

Division of Natural Sciences & Mathematics Division meeting minutes
October 5, 2010; HSS 334

The meeting was called to order by Division Chair Steve Taylor at 3:38 pm. In attendance: Sarah Boomer, Mike Ward, Hamid Behmard, Ava Howard, Bryan Dutton, Karen Haberman, Kristin Latham, Bill Schoenfeld, Laurie Burton, Klay Kruczek, Jeff Myers, Jeff Templeton, Cheryl Beaver, Arlene Courtney, Patty Flatt, Pete Poston, Steve Taylor, Niki Winslow.

- I. APPROVAL OF AGENDA – approved
- II. APPROVAL OF SEPTEMBER 2010 MINUTES – approved
- III. ANNOUNCEMENTS AND REMINDERS
 - a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/19/10). Klay will chair the PRC this year.
 - b. Sabbatical requests / proposals (“pink form” due in Dean’s office Dec. 15)
 - c. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2010 (due to Dean on Jan. 15); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21). Fall class syllabi repository: send via email attachment fall syllabi to Niki ASAP (named: course number syl instructor name term (i.e. Bi101sylBledsoe2010_01) for fall, 2010_02 winter, 2010_03 spring, 2010_00 summer.
 - d. Fall Preview Day I – Sat. October 30; Fall Preview Day II Nov. 13
 - e. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011)
 - f. Department equipment-remodeling-infrastructure plans due Nov. 1 to Division Chair.
 - g. Niki announcements: Niki will review schedule due dates given above. Adherence to schedules is important due to short turn-around dates. Schedules are always accepted (and appreciated) prior to due dates as well.
- IV. OLD BUSINESS
 - a. Review / finalize 2010-2011 Committee Assignments (Fac. Senator replacement needed for fall term, 2010) see page 6 of handout. Pete has a time conflict, position will remain open (Note: Kristin Latham has stepped in as temporary replacement for fall term).
 - b. Continued call for new curriculum / program proposals. The dean is interested in hearing about new program ideas of tracking students, revenue, any large ideas.
- V. NEW BUSINESS see handout page 7
 - a. 2010-2011 Library Budgeting Process for Science and Mathematics areas. The Library purchases journal articles per article rather than the entire journal now, approximately \$15 per journal article. Inter-library loans cost between \$25-\$30 each. Laurie asked about student access to materials if that is the case. The question also came up about books, tapes, etc. and Chem abstracts. Questions should be directed to Camilla. The Summit service is shared, but does not include journals.
 - b. Philosophical question revisited regarding the President’s comment about a new science building. Per Laurie from the master plan discussion, building issues were in this order: 1. Todd Hall, 2. Retro COE. A new science building was not a priority. According to the President it is. The division will not act on discussing plans at this time as the time-line is very indefinite.

- c. Revised sabbatical application process (pending from Provost's office) (see pages 8-10 of handout – Provost's draft of forms in addition to the pink sabbatical request forms. According to the Dean's office figures, Sabbatical "costs" for 2007-2008 - \$27,000; 2008-2009 - \$101,822; 2009-2010 + \$2,321. It is not known how these figures were determined, Steve is requesting a copy of the spreadsheet from Kathy. This generated considerable discussion. Questions arose regarding CBA guidelines, OUS statements. To date, sabbaticals issues have not been a line item in the budget. It is possible in the future sabbaticals could be denied if seen as an expense instead of an investment. The Provost is asking for comments, he will use in December. Steve needs feedback by next week regarding this issue. Points were made regarding the spreadsheet, that you can't predict what a sabbatical will cost without knowing who will cover courses, etc.
- d. Special projects requests for LAS funding of faculty-student opportunities (2010-2011 yr) (travel, meetings, honor societies, etc.). Special projects list due to Division chair November 1, \$500-\$2500 range. Faculty considering student travel costs should ask about reimbursement there. Have list to Steve by 11/1. This is from the Dean's discretionary fund.

VI. REPORTS

- a. NSM budget update – see page 11. Everything on track at this point.
- b. Faculty Senate – no meeting held
- c. Faculty Development Committee – Hamid: due dates are about the same as last year. Julie Harding should be providing applications this week. Application may be made on line as well. Category 4 is work load reassignment. Last year the divisions only utilized 9 of the 18 possible slots. Applications made at this time will apply to the 2011-2012 school year. Release time is only allowed for research. Hamid is chair of this committee. Ava's second application got lost last year. Please submit applications to Hamid or Arlene so they can cross-check for complete lists.
- d. AFT/WOU – haven't met yet
- e. Curriculum Committee – no report
- f. Academic Requirements Committee – no report
- g. Ad Hoc Report – NWCCU Core Themes Update – the division made the suggestion of a language change to "students create knowledge" in the Provost's office Core Themes proposals.
- h. PRC: Klay Kruczek chair, will meet in near future.
- i. Academic Infrastructure Committee – no report
- j. PURE / Academic Showcase – May 26, 2011
- k. Other: WEB page update. Klay looked at web pages, and is recommending some edits. Steve suggested we start with the division page.
Sarah: on Bio retreat: by Oct. 15 the biology dept will submit curriculum changes that will impact enrollment management. Sarah will submit changes 10/16 to the division curriculum committee – Dutton, Kazerouni, Burton, Schoenfeld. Sarah will submit a summary statement to Steve.
Travel for students: faculty can request funding from the Dean. Steve will speak with Darin regarding insurance coverage.

The meeting was adjourned at 4:36 pm.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

October 5, 2010; HSS334 3:30 PM

I. APPROVAL OF AGENDA

Approved

II. APPROVAL OF SEPTEMBER 2010 MINUTES

p. 2-5 Approved

III. ANNOUNCEMENTS AND REMINDERS

- a. Post-Tenure Review / Promotion and Tenure Files (Due: 3rd Friday in Nov. 11/19/10)
- b. Sabbatical requests / proposals ("pink form" due in Dean's office Dec. 15) ✓
- c. Spring 2011 schedule revisions and summer 2011 schedule due to Niki on Jan. 3, 2011 (due to Dean on Jan. 15); 2011-2012 schedule due to Niki on Jan. 7, 2011 (due to Dean on Jan. 21).
- d. Fall class syllabi repository: send fall syllabi to Niki ASAP
(course number syllabi 2009_01 Faculty Last Name)
- e. Fall Preview Day I – Sat. October 30; Fall Preview Day II Nov. 13
- f. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011); Department.
- g. Department equipment-remodeling-infrastructure plans due Nov. 1
- h. Niki / Office Coordinator announcements – 2011-2012 Schedule Considerations

*THANK
TO
DAVID
STUDENT
LIABILITY*

IV. OLD BUSINESS

- a. Review / finalize 2010-2011 Committee Assignments (Fac. Senator replacement needed for fall term, 2010)
- b. Continued call for new curriculum / program proposals

MAIN PLAN

V. NEW BUSINESS

- a. 2010-2011 Library Budgeting Process for Science and Mathematics areas. *p. 7*
- b. ~~Philosophical question revisited: new science building plan development? Yes or no?~~ *420 for KANNIN Committee*
- c. Revised sabbatical application process (pending from Provost's office) *p. 8-10*
- d. Special projects requests for LAS funding of faculty-student opportunities (travel, meetings, honor societies, etc.). *2010-11 year* **DUE TO DIVISION CHAIR NOV. 1, 2010 \$500 - \$2500 RANGE**

VI. REPORTS

- a. NSM Budget Update *p. 11*
- b. Faculty Senate
- c. Faculty Development Committee —
- d. AFT/WOU Faculty Union
- e. Curriculum Committee
- f. Academic Requirements Committee
- g. Ad Hoc Report – NWCCU Core Themes Update
- h. PRC: Klay Kruczek Chair
- i. Academic Infrastructure Committee
- j. PURE / Academic Showcase
- k. Other *W33 PAAS*

SABBATICAL ASSES

2007-08 - \$27,000

2008-09 - \$101,822

2009-10 + \$2,321

2007-10 3yr Avg. = \$42,167

VII. FINAL COMMENTS AND ADJOURNMENT

KLAY

*new web
email permissions
rev*

KLAY - Broken links, missing links

Bio2009 enrollment wgt discussion pre-reg. care charges 10/11

Division of Natural Sciences & Mathematics Division meeting minutes
September 22, 2010; NS 122

The meeting was called to order by Division Chair, Steve Taylor, at 10:35 am.

In attendance: Mike LeMaster, Erin Baumgartner, Karen Kaberman, Kristin Latham, Sarah Boomer, Jeff Myers, Scott Macdonald, Karen Bledsoe, Bryan Dutton, Patty Flatt, Ava Howard, Jeff Templeton, Avery Cotton, Ray Dandeneau, Klay Kruczek, KC Walsh, Laurie Burton, Scott Beaver, Sheryl Beaver, Rahim Kazerouini, Grant Smith, Julie Grammer, Piper Mueller-Warrant, D on Ellingson, Jeff Snyder, Karen Brown, Bill Schoenfeld, Phil Wade, Niki Winslow.

I. WELCOME AND INTRODUCTIONS

Faculty and staff introduced themselves with a mention of focus area. New faculty introduced were Elizabeth Martin in Biology and Ray Dandeneau in Chemistry.

II. APPROVAL OF AGENDA – approved

III. APPROVAL OF JUNE 2010 MINUTES

Minutes were approved with following amendments: Mike Ward was in attendance. Bryan Dutton, not Cheryl is on the PURE committee.

IV. ANNOUNCEMENTS / REMINDERS

- a. NSM Division Welcome Back Potluck, Fri October 1, 2010 at a private facility off Airlie Road, “Ron’s Pond”, beginning around 5:30. Indoor and outdoor facilities available to be flexible for the weather. Food theme for this gathering is “Comfort Food”. Friends and family are invited as well, facility is very kid friendly. A guided rafting trip is planned the following day on the Santiam, leaving campus at 11:00 am. Sign-up sheets will be in the mailroom, please respond by Friday on the raft trip.
- b. NSM Division Chair Signatures: NS 104 “Analog” Signature Box + e-signature available. Steve has capability to do e-signatures for emergencies such as grants, etc. We will not implement this at this time on the Registrar’s course substitution forms.
- c. Admissions Status Report – WOU enrollment shows 11% increase for fall 2010. See page 8 of the meeting handouts for Fall Admission Summary for Sept 3.
- d. Course Syllabi Archive – please submit fall (and summer) syllabi to Niki via email attachments per naming instructions that will be sent out again.
- e. Provost’s WOU Academic Program Proposal Form (new) – see page 9 of handout. Administration would like to see a net start-up profit of \$600,000 from student credit hours if new programs are proposed.
- f. WOU Office of Admissions 2010-2011 Recruitment dates – see page 10 handout.
- g. Fall Field Trips – a 12 passenger van has been reserved to be on campus beginning September 27. Sign-up sheet for van use is on the wall in Niki’s office.
- h. 2010-2011 NSM Meeting Schedule – see handout page 11. Meeting location to be determined, courses have filled the time slots in both NS and MNB buildings.
- i. Chain of Communication: Faculty/Staff – Dept. Chair. – Division Chair – Dean – Provost – President. For example, use of the Wellness Center communication as an example of what to directly communicate outside the division or to run strictly through the listed chain of communication.

- j. Niki Report – Winter Schedule corrections were due to Niki Monday, September 20, two of the four departments have responded as of the 22nd. Niki requests schedulers keep in mind that spring corrections, summer schedule and all of 2011-2012 schedule are all due in January at the beginning of a new term and to be prepared to have the schedules submitted by the request dates.

V. INFRASTRUCTURE DEVELOPMENT AND PLANNING

- a. NS 004 Remodel /Technology upgrade – 95% complete. Bryan gave a brief overview; the long-term goal for NS 004 is for use in instruction. New cabinets have been installed for secure specimens.
- b. NS 114 and NS 201 Smart-lab requests in queue with UCS / Student Tech Fee; unknown status. Quotes for NS 201 have been \$25,000 for conversion to a smart room, \$35,000 for the remodel. No plans are in place at this time for any action.
- c. NS 103 Lecture Room Remodel – there is general agreement within the division that the room could use an upgrade. Prospects and status of that decision within the physical plant are unknown at this time.
- d. NSM Division Equipment Purchase and Remodeling plans are due on November 1, 2010 to Dr. Taylor. Dr. Taylor met with the Provost this summer, he appreciates our plan updates, wish-list organization.

Mathematics would like to have a new building wing. They have one shared office fall and winter terms. The physical plant will be starting a new policy when equipment is ordered that requires special wiring. the division needs to budget for the wiring costs and equipment for emergency power outages and not expect that the expense will come out of physical plant budget.

- e. AIC: Mark Weiss has allotted \$200,000 for opportunity funding requests in 2010-11. This past year we received funds for cabinets, microscopes, Patty's equipment. Karen Brown requested the purchase of more classroom response devices.
- f. STFC technology fund still exists, Bill Kernan, Director has approximately \$1 M to use in funding. Student fees no longer fund this, it is derived directly from tuition.
- g. Sept. 2010 Administrative Declaration: "We need a new science building" per Dr. Minahan at the beginning of the year address. Laurie (planning committee) said it was her understanding that a new science building is not high on the list. It appears the President has moved it up the list.

VI. OLD BUSINESS

- a. Cat McGrew, chair of the Joint Committee on Faculty Evaluations, is calling for a representative from the divisions to be on the committee to evaluate and recommend an evaluation "tool". See page 12 of the handout. Steve asked Niki to comment on the SIR evaluation process that happened spring term, 2010. Per Niki: there was discussion to have the evaluations done on-line, thus the SIR process was not in place for spring term. At the last minute, it was decided that the paper SIRs would have to be done. In their haste, the Provost's office made a mistake in printing envelope labels, which ultimately created packets totally off in count, room listings, etc. etc. The very incorrect packets were made available to the divisional Administrative Program Assistants the Friday before Memorial Day Holiday, and evaluations were to begin the following Tuesday morning. This meant Piper (delaying her dinner plans) and Niki (with her broken shoulder) working late Friday

evening and many, many hours of re-doing the packets prior to Tuesday morning. In stead of the usual three weeks provided for evaluation completion, the divisions had four days, the last week of classes to complete the evaluations and for Niki to prepare the packets for delivery to the Provost's office. Not a happy experience to say the least and hopefully one never to be repeated. Niki thanks Piper and Pete for their assistance in this endeavor.

Mike Ward and Erin Baumgartner comprise NSM reps. to the new SIR campus committee.

- b. Finalize 2010-2011 Committee Assignments
The changes to committee assignments was completed.
- c. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011); Department Reports (Due: July 22, 2011); Division Report (Due: August 8, 2011). Steve commented on the report for 2010 and the extremely high level of productivity evident in the Natural Sciences and Mathematics Division.
- d. Department Web pages need to be updated. Klay has volunteered to do this work with approval from the departments. Bryan has been working on the Biology page. Ron Swartzendruber is the campus web person.

VII. NEW BUSINESS

- a. NWCCU Accreditation Process – Core Themes Review. Bryan provided a power point handout on Core Themes. There was some discussion about the wording that students would “create” knowledge. It was felt that a better suggestion would be that all students are involved in research. This would be a rewording under “Learning Objectives”. Wanda in the Provost's office is to submit suggested ideas. Now is the time to comment if people have suggestions. There needs to be more LAS participation in this process, there are many more COE participants at this time than LAS, and LAS now comprises 70% of the university.

Steve asked if there could be a motion to go over time for the meeting by 10 minutes, and to move Union Business to this spot as Scott Beaver has to leave. It was moved and seconded to do so.

VIII. REPORTS

- a. AFT/WOU Faculty Union report – Scott Beaver
Candidates for the current bargaining team are Scott, chair, and Jeff Myers, Bryan Dutton, and Philip Wade requesting to represent NTT faculty. The group will meet three to four times in the fall to distill the issues. Bargaining begins the first week of February. There is one past item up for discussion, the FTE lab equivalents. Currently the wording pertains to tenured faculty, and labs with a preparator being ¾:1, without 1:1. The wording does not mention NTT. Since there are no math preparators, math feels labs should be 1:1. The union would like to make wording pertain to all faculty, NTT as well.
Steve says a thank you to Scott and the bargaining team for the work they will be doing.

VII. NEW BUSINESS CONTINUED

- b. WOU Business Office Procedures / Highlight / Review - see page 14 of handout. Of note, completion of the pre-travel authorization invokes University insurance coverage. A question for Darin is – are students covered in their own vehicles?

Laurie asked about using catering and serving of food on campus. There is a waiver form that if completed allows other food to be served at university sponsored events.

- c. Philosophical Question: Do we proactively charge NSM Building Committee to investigate concept of constructing a new science building? Or wait to see and believe? Consensus seems to be that this process would probably not proceed very quickly (planning and constructing a new building), but we will have a building committee.

Ava mentioned greenhouse renovations, Steve said that should come under the November 1 infrastructure requests.

- d. NSM Division Chair 3-year term renewal; fall 2010 – PRC review; recommendation, division vote/ratification (Taylor requests 3-year renewal as chair and PRC review).

VIII. REPORTS CONTINUED

- a. NSM Budget Report (dept. budgets have been in place since July 1, 2010. See page 15 of handouts.

- b. Faculty Senate – Cheryl Beaver reporting:

- *The membership makeup of the Curriculum Committee was updated to include just one representative from the division of Teacher Education instead of two. DTE now has the same representation as every other division.

- *The membership makeup of the Honors Committee was updated. A seat was added for the college of education and they now have one representative from DTE and one from HPE or SPE. The At-large seats are now division specific to divisions that don't have permanent seats. The freshman honor seat was eliminated.

- *The add/drop form was updated. The check boxes are now different so read carefully before checking boxes and signing.

- *The library has new book return/refund guidelines.

Laurie said course proposals for the catalog will be due January 11, 2011.

Bryan – Academic Excellence Showcase will be May 26, 2011.

There were no other committee reports.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 12:20 pm.

Division of Natural Sciences and Mathematics
2010-2011 Committee Assignments *(Final Sept. 27, 2010)*

NSM Division Chair: Steve Taylor

NSM Budget and Operations Committee [Department Chairs]

Boomer (Bio) Courtney (Chem) Templeton (EPS) Kruczek (Math)

NSM Curriculum Committee

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

NSM Professional Concerns Committee:

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

NSM Personnel Review Committee

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

NSM Service Committee

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

NSM Technology Committee

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

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

Academic Infrastructure Committee: Courtney (F10)

Academic Requirements Committee: Kruczek (F09)

Faculty Development Committee: ~~Arlene Courtney~~ (F08) Hamid Behmard (Chair) (F07)

Faculty Senators: Poston (F09), LeMaster (F10), C. Beaver (F10)

Faculty Senate Committee on Committees: Dutton (F10)

Faculty Senate Curriculum Committee: Laurie Burton (F08)

Honors Committee: Jeff Myers (F08)

Institutional Review Board: Erin Baumgartner (F08)

International Ed Committee: Haberman (F09)

Parking Committee: OPEN

Student Conduct Committee: Patty Flatt (F09) Klay Kruczek (F07)

Student Grievance Committee: Rahim Kazerouni (F08)

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

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

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

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

NSM LACC Review Committee

Baumgartner (Bio) Courtney (Chem) Templeton (EPS) Ward (Math)

NSM Seminar Committee - HOLD

LAS Graduate Advisory Committee: NSM Rep. Burton

Ad Hoc SIR Committee: Mike Ward; Erin Baumgartner

Subject: Re: NSM Division Library Purchasing Budget 2010-11
To: taylor@wou.edu

Date: 10/03/10 07:22 AM
From: Camila Gabaldon <gabaldoc@wou.edu>

Hi Steve,

Sorry for the delay in getting back to you on this - I wanted to give you a reply with some substance, not just one I could quickly type.

We tend to have year-end purchasing for two reasons in the library budget:

- 1) while the budget is available to be spent starting July 1, most faculty are so busy teaching, doing research, etc. , that they don't think about spending library funds until the spring, which is the last minute. NSM has some notable exceptions (Kudos to Sarah Boomer, Ava Howard and Mike Ward, who always get requests to me early).
- 2) Once we have submitted all of the orders from faculty, we collapse what is left (usually in April or May) and try to purchase bigger items, often of a more interdisciplinary nature, that benefit the whole campus. This can't happen too much earlier, because of reason 1

The library budget is allocated first to ongoing expenses (e.g. Interlibrary loan, binding, journals, databases, and, now, pay-per-use fees). We review and adjust these periodically, but are always careful about it, because a change in these areas can easily create an unintended gap in service. The past few years, our focus has been on eliminating journal costs and replacing them with pay-per use, which has worked remarkably well.

The remaining budget (which is dedicated to purchasing books, DVDs, maps, data sets, etc. - typically things without ongoing fees) is allocated based on 4 criteria:

- 1) Number of courses and credits taught by each department/division (a "base number" is calculated based on this)
- 2) Level of courses and credits taught by each department/division (The base number is weighted by this: weighting is 1 for lower division, 1.25 for upper division and 1.5 for graduate-level courses)
- 3) Number of majors in each department/division (as a proportion of total enrollment. This is a multiplier for the number derived in one and two.)
- 4) Number of minors in each department/division (same concept as with majors, only the proportion is only given 75% of the weight that majors are given)

Each division-level fund gets a minimum amount of funding (this varies year-to-year, depending on the overall budget), as does each department with students enrolled in a major or minor.

For this year, I'm still hoping to free up some funding from other parts of the budget, as we took a couple of hits this year, but the initial NSM allocations look like this:

Biology	\$1,484.07
Chemistry	\$611.42
Earth Science	\$535.04
Environmental Studies	\$157.14
General Science (Division funds)	\$2,675.20
Mathematics	\$1,130.40
Physics	\$537.36

I hope this helps - let me know if I can clarify anything.

Best,
CG

On Sep 22, 2010, at 6:07 PM, Steve Taylor wrote:

Hi Camila - I'm following up to our email communication last spring about library purchasing for Natural Sciences and Mathematics. We had some back and forth about this last year in reference to "year-end" purchasing ideas.

As Division Chair, I am not a big fan of year-end last minute table-scrap purchasing procedures, as they quite often lead to poor planning and decision making. I'm much more interested in proactive resource planning and procurement in a systematic and organized way. I have been working on improving our NSM planning system for building infrastructure and equipment over here, and would also like to explore applying the same rationale to library purchasing.

7

*Division
Review
8
Comment
ASAP*

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. A statement of purpose for your sabbatical leave. This statement (1-2 typed, doubled-spaced pages) should discuss the proposed sabbatical leave activities in a manner meaningful to specialist colleagues and to lay persons. The 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. List dates of previous sabbatical leaves (mm/dd/yyyy to mm/dd/yyyy) or write "none," if applicable:

D. A plan for covering classes assigned to you. The plan should address the following points:

- 1) Has the department/division approved of the timing of your proposed sabbatical leave and agreed upon the NTT services needed to cover your obligations?
- 2) What classes must be taught during the term(s) requested for your sabbatical leave;
- 3) What person(s) is most qualified to teach those classes;
- 4) If not covered, in-load, by other tenure-track faculty in the department, what is the estimated cost for salary and Other Personnel Expenses (OPE) for those individuals to teach the classes;
- 5) What is the amount of salary dollars made available from your leave
- 6) Can sabbatical leave be "cost neutral"? Is there "cost neutrality" between items 3) and 4)?

3. Eligible faculty will satisfy the following requirements (see Collective Bargaining Agreement, Article 21 and Oregon Administrative Rule OAR 580-021-0200, OAR 580-021-0205, OAR 580-021-0210, OAR 580-021-0215, OAR 580-021-0220, OAR 580-021-0225, OAR 580-021-0230, OAR 580-021-0235 and OAR 580-021-0245) available at:
http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_021.html.

A. Rank of: Instructor, Assistant Professor, Associate Professor, and Professor.

B. Be appointed at .5 FTE continuous appointment without interruption by a sabbatical leave (can be interrupted by authorized leaves of absence - such leave does not count toward sabbatical eligibility as defined in item C below).

C. The sabbatical leave will be taken after serving: 18 quarters for 9 month faculty (excluding Summer Session), 6 years. (72 mos.) for 12 month faculty, or: Accumulating the equivalent of 6.0 FTE years over an indefinite period uninterrupted by a sabbatical leave. (nb: An authorized leave will not prejudice eligibility for sabbatical leave.) Further details regarding sabbatical eligibility are within the Collective Bargaining Agreement, Article 21.

D. Use the following dates for terms of sabbatical leave

FALL TERM: September 16 to December 15.

WINTER TERM: December 16 to March 15.

SPRING TERM: March 16 to June 15.

E. Determine yearly salary basis during this period of leave by selecting one of the following (nb: reduction in compensation is the same regardless

s which term the sabbatical is taken):

60% salary = 3 terms leave requested (may be in sequential terms or in successive years)

75% salary = 2 terms leave requested (may be sequential terms or successive years)

85% salary = 1 term leave requested

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.

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Budgeted amount for Supplies and Services NSM902

\$52,314

Expense \$52,314

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

\$47,314

Telecom (Phones and Networking)	\$24,000
Copiers	\$10,000
Office Supplies & Book Store	\$3,000
Postage	\$500
Duplicating Services	\$300
Faculty travel	\$4,000
Physical Plant - work orders	\$2,500
Telecommunication wiring	\$1,000
Miscellaneous	\$2,014

TOTAL ESTIMATED GENERAL EXPENSES

\$47,314

MATHEMATICS

NSM902 Starting

\$5,000

Money already spent NSM902

\$460

NSM941 Lab Fees

\$5,000

SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies

NSM941 Lab fees expended

\$0

Balance

Total balance

\$9,540

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SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2009

\$165,000

BIOLOGY

NSM922 Starting

\$55,384

\$55,384

Summer lab fees rolled over into 2010-11

\$4,500

Money already spent

\$16,122

Balance

\$43,762

EARTH & PHYSICAL SCIENCE

NSM922 Starting

\$45,080

\$45,080

Summer lab fees rolled over into 2010-11

\$1,400

Money already spent

\$2,595

Balance

\$43,885

CHEMISTRY

NSM922 Starting

\$28,336

\$28,336

Summer lab fees rolled over into 2010-11

\$1,300

Money already spent

\$3,977

Glass breakage

\$107

Balance

\$25,766

NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

STUDENT LAB NETWORK

NSM922 Starting

\$5,000

\$5,000

Money already spent

\$0

Balance

\$5,000

STUDENT PAPER

NSM922 Starting

\$5,500

\$5,500

Money already spent

\$0

Balance

\$5,500

FIELD TRIP

NSM922 Starting

\$5,500

\$5,500

Money already spent

not current

\$0

Balance

\$5,500

EQUIPMENT REPAIR

NSM922 Starting

\$2,500

\$2,500

Money already spent

Balance

\$2,500

Medequip (Still)

NSM922 Starting

\$3,800

\$3,800

Willamette Water (Softener)

NSM922 Starting

\$450

\$450

NW Natural Gas

NSM922 Starting

\$250

\$250

\$4,500

Contingency 8% of Total NSM922 Budget

\$13,200

\$13,200

TOTAL

\$165,000

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