

Natural Sciences and Mathematics Division Meeting Minutes November 4, 2008
Held in NS 101

Meeting called to order at 3:35 PM

Attendees: Cheryl Beaver, Scott Beaver, Hamid Behmard, Laurie Burton, Bryan Dutton, Patty Flatt, Julie Grammer, Kelly Kissane, Klay Kruczek, Kristin Latham, Mike LeMaster, Jeff Myers, Pete Poston, Steve Taylor, Jeff Templeton, Mike Ward.

- I. Roll Call / Approval of Agenda - see above for roll call results, agenda unanimously approved.
- II. Minutes from the October meeting were included in the handout. It was moved, seconded and approved that the minutes be approved as written.
- III. Announcements
 - a. Julie Grammer, new Biology-EPS Lab Preparator was introduced. She gave a brief description of her work history which includes commercial lab experience.
 - b. Post-Tenure Review / Promotion and Tenure Files are due to the Division Chair November 21. First-year faculty reports are due at the same time.
 - c. Sabbatical requests / proposals should be submitted on the pink forms, in triplicate to the Dean 12/5. They go to the Provost 12/15. Steve would like to have them to him for review no later than 12/5.
 - d. The new digital Canon copiers (contract with IKON) are due to arrive 12/1. There will be an over lap time before the old copiers go away of approximately two weeks. We wanted to keep a backup since this is close to finals. The new copiers will have network/scan capabilities. Faculty can email materials to be scanned directly from the copier.
 - e. The Oregon 150 celebration will be at WOU February 13; Kim Jensen is the coordinator. Steve and Bryan will create a library display on invasive species.
 - f. Summer scheduling materials have been sent out. They are due in the Dean's office January 21, 2009.
 - g. Niki and Steve worked on creating a 9-month calendar of events as there seem to be discrepancies between the "pink" calendar provided by the Provost's office and due dates listed in the CBA. Niki mentioned that the summer schedule and edits are due

1/21 to Dean's office, but the date could be moved forward due to Kathy wanting more time to work with the Astra program. There is no listing of the 2009-2010 schedule due date to the Dean, but it is usually about two weeks following the summer/spring due date. The bottom line is that schedulers should come back from Christmas break with the schedules fairly in order as it is a very busy time of year and Niki needs lead time as well to work on them.

IV. Old Business

- a. Faculty Activity Reports / format modification- Draft 2 for review. We would like to have the due dates in practice match those published in the CBA due. The new format, as seen on pages 8-9 of today's handout, is built upon the older report from the dean and CBA. Subcategories are designed to align with PRC review criteria outlined in the CBA. As suggested by Jeff Templeton, advising is now listed under Service activities. The hope is to make the annual report template more in line with what the Dean is asking for in accreditation reports and the annual review. This should help with future file development and three year reviews as part of the CBA requirements.

The report format shown on pages 8 & 9 of the handout, entitled "Natural Sciences & Mathematics 2009-2009 Annual Faculty Activity Report" was unanimously approved with two corrections in section I, C & D (spelling only, as suggested by Klay).

The due date of the report is in question. Taylor commented that the new Provost will probably require individual reports to follow the existing CBA guideline of a due date of June 1. Jeff Templeton asked about the possibility of a due date of July 15. There was discussion regarding the merits of a range of dates considering how busy everyone is during finals and possibly do not want to work after the contract ends June 15.

Scott asked if we wanted to look at contract language and possibly modify due dates there. Bryan prefers a date out to at least June 15, past finals. Scott will bring it up during the bargaining process. Steve will follow up on due dates with the Dean as spring term approaches and keep everyone apprised. Formal due dates are June 1 from the CBA, in practice they have been due July 15.

- b. Division equipment and capital improvement plans were presented on handout pages 10 & 11. The handout outlines the formal AIC Infrastructure Needs - Master list from April 2008. Steve requested an updated list of needs this year, math was the only dept. that did not submit a wish list.

At the end of the 2007-2008 fiscal year, Mark Weiss asked that the improvement plans be funneled through AIC, and gave Bill Kernan the option of approval or disapproval of items from the list. The approval was given at the last minute, so as always, wish lists need to be prepared well in advance. It appears Bill Kernan will revisit last year's list as well as new requests. Steve suggested that Mike and Pete follow-up with Bill K. regarding the status of last year's list.

The President indicated there is current opportunity funding on campus, and requests are being channeled, in part, through AIC. Steve will give the current list to Bryan as AIC representative for action/request this year.

Page 12 is a AIC Smartroom Planning List (working Draft January 11, 2008). Nathan Sauer will know what work is scheduled for smart room development.

Steve plans on having a standing packet of equipment/update requests ready when the funding becomes available. Bryan will take the list to AIC. Steve will forward to the Dean and Provost's office.

- c. NSM Seminar Schedule - speakers have been scheduled for some dates, there are still approximately 12 dates available. Regarding presentations from the Plant Physiology candidate, they will be held on Mondays and/or Fridays.
- d. Ad Hoc Working Groups (meeting schedules-action plan) - meet at least once in Fall term.
 - i. NSM Building Utilization, Steve will facilitate and meet with the committee.
 - ii. NSM LACC Review Committee (Team Leader/Facilitator Needed)

There is a November 11 campus LACC meeting. The Dean and Provost are pushing for fewer members. Nothing is really happening right now in the Division regarding LACC review. Mike Ward offered to act as a facilitator to get the process moving in the Division

Right now the members are:

Karen Haberman - on sabbatical - Bryan will represent Biology

Arlene Courtney - on sabbatical - Rahim will act in her place until her return

Jeff Templeton

Mike Ward (temporary facilitator for the division)
- e. Fall 2008 Dept. Assessment Reports - Status / Due Dec 5, 2008
Steve needs a week lead time to prepare for the Dean.
- f. Inter-program coordinator of class scheduling

- i. Need for formalizing meeting of program schedulers for 2009-2010? Consensus is that we need coordination. Jeff Templeton, Mike LeMaster, and Klay Kruczek are willing to work on this.
 - ii. There is an Astra Software and Training Guide Available to the Division
- g. PRC - committee membership was finalized since Oct. 7 meeting (Taylor, Schoenfeld, Poston, Burton, LeMaster). Laurie is serving as chair of this committee. The committee needs to meet before Thanksgiving to be familiar with the CBA, and review procedures/timelines.

V. NEW BUSINESS

- a. Update of Articulation / Transfer Tables (Registrar's Office, Dean's Office, Chemeketa)
 - h. Edits due from Dept. Chairs to Division Chair Nov. 12
Nancy France is working on cleaning up articulation issues.
- b. NSM902 Telecom Charges for Student Lab Networks Connection (pg 13 handout)
 - i. Budget Concern - high proportion of telecom/network charges to NSM902, one possible mitigation option is to shift student lab network connection from NSM 902 to NSM 922.

Math is working on eliminating lab connection charges in MNB so it may not be an issue for mathematics. Most Math lab fees are for the education class materials which are minimal. The Math Senior project course has lab fees.

This is a department-based decision. Steve would like to have some idea of direction of this proposal by next week. All departments were asked to vote and finalize lab fee changes. The due date of changing lab fees is due November 24, to take effect Spring term, 2009. (See handout page 15)

- c. Professional Science Masters Degree Initiative in OUS - any interest in developing a working group to check into viability and potential program areas? The Dean has asked Steve to attend a meeting in Salem. The idea is that a program would develop from a combination of courses geared toward industry needs - business + science (e.g. possibly forensics, applied physics, geospatial technology). OUS is promoting this idea. OSU and PSU have these types of programs or they are in the works.

VI. REPORTS

- a. Budget update, accounting spreadsheet distributed for review. Lab/Course Fee Revisions due 11/24/08
- b. Search Committees - the Guralnick replacement process is on track. As there is an in-house interest, people can speak with Mike LeMaster directly regarding details of the Biology search progress.

Mathematics - has a full time, tenure track search, and two part time positions that need to be fulfilled.

c. Faculty Senate

Earth Science proposal regarding ES 199 got stalled in the Dean's office due to the decision whether or not it should be considered as an LACC course. This is a new course, titled "Special Topic"s. In spring 2008, it was the division curriculum committee's preference this not be considered as an LACC course, Earth Science deferred, but the Dean had checked the box indicating it should be considered as an LACC course. The question was posed if this should go to the Academic Requirements committee for consideration. The Division is concerned how this would impact the LACC model. Scott reported that the Faculty Senate Executive Committee sent it back to the Dean suggesting to not check the LACC box unless the program specifies.

d. Faculty Development

Friday is the deadline for the first requests, which are Travel. The request form can be found on-line, staple an abstract to the formal request form. Hand deliver your request to the Provost's office, and be certain you have signed your request.

f. Academic Requirements Committee - Cheryl Beaver

There is discussion in mathematics to changing the suffix on the statistics course to a "Q" (see pages 16-18 of handout) for approved quantitative literacy courses.

The question came up if there should be a Minor requirement: Should there be a minor. Is so, should there be a uniform and/or maximum of hours required in the minor. This will be an item discussed this year. If you have input, please advise Cheryl.

h. AFT/WOU Faculty Union

Let Phil or Scott know your concerns for the bargaining team if you want them brought up in meetings.

i. Oregon Academy of Science

Jeff Myers reported that student assistants created a new OAS web site, which is currently hosted by PSU. (see following email explanations from Karen Bledsoe and Jeff Myers). A question was raised as to why the website hosted by PSU, when the meeting is held at WOU? Follow-up discussion and emails followed.

j. PKAL Report (Erin Baumgartner)

Erin reported activities associated with project Kaleidoscope a K-12 science-math initiative.

A motion was made to adjourn, it was seconded and unanimously approved.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

November 4, 2008; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF OCTOBER MINUTES (p. 2-4)

III. ANNOUNCEMENTS

- a. Biology-EPS Lab Preparator – Welcome to Julie Grammer
- b. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/21/08)
- c. Sabbatical requests / proposals; (should submit "pink form" 12/5, Dean to Provost 12.15)
- d. New digital copier contract with IKON, delivery scheduled for 12/1/08 with overlap on existing copiers (old contract expires 12/15/08)
- e. Oregon150 Celebration at WOU Feb. 13; Kim Jensen coordinator
- f. Summer schedule materials sent out; due Jan 21, 2009 at Dean's office
- g. Niki / Office Coordinator announcements – NSM Calendar of Events (p. 5-7)

IV. OLD BUSINESS

- a. Faculty Activity Reports / format modification – Draft 2 for Review; Question: how is timeline for annual reports? Formal CBA: June 1; In-Practice: July 15 (p. 8-9)
- b. Division equipment and capital improvement plans – handout for review
 - i. AIC Call for equipment/purchase requests
 - ii. Status on carry-over AIC wish-list items/Smartroom installations from Spring 2008 (p. 10-12)
- c. NSM Seminar Schedule – in progress, group input/speakers needed
- d. Ad Hoc Working Groups (meeting schedules-action plan) – meet at least once in Fall Term
 - i. NSM Building Utilization and Planning Committee (Taylor Facilitator)
 - ii. NSM LACC Review Committee (Team Leader/Facilitator Needed)
- Campus LACC Action: next meeting 11/11/08; need Biology rep. to replace Lonnie and someone from Chem. to stand in for Arlene
- e. Fall 2008 Dept. Assessment Reports – Status / Due December 5, 2008
 - i. Include plan for 5-year External Review Cycles (incl. no. of reviewers, travel budget/estimate)
- f. Inter-program coordination of class scheduling
 - i. Need for formalized meeting of program schedulers for 2009-2010 AY? When? Jan?
 - ii. Astra Software and Training Guide Available in Division
- g. PRC – committee was finalized since Oct. 7 meeting (Taylor, Schoenfeld, Poston, Burton, LeMaster). PRC will meet in mid-November to select chair and review procedures/timeline. NIKI/TAYLOR WILL SCHEDULE/

V. NEW BUSINESS

- a. Update of Articulation / Transfer Tables (Registrar's Office, Dean's Office – Chemeketa)
 - i. Edits due from Dept. Chairs to Division Chair Nov. 12
- b. NSM902 Telecom Charges for Student Lab Networks Connections (p. 13)
 - i. Budget Concern – high proportion of telecom/network charges to NSM902, possible mitigation by shifting student lab network connections from NSM902 to NSM922.
 - ii. Proposed Model: NSM902 covers basic faculty-staff network/phone connections; NSM922 lab fees cover student computer network connections in the respective program areas
- c. Professional Science Masters Degree Initiative in OUS – any interest in developing a working group to check into viability and potential program areas? (p. 14)

VI. REPORTS

- a. NSM Budget Update (Lab/Course Fee Revisions due 11/24/08 to take effect Spring 2009) (p. 15)
- b. Search Committees – status on Math/Biology searches
- c. Faculty Senate
- d. Faculty Development Committee
- e. Academic Infrastructure Committee
- f. Academic Requirements Committee (C. Beaver) (p. 16-18)
- g. Curriculum Committee
- h. AFT/WOU Faculty Union
- i. Oregon Academy of Science (Myers)
- j. PKAL Report (Baumgartner)

VII. FINAL COMMENTS AND ADJOURNMENT

EDS

ADJOURN 4:58

Schedule p. 5-8

15 min
3:35-4:50

5 min
3:50-3:55

10 min
3:55-4:05

5 min
4:05-4:10

5 min
4:10-4:15

5 min
4:15-4:20

5 min
4:20-4:25

5 min
4:25-4:30

15 min
4:30-4:45

PROJECT KARETIONS

WWW.PKAL.MO
WWW.SENC.CALIFORNIA.CAL

Jeff Templeton feels advising should be listed as a service duty rather than part of teaching, should align with Teaching, Research and Service. Taylor will check the CBA for direction and alignment of annual reports with promotion language. What category does program assessment fall under? Laurie suggested we look at the promotion file format for direction. Steve will look at the CBA.

Bryan had a question regarding format, which list should we be following? He stated that the faculty handbook does not match the CBA. Jeff Templeton suggested looking at the appendix from last year's CBA. Steve will review in context of CBA.

- c. digital copier upgrade / status-we will be mailing the current copiers back to the company that owns them, and using IKON and Canon for the new copiers. Shipping will cost the NSM902 budget.
- d. There is a new form for work requests/remodel to keep a handle on the NSM902 budget, which is always tight.
- e. Capital improvement, remodeling, and equipment plans should be submitted by November 1. The physical plant does projects over the Christmas break. Provide as much vendor and cost information as possible, with a brief description and justification statement.
- f. Ad Hoc Working Groups
 - i. NSM Building Utilization and Planning Committee-Steve will spearhead this committee
 - ii. NSM LACC Review Committee – (Lead facilitator needed?)
This will most likely be a year-long process, but we should be ready by the end of the school year if a campus-wide change comes about.
- g. math room scheduling - Sharyne will request in the Astra scheduling process that Mathematics be second in priority for the use of MNB room 222.

V. NEW BUSINESS

- a. Fall 2008 Dept. Assessment Reports –Mike Ward asked about the review cycle. It is a five year External review cycle. Each dept. is to formulate a plan and include in fall assessment reports. Dean Scheck is requesting a five year cycle for the external review purposes. By the end of this term the departments and division are to compile assessment reports for use in the NWCU accreditation follow-up.
- b. AIC call for Equipment/Purchases- Please forward info/requests to Bryan. Under discussion is the use of wireless access on campus. Please send any comments to Bryan regarding justification for wireless access. Students wishing wireless connectivity will pay a fee of \$5 per term.
AIC has developed as one of the campus vehicles for proposing equipment and infrastructure purchases. The current system includes Bill Kernan as the primary administrative arbiter on purchase decisions. Pete asked about smart lab development rotation. Steve said as per last year Smart Labs priority lists are still in effect. Steve will send last year's AIC requests to Bryan. Bryan suggests getting your requests in early. Note: purchases from the student tech fee are different from the AIC purchasing process that has developed.
- c. Inter-program coordination of class scheduling-need for formalized meetings once per term? (Steve's question). The campus is moving to a new software, "Astra" for class and activity scheduling. Since Excel and Banner don't communicate, we are moving to a server-based software, communication. Klay schedules for Math and liked the idea of meeting more often to coordinate scheduling.
- d. NSM Representation on IRB (Institutional Review Board). The Dean has asked us to fill this need (position). Mike Ward said he has participated in IRB proposal reviews for the last eight years, there are Federal laws that regulate the use of human subjects for research projects. There has to be an informed consent for

NSM Division Calendar of Events (Updated 11/3/08)

Important due dates - per pink calendar

09/22/08	Welcome Back Week
09/29/08	Classes Begin
10/03/08	Revisions to Winter Term Schedule due to Dean's office
10/13/08	Summer planning packets sent to Chairs
10/18/08	Fall Preview Day I - Saturday
10/23/08	Revisions to Winter term due to Provost office
10/24/08	Division chairs identify faculty eligible for tenure, promotion/continuation on tenure track
11/07/08	Round I Category I and II Faculty Development Travel Grants Due
11/08/08	Fall Preview Day II - Saturday
11/21/08	Faculty promotion/tenure/continuation files due to Division Chairs
11/26/08	Second-Year Annual Tenure Files due to Deans Office
11/26/08	Requests for 2009-10 fee changes due to Provost Office
12/05/08	Sabbatical Requests Due to Division Chair/Deans Office for Review
12/05/08	2nd year annual tenure files due to Provosts Office
12/12/08	9-month faculty sick leave reports due
12/15/08	Sabbatical requests due to Provost Office
	Non-renewal notification of 2nd year annual tenure faculty sent by President
12/16/08	Grades due 10 am
01/05/09	Classes begin
01/21/09	Revisions to Spring & Summer schedule due to Deans office (will probably be sooner)
01/24/09	Winter Preview Day I - Saturday
01/28/09	Revisions to Spring & Summer schedule due to Provost Office
	Somewhere in January we will most likely turn in 2009-2010 schedule-I'm checking on date
	Usually two weeks after summer/spring turn-ins
01/30/09	All promotion/tenure/continuation files other than 2nd year due to Dean
01/30/09	Category III Major Research Faculty Development Grants Due
02/02/09	Provost office sends request for nominations for Faculty Award for Excellence in Teaching
02/14/09	Winter Preview Day II Saturday

05/28/09	Academic Excellence Showcase
06/12/09	Notification of commitment to rehire adjunct faculty sent by Colleges
06/12/09	Last day of fiscal year to do PO's
06/13/09	Commencement
06/16/09	Grades due by 10 am
06/22/09	Summer Sessions begin
06/26/09	SOAR
07/10/09	SOAR
07/11/09	SOAR
07/25/09	SOAR

D. Grant Writing Activities

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

E. Professional Certifications, Licenses, Other Specialty Credentials

III. FACULTY SERVICE

A. Student Advising

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

B. WOU Institutional Service

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

C. Leadership, Professional Service and Community Outreach

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

D. Professional Societies

(List memberships in professional organizations.)

IV. HONORS AND AWARDS

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

V. CHALLENGES AND PLANS FOR PROFESSIONAL GROWTH

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

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

VII. PUBLIC RELATIONS AND PROMOTIONAL HIGHLIGHTS

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

3	Peripheral Hardware, Software, Supplies	Teacher Education	\$1,500	Transcription Equipment
4	Instrumentation and Equipment	Creative Arts	\$40,000	Theatrical Lighting System
4	Instrumentation and Equipment	Creative Arts	\$17,000	Fume Hood / Dye Vat
4	Instrumentation and Equipment	Creative Arts	\$30,000	Rice Curtain Repair
4	Instrumentation and Equipment	Hamersly Library	\$20,000	microform scanner replacement
4	Instrumentation and Equipment	Hamersly Library	\$15,000	AV Equipment/Replacement
4	Instrumentation and Equipment	Hamersly Library	\$25,000	Open Face Book Scanner
4	Instrumentation and Equipment	NSM	\$30,000	Growth Chamber (Biology)
4	Instrumentation and Equipment	NSM	\$12,000	Cadaver Tanks (Biology)
4	Instrumentation and Equipment	NSM	\$13,000	Water Purifier (Biology)
4	Instrumentation and Equipment	NSM	\$50,000	CME Student Microscopes (Biology)
4	Instrumentation and Equipment	NSM	\$40,000	Gas Chromatograph (Biology)
4	Instrumentation and Equipment	NSM	\$20,000	Fluorescence Microscope (Biology)
4	Instrumentation and Equipment	NSM	\$4,000	Incubators (Biology)
4	Instrumentation and Equipment	NSM	\$15,000	Polarized Binocular Microscopes (chemistry)
4	Instrumentation and Equipment	NSM	\$6,000	Polarized Trinocular Microscopes (chemistry)
4	Instrumentation and Equipment	NSM	\$4,700	Trinocular Microscope with Camera (chemistry)
4	Instrumentation and Equipment	NSM	\$19,000	Large-format scanner (Earth Science)
4	Instrumentation and Equipment	NSM	\$10,000	Petrographic Microscopes (Earth Science)
4	Instrumentation and Equipment	Psychology	\$100,000	EEG Amps and Software for Neurocognitive Lab
5	Remodeling / Instructional Space	Creative Arts	\$80,000	Smith Hall Upgrades / Remodeling
5	Remodeling / Instructional Space	Creative Arts	\$15,000	OPE020 Dressing Area
5	Remodeling / Instructional Space	Humanities		Todd Hall Upgrades - 3rd Floor (no estimates given)
5	Remodeling / Instructional Space	NSM	\$52,000	NS017 Science Lab Remodel
5	Instructional Space	NSM	\$13,500	Groundwater Laboratory
5	Remodeling / Instructional Space	Psychology		Todd Hall - lab room upgrades (no estimates given)
6	Services	AIC	\$7,000	Faculty wireless network access (1 year)
6	Services	Hamersly Library		Open wireless access in Hamersly Library (no estimates given)
7	Academic Information	Hamersly Library	\$8,000	Classical Scores Hamersly Library
7	Academic Information	Hamersly Library	\$6,300	Theatre in Video Collection
7	Academic Information	Hamersly Library	\$6,000	JSTOR Arts and Sciences V Collection
7	Academic Information	Hamersly Library	\$40,000	Web of Science

wireless = \$20/mo; network = \$12/mo;

08			
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13

Budgeted amount for Supplies and Services 902

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Phones	27000
Copiers	9885
Office Supplies & Book Store	8000
Postage	500
Duplicating Services	300
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	100
Telecommunication wiring	500
Misc.	1600

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

5000.00

Money already spent 902

166.18

Lab fees collected -941

projected

2920.00

Lab fees expended

48.17

Balance

Total balance

7705.65

=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

6900.85

Balance

38013.15

EARTH & PHYSICAL SCIENCE

37150.00

37150

Summer lab fees

5147.00

Money already spent

9382.39

Balance

32914.61

CHEMISTRY

21500.00

21500

Summer lab fees

450.00

Money already spent

2857.34

Glass breakage

Balance

19092.66

FIELD TRIP

4500.00

4500

Money already spent

871.91

Balance

3628.09

EQUIPMENT REPAIR

2500.00

2500

Money already spent

Balance

2500.00

Medequip (Still)

3800.00

3800

Willamette Water (Softener)

450.00

450

Scantrons

322.00

NW Natural Gas

250.00

250

4822.00

Total

112150

15

Additional Information (not for catalog)

Quantitative Literacy Courses (Q)

The goal of Quantitative Literacy ('Q') courses at WOU is to expose students to the wide range of applications of mathematics and/or statistics in various disciplines and to produce students who are proficient in a core set of mathematical competencies (e.g. reasoning, argumentation, communication, modeling, representation).

In a 'Q' course, college level mathematical and/or statistical concepts will be developed and used as an integral part of the course. The course should provide ongoing opportunities for the student to develop the mathematical/statistical skills and investigate the role, application, and limitations of the specific mathematical and/or statistical concepts in the relevant discipline. Courses designated as 'Q' can also be taught without that designation.

It is highly recommended that MTH 111 is a pre-requisite for a 'Q' course.

The Faculty Senate's Academic Requirements Committee recommends the 'Q' designation for courses based on statements and syllabi submitted by individuals or departments. In the event that a mathematics faculty member is not on the Academic Requirements Committee, one will be consulted for the purpose of determining a 'Q' designation for a course.

Objectives of a 'Q' Course

The objectives of a 'Q' course should include the following:

- Students will use college level mathematics* in the discipline to model problems, represent, interpret, and analyze information
- Students will communicate in mathematical terms
- Students will learn to recognize the limitations of mathematical and statistical methods

* College level mathematics is mathematics with a content level of MTH 111 (College Algebra) or above.

Guidelines for 'Q' Approval

1. Students must have regular, frequent, assessable opportunities to use the mathematical and/or statistical related concepts.
2. The mathematical content should relate in a meaningful way to the discipline and should further the student's knowledge both in the discipline and in the mathematical concepts.
3. One of the following must apply:

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

November 4, 2008; NS122 3:30 PM

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 - i. Need for formalized meeting of program schedulers for 2009-2010 AY? When? Jan?
 - ii. Astra Software and Training Guide Available in Division
- g. PRC – committee was finalized since Oct. 7 meeting (Taylor, Schoenfeld, Poston, Burton, LeMaster). PRC will meet in mid-November to select chair and review procedures/timeline. *Niki/Taylor will schedule/ find no open times*

V. NEW BUSINESS

- a. Update of Articulation / Transfer Tables (Registrar's Office, Dean's Office – Chemeketa)
 - i. Edits due from Dept. Chairs to Division Chair Nov. 12
- b. NSM902 Telecom Charges for Student Lab Networks Connections (p. 13)
 - i. Budget Concern – high proportion of telecom/network charges to NSM902, possible mitigation by shifting student lab network connections from NSM902 to NSM922.
 - ii. Proposed Model: NSM902 covers basic faculty-staff network/phone connections; NSM922 lab fees cover student computer network connections in the respective program areas
- c. Professional Science Masters Degree Initiative in OUS – any interest in developing a working group to check into viability and potential program areas? (p. 14)

VI. REPORTS

- a. NSM Budget Update (Lab/Course Fee Revisions due 11/24/08 to take effect Spring 2009) (p. 15)
- b. Search Committees – status on Math/Biology searches
- c. Faculty Senate
- d. Faculty Development Committee
- e. Academic Infrastructure Committee
- f. Academic Requirements Committee (C. Beaver) (p. 16-18)
- g. Curriculum Committee
- h. AFT/WOU Faculty Union
- i. Oregon Academy of Science (Myers)
- j. PKAL Report (Baumgartner)

VII. FINAL COMMENTS AND ADJOURNMENT

Natural Sciences and Mathematics Division Meeting Minutes October 7, 2008
Held in the MNB, Room 222

Meeting Called to Order at 3:35 PM

Attendees: Hamid Behmard, Laurie Burton, Cheryl Beaver, Scott Beaver, Bryan Dutton, Patty Flatt, Rahim Kazerouni, Klay Kruczek, Mike LeMaster, Pete Poston, Steve Taylor, Jeff Templeton, Mike Ward, Niki Winslow

I. Approval of Agenda: Cheryl moved, Mike Ward seconded that the agenda be approved, unanimous approval.

II. Approval of September Minutes: Moved and seconded to be approved, unanimous approval.

III. Announcements

- a. Math/Nursing Building Open House will be held October 17, 2008. Dignitaries will be visiting in the morning, campus folks from 1-3:00 for an open house.
- b. Post-Tenure Review/Promotion and Tenure Files
The due date for the files was debated, the campus calendar states 11/17, the CBA states the 3rd Friday in November.
Second year annual reviews are due to the Dean, we don't have any one in that category.
For Promotion this year, we have:
Jeff Myers, Bryan Dutton and Hamid Behmard
For Tenure we have:
Cheryl and Scott Beaver and Klay Kruczek.
- c. Bio-EPS Lab Preparator status: a person has been hired, Julie Grammer. She has good work experience and her hire was a unanimous decision. She will start work October 20. Sharon and Piper will help her transition into the position. Her office in NS206, grammerj@wou.edu
- d. Sabbatical requests/proposals are due on the "pink" form submitted during fall term to the Dean's office, which forwards to the Provost's office Dec 15, 2008. Faculty should get their sabbatical requests to Dean Scheck by end of November to give him time to review.
- e. Status of Math and Biology tenure-line searches:
Lonnie Guralnick's position: Mike LeMaster said we have passed the first date when reviewing was to begin (10/1). HR is moving to an on-line process for files. The Bio folks will start reviewing files next week.
Maria Fung's position: The application/advertisement has been forwarded to Kathy.
- f. Niki's announcements:
For new faculty, the blue schedule sheets that appeared in the mail boxes come back to Niki, schedules provided complete with office hours.
Syllabi should be sent on the shared drive to Sharyne, named in this format:
i.e. Bio101syIDutton2008_01
Niki will keep hard copies on file as well in the division office.

IV. OLD BUSINESS

- a. Finalized 2008-2009 Committee Assignments
 - i. PRC/Math conflict: Laurie Burton will replace Hamid on the PRC since he is up for Promotion
 - ii. Karen Haberman will be in the International Education committee fall term, Pete will take over for winter and spring.
 - iii. NSM Service Committee – non-functional, the professional concerns committee should consider eliminating from the by-laws.
- b. Faculty Activity Reports/format modifications
Laurie asked that the formatting be cleaned up (see pgs 10& 11 following) to make the department and division reports more uniform

Jeff Templeton feels advising should be listed as a service duty rather than part of teaching, should align with Teaching, Research and Service. Taylor will check the CBA for direction and alignment of annual reports with promotion language. What category does program assessment fall under? Laurie suggested we look at the promotion file format for direction. Steve will look at the CBA.

Bryan had a question regarding format, which list should we be following? He stated that the faculty handbook does not match the CBA. Jeff Templeton suggested looking at the appendix from last year's CBA. Steve will review in context of CBA.

- c. digital copier upgrade / status-we will be mailing the current copiers back to the company that owns them, and using IKON and Canon for the new copiers. Shipping will cost the NSM902 budget.
- d. There is a new form for work requests/remodel to keep a handle on the NSM902 budget, which is always tight.
- e. Capital improvement, remodeling, and equipment plans should be submitted by November 1. The physical plant does projects over the Christmas break. Provide as much vendor and cost information as possible, with a brief description and justification statement.
- f. Ad Hoc Working Groups
 - i. NSM Building Utilization and Planning Committee-Steve will spearhead this committee
 - ii. NSM LACC Review Committee – (Lead facilitator needed?)
This will most likely be a year-long process, but we should be ready by the end of the school year if a campus-wide change comes about.
- g. math room scheduling - Sharyne will request in the Astra scheduling process that Mathematics be second in priority for the use of MNB room 222.

V. NEW BUSINESS

- a. Fall 2008 Dept. Assessment Reports –Mike Ward asked about the review cycle. It is a five year External review cycle. Each dept. is to formulate a plan and include in fall assessment reports. Dean Scheck is requesting a five year cycle for the external review purposes. By the end of this term the departments and division are to compile assessment reports for use in the NWCU accreditation follow-up.
- b. AIC call for Equipment/Purchases- Please forward info/requests to Bryan. Under discussion is the use of wireless access on campus. Please send any comments to Bryan regarding justification for wireless access. Students wishing wireless connectivity will pay a fee of \$5 per term.
AIC has developed as one of the campus vehicles for proposing equipment and infrastructure purchases. The current system includes Bill Kernan as the primary administrative arbiter on purchase decisions. Pete asked about smart lab development rotation. Steve said as per last year Smart Labs priority lists are still in effect. Steve will send last year's AIC requests to Bryan. Bryan suggests getting your requests in early. Note: purchases from the student tech fee are different from the AIC purchasing process that has developed.
- c. Inter-program coordination of class scheduling-need for formalized meetings once per term? (Steve's question). The campus is moving to a new software, "Astra" for class and activity scheduling. Since Excel and Banner don't communicate, we are moving to a server-based software, communication. Klay schedules for Math and liked the idea of meeting more often to coordinate scheduling.
- d. NSM Representation on IRB (Institutional Review Board). The Dean has asked us to fill this need (position). Mike Ward said he has participated in IRB proposal reviews for the last eight years, there are Federal laws that regulate the use of human subjects for research projects. There has to be an informed consent for

- subjects to participate. Mike LeMaster suggested that Erin Baumgartner might be the person for this assignment. In any case we need someone to sit on this board.
- e. WOU Energy and Safety Board – so far, no one is interested in this one.

VI. REPORTS

- a. NSM Budget Update – Current NSM 902, 922 and 941 update handed out to all attendees and those not present. Taylor noted that there were budgetary follow-up considerations related to start-up funds for the 3 new faculty hires, these have been settled.
- b. Faculty Senate: Per Scott Beaver, Steve or Jeff or both need to attend the Faculty Senate meeting next Tuesday, 10/14 in the Columbia Room. There will be a vote on the Earth Science program.
- c. Faculty Development Committee
Hamid reported that the 3 annual reports are due:
Round 1: November 7 – Travel
Round 2: 1/30 – Research/major projects
Round 3: 4/3 – Travel
Email Mike LeMaster for application forms. The WOU Provost's page should have a link for the forms.
- d. AIC (already discussed)
- e. Curriculum Committee: Laurie Burton is the chair. Agenda items: Bryan will give Laurie guidance documents, there is just one item from last year. Faculty Senate will be looking at updating forms.
- f. AFT/WOU Faculty Union: Thursday will be the first meeting of the subcommittees. Scott Burton will email participants before Thursday. Phil is representing adjunct faculty interests. Steve mentioned that assessment, time issues, and workload should be considered as bargaining items.

VII. Meeting adjourned at 4:40 PM

NSM Division Calendar of Events (Updated 11/3/08)

Important due dates - per pink calendar

09/22/08	Welcome Back Week
09/29/08	Classes Begin
10/03/08	Revisions to Winter Term Schedule due to Dean's office
10/13/08	Summer planning packets sent to Chairs
10/18/08	Fall Preview Day I - Saturday
10/23/08	Revisions to Winter term due to Provost office
10/24/08	Division chairs identify faculty eligible for tenure, promotion/continuation on tenure track
11/07/08	Round I Category I and II Faculty Development Travel Grants Due
11/08/08	Fall Preview Day II - Saturday
11/21/08	Faculty promotion/tenure/continuation files due to Division Chairs
11/26/08	Second-Year Annual Tenure Files due to Deans Office
11/26/08	Requests for 2009-10 fee changes due to Provost Office
12/05/08	Sabbatical Requests Due to Division Chair/Deans Office for Review
12/05/08	2nd year annual tenure files due to Provosts Office
12/12/08	9-month faculty sick leave reports due
12/15/08	Sabbatical requests due to Provost Office
	Non-renewal notification of 2nd year annual tenure faculty sent by President
12/16/08	Grades due 10 am
01/05/09	Classes begin
01/21/09	Revisions to Spring & Summer schedule due to Deans office (will probably be sooner)
01/24/09	Winter Preview Day I - Saturday
01/28/09	Revisions to Spring & Summer schedule due to Provost Office
	Somewhere in January we will most likely turn in 2009-2010 schedule I'm checking on date
	Usually two weeks after summer/spring turn-ins
01/30/09	All promotion/tenure/continuation files other than 2nd year due to Dean
01/30/09	Category III Major Research Faculty Development Grants Due
02/02/09	Provost office sends request for nominations for Faculty Award for Excellence in Teaching
02/14/09	Winter Preview Day II Saturday

02/16/09	All promotion/tenure/continuation files other than 2nd year, including unfavorable promotion/tenure/continuation recommendations due to Provost office
02/23/09	2009-2010 Catalog revisions requested by Provost office
03/02/09	Faculty Award for Excellence in Teaching nominations due to Provost Office
03/12/09	Notification of non-renewal of 1st year faculty sent by President
03/13/09	Written request for review of unfavorabl tenure/promotion recommendations due to Provost
03/31/09	Changes to 2009-10 schedule of classes due to Provost Office (Did they mean Dean's?)
04/03/09	Round 2 Category I and II Faculty Development Travel Grants Due
04/03/09	Category IV Faculty Development Course Reassignment Proposals Due
04/15/09	Changes for 2009-10 schedule of classes due to Provost Office
04/16/09	Deadline to submit changes for 2009-2010 catalog
04/18/09	Spring Preview Day - Saturday
04/22/09	Draft 2009-10 schedule of classes due for review
04/24/09	2009-2010 schedule of classes final changes due to Provost (big turn around time)
04/27/09	2009-10 schedule of classes to printer
04/29/09	Draft 2009-10 catalog review at WUC
04/30/09	Draft 2009-10 catalog review at WUC
04/30/09	Faculty notification of promotion/tenure/continuation decisions sent by President
05/01/09	Faculty Evaluations begin
05/01/09	Niki asks that all year-end purchase requests be submitted to her by 5/1
05/11/09	Final 2009-10 catalog to Public Relations
05/15/09	Request for fee changes for 2009-10 due to Provost Office
05/16/09	Early Bird Transfer Student registration Saturday
05/18/09	Final 2009-10 catalog to printer

05/28/09	Academic Excellence Showcase
06/12/09	Notification of commitment to rehire adjunct faculty sent by Colleges
06/12/09	Last day of fiscal year to do PO's
06/13/09	Commencement
06/16/09	Grades due by 10 am
06/22/09	Summer Sessions begin
06/26/09	SOAR
07/10/09	SOAR
07/11/09	SOAR
07/25/09	SOAR

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

(Note: version 3- aligned with NSM Division Report Template, Dean's Office, and CBA)

Due Date: July 15, 2009 Please send electronic copies as email attachments to Steve Taylor, taylor@wou.edu

Name:

Date:

Title:

Years in Rank:

I. TEACHING AND CURRICULUM

A. Course Census

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

B. Course Development and Improvement

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

C. Program Assessment Activities

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

D. Curriculum Changes

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

II. RESEARCH & SCHOLARSHIP

A. Research Projects

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

B. Peer-Reviewed Publications

C. Presentations and Refereed Abstracts

D. Grant Writing Activities

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

E. Professional Certifications, Licenses, Other Specialty Credentials**III. FACULTY SERVICE****A. Student Advising**

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

B. WOU Institutional Service

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

C. Leadership, Professional Service and Community Outreach

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

D. Professional Societies

(List memberships in professional organizations.)

IV. HONORS AND AWARDS

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

V. CHALLENGES AND PLANS FOR PROFESSIONAL GROWTH

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

VI. MISCELLANEOUS (Provide a bulleted list of any other items not covered above.)**VII. PUBLIC RELATIONS AND PROMOTIONAL HIGHLIGHTS**

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

AIC Infrastructure Needs - Master List - Compiled April 2008

Infrastructure Category	Category Description	Unit/Work Area	Estimated Cost	Description
1	New Smart Room Installation	HL107	\$37,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	ED116-117	\$27,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	HSS108	\$37,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	TODD 347	\$27,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	NS123	\$17,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	NHL108	\$37,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	HSS112	\$27,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	TODD 349	\$27,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	NS115	\$17,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	NS201	\$17,000	New Smartroom Installation 2008-2009
1	New Smart Room Installation	HSS 329	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	HSS 330	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	NS114	\$17,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	NS204	\$17,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	HSS 333	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	HSS 334	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	HSS 335	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	NS004	\$17,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	CH104	\$27,000	New Smartroom Installation 2010-2011
1	New Smart Room Installation	CH202	\$27,000	New Smartroom Installation 2010-2011
1	Smart Room Upgrade	OMA	\$20,000	Projectors / Instructors Station
1	Smart Room Upgrade	SH121	\$3,000	Instructors Station
1	Smart Room Upgrade	OPE	\$5,000	Sound System
1	Smart Room Upgrade	NPE	\$8,000	Instructor Cart
1	Smart Room Upgrade	NPE	\$5,000	Sound System
2	Computing Hardware	Hamersly Library	\$24,000	Server Upgrade
2	Computing Hardware	Humanities	\$13,000	Faculty Computer Replacement
3	Peripheral Hardware, Software, Supplies	Hamersly Library	\$6,000	RefWorks software
3	Peripheral Hardware, Software, Supplies	HPE	\$1,500	Laser Printer
3	Peripheral Hardware, Software, Supplies	HPE	\$2,500	Classroom Response System
3	Peripheral Hardware, Software, Supplies	HPE	\$3,500	Portable Projector
3	Peripheral Hardware, Software, Supplies	HPE	\$4,500	Dartfish Software
3	Peripheral Hardware, Software, Supplies	Humanities	\$5,000	HDTV/Video Monitors
3	Peripheral Hardware, Software, Supplies	Humanities	\$20,000	Projectors/Document Cams
3	Peripheral Hardware, Software, Supplies	Psychology	\$1,500	Laser Printer
3	Peripheral Hardware, Software, Supplies	Psychology	\$1,500	DVD Player / Monitor
3	Peripheral Hardware, Software, Supplies	Psychology	\$10,000	Projector/Laptops
3	Peripheral Hardware, Software, Supplies	Teacher Education	\$3,500	Projector
3	Peripheral Hardware, Software, Supplies	Teacher Education	\$1,200	Scanner
3	Peripheral Hardware, Software, Supplies	Teacher Education	\$1,500	Laser Printer
3	Peripheral Hardware, Software, Supplies	Teacher Education	\$800	Color Printer
3	Peripheral Hardware, Software, Supplies	Teacher Education	\$2,000	Digital Cameras

3	Peripheral Hardware, Software, Supplies	Teacher Education	\$1,500	Transcription Equipment
4	Instrumentation and Equipment	Creative Arts	\$40,000	Theatrical Lighting System
4	Instrumentation and Equipment	Creative Arts	\$17,000	Fume Hood / Dye Vat
4	Instrumentation and Equipment	Creative Arts	\$30,000	Rice Curtain Repair
4	Instrumentation and Equipment	Hamersly Library	\$20,000	microform scanner replacement
4	Instrumentation and Equipment	Hamersly Library	\$15,000	AV Equipment/Replacement
4	Instrumentation and Equipment	Hamersly Library	\$25,000	Open Face Book Scanner
4	Instrumentation and Equipment	NSM	\$30,000	Growth Chamber (Biology)
4	Instrumentation and Equipment	NSM	\$12,000	Cadaver Tanks (Biology)
4	Instrumentation and Equipment	NSM	\$13,000	Water Purifier (Biology)
4	Instrumentation and Equipment	NSM	\$50,000	CME Student Microscopes (Biology)
4	Instrumentation and Equipment	NSM	\$40,000	Gas Chromatograph (Biology)
4	Instrumentation and Equipment	NSM	\$20,000	Fluorescence Microscope (Biology)
4	Instrumentation and Equipment	NSM	\$4,000	Incubators (Biology)
4	Instrumentation and Equipment	NSM	\$15,000	Polarized Binocular Microscopes (chemistry)
4	Instrumentation and Equipment	NSM	\$6,000	Polarized Trinocular Microscopes (chemistry)
4	Instrumentation and Equipment	NSM	\$4,700	Trinocular Microscope with Camera (chemistry)
4	Instrumentation and Equipment	NSM	\$19,000	Large-format scanner (Earth Science)
4	Instrumentation and Equipment	NSM	\$10,000	Petrographic Microscopes (Earth Science)
4	Instrumentation and Equipment	Psychology	\$100,000	EEG Amps and Software for Neurocognitive Lab
5	Remodeling / Instructional Space	Creative Arts	\$80,000	Smith Hall Upgrades / Remodeling
5	Remodeling / Instructional Space	Creative Arts	\$15,000	OPE020 Dressing Area
5	Remodeling / Instructional Space	Humanities		Todd Hall Upgrades - 3rd Floor (no estimates given)
5	Remodeling / Instructional Space	NSM	\$52,000	NS017 Science Lab Remodel
5	Instructional Space	NSM	\$13,500	Groundwater Laboratory
5	Remodeling / Instructional Space	Psychology		Todd Hall - lab room upgrades (no estimates given)
6	Services	AIC	\$7,000	Faculty wireless network access (1 year)
6	Services	Hamersly Library		Open wireless access in Hamersly Library (no estimates given)
7	Academic Information	Hamersly Library	\$8,000	Classical Scores Hamersly Library
7	Academic Information	Hamersly Library	\$6,300	Theatre in Video Collection
7	Academic Information	Hamersly Library	\$6,000	JSTOR Arts and Sciences V Collection
7	Academic Information	Hamersly Library	\$40,000	Web of Science

Western Oregon University
AIC Smartroom Planning List (working draft Jan. 11. 2008)

The following is an updated list of proposed smart rooms that were identified by AIC faculty representatives during the 2006-2007 Academic Year. Objectives: (1) faculty/division input needed, (2) "Priority Rank 1" rooms need to be ranked in sequence.

I. ROOMS COMPLETED AND INSTALLED IN SUMMER-FALL 2007:

ED217, HSS111, NS116 (Lab), NS202 (Lab), NS125 (Lab)

II. NEXT ROUND OF RECOMMENDATIONS (Approximate Timeframe: 2008-2009)

Priority Rank 1 (Ranked in Increasing Order of Preference)

1	HL107	equipment outdated / complete facility upgrade needed, not regular class rooms, but available for shared instructional use, library instruction
2	ED116-117	Education *previously recommended by AIC, but Nathan suggests not a good smartroom candidate due to room layout and logistics. Education feels strongly that some type of instructional technology is needed. The room currently has no technology, is heavily used, and results in logistical / scheduling conflicts for faculty who engage smartroom curricula.
3	HSS108	Social Science Model after HSS110A *Note from Nathan: HSS108 and 112 are small; need another option for consol design, 1 projector / 1 screen
4	TODD 347	Modern Language, Psychology Check Room Layout
5	NS123	Biology 100 Lab Smart Lab, High Enrollment
6	HL108	equipment outdated / complete facility upgrade needed, not regular class rooms, but available for shared instructional use, library instruction
7	HSS112	Social Science Model after HSS110A *Note from Nathan: HSS108 and 112 are small; need another option for consol design, 1 projector / 1 screen
8	TODD 349	Modern Language, Psychology Check Room Layout
9	NS115	Organic Chemistry Lab Smart Lab
10	NS201	Microbiology Lab Smart Lab

Priority Rank 2 (Ordered Alphanumerically by Room Prefix and Number)

HSS 329	Humanities + Others	Priority Rank 2	Renovations Pending
HSS 330	Humanities + Others	Priority Rank 2	Renovations Pending
NS114	Chemistry Lab	Priority Rank 2	Smart Lab
NS204	Biology Lab	Priority Rank 2	Smart Lab

Priority Rank 3 (Ordered Alphanumerically by Room Prefix and Number)

HSS333	Various LAS Programs	Priority Rank 3	Renovations Pending
HSS334	Various LAS Programs	Priority Rank 3	Renovations Pending
HSS335	Various LAS Programs	Priority Rank 3	Renovations Pending
NS004	Biology Lab	Priority Rank 3	Smart Lab

New Ideas from 2007-2008 Year????

NS017	High enrollment ES100 Lab
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****Average Student Technology Fee Funding Rate: 4-5 smart classrooms per year.**

****Note: NSLabs are approximately 50-60% of the cost of a full smart lecture installation, two labs are possible per lecture room.**

NSM Student/Lab Workspace Budget 2008-2009

wireless = \$20/mo; network = \$12/mo;

Corrected from Telecom Billing Records Printed on October 8, 2008

Bldg	Room	Program Area	Room Use	Program	Telecom Network	Annual Network Charge	Annual Phone Charge	Annual Fax Charge	TOTAL ANNUAL CHARGE
NSB	302	BIO	Greenhouse	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	302A	BIO	Greenhouse	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	302B	BIO	Greenhouse	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	124	BIO	Lab Prep Room	Biology	1	\$144.00	\$0.00	\$0.00	\$144.00
NSB	124A	BIO	Lab Prep Room	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	203	BIO	Lab Prep Room	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	203A	BIO	Lab Prep Room	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	005	BIO	Lab: A&P/Cadaver	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	006	BIO	Lab: A&P/Cadaver	Biology	12	\$1,728.00	\$0.00	\$0.00	\$1,728.00
NSB	123	BIO	Lab: General Biology	Biology	7	\$1,008.00	\$0.00	\$0.00	\$1,008.00
NSB	202	BIO	Lab: General Biology (Smart)	Biology	3	\$432.00	\$0.00	\$0.00	\$432.00
NSB	003	BIO	Lab: Marine Biology	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	003A	BIO	Lab: Marine Biology	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	201	BIO	Lab: Microbiology	Biology	1	\$144.00	\$0.00	\$0.00	\$144.00
NSB	201A	BIO	Lab: Microbiology	Biology		\$0.00	\$0.00	\$0.00	\$0.00
NSB	004	BIO	Lab: Upper Division	Biology	6	\$864.00	\$0.00	\$0.00	\$864.00
NSB	204	BIO	Lab: Upper Division Bio	Biology	1	\$144.00	\$0.00	\$0.00	\$144.00
NSB	125	BIO-ES	Lab: Sci Ed. (Smart)	Biology-Earth Science	7	\$1,008.00	\$0.00	\$0.00	\$1,008.00
NSB	015	CHEM	Dark Room	Chemistry		\$0.00	\$0.00	\$0.00	\$0.00
NSB	115B	CHEM	Lab Prep Room	Chemistry		\$0.00	\$0.00	\$0.00	\$0.00
NSB	114	CHEM	Lab: Analytical	Chemistry	2	\$288.00	\$0.00	\$0.00	\$288.00
NSB	114A	CHEM	Lab: Analytical	Chemistry		\$0.00	\$0.00	\$0.00	\$0.00
NSB	114B	CHEM	Lab: Analytical	Chemistry		\$0.00	\$0.00	\$0.00	\$0.00
NSB	116	CHEM	Lab: General Chem (Smart)	Chemistry		\$0.00	\$0.00	\$0.00	\$0.00
NSB	115	CHEM	Lab: Organic/General Chem	Chemistry	6	\$864.00	\$0.00	\$0.00	\$864.00
NSB	017	ESCI	Lab: ES100	Earth Science	7	\$1,008.00	\$0.00	\$0.00	\$1,008.00
NSB	218A	ESCI	Lab: GIS Lab	Earth Science	12	\$1,728.00	\$0.00	\$0.00	\$1,728.00
NSB	019	ESCI	Lab: Paleontology	Earth Science		\$0.00	\$0.00	\$0.00	\$0.00
NSB	216A	ESCI	Lab: Plotter Room	Earth Science	2	\$288.00	\$0.00	\$0.00	\$288.00
NSB	018	ESCI	Lab: Rock Room	Earth Science		\$0.00	\$0.00	\$0.00	\$0.00
NSB	218	ESCI	Lab: Upper Division Geology	Earth Science	2	\$288.00	\$0.00	\$0.00	\$288.00
MNB	Hall	MATH	Hall	Math		\$0.00	\$0.00	\$0.00	\$0.00
MNB	117	MATH	Lab	Math	6	\$864.00	\$0.00	\$0.00	\$864.00
MNB	110	MATH	Lab: Computer Lab	Math		\$0.00	\$0.00	\$0.00	\$0.00
MNB	112	MATH	Lab-Lounge	Math	3	\$432.00	\$0.00	\$0.00	\$432.00
NSB	217	PHYS	Lab: General Physics	Physics	6	\$864.00	\$0.00	\$0.00	\$864.00

TOTAL \$12,096.00

SUMMARY NSM TELECOM CHARGES 2008-09

- Updated from Corrected Records 10/28/08

Labs and Classrooms

	Network	Phone	FAX
Biology	\$4,968.00	\$0.00	\$0.00
Chemistry	\$1,152.00	\$0.00	\$0.00
Earth Science	\$3,816.00	\$0.00	\$0.00
Math	\$1,296.00	\$0.00	\$0.00
Physics	\$864.00	\$0.00	\$0.00
NSM	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$12,096.00	\$0.00	\$0.00

** Biology cost includes 12 student computers in NS006 + 50% of NS125

** Earth Science cost includes 50% of NS125

The Professional Science Master's (PSM) degree is an innovative two-year graduate degree designed to allow students to pursue advanced training and excel in science while simultaneously developing highly-valued business skills. PSM programs prepare students for science careers in business, government, or nonprofit organizations, where workforce needs are increasing. Programs are characterized by "science-plus," combining rigorous study in science or mathematics with skills-based coursework in management, policy, or law. PSM programs emphasize writing and communication skills, and most require a final project or team experience, as well as a "real-world" internship in a business or public sector enterprise.

The PSM programs now recruiting are of three kinds:

- * Those that deepen a student's knowledge beyond what can be learned in a four-year course of study, but stay within a disciplinary domain;

- * Those that fuse scientific fields at a level of depth and complexity hard for undergraduates to achieve; in many cases, the fusion may be with computer or information sciences; and

- * Those that integrate study in the natural sciences and mathematics with knowledge and training in management, law, or other professional domains.

Programs are developed in concert with industry and are designed to dovetail into present and future professional career opportunities. Graduates are equipped to manage the breakthroughs that are created by the research teams. They can interact between researchers and managers, especially in the marketing, finance, and legal departments.

The PSM began in 1997 with a series of grants from the Alfred P. Sloan Foundation to selected research universities. (Background on the PSM initiative.) There are now over 115 PSM programs across the country and more institutions are planning new programs.

PSM Facts:

- * PSMs are currently offered by:
 - o Over 120 programs
 - o Over 60 institutions
- * 1,300 students enrolled annually
- * 530 degrees awarded annually
- * Approximately 2,100 graduates
- * 3 of 5 graduates work in industry
- * More programs are coming online!

Examples of PSM Programs in U.S.

State	City	Institute Name	Program Name
AZ	Tempe	Arizona State University	Computational Biosciences
AZ	Tempe	Arizona State University	Nanoscience
AZ	Tucson	University of Arizona	Applied Biosciences
AZ	Tucson	University of Arizona	Applied and Industrial Physics
AZ	Tucson	University of Arizona	Mathematical Sciences
CA	Camarillo	California State University, Channel Islands	Biotechnology and Bioinformatics
CA	Chico	California State University, Chico	Environmental Sciences
CA	Claremont	Keck Graduate Institute of Applied Life Sciences	Bioscience
CA	Fresno	California State University, Fresno	Biotechnology
CA	Fresno	California State University, Fresno	Forensic Science
CA	San Diego	San Diego State University	Computational Science
CA	San Jose	San Jose State University	Biotechnology
CA	Santa Cruz	University of California, Santa Cruz	Bioinformatics

OSU - APPLIED PHYSICS
- BIOTECHNOLOGY

PSU - IN PROPOSED PROGRAMS

GEOSPATIAL TECHNOLOGY

11/1/2008

2008 - 2009 DIVISION BUDGET UPDATE

Budgeted amount for Supplies and Services 902

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Phones	27000
Copiers	9885
Office Supplies & Book Store	8000
Postage	500
Duplicating Services	300
Faculty travel	3429
Physical Plant - misc.	1000
Photocopy supplies (staples)	100
Telecommunication wiring	500
Misc.	1600

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

5000.00

Money already spent 902

166.18

Lab fees collected -941

projected 2920.00

Lab fees expended

48.17

Balance

Total balance

7705.65

"=====

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

6900.85

Balance

38013.15

EARTH & PHYSICAL SCIENCE

37150.00

37150

Summer lab fees

5147.00

Money already spent

9382.39

Balance

32914.61

CHEMISTRY

21500.00

21500

Summer lab fees

450.00

Money already spent

2857.34

Glass breakage

Balance

19092.66

FIELD TRIP

4500.00

4500

Money already spent

871.91

Balance

3628.09

EQUIPMENT REPAIR

2500.00

2500

Money already spent

Balance

2500.00

Medequip (Still)

3800.00

3800

Willamette Water (Softener)

450.00

450

Scantrons

322.00

NW Natural Gas

250.00

250

4822.00

Total

112150

15

(Wording for Catalog)

Math and Computer Science requirements

High school mathematics skills deteriorate quickly. Students should take their mathematics requirements in their first year or two on campus.

Students seeking a **bachelor of arts** degree will complete:

Mathematics (MTH 105 or above*) (4)

Computer Science (CS 101 or above*) (2)

* The course content must be equivalent to or greater than the content of MTH 105 and CS 101 offered at WOU.

Students seeking a **bachelor of science** degree will complete a combined total of 12 credit hours in mathematics, computer science, and/or a designated quantitative literacy course. A minimum of one course in mathematics at the level of MTH 111 or above** and one course in computer science is required. The remaining required credit hours may be from either discipline or designated quantitative literacy courses. CS 101 may not be used to meet any portion of this 12 credit requirement. Quantitative literacy courses used to complete this requirement carry a special 'Q' designation in the schedule of classes and on the transcript.

** Please see the MTH 111 course description for prerequisite requirements.

The mathematics requirement for education majors with Early Childhood, Early Childhood/Elementary or Elementary/Middle Level authorizations are: MTH 211, 212, 213 (12).

Partial completion of the MTH 211, 212, 213 sequence will not meet any mathematics, computer science, or quantitative literacy graduation requirements. Regardless of the academic program being pursued, if any of MTH 211, 212, 213 are to be applied toward graduation requirements, the entire sequence must be completed.

Approved Quantitative Literacy courses

See online Schedule of Classes for specific courses offered as 'Q'.

LIST OF COURSES HERE

Additional Information (not for catalog)

Quantitative Literacy Courses (Q)

The goal of Quantitative Literacy ('Q') courses at WOU is to expose students to the wide range of applications of mathematics and/or statistics in various disciplines and to produce students who are proficient in a core set of mathematical competencies (e.g. reasoning, argumentation, communication, modeling, representation).

In a 'Q' course, college level mathematical and/or statistical concepts will be developed and used as an integral part of the course. The course should provide ongoing opportunities for the student to develop the mathematical/statistical skills and investigate the role, application, and limitations of the specific mathematical and/or statistical concepts in the relevant discipline. Courses designated as 'Q' can also be taught without that designation.

It is highly recommended that MTH 111 is a pre-requisite for a 'Q' course.

The Faculty Senate's Academic Requirements Committee recommends the 'Q' designation for courses based on statements and syllabi submitted by individuals or departments. In the event that a mathematics faculty member is not on the Academic Requirements Committee, one will be consulted for the purpose of determining a 'Q' designation for a course.

Objectives of a 'Q' Course

The objectives of a 'Q' course should include the following:

- Students will use college level mathematics* in the discipline to model problems, represent, interpret, and analyze information
- Students will communicate in mathematical terms
- Students will learn to recognize the limitations of mathematical and statistical methods

* College level mathematics is mathematics with a content level of MTH 111 (College Algebra) or above.

Guidelines for 'Q' Approval

1. Students must have regular, frequent, assessable opportunities to use the mathematical and/or statistical related concepts.
2. The mathematical content should relate in a meaningful way to the discipline and should further the student's knowledge both in the discipline and in the mathematical concepts.
3. One of the following must apply:

- a. The primary focus of the class should be the mathematical content (i.e., the percent of the course grade based on mathematical concepts is at least 75%) OR
 - b. The student is required to complete a product that requires them to complete a significant exercise or exercises applying the quantitative concepts and (for statistics) evaluating their validity AND at least 33% of the course grade is based on the mathematical component of the class
4. Courses designated as 'Q' can also be taught without that designation.

* Courses basing their approval for 'Q' on covering statistical concepts should cover most of the following topics:

- random variables
- probability
- sampling methods
- hypothesis testing
- properties of the normal distribution
- z-scores and their uses
- regression
- correlation

Steve - Look at "PINK" calendar

1/30 due date

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

November 4, 2008; NS122 3:30 PM

DRAFT

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF OCTOBER MINUTES

III. ANNOUNCEMENTS

- a. Biology-EPS Lab Preparator - Welcome to Julie Grammer
- b. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/21/08)
- c. Sabbatical requests / proposals; (should submit "pink form" by end of Nov., Dean sends to Provost office Dec. 15)
- d. New digital copier contract with IKON, delivery scheduled for 12/1/08 with overlap on existing copiers (old contract expires 12/15/08)
- e. Oregon150 Celebration at WOU Feb. 13; Kim Jensen coordinator
- f. Summer schedule materials sent out; due Jan 21, 2009 at Dean's office
- e. Niki / Office Coordinator announcements
- f. Others?

off Monday 11/17 on PINK Calendar

Spring Revisions due
Same day to Dean 1/21

IV. OLD BUSINESS

- a. Faculty Activity Reports / format modification - Draft 2 for Review; Question: how is timeline for annual reports? Formal CBA: June 1; In-Practice: July 15
- b. Departmental equipment and capital improvement plans - handout for review
 - i. AIC Call for equipment/purchase requests
 - ii. Status on carry-over AIC wish-list items/Smartroom installations from Spring 2008.
 - iii. Next steps - forward to administration/AIC
- c. NSM Seminar Schedule - in progress, group input/speakers needed, open dates remaining:
10/29 11/5 1/28 2/4 2/18 2/25 3/4 3/11 4/8 4/15 4/29 5/13 5/20 5/27 6/3
- d. Ad Hoc Working Groups (meeting schedules-action plan) - meet at least once in Fall Term
 - i. NSM Building Utilization and Planning Committee (Taylor Facilitator)
 - ii. NSM LACC Review Committee (Team Leader/Facilitator Needed)
- e. Fall 2008 Dept. Assessment Reports - Status / Due December 5, 2008
 - i. Include plan for 5-year External Review Cycles (incl. no. of reviewers, no. of review days, approx. travel budget/estimate)
- f. Inter-program coordination of class scheduling
 - i. Need for formalized meeting of program schedulers for 2009-2010 AY? When? Jan?
 - ii. Astra Software and Training Guide Available in Division
- g. PRC - committee was finalized since Oct. 7 meeting (Taylor, Schoenfeld, Poston, Burton, LeMaster). PRC will meet in mid-November to select chair and review procedures/timeline.

V. NEW BUSINESS

- a. Update of Articulation / Transfer Tables (Registrar's Office, Dean's Office - Chemeketa)
 - i. Edits due from Dept. Chairs to Division Chair Nov. 12
- b. NSM922 Lab Fees - Departments need to review / edit current course rosters and fee levels; deadline is November 24th for division office; 11/30 for Dean; will take effect in Spring09.
- c. NSM902 Telecom Charges for Student Lab Networks Connections
 - i. Budget Concern - high proportion of telecom/network charges to NSM902, possible mitigation by shifting student lab network connections from NSM902 to NSM922.
 - ii. Proposed Model: NSM902 covers basic faculty-staff network/phone connections;

11/30 Sunday

- NSM922 lab fees cover student computer network connections in the respective program areas, adjust lab fees accordingly to offset budget impacts;
- iii. Net result: NSM902 telecom funds opened up for faculty travel/research (faculty development supplements), speaker travel, and core infrastructure maintenance (physical plant modifications, equipment repairs, etc.)
 - d. NSM Seminar Speaker Travel Costs
 - i. Brainstorming of budget ideas – WOU Foundation Grants? ASWOU/NS Club? Offset NSM902 telecom budget to NSM922 add “speaker travel” line item?
 - e. Professional Science Masters Degree Initiative in OUS – any interest in developing a working group to check into viability and potential program areas?

VI. REPORTS

- a. NSM Budget Update
- b. Search Committees – status on Math/Biology searches
- c. Faculty Senate
- d. Faculty Development Committee
- e. Academic Infrastructure Committee
- f. Curriculum Committee(s)
- g. AFT/WOU Faculty Union
- h. Others?

VII. FINAL COMMENTS AND ADJOURNMENT

on the
B.C.
Jen's

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WESTERN OREGON UNIVERSITY

November 4, 2008; NS122 3:30 PM

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① CLEAN-UP
CARTAGE/
GS

② ~~FE~~ UP DATE
BY LAWS / COMMITTEE

MEET LACC meeting Nov. 11, 9am-noon
New B.C. replacement for LACC & EN for Arlene

PRC needs
to meet
select chair
& formulate a
review schedule

MOVE
to
Austin
meeting

- iii. Net result: NSM902 telecom funds opened up for faculty travel/research (faculty development supplements), speaker travel, and core infrastructure maintenance (physical plant modifications, equipment repairs, etc.)
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NOTE
ON THE
MEETING

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JAS/myers

PICAR Report – B. Ammann

VII. FINAL COMMENTS AND ADJOURNMENT

Academic Requirements Committee (C. Bearer)