

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

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

Add Note: Mike needs to collect/bring in sheet

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 re: 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 with context.

START HERE WITH EDITS....

- 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. Major building modification requests/plans should be submitted by November 1. The physical plant does projects over the Christmas break. Steve is not asking for quotes at this point, or that they be on a particular form, just the requested work/modification.
- f. Ad Hoc Working Groups
 - i. NSM Building Utilization and Planning Committee-Steve will spearhead this committee
 - ii. NSM LACC Review Committee – (Hamid head?)
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.

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 20088 Dept. Assessment Reports – Dr. Minahan is ok with instructions/forms in use for assessment reports. We(?) are pushing for the forms to be an appendix to the assessment data sheets.

Mike Ward asked about the review cycle. It is a five year External review cycle. We will form a plan, Steve will probably do a five year cycle for the external review purposes. The next review would be 2013. Reviewers do primarily as a professional courtesy. By the end of this term the division should be able to show a departmental assessment report.

- 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 is the vehicle for spending money for equipment and infrastructure. Bryan said to be broad in your requests. Bill Kernan will make final choices on purchases.

Pete asked about smart lab development rotation. Steve said as per last year Smart Labs are a priority. Steve will send last year's AIC requests to Bryan. Bryan suggests getting your requests in early.

Purchases from the student tech fee are different from the AIC purchases/resources.

- 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 done student reviews for eight

years, there are Federal laws that regulate to some degree. There has to be an informed consent for students to participate.

Since she has done this type of work it was suggested that Erin 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.

Start-up funds: RE: the Dean

Steve – I have in my notes “not comm.” About start up funds – I don’t know if this was “not communicated” or “not committed” (by the Dean?)?

- 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 is the chair. Agenda items: Bryan will give Laurie directions, 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 assessment, time issues, workload should be considered as a workload change.

VII. Adjourned

ADPAAK

10/2 Mission -
~~KLM~~ Project

change Ben

PLT pair

PATM / 2AT

PATM KAT

Mike Wino

J. Templeton

Harold Berman

Lanie Berman

Scott Berman

Mike Lerman

Bryan Dorn

TAYLOR

Niki

10/7/2008

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

26.33

Lab fees collected -941

projected 2920.00

Lab fees expended

48.17

Balance

Total balance

7845.50

DEPARTMENT BUDGETS

NSM922

BIOLOGY

42000.00

42000

Summer lab fees

2914.00

Money already spent

3138.69

Balance

41775.31

EARTH & PHYSICAL SCIENCE

31750.00

37150

Summer lab fees

5147.00

Money already spent

4904.16

Balance

31902.84

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

151.60

Balance

4348.40

EQUIPMENT REPAIR

2500.00

2500

Money already spent

Balance

2500.00

Medequip (Still)

3800.00

3800

Willamette Water (Softener)

450.00

450

NW Natural Gas

250.00

250

4500.00

Total

112150

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

Meeting Called to Order at 3:35 PM

DRAFT

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

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- 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.

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- 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.
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- 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:
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VII. Meeting adjourned at 4:40 PM

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

October 7, 2008; MNB222 3:30 PM

2 min I. **APPROVAL OF AGENDA (p. 1) 3:35 - 3:37**

5 min II. **APPROVAL OF SEPTEMBER MINUTES (p. 2-5) — VOTE 3:37 - 3:42**

10 min III. **ANNOUNCEMENTS 3:42 - 3:52**

- a. Math/Nursing Open House – Friday October 17, 2008 **1-3 PM**
b. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/21/08) (p. 6)
c. Biology-EPS Lab Preparator Status
d. Sabbatical requests / proposals (p. 7)

(“pink form” submitted during fall term, Dean sends to Provost office Dec. 15)

e. Status of Math and Biology tenure-line searches (p. 8)

f. Niki / Office Coordinator announcements

f. Fall class syllabi repository: send fall term syllabi to Niki ASAP using the following file-naming convention: course number syllabi 2008_01 Faculty Last Name

g. Others?

NSM BSW forms/scheduling call to from c-mail reminder

IV. OLD BUSINESS

5 min a. **Finalized 2008-2009 Committee Assignments (p. 9) 3:52 - 3:57**

i. PRC / Math conflict with Behmard

ii. International Education – need someone to fill in for Haberman Winter/Spring

iii. NSM Service Committee – non-functional, eliminate from by-laws?

b. Faculty Activity Reports / format modification (p. 10-11) — **VOTE 4:00 - 4:10**

c. Digital copier upgrade / status 4:10 - 4:12

d. New building modification / approval form (p. 12) 4:12 - 4:14

e. Departmental equipment and remodeling plans due Nov. 14 4:14 - 4:16

f. Ad Hoc Working Groups (meeting schedules-action plan)

i. NSM Building Utilization and Planning Committee 4:16 - 4:21

ii. NSM LACC Review Committee

iii. NSM Seminar Committee

Look up by 124 - (Ani) Math Practice - Gear Reason

V. NEW BUSINESS

a. Fall 2008 Dept. Assessment Reports (p. 13) 4:21 - 4:30

b. AIC Call for Equipment/Purchase Requests (p. 14) 4:30 - 4:32

c. Inter-program coordination of class scheduling

-need for formalized meetings once per term?

d. NSM Representation on IRB (Institutional Review Board) (p. 15)

e. LAS Representation on WOU Energy and Safety Board (p. 16)

Initial Smart Board
ERIN B
Pr. 1000 LST
4:32 - 4:37
4:37 - 4:42

VI. REPORTS

a. NSM Budget Update

b. Faculty Senate

c. Faculty Development Committee

d. Academic Infrastructure Committee

e. Curriculum Committee(s)

f. AFT/WOU Faculty Union

g. Others?

4:42 - 4:55
Row 1 Nov. 7 - Math
Row 2 Apr. 3 - Math
ASK

AT-3 JAN. 30

January Next Year's Schedule

VII. FINAL COMMENTS AND ADJOURNMENT

September 24, 2008 Natural Sciences and Mathematics Division Meeting Minutes

I. Steve Taylor, new Division Chair for Natural Sciences and Mathematics, brought the meeting to order and welcomed everyone back for the new school year. We all introduced ourselves and identified our departments and specialties.

II. Agenda was approved with majority votes

III. No approval of prior minutes since year is just starting and transition is underway.

IV. Announcements

a. NSM Division Field Trip and Potluck, Sept 26, 2008

See following sheet for itinerary. Joining us will be Dan Lara from the Science Division at LBCC and his wife, our new Provost Kent Neely and his wife, Ed Bartlett, river guide and Doug Markel, fish specialist from OSU. Potluck to follow at Adair Village County Park.

b. Mathematics is settled into their new building, a big improvement from Arnold Arms. We will be alternating division meetings this year between the Natural Sciences building and the new MNB (Mathematics Nursing Building)

c. An open house will be held for the Mathematics/Nursing building.

d. Bryan suggested that the departments assess their lab fees as they are set at this time.

e. Niki asked if all adjuncts were aware of the Professional Development and Orientation Session for them on September 25 offered through the Center for Teaching and Learning.

Also was mentioned upcoming due dates for course fee changes and corrections to the winter term schedule are due to Niki Friday Sept. 26. Taylor suggested that a "Niki" report be added as a standing item to the meeting agenda.

VII. The annual Division reporting process was mentioned. Department heads are to write the department reports, Steve compiles these into a division report (report outline was distributed). Steve requests that department reports follow the standardized format used for 2007-2008. Individual Faculty activity reports follow a slightly modified report. The annual report had good reviews. Laurie Burton felt the Faculty Activities report needed to be modified and standardized to eliminate odd formatting styles.

We had the excitement of a real fire in the basement and a real fire drill so enjoyed part of the division meeting out on the lawn in the excellent fall weather.

- VIII. a. There have been many infrastructural changes over the summer. The most notable is the new Mathematics/Nursing Building. NS 005 was remodeled into part of the newly remodeled A & P lab in NS 006.
- b. We will be changing photo copiers this year, adding faster machines with new features including scanning capabilities.
- c. The student lounge in NS 206 had to be sacrificed for office space, with a cubical divider in the middle, making space for the newly hired Biology/Earth and Physical Sciences Lab Preparator and an adjunct faculty space combined.
- d. Steve developed a new "Request for Building Modification and Maintenance Services" form and asks that all use this when doing work orders that will be charged back to the division. The NSM902 operating budget is always tight and can easily be exceeded. A copy of the NSM902/922 was handed out with the packet of other materials.
- e. Dr. Taylor will try to add in the subject line of his emails the nature of the message, i.e. (NSM FYI, NSM Action Needed (with a time-line provided), NSM follow-up) to help folks more efficiently wade through the large volume of emails we all receive.
- f. The Media room in NS 102 has been rekeyed to provide a secure storage space for the mobile laptop computers. Jeff Myers asked if a longer extension cord could be obtained for one of the carts.
- g. Laurie suggested that email group lists be made for individual departments for simplicity. Laurie volunteered to work with computing services to establish departmental and division email lists with unified aliases.

IX. AD HOC Working Groups and Committee Assignments (see Agenda sheet following for complete list)

Steve developed a list of Ad Hoc working groups and committees for distribution. Each department needs to identify a representative.

Department chairs were asked to compile a list of committee members for finalization at the October 7 division meeting. Results of the committee discussion follows:

- a. Steve would like to see a NSM Building Utilization and Planning Committee (Dept chairs/Class Schedulers) formed since we have just about outgrown our facilities. Pete volunteered to be on this committee.
- b. The NSM LACC Review Committee - should be a proactive group, and put a lot of effort into this process. This is a big deal. Jeff Templeton volunteered to be on this committee. An LACC on-line survey was sent out

by Shaun Huston with a call for responses by 10/3 for people to weigh in with their opinions.

- c. Steve would like to have a committee oversee the Science/Math seminar series, with representatives from each dept. In addition to complimenting the student academic experience, this will be used as an outreach tool.
- d. Department/Program Assessment Teams (see pages of 9-13 of the 9/24/08 agenda packet). So far this has been directed by the Dean, we may see changes in this process as the new Provost integrates into the university community. The Dean wants an assessment report and continued plan of action in place by the end of the fall term.
- e. 2008-2009 department "Opportunity" (extra) fund purchases/remodel plans should be submitted to Steve by November 1. It has been said that the university may have up to \$750,000 in extra funds to spend-down by the end of the fiscal year. Taylor stated that there should be plans in place by the end of the term for division extra expenditures/ requests. The physical plant considers proposals for remodeling projects over Christmas break. Quotes and plans for requested work should be submitted to Steve by Nov. 1.

X. Reports

a. Faculty Senate - Scott Beaver

(I {Niki} always print Scott's faculty senate meeting notes and store them in a notebook indicated as such). The Chancellor's campus efficiency-review plans were scrapped. Scott, Klay and Bryan are our faculty senate members.

b. Faculty Development - Mike LeMaster (just fall term until Arlene returns) and Hamid are our representatives

There are three rounds of faculty development awards

1. Due November - travel for presentations and conferences
 2. The end of January - major projects - up to \$3,500
 3. Spring - Travel and faculty course release time for 18 positions for the following year. Faculty can apply for two of the three rounds each year.
- Division travel funds should coordinate with the faculty development travel awards. The department chairs will review the travel proposals, set deadlines after the Faculty Development process is established for the year.

c. Academic Infrastructure Committee

Fall - Bryan; Winter and Spring, Sarah. Mark Weiss released \$80,000 to AIC last spring. Additional AIC funds are expected this year. Bryan Dutton will represent NSM to start.

- d. AFT/WOU Faculty Union: Bill Schoenfeld and Scott Beaver are our reps. Phil Wade will represent Adjuncts. A new dues schedule has been developed, 1% of gross salary goes to union dues. If a person's salary is \$57,000 or more, their dues will go up. If less, they will go down.
- e. Oregon Academy of Sciences - February 28, 2009: Jeff Myers (see handout distributed at meeting) Abstracts are due February 13. Junior Academy with Adele Schepiege and Bill Schoenfeld is planned for one more year at WOU.
- f. PURE/Academic Showcase - May 28; Bryan and Jeff will be coordinating these programs.
- g. The new Bio/EPS Lab Prep person will be on board by October 20. The Earth and Physical Science prep space for this person to work from is yet to be decided.
- h. Other comments: Bryan mentioned that the faculty senate committee members should meet prior to the actual faculty senate meeting. If any one has issues they would like to have brought to faculty senate they should speak with him soon. Post-tenure review and tenure/promotion files are due November 15.

Subject: post-tenure review files

From Stephen Scheck <schecks@wou.edu>

Date: Wednesday, October 1, 2008 1:14 pm

To: alexanj@wou.edu, baharih@wou.edu, hardinc@wou.edu, tarterd@wou.edu, rectorj@wou.edu,
tolleyl@wou.edu, taylors@wou.edu, morses@wou.edu

Chairs,

As you run through the post-tenure reviews in your divisions, please follow the process as described in Article 8 (Section 7) of the current CBA.

http://www.wou.edu/admin/hr/2007_2009_WOUFT_CBA_final.pdf

A question was asked whether I would like to meet with all reviewed faculty; as is done for pre-tenured or promotion to full applicants. The CBA doesn't stipulate that, I'll defer to the individual faculty member. However, I'd very much enjoy visiting with individuals—it's a good opportunity for me to kick around ideas and talk about the engagements described in the review file.

--Steve

Subject RE: Sabbatical Requests - Timeline?

From View message header detail Stephen Scheck <schecks@wou.edu>

Date Monday, October 6, 2008 11:44 am

To taylors@wou.edu

Steve,

Sabbatical proposals (the pink sheet in triplicate originals) are due to my office during the fall term – I turn them over to the provost on Dec. 15. Check with Niki, a number of divisional assistants have pre-printed these pink forms. The form, itself, is in appendix K of the faculty handbook.

Please do talk to me about sabbatical requests you forward on to my office if you have concerns about replacement staffing or other issues with an individual departure.

Regards,

ss

From: Kent Neely [mailto:neelyk@wou.edu]
Sent: Wednesday, October 01, 2008 12:09 PM
To: Stephen Scheck
Subject: faculty searches

Steve - I've received verbal approval from the President for the searches that you and I discussed - please generate the documents you outlined in your message - copied below. Thank you for your patience.

Replacement of 2008 resignations:

1. Biology (already signed off and applications are being reviewed)
2. Math

Repeat searches for failed searches last year in:

3. Criminal Justice
4. Art History

New faculty line in:

5. Spanish

Total of 5 searches.

As we've discussed, business has serious need for new faculty lines, but we will delay searching until sources for supplemental salary are identified.

I will notify the division chairs about the delayed status of the other position requests: digital design, graphic design, dance, acting, earth/physical science, English, history and psychology.

Meanwhile, I'll have Kathy forward to your office the necessary (original and completed) paperwork for initiating a faculty search. I'll have departments review their recruitment plans and ad copy so Judy Vandenberg will have ready to post once the president has signed off.

--Steve

Division of Natural Sciences and Mathematics
2008-2009 Committee Assignments

EDITED/
DAVE

NSM Professional Concerns Committee:

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

NSM Personnel Review Committee

Taylor (Div. Chair) LeMaster (Bio) Poston (Chem) Schoenfeld (EPS) ~~Behmard~~ **BURTON** (Math)

NSM Curriculum Committee

Baumgartner (Bio) Kazerouni (Chem) Myers (EPS) C. Beaver (Math)

NSM Service Committee

Open (Bio) Kazerouni (Chem) Schoenfeld (EPS) *Open* (Math)

NSM Budget and Operations Committee

LeMaster (Bio) Kazerouni/Courtney (Chem) Templeton (EPS) Behmard (Math)

NSM Technology Committee

Dutton (Bio) Flatt (Chem) Taylor (EPS) S. Beaver (Math)

University Committees

Faculty Senators:

Scott Beaver, Klay Kruczek, Bryan Dutton

Writing Intensive Committee (fac senate):

Laurie Burton

Who's Who, Dewey/Smith:

Irja Galvan

Student Grievance Committee:

Rahim Kazerouni

Honors Committee:

Jeff Myers

Academic Infrastructure Committee

Bryan Dutton (F08)/Sarah Boomer

Academic Requirements Committee

Cheryl Beaver

Faculty Senate Curriculum Committee

Laurie Burton

Faculty Development

LeMaster (F08)/Arlene Courtney Hamid Behmard

Parking Committee

Open

International Ed Committee

Haberman (*Fall only*) – still need winter and spring term!

Student Financial Aid/Scholarship:

Schoenfeld / Kruczek

Faculty Senate Committee on Committees:

Bryan Dutton

INSTITUTIONAL REVIEW BOARD

Baumgartner

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

Dutton (Bio) Poston (Chem) Templeton (EPS) K. Kruczek (Math)

NSM LACC Review Committee

Haberman (Bio) Courtney (Chem) Templeton (EPS) ~~Burton~~ **BEHMANIS** (Math)

NSM Seminar Committee

Galvan (Bio) Flatt (Chem) Taylor (EPS) ~~S. Beaver~~ **c.** (Math)

check the previous year format

Done

Natural Science & Mathematics 2008-2009 Annual Faculty Activity Report

Due Date: July 15, 2009

Please send electronic copies as email attachments to Steve Taylor, taylor@s.wou.edu

Name: _____

Title: _____

Date: _____

Years in rank _____

I. TEACHING AND CURRICULUM

A. Course Census

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

B. Curriculum Changes / Course Development

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

C. Program Assessment Activities

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

D. Academic Advising

(Describe what you have done in the last year in terms of academic advising (number of advisees, programs in which you advise, etc.)

E. Achievements and Awards

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

FACULTY HANDBOOK

CBA

check program format

LAST / PROGRAM

CBA

look up

check definitions Appendix

2? Service or REACHING?

MING TO SERVICE

D. Grant Writing Activities:

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

E. PROFESSIONAL CONNECTIONS, LICENSES, ~~and/or other~~ SPECIFIC CREDENTIALS

III. FACULTY SERVICE

A. STUDENT ADVISING

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, ~~etc~~ mentoring)

C. LEADERSHIP

D. Professional Service and Community Outreach

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

~~D. Professional Service and Community Outreach~~

D. S. Professional Societies

(List memberships in professional organizations.)

V.

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

IV. CHALLENGES AND PLANS FOR PROFESSIONAL GROWTH

VI. PUBLIC RELATIONS AND PROMOTIONAL HIGHLIGHTS

(From your above summary, list the highlights of your ^{teaching} 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.)

Division of Natural Sciences and Mathematics
Request for Building Modification and Maintenance Services

All faculty and staff in the division are requested to fill out this approval form before ordering building modification services from WOU Physical Plant, Telecom, University Computing Services, or Media Services. There is a charge-back system in effect, the Departments and Division could be charged for building or repair services, depending on the type of project. In an effort to better manage costs, improve communication, and ensure fund availability for building renovations, the use of this approval form will be greatly appreciated.

Date: _____

Faculty/Staff Originator: _____

Project Title: _____

Building/Room Location: _____

Check all WOU maintenance staff that are required to complete the proposed project

☐ Physical Plant Carpentry

☐ Telecommunications

☐ Physical Plant Electrician

☐ University Computing Services

☐ Physical Plant Plumbing/HVAC

☐ Media Services

☐ Janitorial Services

Project Description – In the space provided below, provide a detailed description of the building modification or maintenance project that is requested. Provide sketches and/or attach additional sheets as needed.

Project Cost Estimate:

Labor: \$ _____ hours

Materials: \$ _____

Other: \$ _____

TOTAL: \$ _____

Source of Cost Estimate:

☐ Written (attach written estimates)

☐ Verbal

Source Name(s): _____

Anticipated Project Completion Date: _____

University Funding Sources (INDEX / ACCT / ACTVY)

Originator's Signature _____

Date _____

Department Chair Approval _____

Date _____

Division Chair Approval _____

Date _____

Western Oregon University Memorandum

From: Steve Taylor, NSM Division Chair
To: NSM Division Faculty
Date: October 1, 2008
RE: Fall 2008 Program Assessment Activities

Colleagues:

As discussed at the Sept. 2008 division meeting, all NSM departments and programs are asked to follow-up on the 2007-2008 assessment activities. Dean Scheck has directed us to conduct review meetings and prepare reports by the end of fall term. Below are the instructions that were developed at yesterday's division chair meeting. Please let me know if you have any questions or need clarification on the procedure. Bob Ayres (8-8749 ayresr@wou.edu) at the Teaching Research Institute is available for consultation as needed. Your efforts in this regard are greatly appreciated.

Fall 2008 Assessment Directive

- (1) Faculty, programs, and departments are to continue embedded assessment and other methodologies for individual courses and programs during 2008-2009 Fall, Winter, and Spring terms.
- (2) Programs and departments are to develop a schedule for external program review cycles sometime during the next 5 years.
- (3) Programs and departments are to develop and implement an archival record-keeping procedure for all related assessment data.
- (4) Programs and departments are to review last year's assessment results; as tied to the 3 learning outcomes in the catalog and other relevant outcomes as deemed necessary and appropriate.
- (5) Programs and departments are to convene one or more meetings this fall to review assessment results from the 2007-2008 academic year, and place them in the context of the recent accreditation self-study reports.
- (6) Programs and departments are to prepare assessment reports based on item 1-5 above; reports are due to the division chair by 5:00 PM, Friday December 5, 2008.
- (7) The above action items are subject to change, as per other administrative directives that may develop during the fall term.

Format for NSM Division Reports:

Font: Times New Roman 12 Pt

Page Margins: 1-inch (0.5 inch bottom with page number)

- I. Title Page
- II. Executive Summary (2 page limit, double-spaced, as needed)
- III. Assessment Methodology (Bulleted list; single-spaced, as needed; include data archival procedure and primary contacts)
- IV. Assessment Results (Bulleted list; single-spaced, as needed)
- V. Discussion (place results in context of recent self-study report; 2 page limit, double-spaced, as needed)
- VI. Plan for Future Action (Bulleted list, single-spaced, as needed; include external program review plan and timeline).

Subject: Division Infrastructure Needs
From Bryan Dutton <duttonb@wou.edu>
Date Wednesday, October 1, 2008 10:59 am
To taylor@wou.edu Cc duttonb@wou.edu

Hi Steve,

As I mentioned to you yesterday, AIC has decided to ask each of our divisions to update our respective lists of infrastructure needs and submit these ASAP. With talk of nearly \$750 K available this year, we hope to position ourselves as a "vehicle" for the efficient expenditure of these funds. BTW, I'm interpreting infrastructure broadly to include laboratory renovations. I would appreciate it if you could help facilitate this process for NSM by putting out a call to department heads to update their infrastructure needs lists and forward them to me.

AIC has also decided to push for increased faculty wireless access. I'd like some time at our meeting next Tuesday to discuss this.

Thanks! --- Bryan

Bryan E. Dutton, Ph.D.
Associate Professor
Department of Biology
Western Oregon University
345 North Monmouth Avenue, Monmouth OR 97361
PH: 503/838-8452
EMAIL: duttonb@wou.edu

From: Ella Taylor [mailto:taylor.ella@gmail.com]

Sent: Monday, September 29, 2008 4:26 PM

To: 'Stephen Scheck'

Cc: 'Chehalis Strapp'; 'David Murphy'

Subject: LAS representation on WOU IRB

Hi Steve –

At last week's IRB meeting we discussed the vacancy on the IRB committee for an LAS representative. One of the suggestions was to conduct a quick review of the faculty and departments from whom we've received IRB applications in order to determine where the LAS rep might come from. Here's a breakdown of that info:

Psychology – 10

Anthropology – 2

Biology – 2

Math – 2

Geography – 1

Criminal Justice – 1

English/Writing/Linguistics – 1

Social Studies – 1

There were several from students which we did not classify in the past (we're doing that now).

LAS faculty that submitted IRB proposals included:

Karen Bledsoe (Biology)

Mary Ellen Dello Stritto (Psychology)

Eric Cooley (Psychology)

Shaun Huston (Geography)

Cornelia Paraskevas (English/Writing/Linguistics)

Please do let me know as soon as possible who the third LAS representative to the IRB committee will be. As you know, Chehalis Strapp (Psychology) and David Murphy (Criminal Justice) are continuing to serve.

Thanks

Ella L. Taylor, Ph.D.; Office of Institutional Research & Sponsored Projects 503/838-8589 taylor@wou.edu

(15)

From: Nancy Minnick [mailto:minnickn@wou.edu]
Sent: Wednesday, September 03, 2008 11:37 AM
To: schecks@wou.edu
Cc: blatnerc@wou.edu
Subject: Campus Energy/Safety Committee

Dr. Scheck,

Thank you for your call regarding the Campus Energy/Safety Committee and your assistance in getting faculty representation. To answer some questions, the Energy/Safety Committee meets once a month on the third Tuesday at 2 p.m. The meetings are generally held in Hamersly Library, Room 205. Time commitment for faculty would be minimal, the meetings don't last longer than 90 minutes a month (most times shorter), and there is a Safety Committee training in Salem which lasts 4 hours which is required for all Committee members to attend.

The link to the Energy/Safety Committee is <http://www.wou.edu/admin/safetycommittee/>.

If you have any further questions, please feel free to contact me at 88481.

Thanks,

Nancy Minnick

Safety Committee Scribe

Campus Public Safety

Nancy Minnick
Office Coordinator
Campus Public Safety
Phone: 503-838-8049
Fax: 503-838-8100