

## I. WELCOME AND INTRODUCTION

The meeting was called to order by Dr. Taylor at 10:40 am. In attendance: Steve Taylor, Sarah Boomer, Irja Galvan, Mike LeMaster, Karen Bledsoe, Karen Haberman, Scott Macdonald, Bryan Dutton, Erin Baumgartner, Mike Ward, KC Walsh, Mary Beisiegel, Laurie Burton, Jeff Templeton, Jeff Myers, Hamid Behmard, Klay Kruczek, Scott Beaver, Cheryl Beaver, Ava Howard, Patty Flatt, Pete Poston, Sam Cole, Phil Wade, Piper Mueller-Warrant, Julie Grammer, Spence Russell, Rahim Kazerouni, Karen Brown, Niki Winslow.

As we introduced ourselves we stated our primary area of interest/expertise/work and length of service at OCE/WOSC/WOU. We welcomed our newest members beginning this fall, Mary Beisiegel (math), Ava Howard (biology) and Sam Cole (chemistry).

II. The Agenda of today's meeting was approved.

III. The minutes from the previous division meeting, June 2, 2009 were approved.

## IV. ANNOUNCEMENTS / REMINDERS

- a. The NSM Division Field Trip and Potluck are Friday, September 25, 2009. A river float trip outfitted by Ed Bartlett of Bluefish Rafting will include a lecture by State Parks people regarding the Luckiamute State Natural Area and the river trip from Buena Vista to Independence. The picnic will be in the evening at Adair County park from approximately 5:00 pm to dusk, featuring Pacific Rim cuisine. All faculty, staff and families are invited.
- b. Physical Plant Use Approval form: "Request for Building Modification and Maintenance Services". Please use the form when requesting jobs with the Physical Plant that are outside usual maintenance (i.e. replacing light bulbs, etc.). When final billings come in at a greatly increased amount from the original estimate, Steve will be the person to discuss this with physical plant personnel. It was asked if there would be a charge for clearing out the latest debris which included the cadaver carts. We will see if an invoice arrives.
- c. Admissions Status Report (see pg. 7 of the meeting handout). Enrollment is up as we have passed the 5,000 mark.
- d. Course Syllabi Archive - electronic documents to Niki for Fall Term. The Dean's office maintains an electronic repository for all syllabi, which should be emailed to Niki in the previously given format.
- e. There is a new credit card logging system/form. Any one with credit card privileges should work with Niki on proper documentation of purchases. The will

include signing off personally on the log for purchases, and noting the arrival date of all items, not just those received at the end of the fiscal year. Documentation of the use of the item will also be requested on the form.

- f. WOU Office of Admissions 2009-2010 Recruitment Dates - please see page 9 of handouts.
- g. Disability Services / ADA Compliance (see page 10 of handouts). A campus-wide ADA training was provided for all faculty and staff. The upshot of this training is that if there is any question about how to handle a possible disability with a student faculty and/or staff should consult the specialist, Malissa Larsen, Director of Disability Services. WOU also has legal counsel which gives direction to the administration. The ADA guidelines are a legal, civil rights issue and should be regarded as serious and followed. Some faculty expressed concerns that communication between Disability Services and Faculty has become more informal over the past year, via email, etc. Laurie pointed out that DA is in the process of creating a formalized online request/communication process for student-faculty interaction. The Dean has indicated there should be more course-related leniency around possible swine flu issues (absences, etc.), to show more flexibility.
- h. Page 11 of the handout lists the schedule for future Division meetings for the 2009-2010 school year, alternating between the Natural Sciences and Mathematics building. The next Division meeting will be held in MNB 222, Tuesday, October 6 starting at 3:30.
- i. Niki's Report - department heads had been advised that corrections to winter, 2010 schedule are due to her 9/21/09. The Mathematics corrections have been submitted, the others are still due ASAP.

V. 2009-2010 COMMITTEE ASSIGNMENTS (Page 12 of handout).

It was asked that the beginning date of service be listed next to faculty names on the Committee Assignment page. Bryan Dutton conducted a survey, changes to the committee sheet include adding start dates of service:

Boomer 08, Kruczek (09), Courtney 08, Behmard 07, S. Beaver 09, Dutton 08, Poston 09, Faculty Senate Committee on Committees: Scott Beaver and Klay added 09, Burton 08, Jeff Myers 08, Baumgartner 09, Haberman 09, Flatt - nomination accepted 09, Klay 07, C. Beaver 09, Kazerouni 08, Latham 09, Galvan 08. Taylor made hand-written edits on the above and will updated the list accordingly. The mathematics position on the seminar committee is to be announced.

VI. ANNUAL DIVISION REPORTING PROCESS

Faculty Annual Reports are due June 14, 2010; Department Reports are due July 23, 2010; the Division report is due August 7, 2010. June 14 is a good date for faculty to have annual activity reports to the Division Chair before leaving for summer vacation. The assessment logs/reports will most likely remain the same

as they were this year; all are to assume the same reporting procedures as last year. Mike Ward's post-tenure report will be due this year. We had a good response from the Dean and Provost regarding the Natural Sciences/Mathematics division report.

## VII. INFRASTRUCTURE DEVELOPMENT UPDATE

### a. NS 101/NS 017 Remodel / Technology Upgrade

The remodel of 101 and 017 came from a combination of opportunity funds, state stimulus dollars, and the physical plant maintenance budget. The 2008-2009 academic year was associated with approximately \$150,000 in "opportunity fund" equipment purchases for chemistry, biology, and Earth science, and approximately \$130,000 in room remodeling.

b. NS 115 is scheduled to be upgraded to a smart lab Winter Break, 2009; NS 004 is scheduled for a remodel in summer 2010, including collection space and a smart lab upgrade. We don't know if student tech fee monies would be available for this project to replace computers, but the instructors station and media center will be covered.

c. NS 103 is scheduled for a remodel summer 2010 or 2011, depending on budgets.

d. New NS Hall Display System - there is a call for content for dept./faculty power point shows/videos. There will be a folder on the NS shared drive for the displays, and cable access. The displays have video and audio capabilities.

e. Steve suggested a refurbishment of the bulletin board displays across from the NS copy room, which are outdated and rather chaotic. The suggestion was for seven panels dedicated from left to right: Biology, Health/Pre-Professional, Chemistry, Natural Science Club, Earth and Physical Science, Campus Events/Employment opportunities, SEIU. No formal vote was taken, but all were in agreement with the idea, no additional comments were provided.

## VIII. AD HOC WORKING GROUPS / DIVISION PROJECTS

a. NSM Scheduling Committee - Improved coordination for 2010-2011 schedule: comprised of Arlene, Jeff Templeton, Mike LeMaster, Rahim and Klay. The committee is asked to convene a strategy session in fall term, to mitigate at least a few of the known conflict areas.

b. NSM Building Committee - committee work will carry over from the 2008-09 year with agenda items including needs for office space, a biology instrument room, dedicated classroom space. With University/Division growth it is recognized as a beneficial move to have committee input into optimum building use.

c. NSM LACC Review Committee - Rahim will sit in on in Arlene's place. Jeff Templeton, Erin, Mike and Arlene will represent the division. We should be receiving an LACC committee report at some point.

- d. NSM Seminar Committee: Steve, Kristin, Patty, and to be determined in Math.
- e. Department/Program Assessment Teams (Dean will call for fall program reports) See page 13 of handout. We do not have a due date yet.
- f. Department "Opportunity" Purchase and Remodeling Plans: Departments are asked to strategize, prioritize, and create equipment "wish lists" in fall term. Departmental plans are due on Nov. 1 to Taylor.

## IX. REPORTS

- a. NSM Budget (see pages 14-15 of handout). The Dean reduced our NSM902 S&S budget by \$5000, compared to last year. Taylor clarified the division budget process: (1) Dean releases next year budget in early May' (2) NSM Division and Dept. chairs convene to strategize / plan budgets in mid-May; (3) funds are released to depts. on July 1.  
Faculty Senate - Scott: Senate has not met yet. Katherine Schmidt is the new president. There is a blog following New Business that faculty senators will need to read prior to the meeting. Bryan, Scott and Pete are our division faculty senators.
- b. Faculty Development Committee: meeting tomorrow regarding travel awards. No news at present.
- c. AIC - Sarah states there are no changes since spring. They want to do a survey on faculty interest in wireless capabilities. The student technology fee committee process may be changed in the near future. Bryan asked that any NSM Division infrastructure plans be forwarded to AIC via Sarah.
- d. AFT/WOU Faculty Union - Scott, Phil and Bill have been working on contract issues. At this time there is a 90-day extension on the contract. On Sept 25 the collective bargaining team will meet on some proposals. Phil has been working on adjunct bargaining and can share the latest at the division potluck Sept 25. Presently Scott is a union steward, Bryan will become a steward. Jeff Myers asked Scott if the contract will become void, Scott said that would be discussed Friday.
- e. Curriculum Committee - Laurie is chair of the curriculum committee and will report the latest at the next division meeting. Forms are being converted to a web-based format. January 12, 2010 is the deadline for all curriculum proposals that are intended for changes in the 2010-2011 catalog.
- f. Academic Requirement Committee - nothing to report  
LACC Review Committee - Jeff Templeton. Jeff said that the Ad hoc committee is thinking of reviewing the work of the last two years on this committee. They surveyed the faculty, looked at general education outcomes and mission statement. Mike Ward said the committee is now discussing new LACC models. Erin thought it would be good to conduct

assessment first, before designing changes to the LACC, if needed. Bryan stated it should be discussed with faculty senate, and was questioning the committee process. It was recommended that the Natural Sciences/Mathematics division take a position opposing any modifications to the LACC until assessment is completed. A motion was made, seconded, and approved as follows: "The NSM division is opposed to the direction that the Gen Ed./LACC Review Committee has taken to develop a new model for General Education and the LACC at Western without undertaking assessment and evaluation of the current program." LACC committee representatives and faculty senators are asked to carry that division position statement forward to the greater campus community.

- g. PRC / Tenure and Promotion - Bryan, Jeff Myers and Hamid have been promoted to full professor. Cheryl, Scott and Klay were awarded tenure and advanced to associate professor. It was noted that the procedure for the 2<sup>nd</sup> year review process is significant. Mike LeMaster asked when are the 3<sup>rd</sup> year post-tenure review files due? Taylor responded that some divisions conduct 3-year post-tenure reviews in June, but that last year they were received and processed in November/late fall with the other promotion files. Jeff Myers asked if a template for the 3<sup>rd</sup> year review would be possible. It was recommended to check in the Collective Bargaining Agreement for the check list.
- h. PURE/Academic Showcase - Bryan is now the new PURE coordinator, with Jeff Templeton completing his tenure. The Academic Showcase will be held Thursday, May 27, 2010. Rob Winningham, Bryan, Jeff and Dean Scheck recently published a paper on the showcase in the journal of the Council on Undergraduate Research (CUR).

# MEETING AGENDA

## DIVISION OF NATURAL SCIENCES AND MATHEMATICS WESTERN OREGON UNIVERSITY

September 25, 2009; NS122 10:30 AM

10:30 I. WELCOME AND INTRODUCTIONS

15 min II. APPROVAL OF AGENDA

15 min III. APPROVAL OF JUNE 2009 MINUTES (p. 2-5)

10:45 IV. ANNOUNCEMENTS / REMINDERS

- a. NSM Division Field Trip and Potluck, Sept. 25, 2009 (p. 6)
- b. Use Approval Form: "Request for Building Modification and Maintenance Services"
- c. Admissions Status Report (p. 7)
- d. Course Syllabi Archive - electronic documents to Niki for Fall Term
- e. New credit card logging system/form - work with Niki to document purchases (p. 8)
- f. WOU Office of Admissions 2009-2010 Recruitment Dates (p. 9)
- g. Disability Services / ADA Compliance (p. 10)
- h. 2009-2010 NSM Meeting Schedule (p. 11)
- i. Niki Report - Winter Schedule Corrections Due ASAP

11:00 V. 2009-2010 COMMITTEE ASSIGNMENTS (p. 12)

10 min VI. ANNUAL DIVISION REPORTING PROCESS

- a. Faculty Annual Reports (Due: June 14, 2010); Department Reports (Due: July 23, 2010); Division Report (Due: August 7, 2010)

11:10 VII. INFRASTRUCTURE DEVELOPMENT UPDATE

- a. NS101/NS017 Remodel / Technology Upgrade
- b. NS115 Smart-lab Installation (Winter Break 09); NS004 Remodel (Summer 2010)
- c. NS103 Remodel Summer 2010 or 2011
- d. NS Hall Display System - Call for content, dept./faculty powerpoint shows/videos
- e. Refurbishment of Bulletin Board Displays Across from NS Copy Room (Suggestion - 7 panels dedicated from left to right: Biology, Health/Pre-Professional, Chemistry, Natural Science Club, Earth and Physical Science, Campus Events, SEIU)

11:20 VIII. AD-HOC WORKING GROUPS / DIVISION PROJECTS

- a. NSM Scheduling Committee - Improved coordination for 2010-11 schedule
- b. NSM Building Committee - office space, instrument room, classroom space
- c. NSM LACC Review Committee
- d. NSM Seminar Committee
- e. Department/Program Assessment Teams (Dean will call for fall program reports) (p. 13)
- f. Department "Opportunity" Purchase and Remodeling Plans (Plans due on Nov. 1 to Taylor)

11:30 IX. REPORTS

- a. NSM Budget (Process: Dean releases next year budget in early May; NSM Division and Dept. chairs convene to strategize / plan budgets in mid-May; funds released to depts. July 1)
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU Faculty Union
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. LACC Review Committee
- i. PRC / Tenure and Promotion
- j. PURE / Academic Showcase

12:00 PM X. FINAL COMMENTS AND ADJOURNMENT

END 12:10

9/25/09  
NSM  
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DATE  
receiving  
DATE  
of  
package  
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+  
SIGN

Dis. Service  
Need  
A  
formalized  
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for  
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CRAB  
Deadline  
JAN 12,  
2010  
annual  
change  
deadline

MAY 27, 2010  
curriculum  
change

The meeting was called to order by Division Chair Steve Taylor at 3:55 pm

### I. ROLL CALL / APPROVAL OF AGENDA

In attendance: Steve Taylor, Jeff Templeton, Mike LeMaster, Arlene Courtney, Pete Poston, Rahim Kazerouni, Mike Ward, Hamid Behmard, Bryan Dutton, Irja Galvan, Sarah Boomer, Kristin Latham, Laurie Burton, Klay Kruczek, Niki Winslow.

Of note: Klay provided snacks!

### II. APPROVAL OF APRIL AND MAY MINUTES

It was noted that the spelling of Klay's name should be corrected in both sets of minutes. In section III under Announcements, Bryan noted his summer course is Bi 458/558, not Bi 438.

### III. ANNOUNCEMENTS

On June 16 at 4:00 pm there will be a ceremony at MNB to officially recognize the renaming of the building in honor of Mark "Ted" Winters, late husband of Jackie Winters.

- a. Admissions Data for May 29, 2009 (compared to same time last year): Total apps. + 11%; total UG Admits + 15% (see page 12 of handout)
- b. SOAR dates this year are: Fri 6/26, Fri 7/10, Sat. 7/11, Sat. 7/25 (staffing is needed). Rahim has volunteered to staff all dates for Chemistry, Sharyne will have names for math staff.
- c. Year-End Faculty Reports are due June 16, 2009; the new format implemented as per fall division meetings is to be used.
- d. The Dean wants embedded assessments incorporated into the Year-End reports. These should be submitted with faculty reports, as a separate file, on June 16, 2009.
- e. Annual Department Reports: Steve will send the reports as a division to the Dean. He will cut and paste to the departmental reports from faculty reports. They are due to Steve July 24, 2009; the Division report is due to the Dean August 1, 2009.
- f. There have been faculty requests to make the "NSM Action Request Log" a permanent fixture in the division office. Sheets for such as fastened to a clip board standing behind the "signature box" on the extra desk in the main Natural Sciences office.
- g. REMINDER: Use the "Building Modification Request Form" for Physical Plant work orders in MNB and NSB (see page 14). Copies of the newly updated form will be available in the offices.
- h. The Mathematics Year-End Fac-Staff-Student BBQ will be held Thursday, June 4, and the Natural Sciences BBQ Friday, June 5. Bryan will be providing meat for the BBQ, there is a sign-up sheet for others' contributions.
- i. The second annual NSM Fall Field Trip and Potluck will be rafting on the Willamette, with a potluck at Adair Village, September 25, 2009.

- j. There has been a call for faculty presentations during New Student Week 2009. These can be dept/program presentations, a list is due to Adam Slaton in Student Leadership by June 30, 2009. These are 45 minute sessions, with two sessions possible. Bryan will put a notice on the web. Klay stated that sessions have been used to help with advising. Math and Biology have participated with sessions the last five years.
- k. The Dean's faculty/staff luncheon will be held Friday, June 5 11:30 AM - 1:00 PM in the Columbia Room of Werner Center.
- l. Commencement will be held Saturday, June 13, 2009 - the faculty parade departs the Pacific Room at 10:45 AM
- m. Niki report - nothing to mention.

#### IV. OLD BUSINESS

- a. NS Technology Planning Committee - UCS meeting is tabled until fall term 2009  
Committee: Bryan Dutton, Arlene Courtney, Steve Taylor, Scott Beaver will reconvene in the fall.
- b. Inter-program coordination of class scheduling: schedulers convened 5/22/09, potential action items include Physics w/calculus conflict with CH 200, NS 122-215-016 "wildcard" room competition, Organic Chemistry Lab/Bio conflicts in spring term, Earth Science-Calculus lab conflict on T-R, Mth 70-95 in need of dedicated space on campus (sponsored by DEP and SEP), Bio lower division A&P = high demand area. The idea is get a more efficient plan for school year 2010-2011. Possibly another place could be found for Math 70-95 other than MNB or NSB. Bryan added that the new Wellness Center will include classroom space. Lower division A&P courses are already over-enrolled and will need space.
- c. The NSM Building Committee - convened May 5, met with Tim and Tony of the Physical Plant. The discussion included NSB remodeling budgets, room selection procedures, near-future NS 103 and NS 004 remodeling needs, NS Instrument Room needs. The committee will reconvene in the fall for further planning sessions.
- d. NSM Division Web Site - Klay has worked on the Web Site, Steve will have some time this summer to dedicate to it as well.
- e. Provost/Dean: new faculty mentoring programs. Steve sent the Dean an overview of current NSM mentoring. See page 15 of the handout. Niki Young has put together a 35 page manual for new faculty, which has not proven to be that useful according to Laurie.
- f. Mike Ward and Scott Beaver have volunteered as online SIR Beta Testers. Their names have been sent to Kathy Hill. If any one else is interested you should speak with Kathy. Mike LeMaster voiced concerns as to how well the new forms/information will mesh with the old for comparison purposes. More information on the new process/forms will be available in the fall.
- g. LAS College S&S cuts for 2009-2010: NSM 902 Budget cut by \$5,000, reduction target level set by Dean via "sweeping" 2008-09 travel expenditures from NSM902 budget, a problematic situation that may recur in 2010-11. After the Dean has set the new budget



for 2010-11 Steve will set a travel amount for that school year. The general consensus is that if Faculty Development travel is awarded to a faculty member, that additional travel funds should first be requested from the Dean, then the division will contribute via the established travel request process. Laurie asked what system we will use for awarding travel monies in the future. Pete stated that there has been an historical precedence of awarding travel within the division.

- h. LAS Learning Outcomes and Assessments Retreat convened May 29, NSM Dept. Chairs attended, and met with Bob Turner and the Dean. The Natural Sciences assessment results were good. There appeared to be some confusion in other areas. Klay stated that some others on campus appeared fearful of results.
- i. 2009-2010 Committee assignments finalized. See page 16 of the handout. Patty was nominated for the Student Conduct Committee.

## V. NEW BUSINESS

- a. The LAS College Instructional Budget Reductions for 2009-2010: \$175,000 targeted across LAS. This main include reducing 3.5-4 instructional FTE across the college. The Dean generally feels NSM is efficient with our FTE assignments.

The Dean's remarks: OUS will examine classes with enrollment of less than 10. We may be able to justify the low enrollment courses with our larger courses. They are also looking at positions with less than ~0.7 FTE; due to the OPE cost-differential. Department chairs should review their dept. adjunct FTE as maximize as much as possible.

We have had growth in our programs. Bryan mentioned that the Dean should be reminded that with a 15% increase in enrollment college-wide that we are maxed out in our enrollments. Laurie asked Steve if we have a count on the number of graduate students that we serve.

- b. Discussion took place regarding the process of documenting physical plant work orders. Laurie asked about getting bids vs. estimates, and having the Physical Plant follow a billing cycle that doesn't leave many invoices until late into the fiscal year. The NSM Division is implementing an "approval form" which shows a written bid and signature of a physical plant representative. All faculty and staff are asked to use the new "Building Modification Form" so that we can better track Physical Plant costs and eliminate misunderstandings with respect to charges.

## VI. REPORTS

- a. NSM budget update: see page 17 of handout. NSM Departmental Budgets will be issued to dept. chairs in early July, once the university numbers are finalized.
- b. Faculty Senate - Scott Beaver reporting  
The 2009-2010 Curriculum proposals will be due earlier next year. They will be due to Faculty Senate by the first meeting in January, but there was some back and forth discussion on the absolute deadlines. Laurie asked who she should talk to about the actual due dates? Bryan will pull up previous notes regarding getting new information in the catalogue. David McDonald has stated that the catalogues are out too late every

year and that the Curriculum Committee should have everything to Faculty Senate by the first January meeting. The moral of the story, it is highly recommended that any NSM Division curriculum proposals be initiated as early as possible in fall term, if faculty want to ensure the changes are included in the following-year catalog.

- c. Faculty Development - nothing to report
- d. LACC Review Committee Report: The "Outcomes Report" was finalized. There will be another meeting this week. Jeff Templeton said basically the committee will leave things as they are, and that the review process is very slow. Two years' work has netted little progress.
- e. Academic Infrastructure Committee: fill out the wireless survey if you are interested in obtaining an account. Ask Sarah for more details if needed, she will service as the NSM Division representative in the 2009-10 academic year.
- f. Academic Requirements Committee (Q courses) (see forms on pages 18-21 of handouts). Jeff Templeton said the Q courses will be going in the catalogue next year. Cheryl is trying to get the Q courses on the web site.
- g. Curriculum Committee. Laurie said the W, Q, and D listings are not on the web based forms. The forms are accessed through the Western Portal page. UCS has a plan to maintain the list which will involve much less paper. The Dean and Provost questions should be on the form. Scott asked when the form would be out. Laurie is asking for all information to be submitted in September/October.
- h. AFT/WOU Faculty Union - Scott Beaver. Things are in limbo due to uncertain state budget outlook. Ed Dover recently sent out a memo outlining the status of negotiations. The Administration and Union agree on salary decompression for adjunct faculty, but the timeline for initiation is currently unknown. Other items include: Course equivalency for Science/math labs need an effective date; WOU/AFT wants increased Faculty Development funds, but will probably be frozen to current levels; bargaining can always try for what was in the previous CBS. Administration has proposed a 4.6% cut across all the OUS. Each OUS campus administration has to negotiate with faculty separately. Steps have not been mentioned in recent bargaining. The Provost has requested a role in the tenure/promotion process. The PRC said it should be only if cases are gray. He wants to add another level for review. We already have reviews at the divisional and Dean's levels. Right now the Provost has no veto power. The Provost is ex-officio, with no voting rights. The administration has proposed pulling \$100,000 out of the general fund to provide salary augmentation to the Business Division for accounting faculty. There appears to be little to no support by NSM faculty for pulling \$100,000 from the general fund to increase business salaries, when the rest of the faculty will be frozen or asked to take cuts/furlough days (they will have to pry it from our cold, dead fingers).

Taylor adjourned meeting at 5:15 PM. All NSM faculty and staff were thanked for their hard work and dedicated efforts throughout the 2008-2009 academic year.



## **NSM DIVISION FALL 2009 FIELD TRIP AND POTLUCK PICNIC - FRIDAY SEPT. 25**

*Revised September 14, 2009*

NSM Division Field Trip: 8:30 AM to 4:00 PM

Departs from NS Building, Jackson Street Entrance

Field Trip Theme: "Rafting on the Willamette River: Geology, Natural History, and Jovial Camaraderie"

Overview: The field trip will focus on fun and relaxation, with a mixture of informative field stops covering the geology and natural history of the mid-Willamette Valley. Bluefish, Inc. from Bend will provide rafting services and all the gear necessary for a safe and successful adventure.

Itinerary: Participants will depart the Natural Sciences Building at 8:30 AM and drive to the Luckiamute State Natural Area field office on Corvallis Road. The shuttle system will consist of two 12-passenger vans and personal vehicles as needed. The morning program (9 to 10:30 AM) will involve presentations on Willamette River restoration initiatives by Ryan Sparks, Oregon Parks and Recreation Department, and Gerry St. Pierre, Willamette Riverkeepers. Following the morning program, we will drive to the Buena Vista County Park boat launch to meet Bluefish at ~11 AM. We will make a leisurely float of 10 miles (~3 mi/hr) between Buena Vista County Park and the City of Independence boat ramp, with periodic field stops and lunch on mid-channel bars. Portions of the float are part of a Greenway Belt and offer views of wildlife including deer, osprey, eagles... and of course, the infamous man-eating (OUS budget eating?) ducks and beavers

Lunch: Bring your own lunch, snacks and drinks to share; group coolers will be provided. BYOB in terms of beverages, vine nectar, and fermented all-grain natural beverages.

Clothing: as we will be rafting, be prepared for hot, cold, wet, dry. Layered synthetic clothing works best. Don't forget sunscreen, hats, and other skin covering as needed. River sandals or water shoes work best for getting in and out of boats, wading in water, etc. Bring swim suits if you're so inclined and if the weather is compatible.

Vans will be shuttled to the take out at Buena Vista, and all participants returned to the NS building ~4 PM.

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### **NSM Division Potluck Picnic: 5 PM to 8 PM to ??? Potluck Theme: Pacific Rim Cuisine**

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.

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. Charcoal grills and propane stoves will be hot and available at the shelters. Bring your own portable grill if needed to prepare your dish to specifications.

In the event of cold rain, snow, anomalous darkness, plague of locusts, and/or other unpleasant outdoor conditions, 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, engaging guide services, and working from a team building perspective, it is critical that RSVPs are received by Friday September 18. Send field trip and/or potluck RSVPs to Steve Taylor, 503-838-8398, [taylors@wou.edu](mailto:taylors@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! IF YOU CAN'T MAKE THE FIELD TRIP, THEN PLAN ON THE POTLUCK, OR VICE VERSA. ALL ARE WELCOME! FAMILY/FRIENDS ARE ALSO WELCOME ON THE FIELD TRIP.

# WESTERN OREGON UNIVERSITY

## Fall Admission Summary for September 18, 2009 (Comparison to same week last year)

	2009	2008	Difference	% Change	5 year average
<b>Undergraduate Students</b>					
Applications					
Resident	2,490	2,210	280	12.67%	2,135
Nonresident	754	739	15	2.03%	574
International	154	187	-33	-17.65%	145
Total Undergrad. Applicants	<b>3,398</b>	<b>3,136</b>	<b>262</b>	<b>8.35%</b>	<b>2,854</b>
Admitted Students					
First time Freshmen	2,057	1,882	175	9.30%	
Transfer	697	718	-21	-2.92%	
Post Bac	53	41	12	29.27%	
Total Undergrad. Admits	<b>2,807</b>	<b>2,641</b>	<b>166</b>	<b>6.29%</b>	<b>2,489</b>
Total Denied	83	68	15	22.06%	
Cancel Rate	16.97%	20.83%			
<b>Graduate Students*</b>					
Graduate Applications					
Resident	151	105	46	43.81%	
Nonresident	22	20	2	10.00%	
International	21	8	13	162.50%	
Total Grad Applications	<b>194</b>	<b>133</b>	<b>61</b>	<b>45.86%</b>	
Graduate Admits					
Resident	74	67	7	10.45%	
Nonresident	11	12	-1	-8.33%	
International	13	3	10	333.33%	
Total Grad Admits	<b>98</b>	<b>82</b>	<b>16</b>	<b>19.51%</b>	

\* Note: Graduate student applications are received and processed for each academic quarter. This data is provided for students seeking to enter fall term only.

### Latino Student Results

Applications: 293(+83 or 40%)

Admits: 244 (+64 or 36%)

Enrolled 418 (+58 or 16.6%)

### Housing Results

New Applications: 1335 (-13 or -1%)

Fall 2009 Registrations: 5,054 (+346 or 7.3 %)

## LOG PAGE #:

[illegible][illegible]

CARD CUSTODIAN \_\_\_\_\_ DATE \_\_\_\_\_

BUDGET AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**PROCUREMENT CARD PROGRAM ADMINISTRATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature

**PROCUREMENT CARD PROGRAM ADMINISTRATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature

By signing this document, all parties verify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the WOU Purchasing Policy.

**WOU Office of Admissions  
Recruitment and Orientation Program Dates  
2009-2010  
(FINAL)**

**Fall Term 2009**

- |                            |                             |
|----------------------------|-----------------------------|
| • OUS/WOU Campus Plan      | Wednesday, October 13, 2009 |
| • Making College Happen I  | Friday, October 16, 2009    |
| • Fall Preview Day I       | Saturday, October 17, 2009* |
| • Fall Preview Day II      | Saturday, November 7, 2009* |
| • Making College Happen II | Friday, November 13, 2009   |

**Winter Term 2010**

- |                                |                              |
|--------------------------------|------------------------------|
| • Winter Preview Day I         | Saturday, January 23, 2010*  |
| • Winter Preview Day II        | Saturday, February 13, 2010* |
| • Criminal Justice Careers Day | Wednesday, March 3, 2010     |
| • Cesar Chavez Conference      | Friday, March 12, 2010       |
| • Spring Break Visit           | Thursday, March 25, 2010     |

**Spring Term 2010**

- |  |                           |
|--|---------------------------|
| • Spring Preview Day                           | Saturday, April 17, 2010* |
| • Campus Admitted Student Reception            | Wednesday, May 12, 2010   |
| • Early Bird Transfer Registration             | Saturday, May 15, 2010*   |
| • African American Youth Leadership Conference | April ?, 2010 (TBA)       |

**Summer Term 2010**

- |        |                          |
|--------|--------------------------|
| • SOAR | Friday, June 25, 2010*   |
|        | Friday, July 9, 2010*    |
|        | Saturday, July 10, 2010* |
|        | Saturday, July 24, 2010* |

**\*= Request for faculty participation.**

**Note: Program times to be determined.**

**Subject** [All Faculty/Staff] Disability Services and Accommodation  
**From** allfacstaff-bounces@wou.edu ; on behalf of: John Minahan <minahanj@wou.edu>  
**Date** Wednesday, July 15, 2009 11:55 am  
**To** allfacstaff@wou.edu , student-list@wou.edu

July 15, 2009

WOU Community:

As the 2009-2010 academic year approaches quickly, I wanted to share some information and updates regarding disability services and accommodation with the Western community. This is the first of many steps designed to inform our community about disability services and modernize the provision of services and accommodations to employees and students.

First, if you, as an employee, current student, or incoming student are curious about disability services and accommodation, or would like to request an accommodation, you should contact Malissa Larsen, Director of Disability Services, if you are a student or Judy Vanderburg, Director of Human Resources, if you are an employee. As Director of Disability Services, Malissa serves as the institution's Section 504 and Americans with Disabilities Act Title II coordinator. Malissa may be contacted at her office, located at Academic Programs Support Center 405, by email at [larsonm@wou.edu](mailto:larsonm@wou.edu) or (503) 838-8250. Judy may be contacted at her office, located at Administration 206, by email at [vanderj@wou.edu](mailto:vanderj@wou.edu) or 503-838-8055.

Second, we wanted the community to know that we have recently revised the *Disability Documentation* policy, the *Learning Disability Eligibility* policy, and the *Qualified Interpreter and Interpreter Utilization* policy. The documentation and eligibility policy, as well as all other procedures, forms, and information, can be located on the Office of Disability Services' website at <http://www.wou.edu/student/disability/>. These policy revisions will drive many changes with our forms, recordkeeping, training, and procedures, but we will be sure to inform you of any changes as they unfold! Faculty members, if you have questions about accommodations for students or the process under which accommodations are determined, please do not hesitate in contacting Malissa.

Again, if you have any questions about disability services or accommodations, please do not hesitate in contacting Malissa or Judy. We look forward to welcoming you back to campus later in the fall.

Sincerely,

John P. Minahan  
President

**Western Oregon University  
Division of Natural Sciences and Mathematics  
2009-2010 Meeting Schedule**

Building Abbreviations: NS = Natural Science Building    MNB = Math-Nursing Building ("Winters Hall")

<b>DAY</b>	<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Wednesday	September 24, 2009	NS122	10:30 AM – 12:00 PM
Tuesday	October 6, 2009	MNB222	3:30 – 5:00 PM
Tuesday	November 3, 2009	NS101	3:30 – 5:00 PM
Tuesday	December 1, 2009	MNB222	3:30 – 5:00 PM
Tuesday	January 5, 2010	NS125	3:30 – 5:00 PM
Tuesday	February 2, 2010	MNB222	3:30 – 5:00 PM ( <i>Special Session Honoring Groundhog Day; wear a festive hat</i> )
Tuesday	March 2, 2010	NS125	3:30 – 5:00 PM
Tuesday	April 6, 2010	MNB222	3:30 – 5:00 PM
Tuesday	May 4, 2010	NS125	3:30 – 5:00 PM
Tuesday	June 1, 2010	MNB222	3:30 – 5:00 PM

*Note: NS122 is not available at 3:30 PM this academic year. Alternative meeting locations in the NS Building are listed above.*



**Division of Natural Sciences and Mathematics**  
**2009-2010 Committee Assignments** (Finalized June 1, 2009)

NSM Budget and Operations Committee [Department Chairs]

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

NSM Curriculum Committee

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

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)      Kruczek (Math)

NSM Service Committee

OPEN (Bio)      Kazerouni (Chem)      Schoenfeld (EPS)      Behmard (Math)

NSM Technology Committee

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

**University Committees**

Academic Infrastructure Committee:

Academic Requirements Committee:

Faculty Development Committee:

Faculty Senators:

Faculty Senate Committee on Committees:

Faculty Senate Curriculum Committee:

Honors Committee:

Institutional Review Board:

International Ed Committee:

Parking Committee:

Student Conduct Committee:

Student Financial Aid/Scholarship:

Student Grievance Committee:

Writing Intensive Committee (fac senate):

Who's Who, Dewey/Smith:

SMALL DATES

Boomer (FOA)  
 Kruczek (FOA) (FOB) (FO7)  
 LeMaster (FO9)/Arlene Courtney; Hamid Behmard  
 (FOA) Scott Beaver, Bryan Dutton, Pete Poston (FOA)  
 Bryan Dutton (FOB) Scott Beaver & Kray (FOA)  
 Laurie Burton (Chair) (FOB) (FOA) (FOA)  
 Jeff Myers (FO8)  
 Erin Baumgartner (FOA)  
 Haberman (FOA)  
 OPEN  
 Flatt nominated (pending) (FOA) Kray, Kazerouni (FO7)  
 C. Beaver (FOA)  
 Rahim Kazerouni (FO8)  
 Kristin Latham (FOA)  
 Irja Galvan (FO8)

**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~~/Baumgartner (Bio) } Courtney (Chem)      Templeton (EPS)      Ward (Math)

NSM Seminar Committee

Latham (Bio)      Flatt (Chem)      Taylor (EPS)      Mary Beisiegel (?) (Math) 12

## College of Liberal Arts and Sciences Department Meeting Log

Date: \_\_\_\_\_ *DRAFT*

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Attended: \_\_\_\_\_

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1. Program, major/minor/curriculum components or operational issues reviewed:

2. Assessment Method (type of evidence reviewed):

3. Actions to be taken by the department:

4. Expected enhancement to departmental programming or support to other academic units:

5. Plan for follow-up actions or tracking:

<b>Budgeted amount for Supplies and Services NSM902 (July 1, 2009)</b>		<b>\$52,314</b>	
	Expense	<b>\$52,314</b>	
<b>ESTIMATED GENERAL OFFICE OPERATING EXPENSES</b>		<b>\$47,314</b>	
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		
Photocopy supplies (staples)	\$0		
Telecommunication wiring	\$1,000		
Miscellaneous	\$2,014		
<b>TOTAL ESTIMATED GENERAL EXPENSES</b>		<b>\$47,314</b>	
<b>MATHEMATICS</b>			
NSM902 Starting	\$5,000		
Money already spent NSM902	\$0		
NSM941 Course-Related Expenses	\$3,000		
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies	<del>\$2,000</del>		TBD
NSM941 Lab fees expended	\$0		
Balance		<b>\$10,000</b>	
<b>SCIENCE DEPARTMENT BUDGETS NSM922 STARTING July 1, 2009</b>		<b>\$145,000</b>	
<b>BIOLOGY</b>			
NSM922 Starting	\$46,454		\$46,454
Summer lab fees rolled over into 2009-10	\$2,640		
Money already spent	\$0		
Balance		<b>\$49,094</b>	
<b>EARTH &amp; PHYSICAL SCIENCE</b>			
NSM922 Starting	\$41,107		\$41,107
Summer lab fees rolled over into 2009-10	\$880		
Money already spent	\$0		
Balance		<b>\$41,987</b>	
<b>CHEMISTRY</b>			
NSM922 Starting	\$23,840		\$23,840
Summer lab fees rolled over into 2009-10	\$880		
Money already spent	\$0		
Glass breakage	\$0		
Balance		<b>\$24,720</b>	
<b>NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD</b>			
<b>STUDENT LAB NETWORK</b>			
NSM922 Starting	\$5,000		\$5,000
Money already spent	\$0		
Balance		<b>\$5,000</b>	
<b>STUDENT PAPER</b>			
NSM922 Starting	\$5,500		\$5,500
Money already spent	\$0		
Balance		<b>\$5,500</b>	
<b>FIELD TRIP</b>			
NSM922 Starting	\$4,500		\$4,500
Money already spent	\$0		
Balance		<b>\$4,500</b>	
<b>EQUIPMENT REPAIR</b>			
NSM922 Starting	\$2,500		\$2,500
Money already spent			
Balance		<b>\$2,500</b>	
Medequip (Still)	NSM922 Starting	\$3,800	\$3,800
Willamette Water (Softener)	NSM922 Starting	\$450	\$450
NW Natural Gas	NSM922 Starting	\$250	\$250
		<b>\$4,500</b>	
<b>Contingency 8% of Total NSM922 Budget</b>		<b>\$11,600</b>	\$11,600
<b>TOTAL</b>			<b>\$145,000</b>

9/22/2009

**2009-2010 DIVISION BUDGET UPDATE**

Budgeted amount for Supplies and Services 902

52314.00

**52314.00****ESTIMATED GENERAL OFFICE OPERATING EXPENSES****47314.00**

Phones	24000
Copiers	10000
Office Supplies & Book Store	3000
Postage	500
Duplicating Services	300
Faculty travel	4000
Physical Plant - work orders	2500
Photo copy supplies - overheads	0
Telecommunication wiring	1000
Misc.	2014

**TOTAL ESTIMATED GENERAL EXPENSES****47,314.00****MATHEMATICS**

5000.00

Money already spent 902	0.00
NSM941 Course-related expenses budgeted	3000.00
Lab fees expended	49.83
SEP/DEP MTH70-95 - Course-related Toner-Copier-Supplies	2000.00
Balance	<b>7950.17</b>

"=====

**DEPARTMENT BUDGETS**

NSM922

**BIOLOGY**

NSM922 Starting budget

**46454.00**

46454

Summer lab fees rolled into 2009-10	2640.00
Money already spent	9772.50
Balance	<b>39321.50</b>

**EARTH & PHYSICAL SCIENCE**

NSM922 Starting

**41107.00**

41107

Summer lab fees	880.00
Money already spent	1991.80
Balance	<b>39995.20</b>

**CHEMISTRY**

NSM922 Starting

**23840.00**

23840

Summer lab fees	880.00
Money already spent	3277.93
Glass breakage	0.00
Balance	<b>21442.07</b>

**NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD****STUDENT LAB NETWORK**

NSM922 Starting

**5000.00**

5000

Money already spent	0.00
Balance	<b>5000.00</b>

**STUDENT PAPER**

NSM922 Starting

**5500.00**

5500

Money already spent	0.00
Balance	<b>5500.00</b>

**FIELD TRIP****4500.00**

4500

Money already spent	0.00
Balance	<b>4500.00</b>

**EQUIPMENT REPAIR****2500.00**

2500

Money already spent	657.74
Balance	<b>1842.26</b>

**Medequip (Still)**

3800.00

3800

**Willamette Water (Softener)**

450.00

450

**NW Natural Gas**

250.00

250

**4500.00****Contingency 8% of Total NSM922 Budget**

11600.00

11600

145001

15