

**NOVEMBER 2011 MEETING MINUTES
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY**

November 1, 2011; NS122 3:35 PM

I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Sarah Boomer, Kristin Latham, Karen Haberman, Bryan Dutton, Jeff Myers, Jeff Templeton, Matt Ciancetta, Breeann Flesch, Patty Flatt, Arlene Courtney, Rahim Kazerouni, Don Ellingson, Julie Grammer, Scott Beaver, Hamid Behmard, Steve Taylor, Niki Winslow.

ARC discussion was moved to New Business as requested by Jeff Templeton. The Agenda was approved as amended.

II. APPROVAL OF OCTOBER MINUTES. Minutes were approved as written.

III. ANNOUNCEMENTS

- a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/18/11). It is suggested that new faculty talk with colleagues regarding file requirements.
- b. Sabbatical requests / proposals; (OUS “pink form” + Provost Supplement to Div. Chair / Dean by 12/15/11). Scott felt that is not an instructor’s responsibility to arrange for course coverage when they are on sabbatical. Bryan asked what is currently in the CBA regarding this. Scott said he thinks it leaves leeway to demand coverage as the responsibility of faculty.
- c. Spring 2011 schedule revisions, summer 2011 schedule, 2011-12 schedule due to Niki early January 2012
- d. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2012; Dept. Reports Due to Division Chair July 20, 2012; Division Report Due to Dean August 10, 2012
- e. WOU Office of Admissions 2011-2012 Recruitment Dates: Fall Preview Day II Nov. 12, Winter Preview Day I Jan. 21, Winter Preview Day II Feb. 11, Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28.
- f. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair –Dean-Provost –President
- g. Department Infrastructure Plans Due to Division Chair Nov. 1 (today). There are not a lot of funds but we should have a plan of requests ready just in case there is an opportunity to request funding.
- h. Faculty Development Grants: Travel I Friday, November 4; Research Jan. 27, 2012; Travel II and Reassignment April 9, 2012 (note: NEW! online submission process http://www.wou.edu/provost/faculty_development.php)
- i. NSM Division Travel Supplement Deadlines: Nov. 22, 2011 and April 25, 2011 (following last year pattern). Jeff Templeton will send out travel request forms.
- j. AIC Equipment and Low-Cost Remodel Proposals Due Nov. 11, 2011. Basically, there is no funding. Tricia signs off on computer hardware purchases; Tom Neal and Tricia on rooms; Erin should ask Gay Timkin where the upgrade of NS 123 fits into an overall plan.
- i. Niki / Office Coordinator announcements: no announcements.

IV. OLD BUSINESS

- a. NS201 Remodel / Technology Upgrade – complete; NS114 Smart-lab installation in progress.
- b. DeVolder Family Science Center status: \$2.3 M funds secured for bricks and scholarships, ~\$1M more needed from grants and gifts; Soderstrom Architects selected, preliminary phase 1 “block model” design in progress; detailed phase 2 design (what will be in labs) will start before winter break with much work in first half of winter term; solicitation of bids / construction companies in progress. There is no real funding for any revision of the old NS spaces that will be vacated.
- c. Applied Baccalaureate programs revisited. Basically this is where two year community colleges and technical degrees turn into a LACC modified degree equaling, for example, an AB in Bio Tech.

V. NEW BUSINESS

- a. NS Building Security / Custodial Relations: emails have been sent out regarding rooms being left open and chairs and waste baskets left of counters with equipment. We have communicated with custodial and security, hopefully the issues will soon be taken care of.
- b. See the Provost's email, page 6 of handouts regarding online lab science courses. This would be considered as a cost-saving measure, saving faculty fte. Sarah does not support. Steve said it would be helpful to have a memo from the Provost stating what the goal is.
- c. ARC – Jeff provided a 3-page handout regarding the petition to amend overload policy which would raise the number of undergraduate credits which require an Overload Petition from 19 to 21. The proposal would change the current overload form. The process is just in the data collection and analysis phase. Students would pay for the extra credits. The advisor would be the gate-keeper in regards to approving students for overload. Karen Haberman stated she prefers a 19 credit limit, Bryan Dutton is not in favor of changing to 21 credits. Don Ellingson feels students are too busy for 21 credits, Laurie Burton said as an advisor she would speak with any students considering 19+ credits individually. A vote was taken, no one was in favor or changing to a 21 credit limit, 10 were opposed, a few abstained.

VI. REPORTS

- a. NSM Budget Report (Budgets Finalized for 2011-12) See page 7 of Agenda.
- b. Faculty Senate – Mark Weiss was present for meeting; Provost Neely shared a presentation.
- c. Faculty Development Committee – Friday is the deadline for submitting first requests in categories 1 & 2, all submissions are online.
- d. Academic Infrastructure Committee – did not meet.
- e. AFT/WOU (workload committee) – Workload committee tried to make the time spent in lab equivalent to time spent in lecture. The committee is going forward regarding fte for setting up labs. Jeff Myers, Bryan and Scott are our committee members. Bryan recommended bringing forth any unresolved issues. The question is: are we good with the status quo or do we want everything a 1:1 ratio?
- f. Curriculum Committee- Chemistry has an environmental program pending. Biology has made very slight changes.
- g. ARC
- h. PRC / Tenure and Promotion files are due on November 18, 2011 in the Division office.
- i. PURE/ Academic Showcase: May 31, 2012.
- j. Building Committee (Div. + Dept. Chairs)
- k. Complaints – none.
- l. Math – prerequisite approval Process

Meeting adjourned 4:55 pm

VII. FINAL COMMENTS AND ADJOURNMENT

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

November 12, 2011; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

II. APPROVAL OF OCTOBER MINUTES *p. 2-3*

III. ANNOUNCEMENTS

- a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/18/11)
- b. Sabbatical requests / proposals; (OUS "pink form" + Provost Supplement to Div. Chair / Dean by 12/15/11) *p. 4-5*
- c. Spring 2011 schedule revisions, summer 2011 schedule, 2011-12 schedule due to Niki early January 2012
- d. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2012; Dept. Reports Due to Division Chair July 20, 2012; Division Report Due to Dean August 10, 2012
- e. WOU Office of Admissions 2011-2012 Recruitment Dates: Fall Preview Day II Nov. 12, Winter Preview Day I Jan. 21, Winter Preview Day II Feb. 11, Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28.
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- i. NSM Division Travel Supplement Deadlines: Nov. 22, 2011 and April 25, 2011 (following last year pattern)
- j. AIC Equipment and Low-Cost Remodel Proposals Due Nov. 11, 2011
- i. Niki / Office Coordinator announcements

IV. OLD BUSINESS

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- b. DeVolder Family Science Center status: \$2.3 M funds secured for bricks and scholarships, ~\$1M more needed from grants and gifts; Soderstrom Architects selected, preliminary phase 1 "block model" design in progress; detailed phase 2 design will start before winter break with much work in first half of winter term; solicitation of bids / construction companies in progress.
- c. Applied Baccalaureate programs revisited

V. NEW BUSINESS

- a. NS Building Security / Custodial Relations
- b. *Provost email - ONLINE LAB SCIENCE* *p. 6*

VI. REPORTS

- a. NSM Budget Report (Budgets Finalized for 2011-12) *-p. 7*
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU (workload committee)
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. PRC / Tenure and Promotion (Files Due on Nov. 18)
- i. Building Committee (Div. + Dept. Chairs)
- j. PURE/Academic Showcase
- k. Complaints

L. MATH - PREREQUISITE APPROVAL PROCESS

VII. FINAL COMMENTS AND ADJOURNMENT

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

October 4, 2011; NS122 3:30 PM

I. ROLL CALL / APPROVAL OF AGENDA

Meeting was called to order at 3:30 by Division Chair Steve Taylor. In attendance: Sarah Boomer, Kristin Latham, Mike LeMaster, Arlene Courtney, Breeann Flesch, Matt Ciancetta, Rahim Kazerouni, Steve Taylor, Niki Winslow.

II. REVIEW OF SEPTEMBER 2011 MINUTES: minutes approved as read.

III. ANNOUNCEMENTS / REMINDERS

- a. Post-Tenure Review/Promotion and Tenure Files (tentative Due 3rd Friday in Nov. 11/18/11). Matt and Breeann were only people in attendance affected.
- b. Sabbatical Requests / Proposals ("pink form" tentative due in Dean's office Dec. 15)
- c. Course Syllabi Archive – electronic documents to Niki and Sharon for Fall Term. Niki will send out format formerly used for electronically archiving syllabi. Syllabi are used in the accreditation process, and must be turned in. Those not comfortable with the electronic version may submit hard copies to Niki and Sharon.
- d. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2012; Dept. Reports Due to Division Chair July 20, 2012; Division Report Due to Dean August 10, 2012
- e. WOU Office of Admissions 2011-2012 Recruitment Dates (see attached): Fall Preview Day I Oct 15, Fall Preview Day II Nov. 12, Winter Preview Day I Jan. 21, Winter Preview Day II Feb. 11, Spring Preview Day April 28, SOAR: June 22, July 13-14, July 28.
- f. Fall Field Trips – 1 12-passenger van for month of October; Spring 2 vans for April-May.
- g. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair –Dean-Provost –President
- h. Department Infrastructure Plans Due to Division Chair Nov. 1
- i. Niki Report – Winter Schedule Corrections due now; 2012-13 Schedules due in January; 2011-12 calendar of events; NSM902 and NSM922 Procurement Cards on hiatus until April.
- j. WOU will be closed for one week over Christmas break to save heating costs.
- k. Remodel of NS 114 is in the works.

IV. OLD BUSINESS

- a. NS201 Remodel / Technology Upgrade – complete; NS114 Smart-lab installation in Oct. queue with Telecomm and Physical Plant.
- b. AIC 2011-2012 Round 1 Proposals Due Nov. 15, 2011. Arlene reporting: First round of proposals are for remodeling, as per Tom Neal. There is a possibility for equipment AIC funding at the end of the year, but necessities will come first.
- c. New Science Annex Project: announcement of significant donations and naming has begun: "DeVolder Family Science Center", \$1,000,000, "Lynn Ramsdell Chemistry Lab", and "Blackwell - Williams Science Lab". President Weiss: "My hope is that we have the design complete this winter, groundbreaking in the spring (with sufficient funding), and ribbon cutting in September 2013, ready for classes".
- d. Committee Assignments – Finalized (see attached)

V. NEW BUSINESS

- a. Ultra-cold freezer: faculty team captain and lead facilitator needed; stakeholders self-identify. Patty, Kristin and Piper will coordinate. A question was raised regarding overtime pay if

faculty are called to come in regarding freezer monitoring in power outages, emergency situations.

- b. Departmental Student Workers / Work Study / Budgeting. No budget yet.

VI. REPORTS

- a. NSM Budget Report (Dept. Budgets / Division S&S Pending Finalization)
- b. Faculty Senate: LeMaster reports the committee will meet next week.
- c. Faculty Development Committee: Deadlines: Round I – 11/4; II – 4/9; III – 1/27/12; IV – course release – 4/9. (See additional handout submitted by Hamid Behmard from Committee meeting of 9/22/2011). From the meeting notes: “FDC will not consider applications in any category from individuals with past due reports from previous awards”. Julie Harding has the reports if they were turned in only to the division chair.
- d. AFT/WOU Faculty Union
- e. Curriculum Committee: Proposal deadline- January, on the Faculty Senate website. Changes in Nat Sci/Math are in Chemistry with a new option, biology and mathematics have changes.
- f. Academic Requirements Committee: Jeff Templeton is secretary of the committee, which has not met yet.
- g. PRC/Tenure and Promotion (Files due in Nov.) Laurie will start process.
- h. Building Committee: (Division and Dept. Chairs) The architectural firm Sanderstrom has been chosen for the Science/Chemistry Annex building. They are in Phase I of the design process. Phase I is estimated at \$100,000, Phase II \$450,000 for a block model. They will get into more building details in January. There will be a lot of input from now until Spring break.
- i. PURE/Academic Showcase, May 31, 2012. The showcase needs a new coordinator, Bryan is retiring from this position. He is at this time attending the National Advising Meeting where he is receiving an award.

VII. FINAL COMMENTS AND ADJOURNMENT

Meeting was adjourned at 4:22 pm.

APPLICATION AND CONTRACT FOR SABBATICAL LEAVE
OREGON STATE BOARD OF HIGHER EDUCATION

Institution: _____ Date: _____

To the Oregon State Board of Higher Education:

I, _____, hereby apply for sabbatical leave
from _____, to _____, for the purpose of _____

on a yearly salary basis during period of leave of _____ % salary in accordance with the *Administrative Rules* of the State Board of Higher Education governing such leaves.

My salary rate for the fiscal year is \$ _____ on the basis of _____ months of service for _____ full time equivalency.

I have been a member of the faculty at _____ for _____ years, holding academic ranks with full-time service as follows for the years indicated (*Omit years on part-time service. For leaves based on other than full-time service, attach exhibit showing computation of eligibility and salary.*): _____

My previous sabbatical leaves have been as follows: (if none, check here ☐)

From _____ to _____; From _____ to _____

From _____ to _____; From _____ to _____

Indicate the number of pages of attachments incorporated into this contract by reference _____

Eligibility, service, and salary data verified for institution by: _____

Name and Title (Please type) _____

If granted sabbatical leave, I hereby agree to abide by the Board of Higher Education's *Administrative Rules* in effect as of the date of this agreement, covering such leave, which rules are incorporated into and made a part of this application and contract. For convenience, the Board's rules in effect as of July 1, 1987, are set forth on the reverse side of this sheet.

I hereby further agree to remain in the service of the Oregon State Board of Higher Education for at least one year after the expiration of the sabbatical leave herein applied for. In case I am responsible for terminating my connection with the Board within the period of one year after the expiration of my sabbatical leave, I agree to refund to the Board within three months the amount paid during this period of sabbatical leave; provided, however, that, in case of my permanent disability or death, due to ill health or accident, neither I nor my heirs shall be obligated to refund any part of the amount paid me as salary while on sabbatical leave.

Approved:

Head of Department _____

Dean or Director _____

Vice President or Dean of Academic Affairs _____

President _____

Executive Vice Chancellor _____

Date: _____

Signature of Applicant _____

Applicant Present Rank or Title _____

Department _____

AMENDMENTS TO THIS CONTRACT

When signed by all parties, this document becomes a contract. Cancellation of the leave, change in dates, purpose or any other conditions must be approved by all signatories of this agreement. Cancellations should be made by letter. Other changes may be made on copies and initialed by all signatories or a substitute agreement marked "revised" may be submitted.

Prepare this form in triplicate on pink paper. For distribution, after execution, to applicant, President, and Provost.

Western Oregon University
Application for Sabbatical Leave Guidelines

Sabbatical leave applications are due in Dean's Office by December 15th.

Instructions:

1. Complete the "Application and Contract for Sabbatical Leave: Oregon State Board of Higher Education" available from the Office Coordinator in your home department or division.
2. Additionally, provide an accompanying narrative addressing the following points:
 - A. An expanded statement of purpose for your sabbatical leave. This statement (1-2 typed, doubled-spaced pages) should discuss, more in-depth, the purpose of the proposed sabbatical leave activities in a manner meaningful to specialist colleagues and to lay persons. The expanded statement should include:
 - 1) objectives for the proposed sabbatical leave and expected significance;
 - 2) relation to longer-term goals of the applicant's professional career;
 - 3) relation to the applicant's research and/or teaching assignments;
 - 4) a general schedule of how the leave time will be spent;
 - 5) a description of any formal or informal study, experiments planned, lectures scheduled, teaching assignments contracted at other institutions, etc.;
 - 6) a description of any grants applied for or received to support the leave and/or any external arrangements or permissions necessary for you to engage in the proposed work.
 - B. A current Curriculum Vitae
 - C. A plan for covering your teaching assignment during your sabbatical. The plan may be submitted by you and/or your division chair. The plan should address the following points:
 - 1) A list of the classes that will be taught by others during your absence.
 - 2) A list of the classes that will be postponed until you return from sabbatical.
 - 3) Verification that the department and division support the timing of your proposed sabbatical leave and have agreed upon the NTT services needed to cover your obligations and the postponement of courses until your return?

REMINDER: At the end of each sabbatical leave the recipient must submit a detailed Sabbatical Leave Report to the Division Chair, the College Dean and the Provost. The Provost will forward it to the President (see "Sabbatical Leave Reports 580-021-0215" on the back of the Sabbatical Leave Application). This report is due no later than the end of the term that the member returns from sabbatical leave.



next week's division meeting agenda, a memo/request from the upper administrative ranks would be helpful in framing the exercise for the troops. If you would like less formal immediate feedback, I could hallway-discuss this verbally with the department chairs and relay their first-cut responses back to you.

Let me know if you need other information/ideas for the OUS Provosts' Council meeting this Thursday. I'll get them out to you right away.

Thanks for your continued support of science at WOU.

s.t.

On Mon, Oct 24, 2011 at 9:14 AM, Kent Neely <neelyk@wou.edu> wrote:

Good morning folks - Last week I sent the message below and have not had a response from you - can you please pass along your thoughts? I have a teleconference with the OUS Provosts' Council this Thursday and this item will be discussed. Thank you,
Kent

----- Forwarded message -----

From: **Kent Neely** <neelyk@wou.edu>

Date: Mon, Oct 17, 2011 at 8:57 AM

Subject: North American Network of Science Labs Online (NANSLO) | Western Interstate Commission for Higher Education

To: Steve Scheck <schecks@wou.edu>, Steve Taylor <taylors@wou.edu>, JoNan LeRoy <leroyj@wou.edu>

Good morning folks - I got this info from the OUS Chancellor's Office - I think it's worth checking out as a possible means of offering lower level courses in a more cost efficient manner - please let me know what you think,
Kent

<http://www.wiche.edu/nanslo>

-- Shared using Google Toolbar

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Kent Neely
Provost and Vice President for Academic Affairs
Western Oregon University
Monmouth, OR 97361

ph: [503-838-8271](tel:503-838-8271)
fax: [503-838-8116](tel:503-838-8116)

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Steve Taylor, PhD, Professor of Geology
Chair, Division of Natural Sciences and Mathematics
Chair, Oregon State Board of Geologist Examiners

c/o Earth and Physical Science Department
Western Oregon University
345 N. Monmouth Ave.

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10/24/2011 12:43 PM

2011 - 2012 NSM DIVISION BUDGET

Budgeted amount for Supplies and Services NSM902 (July 1, 2011)		\$30,202	
SEP copy charges added - \$1550	Expense	\$30,202	
ESTIMATED GENERAL OFFICE OPERATING EXPENSES		\$25,202	
Telecom (Phones and Networking)	54.92 \$500		
Copiers	2940.72 \$10,000		
Office Supplies & Book Store	3000 \$4,000		
Postage	18.45 \$500		
Duplicating Services		\$300	
Faculty travel		\$4,000	
Physical Plant - work orders	242.78 \$2,500		
Telecommunication wiring	157.5 \$1,000		
Miscellaneous		\$2,402	
TOTAL ESTIMATED GENERAL EXPENSES		\$25,202	
MATHEMATICS	NSM902 Starting	\$5,000	
Money already spent	NSM902	\$764	
NSM941 Lab Fees		\$2,000	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies			
NSM941 Lab fees expended		\$0	
Balance	Total balance	\$6,236	
SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2011		\$175,000	
BIOLOGY	NSM922 Starting	\$59,878	\$59,878
Summer lab fees rolled over into 2011-12		\$4,100	
Money already spent		\$19,253	
Balance		\$44,725	
EARTH & PHYSICAL SCIENCE	NSM922 Starting	\$48,737	\$48,737
Summer lab fees rolled over into 2011-12		\$1,850	
Money already spent		\$7,218	
Balance		\$43,370	
CHEMISTRY	NSM922 Starting	\$30,635	\$30,635
Summer lab fees rolled over into 2011-12		\$950	
Money already spent		\$4,503	
Glass breakage		\$177	Summer 20
Balance		\$27,259	
NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD			
STUDENT LAB NETWORK	NSM922 Starting	\$5,500	\$5,500
Money already spent		\$0	
Balance		\$5,500	
STUDENT PAPER	NSM922 Starting	\$5,000	\$5,000
Money already spent		\$0	
Balance		\$5,000	
FIELD TRIP	NSM922 Starting	\$6,000	\$6,000
Money already spent		\$1,787	
Balance		\$4,213	
EQUIPMENT REPAIR	NSM922 Starting	\$2,500	\$2,500
Money already spent		\$1,166	
Balance		\$1,334	
Millipore DI Water Still	NSM922 Starting	\$2,500	\$2,500
Willamette Water (Softener)	NSM922 Starting	\$0	\$0
NW Natural Gas	NSM922 Starting	\$250	\$250
		\$2,750	
Contingency 8% of Total NSM922 Budget		\$14,000	\$14,000
TOTAL			\$175,000