

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 DARRIN STUDENT LIABUT

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

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?~~ *p. 8-10*
- c. Revised sabbatical application process (pending from Provost's office)
- d. Special projects requests for LAS funding of faculty-student opportunities (travel, meetings, honor societies, etc.). *DUE TO DIVISION CHAIR NOV. 1, 2010 \$500 - \$2500 RANGE*

MATHE PLAN

Committee -

2010-11 year

Ad Hoc for Planning Committee

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 *MBB PAAG*

SABBATICAL COSTS

2007-08 - \$27,000

2008-09 - \$101,822

2009-10 + \$2,321

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

VII. FINAL COMMENTS AND ADJOURNMENT

KLAY

NW Web email permissions Rev

KLAY - Broken links, missing links

BIO2009 enrollment wgt discussion pre-reg. core changes 10/17

- 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

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.

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

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.

 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

 "===== "