

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.

Taylor 9/24/08

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

September 24, 2008; NS122 11:00 AM

Agenda TO BUILD
Announcements -
NOT solve
problem!

- 11:00 AM
10 min I. WELCOME AND INTRODUCTIONS (11:00 - 11:10)
- 2 min II. APPROVAL OF AGENDA (11:10 - 11:12)
- 1 min III. APPROVAL OF MINUTES - N/A (11:12 - 11:13)
- 5 min IV. ANNOUNCEMENTS (11:13 - 11:18)
- a. NSM Division Field Trip and Potluck, Sept. 26, 2008
 - b. Math Open House?
 - c. Others??
- 10 min V. 2008-2009 COMMITTEE ASSIGNMENTS (11:18 - 11:28)
- 10 min VI. 2008-2009 BUDGET (11:28 - 11:38)
- 10 min VII. ANNUAL DIVISION REPORTING PROCESS (11:38 - 11:48)
- a. Faculty Activity Reports (Due: July 15)
 - b. Department Reports (Due: July 31)
 - c. Division Report (Due: August 7)
- 10 min VIII. INFRASTRUCTURE AND PROCEDURE MODIFICATIONS (11:48 - 11:58)
- a. Math-Nursing Building
 - b. Digital Copier Upgrade
 - c. NSB Office Assignments/NS206 Office Addition
 - d. New Approval Form: "Request for Building Modification and Maintenance Services"
 - e. Taylor e-mail subject line (NSM FYI, NSM ACTION NEEDED, NSM FOLLOW-UP)
 - f. NS102 Media Storage Room (laptop carts, new key)
- 10 min IX. AD HOC WORKING GROUPS (11:58 - 12:08)
- a. NSM Building Utilization and Planning Committee (Department Chairs/Class Schedulers)
 - b. NSM LACC Review Committee
 - c. NSM Seminar Committee
 - d. Department/Program Assessment Teams
 - e. Department "Opportunity" Purchase and Remodeling Plans (Plans due on Nov. 1)
- 10 min X. REPORTS (12:08 - 12:18)
- a. Faculty Senate
 - b. Faculty Development Committee
 - c. Academic Infrastructure Committee
 - d. AFT/WOU Faculty Union
 - e. Oregon Academy of Sciences
 - f. PURE/Academic Showcase
 - g. Biology-EPS Lab Preparator Search / Status Report
 - h. Others?
- 5 min XI. PRC / TENURE AND PROMOTION PROCESS (12:18 - 12:23)
- 2 min XII. 2008-2009 NSM MEETING SCHEDULE (12:23 - 12:25)
- 1 min XIII. NSM DIVISION AND DEPARTMENT GROUP PHOTOS (12:25 - 12:26)
- 1 min XIV. FINAL COMMENTS AND ADJOURNMENT (12:26 - 12:27)

ACTION NEXT MEETING

ADD NIKI TO REPORT

TO AGENDA

MODIFY & ALIGN FORMS AS PER LTR

SALVAGE REMOVAL REMINDER
NS206 STUDENT DISPLACEMENT

APPROX 8
MTK
NSM LIST
serve

Peke
Jeff T.
ACTION
NEXT MEETING

Feb. 28, 2009 SAT -
Thursday MAY 28, 2008

WINTER TERM SCHEDULES / GREEN PICTURES

Involve mins comment & Review
Tentative

Committee & General Schedule

NSM DIVISION FALL 2008 FIELD TRIP AND POTLUCK PICNIC - FRIDAY SEPT. 26

NSM Division Field Trip: 9 AM to 4 PM

Departs from NS Building, Jackson Street Entrance

Field Trip Theme: "Mathematical Biogeochemistry of the Mid-Willamette Valley (with a splash of Physics)"

Lunch: Bring your own lunch, snacks and drinks; quick stops will occur at mini-marts along the way

Lunch is scheduled for around 12:30 PM at Airlie Winery. Airlie will have the tasting room open during this time, the stop will include a geologic overview and explanation of the wine terroir of this property. Purchases will be available and are encouraged to support our local merchants.

Itinerary: Stops will include the Luckiamute and Marys River watersheds, Kings Valley, central Oregon Coast Range; General itinerary: Fir Crest Cemetery, Helmick Park, Falls City, Black Rock, Airlie Winery, Fort Hoskins, Upper Luckiamute River.

NSM Division Potluck Picnic: 5 PM to 8 PM to ???

The field trip will be followed by a potluck picnic at the Adair Village County Park 14 miles south of Monmouth and 8 miles north of Corvallis.

Logistical Considerations:

Directions to Adair County Park: From Monmouth follow 99W 14 miles south to Adair Village, turn east (left) onto NE Arnold Ave, proceed 5-6 blocks to Adair County Park on left. From Corvallis, follow 99W 8 miles north to Adair Village, run east (right) onto NE Arnold Ave., and proceed as above. Follow the loop around to the north side of the park, past the sports fields to the picnic shelters. Look for the academically-inclined people who know a lot about science and math.

The picnic shelter will be ready after 5 PM, encourage all to arrive early and stay late.

While basic picnic supplies, paper plates, plastic utensils will be available; it's a good idea to CYA and bring your own serving utensils, plates, cups, etc., as needed.

In the event of cold rain, snow, anomalous darkness, plague of locusts, and/or other unpleasant outdoor conditions in this peculiar Oregon weather year, we will resort to Plan B. If that doesn't work, we'll try Plan C. Read through the WOU faculty handbook for details, but whatever you do, don't press the red button!

RSVP: Since we are renting vans for the field trip, meeting at an outside facility, and working from a team building perspective, it is critical that RSVPs are received by Wednesday September 17. Send field trip and/or potluck RSVPs to Steve Taylor, 503-838-8398, taylor@wou.edu. In your potluck RSVP, include number in party and dish(es) that you plan on bringing. PLEASE INVITE FAMILY AND FRIENDS TO THE POTLUCK! ALL ARE WELCOME! THE MORE THE MERRIER!

Division of Natural Sciences and Mathematics
2008-2009 Committee Assignments

NSM Professional Concerns Committee:

Position

ISA

NSM Personnel Review Committee

Taylor (Div Chair)

MEMORATION
POSITION

Hamid Behmard
Schoenfeld

NSM Curriculum Committee

Kazerouni

Myers

NSM Service Committee

Kazerouni

NSM Budget and Operations Committee

Kazerouni/Courtney

Pamphlet

Behmard

LeMaster

NSM Technology Committee

TAYLOR

FLATT

University Committees

Faculty Senators:

Scott Beaver, Klay Kruczek, Bryan Dutton

Writing Intensive Committee (fac senate):

Laurie Burton

Graduate Committee:

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

~~_____~~

International Ed Committee

Haberman - WIMB 8/12/10

Student Financial Aid/Scholarship:

Schoenfeld / Kruczek

Faculty Senate Committee on Committees:

Bryan Dutton

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

Position

NSM LACC Review Committee

Courtney

NSM Seminar Committee

FLATT

9/23/2008

2008 - 2009 NSM DIVISION BUDGET

Budgeted amount for Supplies and Services NSM902 (July 1, 2008)

57314.00

57314.00

ESTIMATED GENERAL OFFICE OPERATING EXPENSES

52314.00

Telecom (Phones and Networking)	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
Miscellaneous	1600

TOTAL ESTIMATED GENERAL EXPENSES

52,314.00

MATHEMATICS

NSM902 Starting

5000.00

Money already spent NSM902

0.00

Lab fees projected -941

3000.00

Lab fees expended

0.00

Balance

Total balance

8000.00

"=====

SCIENCE DEPARTMENT BUDGETS

BIOLOGY

NSM922 Starting

42000.00

42000

Summer lab fees

2914.00

Money already spent (9/12/08)

2380.00

Balance

42534.00

EARTH & PHYSICAL SCIENCE NSM922 Starting

37150.00

37150

Summer lab fees

5147.00

Money already spent (9/12/08)

4144.00

Balance

38153.00

CHEMISTRY

NSM922 Starting

21500.00

21500

Summer lab fees

450.00

Money already spent (9/12/08)

2857.00

Glass breakage

0.00

Balance

19093.00

FIELD TRIP

NSM922 Starting

4500.00

4500

Money already spent

0.00

Balance

4500.00

EQUIPMENT REPAIR

NSM922 Starting

2500.00

2500

Money already spent

Balance

2500.00

Medequip (Still)

NSM922 Starting

3800.00

3800

Willamette Water (Softener)

NSM922 Starting

450.00

450

NW Natural Gas

NSM922 Starting

250.00

250

4500.00

Total

112150

**Division of Natural Sciences and Mathematics
Western Oregon University
2008-2009 Annual Report - Outline and Template**

EXECUTIVE SUMMARY

Biology Department
Chemistry Department
Earth and Physical Science Department
Mathematics Department

- 1. INTRODUCTION**
- 2. FACULTY AND STAFF**
- 3. ENROLLMENT TRENDS**
- 4. TEACHING AND CURRICULUM**
 - 4A. Curriculum Development
 - 4B. Program Changes
 - 4C. Program Assessment
 - 4D. Achievements and Awards
- 5. FACULTY RESEARCH AND SCHOLARSHIP**
 - 5A. Faculty Projects
 - 5B. Peer-Reviewed Publications
 - 5C. Presentations and Refereed Abstracts
 - 5D. Grants
- 6. FACULTY SERVICE**
 - 6A. Division Leadership
 - 6B. WOU Institutional Service
 - 6C. Professional Service and Community Outreach
 - 6D. Professional Societies
- 7. STUDENT SCHOLARSHIP AND PLACEMENT**
 - 7A. Honors and Scholarships
 - 7B. Undergraduate Research and Internships
 - 7C. Careers and Placement
- 8. STRENGTHS AND CHALLENGES**
 - 8A. Strengths
 - 8B. Challenges and Actions
- 9. STAFFING CHANGES AND PERSONNEL NEEDS**
- 10. RECOMMENDED PUBLIC RELATIONS HIGHLIGHTS**

Natural Science & Mathematics 2008-2009 Annual Faculty Activity Report

Due Date: July 15, 2009

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

Name:

Date:

I. Classroom Teaching

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.

Summarize any field trips that you conducted.

II. Research & Scholarship

Describe any research projects you have worked on this year. Indicate any student involvement or collaborations in these projects.

Grant Writing Activities:

Title	Authors	Funding Source	Amount	Funded?

Publications:

Presentations:

III. Professional Service

List any professional service you have done this year (including memberships in professional organizations and consulting activities.)

IV. Institutional Service

Describe departmental duties you have carried out (i.e., scheduling, recruiting activities, search committees, etc)

List any divisional service you have done. Include any committee work (what committee & your role with that committee), recruiting programs (SOAR, early bird, etc), student clubs, etc.

V. 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).

VI. Program Assessment Activities

List and describe program 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.).

VII. Miscellaneous (Any other items not covered above)

VIII. Public Relations and Promotional Highlights

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

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 modifications, 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

- | | |
|---|--|
| <input type="checkbox"/> Physical Plant Carpentry | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Physical Plant Electrician | <input type="checkbox"/> University Computing Services |
| <input type="checkbox"/> Physical Plant Plumbing/HVAC | <input type="checkbox"/> Media Services |
| <input type="checkbox"/> 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 Date(s): _____

University Funding Sources (INDEX / ACCT / ACTVY)

Originator's Signature **Date**

Department Chair Approval **Date**

Division Chair Approval **Date**

Subject: department meetings and assessment program review curricular changes, etc.
From: Stephen Scheck <schecks@wou.edu>
Date: Tuesday, September 16, 2008 11:26 am
Date: Tue, 16 Sep 2008 11:26:53 -0700
Attachments: WOU Curriculum Log 030408.doc

Dear chairs,

Among all the other myriad of activities associated with start up meetings in the divisions and departments...

1. Please emphasize to your faculty that departments/programs within your divisions should be devoting time to reviewing data gleaned from assessment processes engaged in last year--one of which was the spring term embedded assessment initiative. This fall, each department will be asked to submit a report that describes faculty engagement in reviewing curricular program outcomes with commentary on what was learned from the embedded assessment process.
2. In addition to other approaches to assessment, embedded approaches should be continued; and should be conducted during the upcoming academic year when the most appropriate courses are taught (i.e., it doesn't have to be restricted to spring term).
3. Any new curricular changes submitted to Faculty Senate this year will need to have the president's curriculum change worksheet (attached) completed in order for those changes to move out of the dean's office. The concern that this administrative form is not an official Faculty Senate document: Mark Girod will be bringing this form forward for the Senate to consider for adoption as part of the Senate Curriculum Committee process.
4. Please draft a proposed schedule for when academic programs within your divisions wish to engage in formal program reviews. Again, some funds have been allocated for inviting external reviewers. We will work through program reviews on a 5-yr cycle. Some of you had supplied me with a tentative schedule, please confirm these schedules with your departments and let me know of current status. (President's form is included in the attached file.)
5. We have a professional consultant (Bob Ayres from TRI) on 1 day/week retainer for advising/assisting departments on assessment tactics. Bob is aligned with the philosophy of "less is more" approach to assessment. Bob is scheduled to meet with division chairs at our Sept 30 meeting. Please be prepared to describe what types of assessment processes are occurring in your programs.

Also a head's up: I have scheduled additional leadership retreats to focus on specific topics (college identity future direction and assessment review) for Fridays of October 17 and November 21

I plan to comment on all the above during the faculty assembly next week.

Regards, --Steve

[illegible]

WOU
Curriculum Log
Program Assessment

Degree Program: _____

Academic Major: _____

Latest Approval Date: _____

1. Briefly describe how this program relates to the University's academic mission through its curriculum. How does it serve the LACC or other academic majors and minor programs?

2. Describe the specific academic mission(s) of this degree or major program in terms of what this program prepares students to do with their degree upon completion.

3. Describe how student preparedness upon graduation is determined through student performance in capstone courses, senior theses, student practica, nationally-normed exams or other measures.

4. Graduated Student Satisfaction Results--survey information produced by the WOU Institutional Research Office.

WOU
Curriculum Log
Degree Program Change

Degree Program: _____

Academic Major: _____

A) Describe the proposed degree program change(s) in terms of how the changes differ from the program as currently approved and published in the latest University catalog (specify the latest catalog date).

B) Describe the reasons for making this change.

C) How and when will the effectiveness of these changes be determined?

WOU
Curriculum Log
On-Campus Program Review

Division Curriculum Committee/Review Team members:

Date of review: _____

Department: _____

Degree Program: _____

Academic Major: _____

1) Describe the academic mission of this program in terms of what it prepares students to do upon graduation.

2) Describe how well this mission is being met by references to student performance prior to graduation. (Refer to performance on nationally-normed exams, capstone experiences, senior theses, practica, etc.)

3) Are there areas of curriculum improvement necessary based on student performance information, changes in professional preparation needs, etc.?

4) Graduated Student Satisfaction Data
Student satisfaction survey summaries. 1, 2, or 3 (surveys summarized)

5) Describe actions (proposed or taken) to change this program on the basis of this evaluation.


Dean's signature: _____

Division Chair signature: _____

Department Head signature: _____

WESTERN OREGON UNIVERSITY

TO: LAS Division Chairs and Department Heads

FROM: Angela Hendrickson 
Program Manager, DEP

DATE: September 15, 2008

RE: Online Courses

As many of you know, Dean Scheck has requested that Division of Extended Programs support all LAS online courses, beginning Fall 2008. We are looking forward to providing this additional support to LAS faculty, as well as WOU students. This change will not affect faculty salaries, as we pay based on the same annual salary and FTE as face-to-face courses. Students will continue to register for online courses via the web, or they can contact our office for help with adds/drops.

Currently, DEP offers around 20 online courses per term. This number has increased over the past few years, as students' demand for more flexible scheduling has increased. Online classes prove to be very popular, and they usually reach maximum enrollment. As we continue to support these classes, we welcome faculty input on assessing the quality of online courses as compared to face-to-face. As with any course, online or otherwise, the instructor ultimately determines how effective the course is in meeting objectives.

Enclosed you will find a summary of the services that DEP offers to faculty teaching online courses. Of course, if there are additional areas where help is needed, we will try to meet those needs as well. If you have faculty who are interested in developing a course online, feel free to refer them to me. Scott Carter in the Center for Teaching and Learning is the online course development expert on campus, and he is always available to help faculty.

I have also enclosed a form for you to list upcoming online courses your division will be offering. These classes will no longer be included on the schedule given to Kathy Hill; instead they will be requested through DEP. Please include on this form all online courses that your division has scheduled for future terms. I will use the information on this form to request a CRN, so please make sure it is accurate. If course info needs to be changed later on, that request will also come to me.

I look forward to working with you and your faculty. Please feel free to contact me with any questions you have (hendrica@wou.edu; 8-8042).

Services DEP Offers for Online Courses

- * Course setup through Registrar's Office
- * Post course information on DEP website, including syllabus, textbook(s), etc.
- * Order textbooks and/or materials
- * Registration add/drop assistance (students can register through DEP instead of Registrar's Office; faculty can OK students to add via email, etc.)
- * Provide student contact info to faculty
- * Send course info to students prior to start of term (can include the following)
 - Webpage and login information to access course
 - Textbook info
 - Course syllabus
 - Instructor contact information
- * Technical support and problem solving throughout the term
- * Distribute course evaluations to students each term, summarize and provide to instructors

Western Oregon University
Division of Natural Sciences and Mathematics
2008-2009 Meeting Schedule

Building Abbreviations: NS = Natural Science Building MNB = Math-Nursing Building

DAY	DATE	LOCATION	TIME
<hr/>			
Wednesday	September 24, 2008	NS122	11:00 AM – 12:30 PM
Tuesday	October 7, 2008	MNB222	3:30 – 5:00 PM
Tuesday	November 4, 2008	NS122	3:30 – 5:00 PM
Tuesday	December 2, 2008	MNB222	3:30 – 5:00 PM
Tuesday	January 6, 2009	NS122	3:30 – 5:00 PM
Tuesday	February 3, 2009	MNB222	3:30 – 5:00 PM
Tuesday	March 3, 2009	NS122	3:30 – 5:00 PM
Tuesday	April 7, 2009	MNB222	3:30 – 5:00 PM
Tuesday	May 5, 2009	NS122	3:30 – 5:00 PM
Tuesday	June 2, 2009	MNB222	3:30 – 5:00 PM
