring break. It is comprised of the information provided in the annual reports and program reports from the last three years. Copies of the full report are available on request.

VI. REPORTS

- a. NSM Budget – see page 15 of the handout. The current budget trajectory is on track.
 - 2010-2011 budgets are projected to be stable / flat
 - NOTE: spring purchasing / budget spend-down: 90% of department purchases must be completed by the end of the third week of Spring Term classes, Friday, April 16, 2010. Plan ahead!
- b. Faculty Senate – Bryan reporting. The last faculty senate meeting was primarily comprised of Mark Weiss presenting his financial analysis. He said that in the next biennium some of the federal funding would be gone. Jeff Myers stated that there was a proposal to reduce the Natural Science honors courses from 5 cr to 4 cr.
- c. Curriculum Committee (Division and Campus) Honors curriculum changes were processed via the Honors committee not Curriculum Committee.
- d. Academic Infrastructure Committee – NSM opportunity fund proposals submitted, remodeling proposals are due to Steve 4/12/10. See pages 16-17 of handout. Sarah thanked everyone for their submissions. There were 25 proposals campus-wide which totaled approximately \$300,000, there appears to be about \$200,000 available. The proposals were discussed during a 2.5 hour meeting. Psychology, biology and Physical Education through various representatives talked about different proposals. It was agreed that the 25 proposals would be ranked. Bill Kernan attended this meeting, he eliminated some items by offering those items through his budget. The ranking of approximately \$250,000 of items has been stalled by some members stating they have not received various emails.
There is a deadline regarding proposals for remodel/renovations. Within the division, we will propose NS201 and NS103 for remodeling in 2010-11. Proposals are due to Steve 4/12, and then they will go to the committee 4/13.
- e. Faculty Development
Latest proposals were due last week. Proposals this time will fund categories 2 & 4, 4 being the buy-out of release time. The committee will meet the third Tuesday of the month to make decisions for this round. Ava Howard and Bill Schoenfeld have requested release time. Last year 18 out of 22 requests for release time were granted. At the end of April the division committee will make decisions regarding travel once the Faculty Development travel awards have been decided.
- f. AFT/WOU
Cheryl reported for Scott in his absence. Scott is the new bargaining chairman, please pass concerns on to him. The Union Tuesday meetings will be at Main Street Pub in

Monmouth. There is a joint committee on SIR evaluations. Use of the traditional SIR forms is part of the bargaining contract and as such will be the standard used at this time. The contract indicates that we can't just make up our own form.

g. Academic Requirements Committee

Klay Kruczek reporting. It has been requested that the Native American language be accepted toward requirement for a B.A., an admissions requirement from high school, or a two year college. It would require a document from the tribe leader to a division chair certifying proficiency in the Native American language.

Incomplete contract: at this time an "I" will remain for 12 months unless changed, and faculty will have to file an extension to go beyond the 12 months. Faculty will also have to change the "I" to an "F" if no grade is awarded in the time allowed, this will not be an automatic change. There will be no I/C given.

h. PRC – Mike LeMaster reporting

Laurie asked for the three-year schedule on reports. Mike will send out the schedule to clarify due dates. Annual reports should be in before summer break.

i. LACC / Gen. Ed. Review Committee – no committee member in attendance to report.

j. WOU Master Planning Committee Report – Laurie Burton

Tom Neal and Mark Weiss reported on facility plans. They stated we are not likely to get another new building on campus any time soon considering the large projects that are underway at this time, with the new dorm and physical health facility. Possibly there will be one major renovation within the next year, and Todd Hall, College of Ed and ITC are at this time on the likely list with serious code issues, with Todd Hall at the top of the list. The COE has multiple issues as well. The Natural Sciences has what would be considered to be piecemeal issues at this time, nothing with code issues that would prompt any major renovation any time soon.

Arbuthnot Hall is scheduled for demolition in 2011. Mathematics needs space in Maaske Hall when it is renovated.

It was moved, seconded and approved to adjourn the meeting at 5:07 p.m.

TOTAL ANNUAL BUDGET = \$5000.00 (savings realized / increased from \$4000)			
NSM Division Travel Funds - Round 2: Spring 2010			
Amt Requested from Div	Name	Proposed Funding from NSM Travel	Explanation
\$20.00	Beaver S		unreimbursed OSU/Corvallis Travel Spring 2010
\$699.00	Boomer		travel pending, micro conference San Diego
\$225.00	Kruczek		2009 summer, last year, unreimbursed/PDX
\$400.00	Taylor		travel pending, NSF workshop Boulder, May
\$1,361.40	Templeton		travel pending, field trip to Long Valley Caldera
\$100.00	Ward		travel pending, Mathematics Meeting
\$2,805.40		\$0.00	
	Amt Remaining	\$2,960.28	
Spring Faculty Development Travel Awards			
Chery Beaver	\$0.00		
Scott Beaver	\$585.00		
Mary Beisiegel	\$590.00		
Laurie Burton	\$487.00		
Klay Kruczek	\$729.00		
Mike Ward	\$925.00		
Ava Howard	\$532.00		

6

Natural Science and Mathematics Adjunct Faculty - Classroom Observation Assignments 2009-2010										REVIEWS PENDING	
Draft 2 - May 2, 2010											
Last_Name	First	Rank / Status	Program	Yr Hired	Term Hired	STATUS	Classroom Observation Date	Reviewer Name	Comments		
Aldrich	Pat	Adjunct	Biology	2009	Spring	N/A		Iria Galvan			
Aune	Catherine	Adjunct	Math	2006		COMPLETE		Cheryl Beaver			
Barnes	Tom	Adjunct	Chemistry			N/A		Rahim Kazerouni			
Bledsoe	Karen	Adjunct	Biology			N/A		Mike LeMaster			
Boes	Megan	Adjunct	Math					Scott Beaver			
Brown	Karen	Adjunct	Earth Science					Jeff Myers			
Cole	Sam	Adjunct	Chemistry	2009	Fall	N/A		Rahim Kazerouni			
Cotton	Avery	Adjunct	Math			COMPLETE		Scott Beaver			
Dutton	Emma	Adjunct	Biology	2009	Spring	N/A		Karen Haberman			
Ellingson	Don	Adjunct	Earth Science					Steve Taylor			
Greco	Stephen	Adjunct	Math	2009	Winter	N/A		Klay Kruzcek			
Husen	Nicholas	Adjunct	Math	2008	Fall	COMPLETE		Hamid Behmard			
Leung	Stanley	Adjunct	Math			COMPLETE		Laurie Burton			
MacDonald	Scott	Adjunct	Biology					Bryan Dutton			
Oxford	Jeremiah	Adjunct	Earth Science	2008	Winter	COMPLETE		Jeff Myers			
Russell	Spence	Adjunct	Chemistry	2007	Fall			Pete Poston			
Short	Sara	Adjunct	Chemistry			N/A		Arlene Courtney			
Smith	Grant	Adjunct	Earth Science	2008	Winter			Steve Taylor			
Snyder	Jeffrey	Adjunct	Biology					Sarah Boomer			
Spencer	Dennis	Adjunct	Math			COMPLETE		Mike Ward			
Wade	Phillip	Adjunct	Earth Science					Bill Schoenfeld			
Walsh	Kenneth (KC)	Adjunct	Physics	2008	Fall			Bill Schoenfeld			

**EARLY BIRD TRANSFER STUDENT REGISTRATION
SATURDAY, MAY 15, 2010
SCHEDULE OF EVENTS**

8:00 a.m. - 9:30 a.m.	Check-in, Second Floor, Werner University Center (WUC)
8:00 a.m. - 9:30 a.m.	Student ID Cards, Second Floor, WUC
8:30 a.m. - 9:15 a.m.	Mandatory Advising Session for <u>Education Majors</u>, Columbia Room, WUC
	Mandatory Advising Session for <u>Pre-Nursing Majors</u>, Willamette Room, WUC
9:30 a.m. - 9:55 a.m.	Welcome & Financial Aid Update, Pacific Room, WUC
10:00 a.m. - 10:25 a.m.	General Advising Session, Pacific Room, WUC
10:00 a.m. - 10:45 a.m.	Transitioning to WOU Session, ITC 211
10:30 a.m. - 12:00 p.m.	Academic Advising, Campus
10:30 a.m. - 1:30 p.m.	Web Registration, Campus
	Student Services Fair, Oregon Room, WUC
	Student ID Cards, Second Floor, WUC
11:00 a.m. - 2:00 p.m.	Buffet Lunch, The Summit, WUC
12:00 p.m. & 1:00 p.m.	Tour of Campus and Upperclassmen Residence Halls, Campus
	Non-Traditional Student Lounge Open House, First Floor, WUC

Early Bird Transfer Student Registration Advising and Registration Rooms

Biology & Pre-Health Sciences*	NS 202 – Advising Room NS 204 – Registration Lab
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*Note: 8:30 a.m. Pre-Nursing advising session to be held in Willamette Room, WUC

Business & Economics	ITC 310
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Computer Science & Information Systems	ITC 310 (Note: ITC 311 to serve as overflow lab)
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Creative Arts (Art, Dance, Music & Theatre)	SH 122 – Advising Room SH 105 – Registration Lab
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Criminal Justice	AP 101
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Teacher Education	Columbia Room, WUC*
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Note: Students pursuing a Middle Level/High School Authorization should report to their specific teaching major/content area for advising at 10:30 a.m.

Health & Physical Education	Calapooia Room, WUC*
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Humanities (Communication Studies, English, German Studies, Humanities, Philosophy & Spanish)	HL 108
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Mathematics	NS 215 – Advising Room NS 216 – Registration Lab
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Chemistry, Forensic Chemistry & Earth Science	NS 218 – Advising Room NS 216 – Registration Lab
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Psychology	ITC 002
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Social Science & International Studies (Anthropology, Geography, History, Political Science, Public Policy & Administration, Social Science and Sociology)	ITC 003
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ASL & Special Education	ED 118 – Advising Room ED 111 – Registration Lab
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Exploratory	Willamette Room, WUC*
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* = Students will register in First Floor WUC lab.

EARLY BIRD ADVISING AND REGISTRATION 2010

Department	Faculty	Number of Students Attending
Biology & Pre-Health	Mike LeMaster Sarah Boomer Kristin Latham	
Business & Economics	Hamid Bahari-Kashani	
Computer Science & Information Systems	Scot Morse	
Creative Arts (Art, Dance, Music & Theatre)	Diane Tarter (Art) Kim Hoffman (Art) Michael Phillips (Theatre) Darryl Thomas (Dance) Diane Baxter (Music)	
Criminal Justice		
Teacher Education	Mark Girod Gwenda Rice Chloe Hughes	
Fire Services Administration		
Health & Physical Education		
Humanities	Carol Harding David Hargreaves Nick Backus Ryan Hickerson	
Interdisciplinary Studies		
Mathematics	? ? PAUL . PETE Mike Martin	
Chemistry, Forensic Chemistry	PAUL . PETE Mike Martin	
Earth Science	TAYLOR	
Psychology	Tamina Toray	
Social Science & International Studies		
ASL & Special Education		
Exploratory	Bobbi Weber Osvaldo Avila Andrea Nelson	

WESTERN OREGON UNIVERSITY

Fall Admission Summary for April Week 2, 2010 (Comparison to same week last year)

	2010	2009	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	1,916	1,880	36	1.91%	1,618
Nonresident	746	628	118	18.79%	557
International	46	37	9	24.32%	45
Total Undergrad. Applicants	2,708	2,545	163	6.40%	2,219
Admitted Students					
First time Freshmen	1,927	1,697	230	13.55%	
Transfer	298	252	46	18.25%	
Post Bac	7	15	-8	-53.33%	
Total Undergrad. Admits	2,232	1,964	268	13.65%	1,743
Total Denied	19	75	-56	-74.67%	
Cancel Rate	3.33%	1.43%			
Graduate Students*					
Graduate Applications					
Resident	59	57	2	3.51%	
Nonresident	11	22	-11	-50.00%	
International	7	7	0	0.00%	
Total Grad Applications	77	86	-9	-10.47%	
Graduate Admits					
Resident	34	16	18	112.50%	
Nonresident	5	6	-1	-16.67%	
International	1	3	-2	-66.67%	
Total Grad Admits	40	25	15	60.00%	

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

Note: Cancel rate is higher due to change in process. Students were mailed postcard in March asking about college enrollment intent for fall 2010.

Housing Reservations

1103 (+137 or 14%) Includes unpaid applications

Future Events:

Spring Preview Day April 17 (final one for the academic year)

NSM Student Recognition Night 2010

Student Name	Award Title	Faculty Presenter(s)	Certificate required Yes No	Signatures required on Certificate
--------------	-------------	----------------------	-------------------------------------	------------------------------------

https://kittyhawk.wou.edu/iwc_static/layout/shell.html?lang=en&12....

Subject: NSM student recognition night info needed

To: Arlene Courtney <courtna@wou.edu>,
 Jeff Templeton <templej@wou.edu>,
 Mike LeMaster <lemastm@wou.edu>,
 "Kruczek, Klay" <kruczekk@wou.edu>
 Cc: "Winslow, Niki" <winslon@wou.edu>,
 Steve Taylor <taylors@wou.edu>,
 "Burton, Laurie" <burtonl@wou.edu>

Date: 04:05 PM
 From: Sharyne Ryals <ryalss@wou.edu>

2010.NSM.Student.Awards.xls (40kB)

I have attached a form for you to enter the student award information for your department. I would like to have these by May 6th, 3 weeks prior to the event so that students and their families can be properly notified by mail. If you are unsure of presenters this early you may get that to me later, but students full name and title of award are needed.

Thanks so much,
 Sharyne Ryals
 Math Office Specialist
 Western Oregon University
 503-838-8465
 ryalss@wou.edu

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Subject: **upcoming IRB informational sessions**

Date: 12:02 PM

To: "Rosselli, Hilda" <rossellih@wou.edu>,
thompss@wou.edu, pedersep@wou.edu,
davisc@wou.edu, maronee@wou.edu,
girodm@wou.edu, checks@wou.edu,
baharih@wou.edu, morses@wou.edu,
tarterd@wou.edu, hardinc@wou.edu, taylors@wou.edu,
"Winningham, Rob" <winninr@wou.edu>,
rectorj@wou.edu, toley@wou.edu

From: Chehalis Strapp <strappc@wou.edu>

IRB 2010 information sessions.doc (606kB)

Good morning,

I wanted to send you all information about upcoming informational sessions to assist faculty and students with the Institutional Review Board (IRB) application process. **Could you please share this information within your respective departments and divisions? Thanks.**

WOU's IRB is hosting two informational sessions to update faculty, staff, and students on NEW IRB requirements, RECENT CHANGES to the IRB application process, and other information to assist in timely submission of IRB applications.

May 10, 2010	12noon – 1:00pm	HL#107
May 13, 2010	12noon – 1:00pm	HL#107

Who should attend?

WOU's IRB is hosting two informational sessions to update faculty, staff, and students on NEW IRB requirements, RECENT CHANGES to the IRB application process, and other information to assist in timely submission of IRB applications.

May 10, 2010	12noon – 1:00pm	HL#107
May 13, 2010	12noon – 1:00pm	HL#107

Who should attend?

Students

13

- Any undergraduate or graduate student planning to conduct a research project in the next year. This could include a senior thesis, an honor's thesis, a master's thesis.

Faculty

- Any faculty member planning to oversee or sponsor an undergraduate or graduate research project in the next year.
- Any faculty member planning to start a new research project (summer is closer than you think).
- Any faculty member thinking about doing in-class assessments (and then possibly publishing or presenting the findings).
- Any faculty member planning to apply for federal grant funding.

During these sessions we will provide an overview of recent changes to the IRB application process, as well as important timelines and tips for getting projects approved. Come have your questions answered. If you have questions about these sessions or about anything related to the IRB application process, please feel free to contact any member of the IRB. Members for 2009-2010 include..

Jeff Armstrong, Health & PE

Erin Baumgartner, Biology

Hank Bersani, Special Education

William "Bud" Brown, Criminal Justice

Bonnie Morihara, TRI

Christina Reagle, TRI

Chehalis Strapp, Psychology

Steve Wojcikiewicz, Teacher Education

Thank you,

Chehalis

Chehalis Strapp, PhD
Psychology Division
Western Oregon University
Monmouth, OR 97361
503 838-8316

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**WESTERN OREGON UNIVERSITY
AFFIRMATIVE ACTION PLAN
2009-2011 BIENNIUM**

I. Table of Contents

II. Description of Agency (Include Organizational Chart)

III. Affirmative Action Plan

- A. Agency Affirmative Action Policy
- B. Status of Contracts to Minority Businesses (ORS 659A.015)
- C. Training, Education, Development Plan and Programs
- D. Status of Cultural Competency Assessment/Implementation

IV. Roles for Implementation of Affirmative Action Plan

- A. Responsibilities and Accountabilities

V. 2007 – 2009

- A. Accomplishments
- B. Progress made or lost since previous biennium

VI. 2009 -2011

- A. Goals
- B. Strategies and time lines for implementation

VII. Appendix A

- A. Consensual Relationships
- B. Discrimination and Harassment
- C. Employee Assistance Program
- D. Accommodations: Planning and Remodels/Renovations
- E. Disability Documentation
- F. Learning Disability Eligibility
- G. Provision of Support Services and Accommodations: Community Members
- H. Provision of Support Services and Accommodations: Faculty and Staff
- I. Reasonable Accommodation Policy
- J. Employee Accommodation Request Form
- K. Employee Training and Development
- L. Staff Development Fund Request

VIII. Appendix B

- A. Age Discrimination in Employment Act of 1967 (ADEA)
- B. Disability Discrimination Title I of the Americans with Disability Act of 1990
- C. Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
- D. National Origin Discrimination Title VII of the Civil Rights Act of 1964
- E. Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
- F. Race/Color Discrimination Title VII of the Civil Rights Act of 1964
- G. Religious Discrimination Title VII of the Civil Rights Act of 1964
- H. Retaliation Title VII of the Civil Agency Affirmative Action Policy
- I. Sex-Base Discrimination Title VII of the Civil Rights Act of 1964
- J. Sexual Harassment Title VII of the Civil Rights Act of 1964

IX. Appendix C

- A. Organizational Chart

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In order to be considered for Division of Natural Sciences and Mathematics General Education credit, course proposals should:

1. carry a lower-division designation (i.e., 100/200 level),
2. address one or more of WOU's General Education Learning Outcomes (provided below^(A)),
3. align one or more of the proposed course's learning outcomes with one or more of the program, division and General Education learning outcomes (provided below^(B))
4. be designed as either a general survey course or a focused introductory-level course that introduces students to the methods, practices and ways of knowing about the field, and
5. include an explanation of how proposed content of new or replacement courses aligns with
 - a. existing courses within General Education / LACC sequences,
 - b. within prefixes (i.e., academic areas).

NOTE: deleted item 5c from draft 1 "c. across academic areas in division"

General Education / Division / Program	Program / Learning Outcomes
General Education ^(A)	<p>LEARNING OUTCOMES</p> <ol style="list-style-type: none"> 1. Students will demonstrate effective critical thinking; 2. Students will demonstrate effective literacy and communication skills; 3. Students will demonstrate an ability to explore the world in integrative and synthetic ways through disciplinary study across the arts, sciences, and humanities; 4. Students will demonstrate a basic knowledge of natural, social, cultural, psychomotor, and value systems. 5. Students will demonstrate a capacity for meaningful self-reflection.
NSM ^(B)	<p>Program Objectives:</p> <ol style="list-style-type: none"> 1. To help students internalize and apply both the scientific method and major scientific and mathematical concepts and principles. 2. To enhance students' reasoning and problem-solving skills. 3. To improve students' individual and collaborative skills in preparation for the global scientific and mathematical challenges of the 21st century.
Biology ^(B)	<p>Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Understand key concepts from the many disciplines within the biological sciences. 2. Engage in laboratory experimentation, data analysis and interpretation, and critical thinking at all course levels. 3. Have opportunities to augment their coursework experiences with advanced studies and research within areas of particular interest.
Chemistry ^(B)	<p>Learning Outcomes</p> <p>Students will:</p> <ol style="list-style-type: none"> 1. Develop competency in laboratory environments via laboratory coursework, research and practicum opportunities. 2. Develop an awareness of historical developments in chemistry and their impact on society. 3. Understand the current applications of chemical synthesis and analysis and their support of discovery in other scientific disciplines.
Earth Science ^(B)	<p>Learning Outcomes</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge of the physical, chemical and biological processes operating in the Earth system. 2. Develop proficiency in using technology enriched methods to solve geologic problems and communicate results. 3. Gain experience in conducting inquiry based science in laboratory and field settings.
Physics ^(B)	<p>Learning outcomes</p> <ol style="list-style-type: none"> 1. Develop reasoning and problem solving skills as applied to scientific investigations. 2. Gain experience in combining graphical and numeric information to produce mathematical models. 3. Attain proficiency in physics theory and applications suitable for high school physics teaching.

**Western Oregon University
Memorandum**

From: Steve Taylor, Chair, Division of Natural Sciences and Mathematics
To: NSM Division Faculty
Date: May 2, 2010
RE: UPDATE: By-Laws Revision / Clarification of Voting Procedures

Colleagues:

This is a follow-up to the memo distributed at the April 2010 division meeting regarding revision of voting language for the NSM by-laws. This item will come up as old business at our upcoming May 4, 2010 meeting. Since our last meeting, I conducted an "attendance analysis" of all of our division meetings over the past 2 years. I discovered that of the ~40 voting-eligible faculty members in the NSM division (non-tenure track and tenured/tenure track 0.5 FTE and above), on average ~17 attend the division meeting each month, for an average attendance rate of ~40%. Only 3% of the time do we exceed 50% (simple majority) of the eligible voting members at any given meeting (usually at the first meeting of the year).

Since the goal of this exercise is to modify the by-laws so that the language accurately reflects the division voting / decision-making practices, and also to further clarify voting procedures for committees, I suggest additional changes to the "Draft II" revisions presented on p. 2 of the previous memo dated April 6, 2010. These suggested changes take into account the attendance analysis and are summarized as follows: (1) include a "secure electronic voting" option in addition to the existing show of hands, roll call, or secret ballot, (2) for in-person voting at NSM Division meetings (show of hands or roll call), define a quorum as attendance of 40% or above of the eligible members, (3) for all other NSM committee, department or division votes, define a quorum as "simple majority" of participants, (4) retain the existing "simple majority" quorum definition for division chair elections, and (5) provide notice of pending votes on actionable agenda items at least 3 business days ahead of calling the question.

Given scheduling conflicts and the nature of our collective teaching schedules, it is rarely possible to attain a simple majority quorum at division meetings. By setting division meeting quorums at 40% of eligible members, and adding the "secure electronic voting" option, we will be able to consistently move forward and make decisions as a group. As stated above, the goal here is to have the NSM by-law language reflect actual practice, promote efficient organizational function, and avoid constitutional crisis when critical decisions need to be rendered. I look forward to further discussion on this topic at our May 4, 2010 division meeting.

Below are my suggested changes for "Draft III" by-law revisions, to reflect the above analysis, and attached is the original April 6, 2010 memo for reference. Thanks in advance for your thoughts on this topic.

s.t.

Draft III - Taylor Suggested Edits Article VII "Voting" (Modified from the April 6, 2010 memo):

Note: Taylor additions are shown with **bold underline italic Arial**, deletions are shown in *[italicized square brackets]*

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. **Division agenda items requiring a formal vote will be announced to all eligible members a minimum of 3 business days ahead of balloting. The voting process** will normally *[be by]* **involve a** show of hands, or on request, either **by** roll call, *[or]* secret ballot, **or by secure electronic media. During division meetings, a quorum for in-person votes involving a show of hands or roll call shall consist of a minimum of 40% voting-eligible members. For all other voting processes, including election of division chair, a quorum shall consist [ing] of a simple majority of committee, department, or division members [must be present or cast a ballot, in order to hold a formal [meeting] vote.] In the case of a vote by secret ballot or secure electronic media, [paper ballots will be cast in a secure drop box and] the voting procedure will be closed within 4 business days of opening the poll.**

Note: break this article into two paragraphs, the first defining the quorum, the second covering decision process.

Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters [voted] have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters [voted] have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

Suggested Clean Draft III Revision

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. Division agenda items requiring a formal vote will be announced to all eligible members a minimum of 3 business days ahead of balloting. The voting process will normally involve a show of hands, or on request, either by roll call, secret ballot, or by secure electronic media. During division meetings, a quorum for in-person votes involving a show of hands or roll call shall consist of a minimum of 40% voting-eligible members. For all other voting processes, including election of division chair, a quorum shall consist of a simple majority of committee, department, or division members. In the case of a vote by secret ballot or secure electronic media, the voting procedure will be closed within 4 business days of opening the poll.

Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

FLAY

**Western Oregon University
Memorandum**

From: Steve Taylor, Chair, Division of Natural Sciences and Mathematics
To: NSM Division Faculty
Date: April 6, 2010
RE: By-Laws Revision / Clarification of Voting Procedures

Colleagues:

As per earlier division meetings this year, the Professional Concerns Committee was asked to review the division voting procedures, particularly with respect to committee decision making processes. Committee decision making and voting are not currently defined in the by-laws and need explicit clarification. The PCC has processed the request and I am offering the proposed revisions to the division for consideration, edits, and approval by the end of Spring Term 2010. For purposes of discussion, the following items as listed below: (1) current NSM By-Law, Article VII, with existing "voting" language, (2) proposed draft I changes crafted by the PCC, and (3) my suggested edits to the proposed draft 1 edits provided in 2 above, and (4) a suggested clean draft II copy incorporating changes in 2 and 3 above.

We will review this proposed by-law revision at division meetings, with the goal of a final approval before the end of the term. Thanks in advance for your consideration.

s.t.

1. Excerpt from the Current NSM "Voting" By-Laws last revised in March 2008

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members as well as in all division meetings. Voting will normally be by show of hands or on request, either roll call or secret ballot. A quorum consisting of majority of committee, department, or division members must be present in order to hold a formal meeting. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

2. Proposed Draft I "Voting" By-Law Prepared by Professional Concerns Committee

Note: additions are shown with **bold underline**, deletions are shown in [square brackets]

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members as well as in all division meetings. Voting will normally be by show of hands or on request, either roll call or secret ballot. A quorum consisting of **a simple** majority of committee, department, or division members must be present in order to hold a formal meeting. **Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters voted, another vote will be scheduled. In the case of a tie vote when all eligible voters voted, the**

division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

3. Taylor Suggested Edits to Draft I "Voting" By-Law Prepared by Professional Concerns Committee

Note: Taylor additions are shown with **bold underline italic Arial**, deletions are shown in *[italicized square brackets]*

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. **The voting process** will normally *[be by]* **involve a** show of hands, or on request, either roll call or secret ballot. A quorum consisting of **a simple** majority of committee, department, or division members must be present **or cast a ballot**, in order to hold a formal *[meeting]* **vote**. **In the case of a vote by secret ballot, paper ballots will be cast in a secure drop box and the voting procedure will be closed within 4 business days of opening the poll. Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters [voted] have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters [voted] have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote.** Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

4. Suggested Clean Draft II Copy Incorporating PCC and Division Chair Edits

ARTICLE VII

Voting

Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. The voting process will normally involve a show of hands, or on request, either roll call or secret ballot. A quorum consisting of a simple majority of committee, department, or division members must be present or cast a ballot, in order to hold a formal vote. In the case of a vote by secret ballot, paper ballots will be cast in a secure drop box and the voting procedure will be closed within 4 business days of opening the poll. Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

ARTICLE 7. ASSIGNMENT OF DUTIES

Section 4. Tenured/Tenure Track Faculty Workload. The University recognizes the importance of teaching, scholarship and service to the success of the institution. Each division will attempt to maintain a fair and equitable distribution of faculty workload.

c. Courses designated as Capstones or Senior Projects involve one or more students during their senior year in the design, conduct and writing of a project that requires integration and application of knowledge to an issue, question or problem. These courses are supervised by a tenured/tenure track faculty advisor with an evaluation of the completed product by a tenured/tenure track faculty member second reader. The "Request to Offer" a capstone or senior project, including the course description, shall be approved by the Division Chair and College Dean.

Student credit hours--arising from Individually Designed Courses that are not part of the scheduled and recognized faculty teaching load--shall qualify for credit banking for subsequent course release, according to the following conditions:

- (1) Excludes graduate faculty on 9-hour, per term, teaching load
- (2) Credit units accrued expire after 96 months
- (3) Tabulation of bankable units to be included in the Annual Faculty Report
- (4) Division offices maintain copies of independent enrollment forms; division chairs to indicate supervisory involvement as "full" (full bank credit awarded) or "low" (partial credit awarded)
- (5) Maximum of 1 course release within a two year period
- (6) Request for release made through division chair the spring preceding the academic year the release is to occur
- (7) Release to occur during fall, winter or spring terms, only.
- (8) Release calculated on a class size of 24: 24 SCH = 1 credit hour of release

The "By Arrangement" or Directed Study designation is to be used only for a section of a "regular" course that a faculty member agrees to provide for an individual student to accommodate circumstances that prevent the student from enrolling in a "regularly" scheduled section of the course. Since the faculty member will have completed the design, preparation and elements of the course to be graded in order to offer the regularly scheduled section(s) of the course, no course release or overload credit will be awarded to the faculty member for a Directed Study course. Special circumstances may be appealed to the dean for credit banking.

NSM By-Arrangement Course Summary Fall 2007- Spring 2010

Program	SCH			
Biology	115			
Chemistry	41			
Earth Science	36			
General Science	15			
Mathematics	67			
Program	Faculty	SCH		
Biology	Boomer	5		
	Dutton	25		
	Galvan	19		
	Guralnick	11		
	Haberman	13		
	LeMaster	40		
	Snyder	2	115	
Chemistry	Courtney	12		
	Flatt	15		
	Guralnick	3		
	Kazerouni	1		
	Poston	9		
	Walsh	1	41	
Earth Science	Myers	7		
	Taylor	23		
	Templeton	0		
	Wade	3	33	
General Science	Courtney	3		
	Schoenfeld	11		
	Wade	1	15	
Mathematics	Beaver C	11		
	Beaver S	16		
	Behmard	11		
	Beisiegel	3		
	Blaker	1		
	Fung	9		
	Kruczek	9		
	Ward	7	67	

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4/27/2010 **2009-2010 DIVISION BUDGET UPDATE (REVISED TOTALS APR. 27, 2010)**

Budgeted amount for Supplies and Services **902**

52314.00

Mar-Apr

51964.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES To date

Bud 46964.00

Phones	18,687.31	24150
Copiers Deduct \$1400 for DEP cr.	7489.62	9500 inc 368.50 cr/summer
Office Supplies & Book Store	1734.57	3250 3,000 JV'd from 922
Postage	156.57	250
Duplicating Services	116	300
Faculty Mass Transport not current	1260.89	4000
Physical Plant - work orders	47.82	2500
Photo copy supplies - overheads		0
Telecommunication wiring	70	1000
Misc.	1030	2014

TOTAL ESTIMATED GENERAL EXPENSES

46,964.00

MATHEMATICS

5000.00

Money already spent 902	1817.63
NSM941 Course-related expenses budgeted	5129 5128.94
Lab fees expended	2094.44
SEP/DEP MTH70-95 - Course-related Toner-Copier-Supplies (TBD)	
Balance	Total balance 6216.87

"=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY

NSM922 Revised budget (April 27, 2010)

59,054.00

61,694

Summer lab fees rolled into 2009-10	2,640.00
Money already spent	44,754.31
Balance	16,939.69

EARTH & PHYSICAL SCIENCE

NSM922 Revised budget (April 27, 2010)

51,106.00

51,986

Summer lab fees	880.00
Money already spent	29,795.27
Balance	22,190.73

CHEMISTRY

NSM922 Revised budget (April 27, 2010)

30,140.00

31,020

Summer lab fees	880.00
Money already spent	19,502.75
Glass breakage (year)	0.00
Balance	11,517.25

NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

STUDENT LAB NETWORK

NSM922 Starting (unrevised from 7/1/09)

5,000.00

5,000

Money already spent (April-May-June Telecomm Pending)	2,345.00
Balance	2,655.00

STUDENT PAPER

NSM922 Starting (unrevised from 7/1/09)

5,500.00

5,500

Money already spent JV'd to 902 4/14/10	3,000.00
Balance	2,500.00

FIELD TRIP

NSM922 Starting (unrevised from 7/1/09)

4,500.00

4,500

Money already spent (not current; ~\$3000 pending for spring vans)	1,471.40
Balance	3,028.60

EQUIPMENT REPAIR

NSM922 Starting (unrevised from 7/1/09)

2,500.00

2,500

Money already spent	657.74
Balance	1,842.26

Medequip (Still)

Charges Pending

3,800.00

3,800

Willamette Water (Softener)

258.25

450.00

450

NW Natural Gas

117.22

250.00

250

NSM Div. Infrastructure / Contingency

(Revised)

4970.13

5,300.00

5,300

9,800.00

172,000

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12 APRIL 2010

TO: Faculty Senate

FROM: Tom Bergeron, LACC Committee Chair

RE: LACC Committee Update

The committee has approved the following recommended guidelines for approval of new LACC courses:

In order to be considered for LACC credit, courses at WOU must

- carry lower-division designation,
- address one or more of the WOU General Education Learning Outcomes (GELO)
- be designed as either
 - a general survey course, or
 - a focused introductory-level course that brings the student into the methods, practices, and ways of knowing of the field.

These proposed guidelines are being sent forward to the Faculty Senate for your consideration.

In addition, the committee has analyzed the data collected in the learning outcomes survey. The committee reached the conclusion that, based on the data, it appears that the five learning objectives are being addressed in LACC courses. That is to say, those who participated in the survey reported course objectives that, in the aggregate, align reasonably well with the WOU Learning Outcomes.

After reading and discussing the sample papers that were submitted, the committee concluded that the current writing component of the LACC is not in need of a drastic overhaul. However, several recommendations are in order. A set of such recommendations has not yet reached final draft, but the elements that are being considered include:

- Raise the expectations in WR 135.
- Encourage writing gateway courses in the majors.
- Explore Writing-Center-supported models.
- Embedding team-taught Writing Center/Library Research units into writing-intensive classes.
- Offer workshops to writing-intensive professors to help them model and design assignments so that they may better elicit from students the kind of writing they wish to see.
- Build a collection of annotated writing samples in the library and/or writing lab.

3