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

May 7, 2013; NS215 4:00 PM – NOTE TIME AND ROOM

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

**II. APPROVAL OF APRIL 2013 MINUTES**

p.2-4 Cheryl

**III. ANNOUNCEMENTS**

- a. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- b. WOU Office of Admissions 2012-2013 Recruitment Dates: T-SOAR May 18, Summer SOAR: June 28, July 12-13, July 27.
- c. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean-Provost - President
- d. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- e. 2012-2013 Annual Classroom Observations – submit as completed to division chair for personnel file
- f. NSM Division Student Recognition Night: Thursday May 30 – SEE OLD BUSINESS BELOW
- g. Congratulations/Welcome to Matt Nabity for conversion to Tenure-Track Assistant Professor of Mathematics, starting Sept. 15, 2013.
- h. Niki Retirement Celebration – Friday June 8, 5:30-8:30++ PM: Ron's Pond Airlie Road; Potluck Theme: "Chef's Choice – Family Celebration"
- i. Niki / Office Coordinator announcements; Budget / procurement spend down

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**IV. OLD BUSINESS**

- a. NSM Student Recognition Night, Thursday May 30; Gentle House vs. Willamette Room location and time – more division input needed; student awards information needed by noon, Friday, May 10.
- b. Dean LAS Search Process
- c. DeVolder Family Science Center – Construction/Budget Updates
  - i. DFSC Equipment and Computer Purchasing / Status
  - ii. DFSC Copier Addition / Status (admin. Purchase vs. Lease, vendor selection)
  - iii. Projected "Substantial Completion" / Commissioning Date: Last week of June
  - iv. Official "Moving Date": T-W July 30 and 31; contracted movers on campus
  - v. Ribbon Cutting Ceremony – Start of Fall 2013 Term
- d. APA Replacement / OSII Staff Request-Status "Approved" in FY2013-14 Budget; APA Search Committee

**V. NEW BUSINESS**

- a. New Program Proposal: Geographic Information Science Minor + Post-Baccalaureate Certificate
- b. Summer Registration – low enrolled courses (<10) in administrative review

UPDATES TO FINANCIAL COMMITTEE MEETING MINUTES - FEPAC

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**VI. REPORTS**

- a. NSM Budget Report
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU
- f. Curriculum Committee

JUNE 2

- g. Academic Requirements Committee – Math Completion Time
- h. PRC / Tenure and Promotion

h.1. APRIL WINDOW OF OPPORTUNITY REPORT (KATZ) p.10

- i. Dept. Report: MTH67/68 ALEKS; Math Drop-In Tutoring
- j. Complaints – Ava on annoying use of "all fac/staff" email

**VII. FINAL COMMENTS AND ADJOURNMENT**

Bianca F. Adams  
TBT

## MEETING MINUTES

### DIVISION OF NATURAL SCIENCES AND MATHEMATICS

### WESTERN OREGON UNIVERSITY

April 2, 2013; NS215 4:00 PM - NOTE TIME AND ROOM

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

The following people were in attendance:

Rahim Kazerouni, Kristin Latham, Breeann Flesch, Bryan Dutton, Mike LaMaster, Mike Baltzley, Karen Haberman, Erin Baumgartner, Michael Ward, Laurie Burton, Hamid Behmard, Jeff Myers, Cheryl Beaver, Matthew Ciancetta, Steve Taylor and Sharon Price (1 person is not listed)

Mike Baltzley make the motion to approve the agenda as written. Erin Baumgartner seconded the motion. Motion was carried unanimously.

#### II. APPROVAL OF MARCH 2013 MINUTES

Amendment to the March minutes are as follows: Kristin Latham was listed as being there but was not. Cheryl Beaver was not listed as being there and she was. Cheryl Beaver made the motion to approve the March minutes as written with the above listed changes. Kristen Latham seconded the motion and it was unanimously approved.

#### III. ANNOUNCEMENTS

a. WOU Window of Opportunity Meeting Thursday April 4, 2013 3 PM Willamette Room, WUC

Mike Baltzley agreed that he will go and take notes at this meeting.

b. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013;

Steve Taylor said that the report templates will be going out soon. NTT annual reports can be submitted to Steve when they are done as required by the CBA..

Department Reports Due to Division Chair July 19, 2013.

Division Report Due to Dean August 2, 2013

c. WOU Office of Admissions 2012-2013 Recruitment Dates: Spring Preview Day May 4, - canceled and substituted with an early April 12 date. No Department Representative will be needed for this date.

T-SOAR May 18,

SOAR: June 28, ~~12-13~~,

SOAR: July 27, ~~12-13~~

d. Catalog changes / Julie Harding Provost's Office: April 3 is the last day for making changes, April 9 & 10 - draft of 2013-2014 catalog available for review in WUC, May 1, 2013-2014 catalog to Public Relations for packaging, May 8, 2013-2014 catalog to printer, June 21 - 2013-2014 catalog delivered to campus.

e. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President

f. Faculty Development Grants: Travel II and Reassignment Due April 8, 2013 - Hamid & Patty Course release and travel

g. NSM Division Travel Supplement Deadlines: April 23, 2013 (following last year pattern)

h. Vans spring term - field trips - April and May - 2 van rental for 2 months.

i. NSM Division Student Recognition Night: Thursday May 30, 5:30 PM (Laurie Burton and Sharon Price organizing)

It was requested that we should look into Willamette Room in the Werner University Center due to the expending numbers of people attending. The Gentle House is getting a bit tight for space. Sharon Price requested it on April 3, 2013 and will await the response.

j. Niki / Office Coordinator announcements; Budget / procurement spend down  
Niki Winslow was absent for today's meeting but will give a full report at the next Division Meetings.

#### IV. OLD BUSINESS

a. Dean LAS Search Process -

Mike Baltzley said there were 65 applicants. There is a search committee meeting April 3, 2013 when a top 10 list will be decided on. There will be Skype interviews with the top ten list first then some will be brought to campus.

b. DeVolder Family Science Center - Construction/Budget Updates

Mike LeMaster let the group know that the ~~electric~~ <sup>CONCRETE</sup> pads will be coming soon in mid April. The first floor is now dry walled and the second floor has walls up. There will be 4 DI water sources located locally throughout the building. (This will add \$15,000 - \$20,000 in additional funding needs to the building. In projecting this, it might be needed to add additional course fees to help support this.)

They may require a photocopy purchase? Steve Taylor is discussing this with Darrin Silbernagel & Eric Yahnke. I.P. Phones will be in the new building and you will be able to plug them in where ever you are. There were some phone questions that will be addressed later. The target completion date for the new DeVolder Science Center is mid to late June and we are on target for this time to be completed.

If you would like a tour, meet in front of building Friday's at 3:30.

Furniture selection will begin soon.

c. APA Replacement / OSII Staff Requests Submitted; APA Search Committee / Review. *Dutton*

*Templeton & C. Benson*  
Jeff Myers, Arlene Courtney and Steve Taylor will be doing search committee for this. HR will be doing the first round of eliminations.

TO DO list: party / gift for Niki will be discussed at a later date.

#### V. NEW BUSINESS

a. Course Fee Review and Updates

Dept. chair discussions to begin on this soon.

#### VI. REPORTS

a. NSM Budget Report - Page 6

b. Faculty Senate g. Academic Requirements Committee

AB Program has been approved. They need a second representative for the Faculty Senate. They meet every other month. There is a 2 day meeting Friday and Saturday that rotates across campuses. Contact Mike Baltzley or Breeann Fleasch or you may email Keller Coker. This is a great opportunity for service that may appeal to anyone working on Tenure.

c. Faculty Development Committee h. PRC / Tenure and Promotion

d. Academic Infrastructure Committee - Work was done in NS 204 smart lab and painting and white boards, upgrading of computer systems and the IDF closet that helped speeds on second floor. Thanks to Arlene Courtney for all her shepherding efforts.

e. AFT/WOU i. PURE/Academic Showcase - May 30

f. Curriculum Committee j. Complaints - none

Please be sure to go visit the 3rd floor math exhibit in Hamersly Library put together by Breeann Flesch. April 10, 2013 4:00PM - 6:00PM reception. The exhibit is titled: The Beauty of Math.

Meeting Adjourned.



Steve Taylor <taylors@mail.wou.edu>

## NSM Division FYI First Notice: Winslow Retirement Celebration/Potluck Friday June 7, 5:30-8:30+PM

1 message

Steve Taylor <taylors@wou.edu>

Mon, Apr 29, 2013 at 10:01 PM

To: aune11540@msn.com, Tom.Barnes@state.or.us, baumgare@wou.edu, beaverc@wou.edu, beavers@wou.edu, behmarh@wou.edu, bledsoek@wou.edu, boomers@wou.edu, burtonl@wou.edu, clintos@wou.edu, duttonb@wou.edu, ellingd@wou.edu, flattp@wou.edu, habermk@wou.edu, howarda@wou.edu, kazeror@wou.edu, lathamk@wou.edu, lemastm@wou.edu, leungs@wou.edu, macdonas@wou.edu, muellerp@wou.edu, oxfordj@wou.edu, russelld@wou.edu, schoenfaeldw@wou.edu, smithg@wou.edu, snyderj@wou.edu, spenced@wou.edu, springl@wou.edu, taylors@wou.edu, templej@wou.edu, wadep@wou.edu, wardm@wou.edu, winslon@wou.edu, grammerj@wou.edu, Courtna10@aol.com, courtna@wou.edu, aldrichp@wou.edu, duttonone@wou.edu, cottona@wou.edu, dandener@wou.edu, sgrecovt@gmail.com, jochipntdo@aol.com, mjbaltzley@smcm.edu, baltzlem@wou.edu, amyharwellphd@gmail.com, pricesl@wou.edu, aunec@wou.edu, ciancetm@wou.edu, fleschb@wou.edu, mockc@wou.edu, nabitym@wou.edu, nerza@wou.edu, wieber@wou.edu, marzioleban@comcast.net, harwella@mail.wou.edu, myersj@wou.edu, postonp@wou.edu, henles@wou.edu, bigal@wou.edu, Lindsay.Biga@science.oregonstate.edu, Ricci Keller <ricci.keller@pacificwood.com>, Jody Becker <jody.becker@occc.cc.or.us>, Aquilegia Leet <aleet08@wou.edu>, ed bartlett <edbfish@yahoo.com>, John Bartlett <bartlej@wou.edu>, David McCorkle <mccorkd@mail.wou.edu>

Colleagues - I'm emailing as a "Save-the-Date First Notice" for Niki Winslow's retirement celebration on Friday June 7, 2013. All colleagues, emeritus faculty, family, and friends are invited.

The year-end fiesta will be held at the "Ron's Pond" facility (Airlie Road), from 5:30 PM to 8:30 PM (and beyond). Arrive early and stay late, to honor the retirement of our long-time friend, colleague and NSM Division Office Den Mother.

The culinary theme of the potluck is "Chef's Choice - Family Celebration". Bring your respective time-honored family celebration dishes, to create a festive parting gift as Niki moves on to the next, best chapter of her life. Potluck categories will include appetizers, salads, main dishes, sides, and desserts.

More details, reminder notices and sign-up sheets to follow as we progress through midterm exams and head towards closure of the 2012-2013 academic year. Thanks to Niki and to all for your collective contributions to the Division of Natural Science and Mathematics at Western Oregon University.

s.t.

Ron's Pond Facility

From Salem:

Go west over Marion St. Bridge toward Dallas. It becomes OR-22W. Travel approximately 10 miles. After crossing 99W exit left toward Dallas. Turn left at the 2<sup>nd</sup> stop light in Dallas onto Main St., Turn right on SW Washington continue past stop light and take sharp left turn which turns into Fairview/Kings Valley Hwy. 223 for 8 miles. Turn left on Airlie Road go one mile, turn right on Shady Lane. Ron's Pond is the first place on the left.

From Corvallis:

Go North on 99W toward Lewisburg. Continue approximately 10 miles to Suver Junction. Turn left onto Airlie Rd. proceed 11 miles and turn left on Shady Lane.

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**MEMORANDUM**

**To:** NSM Division Curriculum Committee, WOU Campus Curriculum Committee,  
Interim Dean Tarter, VP Academic Affairs Scheck  
**From:** Steve Taylor, Professor of Geology; Chair, Division of Natural Sciences & Mathematics  
**Date:** April 26, 2013  
**RE:** Development of New Geographic Information Science Minor and Post-Baccalaureate  
Certificate Program at Western Oregon University

Colleagues:

As discussed previously with Interim Dean Tarter and VP Scheck, please find attached a proposal to develop a new Geographic Information Science Minor (GISci) and Post-Baccalaureate Certificate Program at Western Oregon. The attached document includes all the necessary curriculum forms including new minor, course change, and new course proposals. This information will also be uploaded to the Faculty Senate Curriculum Portal, for subsequent review and approval.

The proposed GISci Minor will be housed in the Earth and Physical Science Department, and expands upon the existing geosciences curriculum related to geographic information systems (GIS), cartography, remote sensing, photogrammetry, surveying, and quantitative analysis. This program advancement will provide applied training to students with technical skills that are directly transferable to the 21st Century marketplace and aligned with Oregon 40:40:20 initiatives.

Please contact me by phone (8-8398) or email ([taylor@wou.edu](mailto:taylor@wou.edu)) if you have questions or need additional information. Thanks in advance for your time and consideration.

Sincerely,

Steve Taylor, PhD

Text template for curriculum proposals  
This template can not be used to submit proposals  
See <http://www.wou.edu/president/facultysenate/curriculum/> for online instructions

**New Minor**

Program level:

XX Undergraduate program      \_\_\_\_\_ Graduate program

Program Title: Earth Science

New Minor Title: Geographic Information Science

Please fill out each field. An option to attach additional documentation such as a new minor plan is available after you hit the submit button.

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**Catalog Description of Minor:**

**Geographic information science minor**

(24 credits)

Choose one: (4)

ES202 Principles of Geology

Geog105 Introductory Physical Geography

Geog240 Map and Air Photo Interpretation (4)

\*ES340 Principles of Cartography (4)

#ES341 Geographic Information Systems I (4)

\*ES342 Geographic Information Systems II (4)

Choose one: (4)

\*ES444 Remote Sensing

#ES492 Advanced GIS Applications in Earth Science

In addition to the minor, the Geographic Information Science curriculum may also be completed as a post-baccalaureate certificate program.

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*Review Notes:*

\* Denotes new course, see attached New Course Proposal

# Denotes modification of existing course, see attached Course Change Proposal

*Projected Course Scheduling Sequence: ES202 Winter, Geog105 Fall, Geog240 Fall, ES340 Fall-Spring Alternating Year Rotation, ES341 Fall, ES342 Winter, ES444-ES492 Spring Alternating Year Rotation*

*Course rotation and scheduling will be aligned such that the minor and/or post-baccalaureate certificate can be completed in 1 to 1.3 years, depending on what term students enter the program.*



Text template for curriculum proposals  
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### **Justification for adding the minor**

The Geographic information science minor (GIScience) expands upon the existing geosciences curriculum related to geographic information systems (GIS), cartography, remote sensing, photogrammetry, surveying, and quantitative analysis. These areas of study involve melding of computing systems with mapping, images, geographic location, information management and spatial analysis. GIScience and related technologies are in widespread use across all sectors of the global economy including scientific research, natural resource management, government, industry and business. Geographic information science is cross-cutting and interdisciplinary, with broad effects in communication and commerce throughout all sectors of society. This new programming is in direct alignment with goals of the Oregon University System, and the Legislative "40-40-20 Goal" for Oregon (ORS 351.009):

1. To ensure that at least 40 percent of adult Oregonians have earned a bachelor's degree or higher by 2025;
2. To create in Oregon an educated citizenry to support responsible roles in a democratic society and provide a globally competitive workforce to drive the State's economy, while ensuring access for all qualified Oregonians to quality postsecondary education; and
3. To create original knowledge and advance innovation.

In addition to alignment with state higher education initiatives, the new GIScience minor at WOU will make a significant contribution to workforce training in the high-growth Geospatial Technology industry as outlined by the U.S. Department of Labor ([http://www.doleta.gov/brg/indprof/geospatial\\_profile.cfm](http://www.doleta.gov/brg/indprof/geospatial_profile.cfm)): "Because the uses for geospatial technology are so widespread and diverse, the market is growing at an annual rate of almost 35 percent, with the commercial subsection of the market expanding at the rate of 100 percent each year (Geospatial Information & Technology Association). Increasing demand for readily available, consistent, accurate, complete and current geographic information and the widespread availability and use of advanced technologies offer great job opportunities for people with many different talents and educational backgrounds (U.S. Geological Survey and U.S. Bureau of Labor Statistics)". The proposed GIScience minor will provide applied training to students with GIS and remote sensing skills that are directly transferable to the 21<sup>st</sup> Century marketplace. In addition, this proposal has been pre-vetted with Vice President Scheck, WOU Academic Affairs:

Email From: Stephen Scheck <schecks@wou.edu>  
To: Steve Taylor, Diane Tarter  
Date: March 13, 2013  
Re: GIS Minor / Earth Science Position Proposal

"I'm very supportive of this [GI Science Minor]...it crosses disciplines, it is a growing science, we need dependable personnel for coverage, we can tie it to supporting 40:40:20 goals of graduates with job readiness."

--Steve



<b>Budgeted amount for Supplies and Services NSM902 (July 1, 2012)</b>		<b>\$30,202</b>	
	Expense	<b>\$32,100</b>	
<b>ESTIMATED GENERAL OFFICE OPERATING EXPENSES</b>		<b>\$26,752</b>	
Telecom (Phones and Networking)	227.97	\$300	
Copiers (with credit)	5415	\$10,000	
Office Supplies & Book Store	7402	\$7,050	
Postage	268	\$300	
Duplicating Services	676	\$1,500	
Faculty travel	1856	\$4,000	
Physical Plant - work orders	265	\$2,500	
Telecommunication wiring	245	\$600	
Miscellaneous	1256	\$502	
<b>TOTAL ESTIMATED GENERAL EXPENSES</b>		<b>\$26,752</b>	
<b>MATHEMATICS</b>	NSM902 Starting	\$5,000	
Money already spent	NSM902 (ck Sharon's totals)	\$2,000	
NSM941 Lab Fees		\$2,478	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies			
NSM941 Lab fees expended		\$1,655	
Balance	Total balance	<b>\$3,823</b>	
<b>SCIENCE DEPARTMENT BUDGETS STARTING July 1, 2012</b>		<b>\$185,000</b>	
<b>BIOLOGY</b>	NSM960 Starting	<b>\$63,103</b>	\$63,103
Summer lab fees rolled over into 2012-13		\$5,186	
Money already spent		\$64,060	
Balance		<b>\$4,229</b>	
<b>CHEMISTRY</b>	NSM961 Starting	<b>\$32,285</b>	\$32,285
Summer lab fees rolled over into 2012-13		\$861	
Money already spent		\$28,304	
Glass Breakage + Goggle Fees		\$5,000	
Balance		<b>\$9,842</b>	
<b>EARTH &amp; PHYSICAL SCIENCE</b>	NSM962 Starting	<b>\$51,362</b>	\$51,362
Summer lab fees rolled over into 2012-13		\$1,834	
Money already spent		\$39,754	
Balance		<b>\$13,442</b>	
<b>NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD</b>			
<b>STUDENT LAB NETWORK</b>		<b>\$2,000</b>	\$2,000
Money already spent		\$0	
Balance		<b>\$2,000</b>	
<b>STUDENT PAPER</b>		<b>\$5,000</b>	\$5,000
Money already spent		\$5,000	
Balance		<b>\$0</b>	
<b>FIELD TRIP</b>		<b>\$6,000</b>	\$6,000
Money already spent		\$3,872	
Balance		<b>\$2,128</b>	
<b>EQUIPMENT REPAIR</b>		<b>\$4,000</b>	\$4,000
Money already spent			
Balance		<b>\$4,000</b>	
Millipore DI Water Purifier		\$4,000	\$4,000
MedEquip Maintenance		\$2,300	\$2,300
NW Natural Gas		\$150	\$150
		<b>\$6,450</b>	
<b>Contingency 8% of Total NSM922 Budget</b>		<b>\$14,800</b>	\$14,800
<b>TOTAL</b>			<b>\$185,000</b>

WOU Window of Opportunity meeting April 4, 2013  
Michael Baltzley

1. Capital Projects—Tom Neil

a. DeVolder Center

- "Mike LeMaster is really excited"
- scheduled completion is May 31
- \$7.2 mil from the state, \$2.5 mil from WOU

b. plans for a new College of Ed building are in the works

- located between Hamersly and Military Academy
- 16 1<sup>st</sup> floor classrooms
- 2<sup>nd</sup> floor offices for all 3 divisions—HPE, Special Ed, Teacher Ed
- \$17.2 mil requested from state, \$1.4 mil from WOU

c. planned update of WOU Master Plan in fall of 2013

2. Library Operations—Al McKiel

a. 9% decrease in funding, but huge increases in holdings due to new subscription model

- pay-per-use instead of subscriptions and buying books on spec
- 99% of journal holdings are E-journals (363% increase in E-journals since 2007)
- 33% of book holdings are E-books (2431% increase in E-books since 2007)

3. Grants and Sequestration—Ella Taylor

a. FY 2012---\$10 mil in grants (4<sup>th</sup> in OR)

- 70% from Teaching Research Institute
- ~\$1 mil in indirect cost recovery

b. sequestration will result in ~\$500,000 reduction in grants after July 1

- i. still mystery on how that 5% will be dealt with from different granting agencies
  - only real knowns:
    - NSF and NIH grants will have reductions to current grants
    - NSF will have 1000 fewer awards

4. Enrollment Goals and Projections—Dave McDonald

a. 20 year projection

- flat number of OR high school grads
- community college transfers and grad enrollment flat
- out of state growth from CA
- slight international growth
- retention is critical for growth—currently 30% of 1<sup>st</sup> years don't return as SO

b. Fall 2012

- 2<sup>nd</sup> largest class in WOU history
- 13 nations, 31 states
- high local enrollment—Marion, Polk, Yamhill counties
- 81% of students from OR—"most Oregon of all OUS schools"

c. strategies going forward

- i. increase written communication, social media use with prospective students
- ii. Increase application pool
  - new approaches, out of state recruiting
- iii. new services
  - Wolf Connection System with Retention Specialist

- Degree Works to make status more clear for students, advisors
- new transfer agreement with CA community colleges

5. Risk Management—Jay Carey

- a. OUS is doing its own risk management—formerly managed by “DAS”
  - i. basically, WOU needs to do more risk management on campus
    - e.g.—HR now deals with workers comp, Title IX
    - Public Safety deals with EH&S, claims and insurance
    - VP Student Affairs deals with Student Health Insurance
- b. requested all campus members to be aware of risk and proactive in dealing with risks and hazards
  - costs may come back to departments responsible for incidents
- c. increase in cost to WOU of \$88,000

6. Fiscal Review—Eric Yahnke

- a. graph of fund balance through 2017 with “business as usual” vs. WOO initiatives
  - business as usual—0% by 2017
  - WOO initiatives—5% by 2017
  - WOO initiatives stopped decline thru 2014, but most are 1 time initiatives
    - need more initiatives for next biennium
  - WOU only school in OUS solvent through 2017