

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

*May 1, 2012; NS122 4:00 PM NOTE TIME CHANGE*

- I. ROLL CALL / APPROVAL OF AGENDA** Meeting called to order 4:06 p.m., agenda approved.  
In attendance: Sarah Boomer, Michael Baltzley, Mike LeMaster, Kristin Latham, Bryan Dutton, Jeff Templeton, Laurie Burton, Matt Ciancetta, Karen Haberman, Patty Flatt, Cheryl Beaver, Hamid Behmard, Rahim Kazerouni, Sharon Price, Steve Taylor, Niki Winslow.
- II. APPROVAL OF APRIL MINUTES** April minutes approved.
- III. ANNOUNCEMENTS**
- a. 2012 Summer Registration – Advertise to Students
  - b. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Template is available. Math will discuss at their meeting. Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
  - c. WOU Office of Admissions 2012 Recruitment Dates: Transfer/Early Bird May 12; SOAR: June 29, July 13-14, July 28 (*note corrected dates*).
  - d. NSM Division Travel Supplement Deadlines: Second Round Spring Proposals: Due Friday, May 18. More funds have become available, thus the additional round of requests.
  - e. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
  - f. Reminder: Faculty Course Load Equivalents (“contact hours”) – New term-by-term reporting effort to Dean.
  - g. PURE/Academic Showcase – Thursday May 31, 2012; call for sessions planning documents, due May 7
  - h. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House, 5:30 p.m. (Sharon Price - Announcement) Please provide names of students via dept. heads.
  - i. Admissions Data Compared to April Week 2, 2011: Undergrad. Applications +115 (+3.8%), Undergrad. Admits +138 (+5.6%); grad student applications +4 (+5.8%); Housing Applications Total = No Data
  - j. Vans spring term – field trips – April and May – two van rental for 2 months.
  - k. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
  - l. Niki/Office Coordinator announcements; Spring Budget Management / Year-End Closing of Books. Requests for expenditures should be to Niki by May 15, 2012.
- IV. OLD BUSINESS**
- a. DeVolder Family Science Center status: construction documents in process; ground breaking late June 2012; new building equipment lists/computer inventories due to Division Chair by Monday April 9. Interior design, colors, flooring, etc. are being discussed now.
  - b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports. The Dean sent out notice previously. This is part of the Annual report.
  - c. Status of SPOC Committee/President Strategic Task Team Process- see Jeff Templeton’s May 1 email summary and Erin Baumgartner’s General Ed Committee report.
    - i. NSM Action Item 1: NSM Division Gen. Ed./LACC review, ad hoc committee (preliminary report). Student retention and engaging students more effectively are goals. There is discussing regarding reducing to two in-sequence lab science requirements; revisiting five credit courses; considering alternate courses in LACC, for example, two lab courses plus one other non-lab science course. The net savings in FTE across the Division would be .5 FTE with this change. There may be consideration of Math graduate student participation. Departments can mull over these ideas.
    - ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; contingencies submitted by dept. chairs. See Steve’s Memo, it appears on-line labs would be more expensive.
    - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Objective: to increase enrollment. Timeline: dept. reports to division chair by Fri. May 25, 2012. Both the Dean and Provost are interested in this discussion, see pages 8-11 of handout. The dean wants to firm up this discussion by fall.
      - 1. Applied Baccalaureate: status report
  - d. Post-DeVolder Science Center / Natural Science Building Renovation Plans (tentative draft discussion). Jeff and Sarah are discussing Nat Sci building issues.

## **V. NEW BUSINESS**

- a. Faculty Senate: NSM Division Representation to Increase from 3 to 4 seats in 2012-13 + need Spring 2012 replacement for LeMaster. Patty will fill in for Mike. Kristin and Cheryl are on Faculty Senate. Mike Baltzley will be on Senate next year, Math is TBA, Rahim may fill in for Chemistry and EPS, Kristin will continue next year.
- b. IKON photocopier service contract / buy-out & upgrade options to new vendor, Pacific Office Automation to continue with a Canon copier. All were in agreement to go with this change.

## **VI. REPORTS**

- a. NSM Budget Update: see page 14 of handouts
- b. Faculty Senate: Cheryl Beaver reporting: Efficiency \_\_ passed; Art passed their comprehensive change to four credit courses; Natural Sciences and Mathematics was allowed an additional Senator; positions of President, Vice President and Secretary are open in the Senate. There is a By-law review. Under discussion is the Committee on Committees, D's and F's.
- c. Faculty Development Committee: Patty and Hamid – work is done for this year.
- d. AFT/WOU Faculty Union: Discussion regarding Donate Leave Bank. Mark Weiss says this hadn't been done before. Laurie volunteered to be in the discussion on this. Emily is the contact person.
- e. Curriculum Committee (Division and Campus)- see discussion under New Business and LACC considerations.
- f. PRC Status: Dean letters/recommendation complete
- g. Academic Req. Committee – Provost 4/30/12 Memo: See Jeff's forwarded email attached. There was a question about requiring a minor, are we the only division to do so. Karen Haberman said Michele Price is pushing for an International Course Committee and Semester at Sea.
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed./LACC Committee
- j. Complaints

Meeting adjourned at 5:16 pm.

## **VII. FINAL COMMENTS AND ADJOURNMENT**

Adjourn 5:15 PM

4:04 start

MEETING AGENDA  
DIVISION OF NATURAL SCIENCES AND MATHEMATICS  
WESTERN OREGON UNIVERSITY

May 1, 2012; NS122 4:00 PM NOTE TIME CHANGE

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF APRIL MINUTES

III. ANNOUNCEMENTS

- a. 2012 Summer Registration – Advertise to Students
- b. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- c. WOU Office of Admissions 2012 Recruitment Dates: Transfer/Early Bird May 12; SOAR: June 29, July 13-14, July 28 (note corrected dates). p.4
- d. NSM Division Travel Supplement Deadlines: Second Round Spring Proposals: Due Friday, May 18.
- e. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
- f. Reminder: Faculty Course Load Equivalents ("contact hours") – New term-by-term reporting effort to Dean.
- g. PURE/Academic Showcase – Thursday May 31, 2012; call for sessions planning documents, due May 7
- h. NSM Student Recognition Night, Thursday May 31, 2012, Gentle House (Sharon Price - Announcement)
- i. Admissions Data Compared to April Week 2, 2011: Undergrad. Applications +115 (+3.8%), Undergrad. Admits +138 (+5.6%); grad student applications +4 (+5.8%); Housing Applications Total = No Data p.5
- j. Vans spring term – field trips – April and May – two van rental for 2 months.
- k. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean – Provost -President
- l. Niki/Office Coordinator announcements; Spring Budget Management / Year-End Closing of Books

IV. OLD BUSINESS

- a. DeVolder Family Science Center status: construction documents in process; ground breaking late June 2012; new building equipment lists/computer inventories due to Division Chair by Monday April 9.
- b. Revised LAS College Annual Assessment Reporting Forms – to be submitted with annual dept. reports.
- c. Status of SPOC Committee/President Strategic Task Team Process
  - i. NSM Action Item 1: NSM Division Gen. Ed./LACC review, ad hoc committee (preliminary report). p.6-7
  - ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; contingencies submitted by dept. chairs.
  - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 china exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings; Objective: to increase enrollment. Timeline: dept. reports to division chair by Fri. May 25, 2012.
    - 1. Applied Baccalaureate: status report p.8-11 Mike; Citerax
- d. Post-DeVolder Science Center / Natural Science Building Renovation Plans (tentative draft discussion)

V. NEW BUSINESS

- a. Faculty Senate: NSM Division Representation to Increase from 3 to 4 seats in 2012-13 + need Spring 2012 replacement for LeMaster. p.12
- b. IKON photocopier service contract / buy-out & upgrade options to new vendor. p.13

VI. REPORTS

- a. NSM Budget Update p.14
- b. Faculty Senate
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union
- e. Curriculum Committee (Division and Campus)
- f. PRC Status: Dean letters/recommendation complete
- g. Academic Req. Committee – Provost 4/30/12 Memo p.15
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed./LACC Committee
- j. Complaints

VII. FINAL COMMENTS AND ADJOURNMENT

Committee Assignment p.16

Emile  
State of  
Candidates  
KRISTIAN  
Rachin  
next year

MIKE BATALEX  
MATH  
TBD  
Monday

**MEETING MINUTES APRIL 3, 2012**  
**DIVISION OF NATURAL SCIENCES AND MATHEMATICS**  
**WESTERN OREGON UNIVERSITY**

*April 3, 2012; NS122 4:00 PM*

- I. **ROLL CALL / APPROVAL OF AGENDA:** The meeting was called to order by Steve Taylor at 4:08. In attendance: Sarah Boomer, Karen Haberman, Mike Baltzley, Bryan Dutton, Mike Ward, Jeff Templeton, Kristin Latham, Cheryl Beaver, Breean Flesch, Hamid Behmard, Rahim Kazerouni, Erin Baumgartner, Steve Taylor, Niki Winslow.
- II. **APPROVAL OF MARCH MINUTES:** Minutes were approved as written.
- III. **ANNOUNCEMENTS**
  - a. DeVolder Family Thank You Poster – Faculty, student & staff signatures needed, in conference room. President Weiss had asked Public Relations to put together a thank you “card” from the Division for the DeVolder gift toward the new building. It will need to be completed by April 12.
  - b. 2012 Summer Registration – Advertise to Students.
  - c. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
  - d. WOU Office of Admissions 2012 Recruitment Dates: Spring Preview Day April 28, Transfer/Early Bird May 12, SOAR: June 29, July 13-14, July 28 (*note date corrected from meeting agenda*). We will check dates once again as there was some question in changes.
  - e. Catalog changes / Julie Harding Provost’s Office – April 4 Last Day for Submission, April 10-11 Catalog Draft Available for Review in WUC, mid-May Catalog Sent to Printer.
  - f. Faculty Development Grants: Travel II and Reassignment April 9, 2012 (note: online submission process)
  - g. NSM Division Travel Supplement Deadlines: April 25, 2012 (following last year pattern). Laurie mentioned that she is the budget point person in mathematics.
  - h. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
  - i. Reminder: Faculty Course Load Equivalents (“contact hours”) – New term-by-term reporting effort to Dean.
  - j. PURE/Academic Showcase – Thursday May 31, 2012; call for class schedule/syllabi accommodation. Abstracts are due May 7.
  - k. NSM Student Recognition Night, Thursday May 31, 2012. Gentle House, 5:00 pm. (need to confirm with Sharon Price). Sharon will be notifying of due dates for names of students nominated for recognition. A timeline has to be followed since there are certificates to be prepared, mailings and student notification involved.
  - l. Admissions Data Compared to March Week 3, 2011: Undergrad. Applications +181 (+6.6%), Undergrad. Admits +163 (+7.4%); grad student applications +3 (+5.2%); Housing Applications Total = 846 to date
  - m. Vans spring term – field trips – April and May – two van rental for 2 months.
  - n. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean -- Provost -President
  - o. Niki/Office Coordinator announcements; Spring Budget Management / Year-End Closing of Books. Niki will be notifying of budget deadlines soon. Spring syllabi are also due either in email format or hard copy.
- IV. **OLD BUSINESS**
  - a. DeVolder Family Science Center status: construction documents in process; ground breaking late June 2012; new building equipment lists/computer inventories due to Division Chair by Monday April 9 for the next building meeting with architects April 9 as well.
  - b. Revised LAS College Annual Assessment Reporting Forms -- to be submitted with annual dept. reports. The Dean’s office has the forms, the electronic word document has not yet been distributed by the dean.
  - c. UCS Technical Support / Concierge Service Model Spring Term Schedule Tuesdays 1-5 PM (reduced FTE). UCS has lost a number of employees of late, so we/they have scaled back the time spent in NSM buildings on a regular schedule.
  - d. Status of SPOC Committee/President Strategic Task Team Process
    - i. NSM Action Item 1: NSM Division Gen. Ed./LACC review, ad hoc committee = Baumgartner, Courtney, Templeton, Ward, committee meetings scheduled for spring term. Timeline: preliminary committee recommendations to NSM Division at May 1, 2012 meeting to address recommendations directed to NSM re: LACC lab science/online science; follow-up discussion and plan development by June 5, 2012 meeting, formalized written division memorandum by June 15, 2012. Under

- discussion are “efficiencies” to contribute to overall strategic planning.
- ii. NSM Action Item 2: develop department-level contingency plans for 5% reduction of instructional budget in 2012-2013; Timeline: departments reporting to division chair by Wednesday April 18, 2012. Departments need to plan ahead, make a list of recommended action. This should be in the manner of course FTE and not dollars. We’re not concerned with DEP Math courses in this accounting.
  - iii. NSM Action Item 3: explore feasibility of department-level program development of 3+1 China exchange programs, Applied Baccalaureate degrees, & expansion of online course offerings: Objective: to increase enrollment. Timeline: dept. reports to division chair by Fri. May 25, 2012. Debra the videographer will do videos for on-line courses. Faculty do receive funds for on-line courses, both startup and a monthly amount. Mike Baltzley commented on the Applied Baccalaureate degree. He described two models: (1) the upside down model, where students just do LACC for their AA Applied Baccalaureate or (2) where they would take specialized courses in the AA. Steve Scheck will send out an email regarding a plan for an upper division degree for AA degree people. In this the Divisions would decide which upper division courses would be required for a four year degree. The number of credits required for a degree would not be expanded. Any of these changes would have to go through the Curriculum Committee. At this point it appears these changes are not mandatory. Ideas will be assembled at the end of the term.

## V. NEW BUSINESS

- a. Post-DeVolder Science Center / Natural Science Building Renovation Plans – spring term planning sessions (Dept. Chairs + Soderstrom Feasibility Study). *What happens when the Chemists and Bio A&P move out?* Some thought should be given for planning for left over building space in the Natural Sciences building after chemistry and A&P move to the new building. The chemistry labs need to be remodeled, most likely on a five-year plan.

## VI. REPORTS

- a. NSM Budget Update - page 7
- b. Faculty Senate – the environmental chemistry option major passed.
- c. Faculty Development Committee
- d. AFT/WOU Faculty Union – no action
- e. Curriculum Committee (Division and Campus) – Math 243 proposal, ok by Biology and Chemistry, proposal passed. Math 111 must be passed with a C- or better. Transfer students have to have taken Math 112 or 251, or place into Math 243 via the placement test.
- f. PRC Status: Dean letters/recommendations complete – no.
- g. Academic Requirements Committee – a mid-term query (grade) on student progress was voted down.
- h. Academic Infrastructure Committee
- i. NSM Ad Hoc Gen. Ed/LACC Committee – has not met
- j. Complaints –none.

## VII. FINAL COMMENTS AND ADJOURNMENT

Meeting adjourned approximately 5:00 pm.

## May 12th Transfer Student Registration

1 message

Kathy Hill <hillk@wou.edu>

Wed, Apr 25, 2012 at 7:49 AM

To: Cathy McLean <Mcleanc@wou.edu>, Debbie Braun <Braund@wou.edu>, Dianna Hewett <Hewettd@wou.edu>, Kathy Hill <Hillk@wou.edu>, Lacey Caligure <lcaligu@wou.edu>, Lenore Eliassen <eliassl@wou.edu>, Linda Kunze <kunzel@wou.edu>, Niki Winslow <Winslon@wou.edu>, Portia Perkins <Perkinp@wou.edu>, Sharon Price <pricesl@wou.edu>, Sharyne Ryals <Ryalss@wou.edu>, Sue DeNoyer <Denoyes@wou.edu>

Cc: Curtis Yehnert <yehnerc@wou.edu>, Dave Olson <olsond@wou.edu>, Gavin Keulks <keulksg@wou.edu>, Hamid Bahari-Kashani <baharih@wou.edu>, John Rector <rectorj@wou.edu>, LaRon Tolley <tolleyl@wou.edu>, Mark Henkels <henkelm@wou.edu>, Rob Winningham <winninr@wou.edu>, Scott Grim <grims@wou.edu>, Stephen Scheck <schecks@wou.edu>, Steve Taylor <taylors@wou.edu>

Good morning,

Believe it or not Transfer Student Registration

(formerly known as Early Bird) is almost here - Saturday, May 12th! As always, without help from all of you, it would not be possible to provide

the assistance our incoming students need to register for their first term. Registration for transfer students will take place from approximately 10am to 2pm. Staff will need to meet in the Registrar's Office at 9:30am.

As in the past, in order to serve our incoming students well, we need at least 5 staff members from our college to assist with registration. Please let me know by May 3rd if you will be available to assist on May 12th.

Also, please make sure you have the following SOAR dates on your calendar:

Friday, June 29th

Friday, July 13th

Saturday, July 14th

Saturday, July 28rd

Our college will be asked to have at least 5 staff members assisting for each of the above dates. Thank you all once again for your continued assistance.

Kathy

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Kathy Hill  
Western Oregon University  
Administrative Assistant to the Dean  
College of Liberal Arts and Sciences  
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503-838-8226  
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April Week 2 Numbers for Fall 2012

	2012	2011	Difference	% Change	5 year average
<b>Undergraduate Students</b>					
Applications					
Resident	2,087	2,144	-57	-2.66%	1,819
Nonresident	985	834	151	18.11%	696
International	39	18	21	116.67%	43
Total Undergrad. Applicants	<b>3,111</b>	<b>2,996</b>	<b>115</b>	<b>3.84%</b>	<b>2,558</b>
<b>Admitted Students</b>					
First time					
Freshmen	2,167	2,055	112	5.45%	
Transfer	367	339	28	8.26%	
Post Bac	6	8	-2	-25.00%	
Total Undergrad. Admits	<b>2,540</b>	<b>2,402</b>	<b>138</b>	<b>5.75%</b>	<b>2,272</b>
Total Denied	38	41	-3	-7.32%	
Cancel Rate	2.06%	1.85%			
<b>Graduate Students*</b>					
Graduate Applications					
Resident	56	58	-2	-3.45%	
Nonresident	10	10	0	0.00%	
International	7	1	6	600.00%	
Total Grad Applications	<b>73</b>	<b>69</b>	<b>4</b>	<b>5.80%</b>	
Graduate Admits					
Resident	23	33	-10	-30.30%	
Nonresident	6	8	-2	-25.00%	
International	1	2	-1	-50.00%	
Total Grad Admits	<b>30</b>	<b>43</b>	<b>-13</b>	<b>-30.23%</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.

Next Events: Spring Preview Day April 28

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## General Ed Committee Report

(Erin Baumgartner, Arlene Courtney, Jeff Templeton, Mike Ward)

### SPOC recommendations with bearing on discussion:

- General Campus- Prioritize mainstreaming of online and hybrid courses
- General Campus- Streamlined graduation pathways
- LAS- Examine delivery approaches 100-level science labs to reduce expenses

### Goals:

- Explore possible efficiencies in current offerings
- Explore ways to generate revenue
- Explore ideas for improving retention and efficiently serving current and transfer students
- *As a corollary goal, the committee also engaged in discussion of ways to better engage students, although this goal does not necessarily engender direct cost-savings or revenue increases, we feel it is part of the overall WOU mission and what draws students to our campus.*

### Ideas discussed:

- Online labs- this committee agrees with recommendations outlined in S. Taylor memo regarding online laboratories.
- Eliminate 2-in-sequence lab science requirement; won't save money, but will ease student transitions
- Revisit CH 100 as 5 credits to align to BI and ES 100 offerings
- Consider alternate courses in LACC:
  - Special topics 100-level course- specific to each department (e.g. ES 199, BI 199, CH 199) common learning outcomes, but instructor-developed theme
    - 4 credit course: 48 student lecture (3 hours)/ 2 - 24 student labs (2 hours)
    - Or 3 credit course 2 hours lec/2 hours lab
  - Use existing upper division for which student has pre-req. Savings minimal but could ease transition for transfers. Recommend explore possibility for UD LACCs across college.
- Chemistry prep course as model for improvement of student skills
- Retention is key-if we can do a better job of retention, we will generate revenue in form of continuing tuition dollars:
  - Explore sharing and wider implementation of existing division strategies for keeping students on track- Moodle grade reporting, etc.
  - Offer skills labs in week 1 (when labs don't usually run)



- Study skills pre-survey to identify need for resources, direct to PLTL, student services.
- Teaching interns for 100 series labs, to help out in lab sections; interns would take course for credit and be assigned lab section in which to assist while building their own teaching and communication skills.
- Collection of test questions for practice made available to students – e.g. take all ES 100 and create a bank in which instructors not identified, so students can engage in practice.
- Use of clickers and other embedded strategies to engage students.
- Mathematics new offerings: online/hybrid graduate student program for in-service teachers. These address current needs and can generate revenue.
  - Retool some 4/500 courses to be offered in hybrid online on campus format to attract more inservice,
  - Create new content math ed courses, suitable for returning MS Ed students with middle school focus who currently do not have such options here. 3 Math faculty with experience with online classes.

## Minutes

### Applied Baccalaureate Task Force Meeting

March 16, 2012; 3:00-5:00 PM, Bellamy Hall 230

Attending: John Marsaglia, Rob Winningham, Michael Baltzley, Rebecca McCannell, Scot Morse, Tad Shannon, LaRon Tolley, Wanda Clifton-Faber, Steve Scheck

Unable to attend: Hamid Bahari-Kashani

The AB Task Force meet for two hours to review the notes included in the LAS Division Chairs discussion on AB degrees (notes are included at the end of these minutes).

1. Steve Scheck reviewed the charge to the group: develop a general paradigm within which multiple departments can propose specific applied baccalaureate tracks. Scheck noted that this task force is focusing on LAS programming, only, in order to accelerate the development time—rough out paradigms in spring term, division chairs edit over the summer, departments submit to Faculty Senate curriculum process in the fall, submit to OUS Provosts Council in winter 2013, review by North West Commission in spring 2013, market and admit students for summer/fall 2013. COE is waiting to see how LAS develops AB paradigms before it considers one for early childhood workers (pre-schools).

2. Wanda Clifton-Faber summarized the past activities of the state-wide AB development group, representing community college and OUS campuses, which engaged in strategy discussions in response to the challenge from HB 3093 to design AB programming.

3. Scheck used the LAS Division Chairs AB working group notes (below) as the starting point for the AB Task Force discussion.

4. Rob Winningham described the psychology division's interest in AB tracks to serve students with associate of science degrees in psychology and gerontology. He has been in fruitful discussions with Chemeketa Community College and is beginning discussions with Portland Community College.

5. The remainder of the meeting involved reviewing and discussing/debating the LAS Chairs' document and adding additional clarification to the general paradigm for the AB degree.

**The AB Task Force agreed with the more adaptive direction the LAS Chairs group has recommended for the AB curriculum. For AB programming, LAS must move away from the traditional programming constraints associated with traditional (younger) students pursuing BA/BS degrees.**

**In addition, the Task Force noted that the recommendations of the LAS Chairs be further refined in the following significant ways:**

1. The term: "LACC" be dropped from all language related to general education core. In its place "Applied Baccalaureate Core" or "AB Core" should be adopted. This will help with negotiating the more flexible approach to general education the AB degree will require to effectively serve the targeted student population.

2. The distributive model the LACC core curriculum employs is altered to connote preferred learning outcomes of the AB Core (note, the actual areas will need to be defined-- I have included some examples below) with lists of recommended courses that can be taken to fulfill these general AB Core proficiency areas.

Possible AB Core proficiencies (55 hours? Completed at lower AND upper division or waived due to pre-existing mastery):

- a. Critical and creative thinking
- b. Written and oral communication
- c. Quantitative literacy
- d. Information literacy
- e. Teamwork and problem solving
- f. Ethical reasoning
- g. Other

3. Students should have a minimum of 60 units completed prior to being admitted into an AB degree track. When feasible, traditional BA/BS tracks should be recommended due to the greater versatility the traditional degree may provide to the student.

4. The AB Task Force believes the next step is to put out a request for proposals from interested departments to submit curriculum paradigms that would address the AB track their department would serve.

Meeting adjourned, 4:50 PM  
Minutes by Scheck

To: Applied Baccalaureate Task Force  
From: Steve Scheck  
Re: Discussions by division chair stakeholders in AB degree programming  
Date: 9 March 2012

On March 6, LAS division chairs Hamid Bahari-Kashani, Dave Olson, John Rector, Rob Winningham; interdisciplinary studies/Fire Service Administration director LaRon Tolley; and I met to discuss over-arching themes about applied baccalaureate options in LAS. I wished to use this "kitchen cabinet" to give us a starting point for our discussions.

General observations on potential students to be served by the AB degree

## **Student Market**

1. The primary student market will be working adults pursuing an AB degree so they may advance in their career. These individuals are likely to be part-time students interested in on-line and late in day course offerings.
2. A secondary student market will be students who currently are completing their associate of science degree programs and realize that the discipline they entered will not meet their life goals.
3. The AB degree program is NOT targeted to the student who is beginning college or who has been in an academic program of study at a community or 4-year college. Entrance into an AB track is via application through the admissions office, not students currently in a BA/BS/BMus track changing their "major." Applicants will need to have completed a minimum amount (more than 45, 60, 70?) of community college work in non pre-baccalaureate tracks to be eligible for admission.

## **Title of Degree**

Chairs believed that free-standing AB degrees – with a common framework of core, disciplinary and tangential coursework – would best serve the potential student market. Hence, discrete AB degrees in psychology, gerontology, computer science/information systems, interdisciplinary studies, and possibly a business-related emphasis were suggested.

## **Uniqueness of Applied Baccalaureate...it is not a BA or BS or BFA or BMus**

The likely student will be a working "adult" with life experience who is in need of the most efficient pathway to completing a bachelor's degree. In general, they will not be interested in the traditional residential college-based life programming. Many will have considerable "major" courses completed and are in need of additional exposure to liberal arts at the upper-division level with their current career tracks in mind. The purpose of the AB is to provide additional communication, critical thinking and reasoning skills. The chairs believed that to support such students the AB degrees would share these common elements:

1. Follow current model for the bachelor's: residency of 45 of the last 60 units; minimum of 62 upper-division credits; minimum of 180 total credits
1. A minor would not be required; in many cases, the lower-division coursework they have completed will already be far afield from the coursework they will complete at WOU; e.g., a radiology technician with AS degree will have over 50 units of radiology courses—completion of any of our proposed AB tracks would expose the student to a very different course of study. A common belief of faculty about the value of a required minor is that it exposes the WOU undergraduate to disparate disciplines and enhances their discovery of

**General categories for AB coursework:**

180 minimum units  
62 minimum UD  
45/last 60 in residence

Common  
AB-modified  
LACC  
Gen Ed  
Curriculum  
UD/LD

Additional  
Major  
Curriculum  
UD/LD

Supportive  
Upper  
Division  
Curriculum  
(counts  
toward major)

Completed coursework from  
community college 45+ units

out of the 3 boxes  
min. of 62  
Part of  
major  
outside  
AB  
curriculum

for  
many  
degrees

① No MINOR  
② Custom  
"LACC"  
CORE

AB CS  
AB BUS  
AB Psych  
AB INTERDISC  
CIPHS

over  
or  
Upper  
Division  
courses

1 Among  
all  
of  
courses



Steve Taylor <taylors@mail.wou.edu>

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## senate roster calculations, 2011-12 (for next year's senate)

1 message

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Gavin Keulks <keulksg@wou.edu>

Thu, Apr 26, 2012 at 11:12 PM

To: Curtis Yehner <yehnerc@wou.edu>, Dave Olson <olsond@wou.edu>, Hamid Bahari-Kashani <baharih@wou.edu>, John Rector <rectorj@wou.edu>, Mark Henkels <henkelm@wou.edu>, Rob Wunningham <winninr@wou.edu>, Scott Grim <grims@wou.edu>, Stephen Scheck <schecks@wou.edu>, Steve Taylor <taylors@wou.edu>

Cc: Bob Hautala <hautalar@wou.edu>

Good evening, LAS division chairs,

As announced at senate on Tuesday, the executive committee has completed its annual review of divisional FTE. This is required in the senate by-laws and is used to calculate how many senators each division is entitled to. Bob Hautala has taken the lead on this task each of the past two years, and the data is gathered from the administrative support staff in each dean's office. I've CC'd Bob in case any of you have questions; I'll also be happy to answer any questions.

Long story short, there are changes to three LAS division senate numbers:

- Creative Arts loses a senate seat, dropping from 4 to 3
- Natural Science and Math gains a senate seat, increasing from 3 to 4
- Psychology gains a senate seat, increasing from 1 to 2

All other divisions remain unchanged in their senate allotments.

Please take these changes into consideration when conducting elections at your May meetings. Senate by-laws stipulate that new senators should attend the May meetings, especially the second May meeting. The changes take effect at the July meeting.

All best wishes,

Gavin

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Advance your business with a broad range of optional accessories.

## Finishing Options

### Booklet Finisher-E1

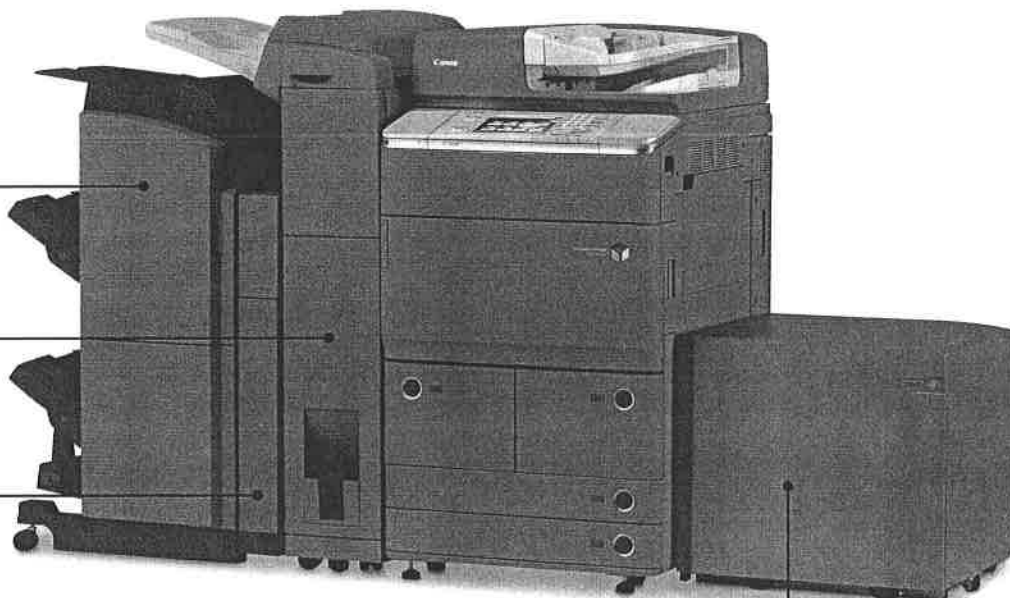
- 3-tray, 4,000-sheet capacity
- Corner and double stapling up to 50 sheets
- Booklet-making up to 16 sheets

### Document Insertion/Folding Unit-H1\*

- Insert preprinted sheets
- Up to 11" x 17"
- 1-tray, 100-sheet capacity
- Z-fold, C-fold

### External 2/3-Hole Puncher-A1\*

- 2- and 3-hole punching



### Staple Finisher-E1

- 3-tray, 4,000-sheet capacity
- Corner and double stapling up to 50 sheets

### Document Insertion Unit-L1\*

- Insert preprinted sheets
- Up to 11" x 17"
- 1-tray, 100-sheet capacity

## Paper Feeding Options

### Paper Deck Unit-A1

- 3,500-sheet capacity
- 14 lb. Bond to 80 lb. Cover
- Supports letter-sized paper
- Plain, heavy

### Paper Deck Unit-D1

- 3,500-sheet capacity
- 14 lb. Bond to 80 lb. Cover
- Supports up to 11" x 17"
- Plain, heavy

## Printer Options\*\*

### PCL Printer Kit-AJ1

### PS Printer Kit-AJ1

### Direct Print Kit (for PDF/XPS)-H1

### imagePASS-U1

- Intel® Core™ Duo T2500 2.0GHz Processor
- 2GB RAM
- 80GB Hard Disk
- Adobe PS 3/PCL 5e/PCL 6

## Usability Options

### Upright Control Panel-B1

- 10.4" TFT high-resolution touch-screen
- Tilt-and-swivel capability
- Customizable UI screen

### USB Keyboard

- External keyboard
- Connects via USB interface
- Use with Utility Tray-A1



## Security Options

### Universal Send Security Feature Set-D1

### Universal Send Digital User Signature Kit-C1

### Encrypted Secure Print-D1

### Secure Watermark-B1

### Document Scan Lock Kit-A2

### Data Erase Kit-C1

### HDD Data Encryption and Mirroring Kit-C2

### Removable HDD Kit-AD1

### IPSec Board-B2

## Accessibility Options

### Remote Operator's Software Kit-B1

### Voice Guidance Kit-F1

### Braille Label Kit

### ADF Access Handle-A1



Note: For additional options and specifications, please refer to the back page.

\* Requires Staple Finisher-E1 or Booklet Finisher-E1.  
\*\* UFR II standard.



## 2011 - 2012 NSM DIVISION BUDGET

<b>Budgeted amount for Supplies and Services NSM902 (July 1, 2011)</b>				<b>\$31,845</b>	
SEP copy charges added - \$1550		Expense		<b>\$30,800</b>	
<b>ESTIMATED GENERAL OFFICE OPERATING EXPENSES</b>				<b>Budget</b>	<b>\$25,800</b>
Telecom (Phones and Networking)	209.47			\$300	
Copiers	7075			\$10,000	
Office Supplies & Book Store	8478			\$5,500	
Postage	201			\$300	
Duplicating Services	234			\$300	
Faculty travel	not current	255		\$4,000	
Physical Plant - work orders		4019		\$4,200	
Telecommunication wiring		595		\$600	
Miscellaneous		119		\$600	
<b>TOTAL ESTIMATED GENERAL EXPENSES</b>					<b>\$25,800</b>
<b>MATHEMATICS</b>					
NSM902 Starting				\$5,000	
Money already spent	NSM902	not current		\$907	
NSM941 Lab Fees				\$1,653	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies					
NSM941 Lab fees expended				\$0	
Balance		Total balance		<b>\$5,746</b>	
<b>SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2011</b>				<b>\$175,000</b>	
<b>BIOLOGY</b>					
NSM922 Starting				<b>\$59,505</b>	\$59,505
Summer lab fees rolled over into 2011-12				\$4,100	\$4,100
Money already spent				\$56,394	
Balance				<b>\$7,211</b>	
<b>EARTH &amp; PHYSICAL SCIENCE</b>					
NSM922 Starting				<b>\$48,434</b>	\$48,434
Summer lab fees rolled over into 2011-12				\$1,850	\$1,850
Money already spent				\$31,269	
Balance				<b>\$19,015</b>	
<b>CHEMISTRY</b>					
NSM922 Starting				<b>\$30,444</b>	\$30,444
Summer lab fees rolled over into 2011-12				\$950	\$950
Money already spent				\$13,945	\$177
Glass breakage		est + 177 rollover		\$2,677	Summer 20
Balance				<b>\$20,126</b>	
<b>NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD \$22,616</b>					
<b>STUDENT LAB NETWORK</b>					
NSM922 Starting				<b>\$1,700</b>	\$1,700
Money already spent				\$1,645	
Balance				<b>\$55</b>	
<b>STUDENT PAPER</b>					
NSM922 Starting				<b>\$5,000</b>	\$5,000
Money already spent				\$5,000	
Balance				<b>\$0</b>	
<b>FIELD TRIP</b>					
NSM922 Starting				<b>\$6,000</b>	\$6,000
Money already spent		not current		\$2,140	
Balance				<b>\$3,860</b>	
<b>EQUIPMENT REPAIR</b>					
NSM922 Starting				<b>\$4,666</b>	\$4,666
Money already spent				\$4,660	
Balance				<b>\$6</b>	
Millipore DI Water Still	NSM922 Starting		\$1,770	\$2,500	\$2,500
Medequip Maint. Contract	NSM922 Starting	est.		\$2,500	\$2,500
NW Natural Gas	NSM922 Starting		\$97	\$250	\$250
				<b>\$5,250</b>	
<b>Contingency 8% of Total NSM922 Budget</b>					
	12500 spent			<b>\$14,000</b>	\$14,000
	1500 balance				
<b>TOTAL</b>					<b>\$182,077</b>

ALC

Western Oregon  
UNIVERSITY  
powered by Google

Steve Taylor &lt;taylors@mail.wou.edu&gt;

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**[Faculty Only] Invitation to faculty from senate president and provost**

1 message

**Julie Harding** <hardinj@wou.edu>

Mon, Apr 30, 2012 at 10:02 AM

To: faculty@wou.edu

Dear WOU Faculty,

Please consider this co-authored letter as a request for your feedback and assistance. As part of the ongoing assessment process at WOU, we may need to respond to an institutional audit, authorized by the Secretary of State, concerning "tuition cost drivers." These are the structural things that affect tuition cost that we have institutionalized and control (as compared to, say, legislative allocations, which we cannot control). More specific, the following three subjects are particularly important:

- 180 credits required for graduation
- the required minor at WOU (only OUS campus for which this is true)
- the size and structure of the regular 55-credit LACC (not the 42-credit Bachelor of Music LACC)

Subsidiary issues might include the size of majors/minors (should they be standardized), the appropriate size of the upper-division credit requirement (62), and the different ways proficiencies perhaps could be demonstrated.

Two committees will be working in parallel to assist with this discussion. The Academic Requirements Committee is the Faculty Senate committee that has review authority over such matters. At the conclusion of the LACC review last year, the ARC was also given increased responsibility over the LACC. Gavin Keulks has already emailed the chair, Mary Harden, to request their assistance, and they will be welcoming Provost Neely as a visitor at their May meeting. The Strategic Priorities and Options Committee will be the second committee, as they are charged with brainstorming potential efficiencies in academic programming as part of WOU's Window of Opportunity challenge.

However, these two committees cannot do all the work alone -- and cannot speak perfectly for everyone. Everyone involved knows that. That is why we are asking all faculty to provide feedback, opinions and, especially, creative ideas however you would like. It could be individually or as part of a group. It could be by email or letter or phone. It could even be anonymously (through the Feedback page on the SPOC website at URL [http://www.wou.edu/provost/associate\\_provost/spoc/feedback.php](http://www.wou.edu/provost/associate_provost/spoc/feedback.php)).

It is also important to note that any recommendations emerging from these committees would still need to route through the senate approval process.

Although everyone on campus would prefer that our fiscal realities would magically improve, we also hope that you will take this opportunity to reflect upon our many campus strengths and their relationships to structural requirements. It may be that we can find common ground for some new ideas. Above all, we want to ensure that high-caliber degrees remain accompanied by high-caliber learning experiences, and we hope that you will share your thoughts about how to preserve the high quality of our academic programs while also being thoughtful in our use of public resources.

Sincerely,

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**Division of Natural Sciences and Mathematics**  
**2011-2012 Committee Assignments** (*Updated April 30, 2012*)

NSM Division Chair: Steve Taylor

NSM Budget and Operations Committee [Department Chairs]

Boomer (Bio; *Dutton incoming F12*) Courtney (Chem) Templeton (EPS) C. Beaver (Math)

NSM Curriculum Committee

Dutton (Bio) Kazerouni (Chem) Schoenfeld (EPS) Burton (Math)

NSM Professional Concerns Committee:

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

NSM Personnel Review Committee

Taylor (Div. Chair) Boomer (Bio) Courtney (Chem) Templeton (EPS) Burton (Math - Chair)

NSM Service Committee

Howard (Bio) Kazerouni (Chem) Schoenfeld (EPS) C. Beaver (Math)

NSM Technology Committee

Dutton (Bio) Flatt (Chem) Taylor (EPS) Behmard (Math)

**University Committees** (*start of current term in parentheses*)

Academic Infrastructure Committee: Courtney (F10)

Academic Requirements Committee: Templeton (F11)

Faculty Development Committee: Flatt (W10) Hamid Behmard (F07)

Faculty Senators: Latham (F11), LeMaster (F10), C. Beaver  
(*Note: need LeMaster Replacement Sp. 12*)

Faculty Senate Curriculum Committee: Laurie Burton (F10)

Honors Committee: Jeff Myers (F08)

Institutional Review Board: Haberman (F11), Wade (F11)

International Ed Committee: Howard (F11)

Parking Committee: K. Brown (F11)

Student Conduct Committee: Patty Flatt (F09)

Student Grievance Committee: Rahim Kazerouni (F08)

Writing Intensive Committee (*fac senate*): Kristin Latham (F09)

Who's Who, Dewey/Smith: Ava Howard (F10)

University PRC Mike LeMaster (F10)

Master Planning Committee Taylor (W11)

**NSM Ad Hoc Working Groups**

NSM Building Committee [Department Chairs]

Taylor (Div. Chair) Boomer (Bio) Courtney (Chem) Templeton (EPS) C. Beaver (Math)

Ad Hoc LACC/Gen Ed. Review Committee: Baumgartner, Courtney, Templeton, Ward

Ad Hoc SIR Committee: Mike Ward; Erin Baumgartner

*NEED-DO: WOUFT/NSM UNION REP. ON "DONATED LEAVE COMMITTEE"*

*Note: NSM will add 1 additional faculty senate position in 2012-2013; increase from 3 to 4 seats*