

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

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

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

I. WELCOME AND INTRODUCTIONS

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

II. APPROVAL OF AGENDA – approved

III. APPROVAL OF JUNE 2010 MINUTES

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

IV. ANNOUNCEMENTS / REMINDERS

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

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

V. INFRASTRUCTURE DEVELOPMENT AND PLANNING

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

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

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

VI. OLD BUSINESS

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

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

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

b. Finalize 2010-2011 Committee Assignments

The changes to committee assignments was completed.

c. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011); Department Reports (Due: July 22, 2011); Division Report (Due: August 8, 2011). Steve commented on the report for 2010 and the extremely high level of productivity evident in the Natural Sciences and Mathematics Division.

d. Department Web pages need to be updated. Klay has volunteered to do this work with approval from the departments. Bryan has been working on the Biology page. Ron Swartzendruber is the campus web person.

VII. NEW BUSINESS

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

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

VIII. REPORTS

a. AFT/WOU Faculty Union report – Scott Beaver

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

Steve says a thank you to Scott and the bargaining team for the work they will be doing.

VII. NEW BUSINESS CONTINUED

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

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

- c. Philosophical Question: Do we proactively charge NSM Building Committee to investigate concept of constructing a new science building? Or wait to see and believe? Consensus seems to be that this process would probably not proceed very quickly (planning and constructing a new building), but we will have a building committee.
Ava mentioned greenhouse renovations, Steve said that should come under the November 1 infrastructure requests.
- d. NSM Division Chair 3-year term renewal; fall 2010 – PRC review; recommendation, division vote/ratification (Taylor requests 3-year renewal as chair and PRC review).

VIII. REPORTS CONTINUED

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

b. Faculty Senate – Cheryl Beaver reporting:

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

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

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

*The library has new book return/refund guidelines.

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

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

There were no other committee reports.

IX. FINAL COMMENTS AND ADJOURNMENT

The meeting was adjourned at 12:20 pm.

MEETING AGENDA
DIVISION OF NATURAL SCIENCES AND MATHEMATICS
WESTERN OREGON UNIVERSITY

September 22, 2010; NS122 10:30 AM

- I. WELCOME AND INTRODUCTIONS
- II. APPROVAL OF AGENDA
- III. APPROVAL OF JUNE 2010 MINUTES p. 2-4
- IV. ANNOUNCEMENTS / REMINDERS

- a. NSM Division Welcome Back Potluck, Fri. October 1, 2010; Santiam Rafting Sat. October 2. p. 5
- b. NSM Division Chair Signatures: NS104 "Analog" Signature Box + E-signature available. p. 6-7
- c. Admissions Status Report - WOU enrollment + 11% for Fall 2010. p. 8
- d. Course Syllabi Archive - electronic documents to Niki for Fall Term.
- e. Provost's WOU Academic Program Proposal Form (new). p. 9
- f. WOU Office of Admissions 2010-2011 Recruitment Dates. p. 10
- g. Fall Field Trips - 1 12-passenger van on campus for month of October.
- h. 2010-2011 NSM Meeting Schedule. p. 11
- i. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean - Provost - President
- j. Niki Report - Winter Schedule Corrections + 2011-12 Schedules; 2010-11 calendar of events

INFRASTRUCTURE DEVELOPMENT AND PLANNING

- a. NS004 Remodel / Technology Upgrade; ~95% complete
- b. NS114 and NS201 Smart-lab requests in queue with UCS / Student Tech Fee; unknown status ✓
- c. NS103 Lecture Room Remodel - prospects and status unknown with Physical Plant ✓
- d. NSM Division Equipment Purchase and Remodeling Plans due on Nov. 1, 2010 to Taylor
- e. AIC: Mark Weiss has allotted \$200,000 for opportunity funding requests in 2010-11.
- f. STFC technology fund still exists, Bill Kernan Director, student reps, ~\$1M for 2010-11.
- g. Sept. 2010 Administrative Declaration: "We need a new science building".

OLD BUSINESS

- a. Finalize 2010-2011 Committee Assignments Addition: SIR answer rep. November p. 12
- b. Annual Reporting Process: Faculty Annual Reports (Due: June 15, 2011); Department Reports (Due: July 22, 2011); Division Report (Due: August 8, 2011).

VII. NEW BUSINESS

- a. NWCCU Accreditation Process - Core Themes Review (Dutton)
- b. WOU Business Office Procedures / Highlight / Review p. 14
- 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?
- d. NSM Division Chair 3-year renewal; Fall 2010 - PRC review; recommendation; division vote/ratification (Taylor requests 3-year renewal as chair and PRC review).

VIII. REPORTS

- a. NSM Budget Report (dept. budgets in place since July 1, 2010; institutional update) p. 15
- 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
- k. other

IX. FINAL COMMENTS AND ADJOURNMENT

Cur. Change
Jan. 1, 2011

For next year

Lecture Room
Chm. Room
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NS200

Division of Natural Sciences & Mathematics Division meeting minutes, June 1, 2010 NS 125

The meeting was called to order by Biology Department Chair, Mike LeMaster at 3:31 pm

In attendance: Bryan Dutton, Erin Baumgartner, Sarah Boomer, Karen Haberman, Mike LeMaster, Patricia Flatt, Ava Howard, Kristin Latham, Rahim Kazerouni, Laurie Burton, Cheryl Beaver, Scott Beaver, Klay Kruczek, Sharyne Ryals (note: Division Chair Taylor out of town at meeting)

I. ROLL CALL / APPROVAL OF AGENDA

Cheryl Beaver asked to add Peer Journal to the end of the new business agenda. It was moved, seconded to approve the meeting agenda with this addition.

II. APPROVAL OF MAY MINUTES

It was moved, seconded to approve the minutes from the May 4, 2010.

III. ANNOUNCEMENTS

- a. Staffing at SOAR (June 25, July 9, 10 & 24. Department heads please send information to Karen Sullivan Vance.
- b. Year-End Faculty Reports and Embedded Assessments Due June 15, 2010. Please send directly to Steve and copy department head.
- c. Annual Department Reports – Due to Division Chair Junly 23, 2010; Division Report to Dean Aug. 1 (Taylor will send Dept. Chairs the report template by email).
- d. 3rd Annual NSM Fall Field Trip – Rafting on Santiam River
- e. New Student Week 2010 – Call for presentation – contact Student Leadership office with ideas
- f. LAS Dean's Luncheon – Friday June 4, 2010 11:30 AM – 1:00 PM, Columbia Room (RSVP by today!)
- g. Commencement, Saturday June 12, 2010 – Faculty parade departs Pacific Room at 10:45 AM
- h. Niki Report – Niki is out but wanted to remind everyone to put the CRN on new purple Faculty Evaluation forms before submitting.

IV. OLD BUSINESS

- a. Division 2010-2011 budget planning – Still waiting on Admin. Budgets; 9% cut possibly looming.
- b. NSM Division New Tenure-Line Requests; Taylor will submit division 5-year plan to Dean/Provost on June 4th.

V. NEW BUSINESS

- a. 2010-2011 Committee Assignments (fill the slots as best as possible; will follow-up in September) The following spots were filled after some discussion: AIC – Arlene(?) please confirm with her, ARC- Klay Kruczek, Faculty Senator – Cheryl

- b. ~~Peer~~ Journal proposal (~~Cheryl Beaver~~ ^{Bryan Dutton}) There is a move to start an under graduate journal, annual publication - online and hardcopy. Spring 2011 is the target for first publication. Students would work with a mentor; submit work for editor and faculty review, comments to the author regarding acceptance or need to resubmit. Mike LeMaster voiced concern about whether published item could be submitted elsewhere – dual publication is frowned upon and subject to IRB oversight. Policies are still being developed our division contact will be Bryan Dutton. Please send concerns to Bryan for compilation. This will be rolling out for the next many months.

VI. REPORTS

- a. NSM Budget Update: NSM Departmental Budgets will be issued to dept. chairs in July, once university numbers are finalized.
- b. Faculty Senate (Bryan Dutton) The last two months have been fairly quiet. Only major business in a change to the Add/Drop form from blanket approval to require check mark for approval. Currently the default is approval. New officers are President Gavin Keulks, and VP Bob Hautula.
- c. Faculty Development Committee – no report
- d. LACC Review Committee Report (Mike ~~LeMaster~~ ^{Ward}) Last meeting forever if approved by Faculty Senate. There was a proposal to form a standing General Ed Faculty committee. Mike attended but it was determined not necessary as duties fall within ARC. Proposal to expand the ARC to deal with General Ed issues. Suggested membership would be three representatives for BS, three for BA, one Fine Art, on Bachelors of Music.
- e. Academic Infrastructure Committee (Sarah Boomer) There is currently no chair or chair-elect. The committee prioritized remodels and smart rooms. Teacher Ed is #1 priority, followed by NS201. Psychology's request was turned down. New rooms in new building were all requested without approval. NS103 is highest priority remodel; NS214 and Maple Hall are lowest priority.
- f. Academic Requirements Committee - Klay Kruczek encouraged everyone to respond to the online survey regarding incompletes. The issues are should all incompletes turn to F's and can a computer based contract be implemented. Klay read the current incomplete policy from the catalog and much discussion followed.

g. Curriculum Committee (Laurie Burton) Robert Monge is new chair. The deadline for spring catalog will be in the fall. A memo was sent to Faculty Senate regarding adding more clarity to program change form.

h. AFT/WOU Faculty Union – Scott Beaver not in attendance.

VII. FINAL COMMENT AND ADJOURNMENT

Year-end thank to Staff: Niki, Sharyne, Sharon, Julie, Piper; Year-end thanks to Dept. Chairs: Jeff, Mike, Arlene, Rahim, Klay; Year-end thanks to PRC and Chair LeMaster.

MIKE WARD

It was moved and seconded to adjourn the meeting at 4:45 pm.

**Division of Natural Sciences and Mathematics
Western Oregon University
Fall Potluck Classic**

Welcome Back – Colleagues, Friends, and Family

Friday October 1, 2010

**Starting 5:30 PM-ish
(until?? a couple hours later)**

Fun-Merriment-Food-Drink-Mystery Guests-Door Prizes

Culinary Theme: “Fall Traditions and Family Comfort Food”

Share your family comfort-food traditions with friends and colleagues.

Example culinary delights include: the beef-noodle stroganoff your mom made when you were you're a kid, your kid's favorite baked macaroni and cheese, pap's 5-alarm chile, mom's toad in a hole, aunt molly's pigs in a blanket, nana's Sunday-stuffed peppers, uncle tony's spaghetti and meatballs, your college room-mate's left-over tuna surprise, your cousin's wife's uni-sushi upside down cake, your best bro-friend's cardiac arrest special: beer-battered butter sticks dipped in Hershey's double-sweet chocolate...

Whatever “comfort food” means to you, on a rainy fall day sitting on the couch with a bowl of... goodness to share with your friends and colleagues. Meal categories include salads, main dishes, side dishes, breads, soups, stews. A kitchen and stove will be available for warming dishes and on-site food preparation.

BYOB – Soft drinks, all-grain natural beverages and vine nectar welcome

RSVP by email to Steve Taylor; taylor@s@wou.edu; friends and family welcome. A potluck sign-up sheet will also be available in the NSM mail room.

Where: “Ron’s Pond” – a private gathering facility owned by Ron and Audrey Warkentin, 16300 Shady Lane Rd, Monmouth, OR 97361 (~9 miles west of campus, off Airlie Road, ~1 mile SE of Kings Valley Hwy; Warkentin ph. 503-623-2998; Taylor cell 541-760-9216).

Directions: From campus: drive SOUTH on MONMOUTH AVE N toward JACKSON ST W., 0.2 mi; Turn RIGHT onto MAIN ST W/OR-194/MONMOUTH HWY., 0.2 mi; Turn LEFT onto WHITMAN ST S/OR-194/MONMOUTH HWY. Continue to follow OR-194/MONMOUTH HWY, 7.0 mi; Turn LEFT onto KINGS VALLEY HWY/OR-223, 1.0 mi; Turn LEFT onto AIRLIE RD., 0.9 mi; Turn RIGHT onto SHADY LANE RD; 16300 SHADY LANE RD is on the LEFT; parking available in large drive way and under conifers. Main house is on left looking down driveway, long-house meeting facility is on right.

Weather Logistics: This facility has both indoor and outdoor components, plans A and B are built in. If the weather is nice, there are gardens, green space, play areas for kids, a pond with paddle boats, and other surprisingly fun outdoor areas. If the weather if rainy-sideways, there is a large well-apportioned meeting house with kitchen facilities, couches, fireplace, ping-pong, rec. area, etc.

Subject: **NSM FYI: Division Chair Signature Procedures**

Date: 09/16/10 02:07 PM

From: Steve Taylor <taylors@wou.edu>

To: aune11540@msn.com, Tom.Barnes@state.or.us,
baumgare@wou.edu, beaverc@wou.edu,
beavers@wou.edu, behmarh@wou.edu,
bledsoek@wou.edu, boesm@wou.edu, boomers@wou.edu,
brownk@wou.edu, burtonl@wou.edu, clintos@wou.edu,
courtna@wou.edu, duttonb@wou.edu, ellingd@wou.edu,
flattp@wou.edu, galvani@wou.edu, habermk@wou.edu,
howarda@wou.edu, kazeror@wou.edu, kruczekk@wou.edu,
lathamk@wou.edu, lemastm@wou.edu, leungs@wou.edu,
macdonas@wou.edu, muellerp@wou.edu,
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schoenfeldw@wou.edu, smithg@wou.edu,
snyderj@wou.edu, spenced@wou.edu, springl@wou.edu,
taylors@wou.edu, templej@wou.edu, wadep@wou.edu,
wardm@wou.edu, winslon@wou.edu,
walshke@onid.orst.edu, walshk@wou.edu,
grammerj@wou.edu, Courtna10@aol.com,
courtna@wou.edu, emma.dutton@state.or.us,
aldrichp@wou.edu, duttona@wou.edu,
jeff.fossil25@gmail.com, cottona@wou.edu,
dandener@wou.edu, martieli@onid.orst.edu,
sgrecovt@gmail.com, nerz05@wou.edu,
jochipntdo@aol.com

Colleagues - Welcome back. The fall drum beat of academia is beginning to emerge from the fading sounds of summer. As a warm-up for the first of 100's of division topics that will occur over the next year, I am emailing with revised procedures for division chair signatures.

We have a multitude of WOU request forms that require division chair signatures before being forwarded up the administrative approval chain. Examples include course substitutions, temporary course approvals, grant proposals, travel authorizations, payroll forms, etc. The long-standing procedure is that forms requiring division chair signature are placed in the wooden "signature box" in the NS104 office, by the fax machine, near Niki's reception desk. Niki keeps track of them as they pile up. I regularly cruise by, browse, and sign on a daily basis or every couple days, depending on schedules. Most forms that require signatures are not emergencies and generally get taken care of in a day or two. Extended vacation situations are special-case scenarios, catch as catch can. Once I sign the documents, Niki checks through the box and forwards the completed forms to the appropriate administrative office.

Occasionally, there are circumstances where paperwork is highly time sensitive, related to a last minute deadline or internal crisis of some sort. In these instances, if a division chair signature is needed ASAP, the best approach is to send an email letting me know of the situation, and that immediate attention is required, the more lead time the better. If for any reason documents are time sensitive and I am off campus, on vacation or away from the office such that an in-person, analog "wet signature" is not possible, I am formally implementing a digital signature process. For these circumstances:

- (1) Scan the forms on the photocopier as *.pdf Acrobat documents,
- (2) Either send the *.pdf document to me directly from the copier using the "send function" or email

them to me from your account as attachments,

(3) I will sign them digitally in Acrobat (with a scanned signature, digital verification, and time stamp),

(4) I will email / send the signed forms back to the originator and/or Niki for further action. The electronically-signed, scanned *.pdf documents can then be attached to the originals and distributed up the administrative chain of command.

In this day and age of tweets, blogs, cell phone videos, artificial heart transplants etc.; there is no reason why check-box paperwork should be held hostage by the need for a wet signature with an ink pen, that requires someone to drive 50 miles round trip to accomplish. We have digital signature technology embedded in Acrobat, and I'm set up to do that via email. Otherwise, the old-school signature box / "wet-signature methodology" works just as well for most instances. Many state agencies have or are in the process of adopting digital signature policies. It seems like this is a needed step in the 21st century direction for the Division of Sciences and Mathematics at WOU.

I will put this procedure on the agenda for next week's division meeting.

Let me know if you have questions or comments. I'm available to help folks navigate the photocopier scan-send function if needed.

Good luck getting back in the saddle and starting fall term.

s.t.

Steve Taylor, PhD, Professor of Geology
Chair, Division of Natural Sciences and Mathematics
Chair, Oregon State Board of Geologist Examiners

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WESTERN OREGON UNIVERSITY

Fall Admission Summary for September Week 3, 2010 (Comparison to same week last year)

	2010	2009	Difference	% Change	5 year average
Undergraduate Students					
Applications					
Resident	2,701	2,490	211	8.47%	2,211
Nonresident	863	754	109	14.46%	655
International	140	154	-14	-9.09%	168
Total Undergrad. Applicant:	3,704	3,398	306	9.01%	3,034
Admitted Students					
First time Freshmen	2,288	2,048	240	11.72%	
Transfer	783	688	95	13.81%	
Post Bac	53	48	5	10.42%	
Total Undergrad. Admits	3,124	2,784	340	12.21%	2,621
Total Denied	65	83	-18	-21.69%	
Cancel Rate	24.15%	16.97%			
Graduate Students*					
Graduate Applications					
Resident	161	151	10	6.62%	
Nonresident	0	22	-22	-100.00%	
International	16	9	7	77.78%	
Total Grad Applications	177	182	-5	-2.75%	
Graduate Admits					
Resident	127	74	53	71.62%	
Nonresident	14	11	3	27.27%	
International	9	13	-4	-30.77%	
Total Grad Admits	150	98	52	53.06%	

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

Note: Cancel rate is higher due to change in process. Students were mailed postcard in March asking about college enrollment intent for fall 2010.

Housing Reservations

Fall 2010 1,461 (+96 or 9.4%)

Fall 2010 Registration

5,624 (+572 or 11.3%)

Name of New/Expanded Program:
PRIORITY: (1 – 5) (1 = highest)
Start Date:
New Annual Faculty FTE:
Project First Year Total Tuition Revenue:
Project First Year Total Expenses:
Date:
College:
Division:
Department:
Faculty Contact Person:
Provide data and research to justify program including:
Location:
Targeted Population :
Professional Employment Forecast:
Wage and Salary Forecast:
Professional Affiliations:
Other:
Forecast Annual:
SCH production from Year One to Year Five:
Number of graduates from Year One to Year Five:
<i>Explain the above numbers in terms of the data and research:</i>
<i>Provide additional relevant data and research to support this proposal:</i>
Explain mode of delivery:
Online:
On campus:
Hybrid:
Attendant costs:
Itemize annual costs associated with new/expanded program:
Total new FTE costs :
Total new staff support costs:
Additional resource costs, e.g., classroom space/equipment/supplies:
Project expected revenue and expenses in Year Five:

WINK

SPE A NET GAIN in SYCHS

START UP NEEDS TO
BE \$10⁴ - 10⁵
10⁶ TOO MUCH 9

2010-2011 Campus Recruitment and Orientation Programs

Tuesday, October 5:	OUS/WOU Counselor Conference	7am-3pm
Tuesday, October 12:	OUS/WOU Campus Plan	9am-Noon
Friday, October 15	Making College Happen I	8:30am-1:30pm
Saturday, October 30:	Fall Preview Day I*	8am-1pm
Saturday, November 13:	Fall Preview Day II*	8am-1pm
Friday, November 19:	Making College Happen II	8:30am-1:30pm
Saturday, January 22:	Winter Preview Day I*	9am-2:30pm
Saturday, February 19:	Winter Preview Day II*	9am-2:30pm
Wednesday, March 2:	Criminal Justice Careers Day	10am-1pm
Thursday, March 24:	Spring Break Visit	9am-1pm
Saturday April 16:	Spring Preview Day*	9am-2:30pm
Wednesday, May 11:	Campus Admitted Student Reception	6pm-8pm
Saturday, May 14:	Early Bird Transfer Student Registration* (Note: Program name to change)	8am-2pm
Friday, June 24:	SOAR*	8am-4pm
Friday, July 8:	SOAR*	8am-4pm
Saturday, July 9:	SOAR*	8am-4pm
Saturday, July 23:	SOAR*	8am-4pm

*= Request for faculty participation.

Program times are tentative and subject to change.

Western Oregon University
Division of Natural Sciences and Mathematics
2010-2011 Meeting Schedule

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

DAY	DATE	LOCATION	TIME
<hr/>			
Wednesday	September 22, 2010	NS122	10:30 AM – 12:00 PM
Tuesday	October 5, 2010	NS TBD	3:30 – 5:00 PM
Tuesday	November 2, 2010	NS TBD	3:30 – 5:00 PM
Tuesday	December 7, 2010	NS TBD	3:30 – 5:00 PM
Tuesday	January 4, 2011	NS TBD	3:30 – 5:00 PM
Tuesday	February 1, 2011	NS TBD	3:30 – 5:00 PM
Tuesday	March 1, 2011	NS TBD	3:30 – 5:00 PM
Tuesday	April 5, 2011	NS TBD	3:30 – 5:00 PM
Tuesday	May 3, 2011	NS TBD	3:30 – 5:00 PM
Tuesday	June 7, 2011	NS TBD	3:30 – 5:00 PM

Note: MNB is not available this academic year. NSB room locations to be determined.

Subject: **Information for your Division & Dept. Meetings**

Date: 09/20/10 05:22 PM

To: taylors@wou.edu, boomers@wou.edu, courtna@wou.edu,
templej@wou.edu, kruczekk@wou.edu,
mcgladm@wou.edu, jenseki@wou.edu,
dovere@wou.edu, braad@wou.edu, gibbons@wou.edu,
lobnibei@wou.edu, rectorj@wou.edu

From: Cat McGrew <mcgrewc@wou.edu>

Folks,

I'm chair of the Joint Committee on Faculty Evaluation. Our charge is to evaluate and recommend an evaluation 'tool' that would enable students to provide information about their classroom learning more frequently than currently done (once a year), and in a cost-effective way for WOU. (This is intended to reduce the cost of the SIR evaluation that we currently use.)

In case there is someone in your Division/Dept. who is interested in participating, I'm reaching out to division chairs and department heads. I'm hoping that you will be willing to announce this opportunity during Division/Dept. meetings this week. Please encourage any interested faculty in your departments to contact me **this week** about participating. Many thanks!

Cheers! Cat

--

Cat McGrew, PhD
Assistant Professor
Communication Studies
Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361
(503) 838-8065

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Division of Natural Sciences and Mathematics
2010-2011 Committee Assignments (Draft 3 Sept. 22, 2010)

NSM Division Chair: Steve Taylor

NSM Budget and Operations Committee [Department Chairs]

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

NSM Curriculum Committee

~~OPEN~~ (Bio) Kazerouni (Chem) ~~Myers~~ (EPS) Burton (Math)

NSM Professional Concerns Committee:

Latham (Bio) Poston (Chem) ~~Schoenfeld~~ (EPS) Ward (Math)

NSM Personnel Review Committee

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

NSM Service Committee

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

NSM Technology Committee

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

University Committees (start of current term in parentheses)

Academic Infrastructure Committee: ~~Courtney~~ Dutton (F10)

Academic Requirements Committee: Kruczek (F09)

Faculty Development Committee:

Faculty Senators:

Faculty Senate Committee on Committees: Poston (F09), LeMaster (F10), C. Beaver (F10)

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:

NSM Ad Hoc Working Groups

NSM Building Utilization and Planning Committee

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

NSM LACC Review Committee

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

NSM Seminar Committee - HOLD

LAS Graduate Advisory Committee: NSM Rep. ~~OPEN~~ LAURE BURTON

SIR Division Rep: MIKE WYNN & JOHN BAUMGARTNER

Business Office Updates – Darin Silbernagel
Sept. 17, 2010

- (1) Suzanne Kinney will run Purchasing and Travel workshops this fall.
- (2) Purchasing –
 - a. Under \$5000 direct purchase, no quotes required
 - b. \$5000-25,000; 3 quotes required
 - c. >\$25,000 3 quotes and state services bids required
- (3) Credit Cards – security problems, 2-3 times per year, hacked card numbers
 - a. Vendors – SIP code recorded at Bank and monitored; card blocked if SIP code not registered with Bank
- (4) Travel
 - a. Fill out the pre-travel authorization for any travel related to teaching, service, and/or research, even if WOU is not paying or a 3rd party is paying.
 - b. The pre-travel authorization covers faculty with state insurance, as long as travel is work related to faculty duties, regardless of who pays for travel.
- (5) Service contracts – reviewed by business office
- (6) Food service – on campus, WOU catering “strongly encouraged”; but waivers possible.
- (7) Banner Training available
- (8) Course Fees – rule change process June 1 and Dec. 1 of each year.
- (9) Student services
 - a. E-pay available
 - b. Emergency loans up to \$500-800 available
 - c. Blind payments to student accounts possible
 - d. Student refunds – direct deposits in works
- (10) Scheduling – a seamless Banner process tied to class schedules, faculty payroll in the works, within next year (this will eliminate much of the duplicated efforts and inefficiencies)

Budgeted amount for Supplies and Services NSM902 (July 1, 2010)			\$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		\$0		
NSM941 Lab Fees		\$5,000		
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies				
NSM941 Lab fees expended		\$0		
Balance	Total balance		\$10,000	
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		\$0		
Balance		\$59,884		
EARTH & PHYSICAL SCIENCE				
NSM922 Starting		\$45,080		\$45,080
Summer lab fees rolled over into 2010-11		\$1,400		
Money already spent		\$0		
Balance		\$46,480		
CHEMISTRY				
NSM922 Starting		\$28,336		\$28,336
Summer lab fees rolled over into 2010-11		\$1,300		
Money already spent		\$0		
Glass breakage		\$107		
Balance		\$29,743		
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		\$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

Western Oregon University Memorandum

From: Steve Taylor, NSM Division Chair
To: Faculty and Staff
Date: September 22, 2010
RE: Chain of Communication

Colleagues:

I thought I'd take a minute and provide feedback on chain-of-communication procedures in the division. WOU academic programs are organized by programs, departments, divisions, and colleges. Each faculty member is a leader of students in their classroom and is responsible for fulfilling prescribed curricular requirements associated with the class / program. The department and division chairs in Natural Science and Mathematics are elected positions that rotate amongst the faculty ranks over time. As such, the division leadership dynamic is really one of "peer-facilitation" rather than "supervisor", however Oregon University System policies are such that dept. and division chairs must legally play dual roles as faculty colleagues and "supervisors" in some instances.

According to institutional practice, and common sense, the formal chain of communication should flow (two-ways) from students to faculty/staff to department chair to division chair to Dean to Provost to President to Chancellor to Governor. While this is an idealized, two-way linear communication model, the realities of human dynamics and social systems are such that there are daily streams of short circuits and networked pathways using both formal and informal communication, all happening at once. This occurs both from the faculty upward to administration, back down the other way, and all criss-crossed points in between.

At the same time, university-trained research scientists and mathematicians by their very nature are strong-willed individuals who are leaders in their field and like to **independently** get the job done **now**. This is a great quality that makes science and math at WOU a campus leader in academics and service. The NSM Division is highly productive, owing to the can-do independent spirit of the faculty. The down side is that the training we receive to be independent thinkers and self-guided leaders can cause massive short circuits in a team-communication setting... i.e. the proverbial "herding cats" (who have rolled in the cat nip all afternoon).

There are many instances in which individual faculty and departments want to jump directly to the higher administration, skipping over the division office, to get their voice heard or ensure desired outcomes for a given initiative. Human nature being what it is, this is understandable, but problematic. The issue comes in when the communication gets cross-wired, actions are taken from above without any knowledge of the division or dept. chairs, and when the inevitable SNAFUs and problems are encountered. Out of the blue, the administration then asks the division chair or department chairs to take care of it. In the mean time, the division office has no record or knowledge of the original intent of the plan or desired action. **This is very frustrating and tiring as it causes a 10-fold increase in the number of emails, phone calls, etc. required to solve the problem, when simple heads-up communication and internal planning in the first place would have greatly streamlined the process.** The net result is that the division chair and office administrator then must back track and do 3 times more work than necessary to take care of simple tasks that could have been easily problem-solved internally in the first place; but the opportunity was dashed by short-circuiting the chain of communication and jumping to the higher ups.

To avoid "communication-deficit disorder" and to streamline division office operations, the ideal expectation is a linear chain of communication from students to faculty/staff to department chair to division chair to Dean to Provost to President to Chancellor to Governor. By all means, faculty have a right and responsibility to share their ideas with administrators as needed, but awareness of the greater ramifications to the division office will be greatly appreciated. In the long run, engaging a systematic chain of communication will reduce waste of human resources and needlessly noisy workload issues in the division office.



CORE THEMES

- *Effective Learning*
- *Supports Diversity*
- *Sustainable Institution*



EFFECTIVE LEARNING - OBJECTIVES

- *WOU students inquire, analyze, and apply knowledge in a global society*
- *WOU students create knowledge*
- *WOU students are highly engaged/satisfied with their learning experiences.*



KEY PERFORMANCE INDICATORS

- Core Theme: *Effective Learning*
 - Objective: *WOU students inquire, analyze, and apply knowledge in a global society*
- KPIs
 - *Collegiate Learning Assessment (CLA)*
 - *Discipline Specific Exit Exams*
 - *Transition Metrics – Employed, Graduate School Acceptance, Public Service*
 - *Study Abroad*



KEY PERFORMANCE INDICATORS

- Core Theme: *Effective Learning*
 - Objective: *WOU students create knowledge*
- KPIs
 - *Capstone final projects*
 - *Published student research*
 - *Performance final exams*



KEY PERFORMANCE INDICATORS

- Core Theme: *Effective Learning*
 - Objective: *WOU students are highly engaged/satisfied with their learning experiences.*
- KPIs
 - *NSSE*
 - *NSE*
 - *Exit surveys*



SUPPORTS DIVERSITY - OBJECTIVES

- *WOU is an accessible institution for a diversity of populations*
- *WOU supports a diverse campus community*
- *WOU actively seeks partnerships with a diverse community outside of campus*



KEY PERFORMANCE INDICATORS

- Core Theme: Supports Diversity
 - Objective: WOU is an accessible institution for a diversity of populations
 - KPIs
 - Demographics for students/faculty/staff
 - Affirmative Action metrics



KEY PERFORMANCE INDICATORS

- Core Theme: Supports Diversity
 - Objective: WOU supports a diverse campus community
 - KPIs
 - Student graduation rates
 - Financial Assistance (merit and need-based)
 - Campus organizations



KEY PERFORMANCE INDICATORS

- Core Theme: Supports Diversity
 - Objective: WOU actively seeks partnerships with a diverse community outside of campus
 - KPIs
 - Ethnicity
 - Special Needs
 - Emerging populations within society



KEY PERFORMANCE INDICATORS

- Core Theme: Sustainable institution
 - Objective: WOU uses business practices that can be sustained and are in the best interests of serving the community
 - KPIs
 - Fund balance
 - Alumni contribution participation rate
 - Total philanthropy



KEY PERFORMANCE INDICATORS

- Core Theme: Sustainable Institution
 - Objective: WOU uses operations practices that can be sustained and are in the best interests of serving the community
 - KPIs
 - Investment in remodeling for energy conservation
 - New sustainable construction ratings (Silver, Gold, Platinum)
 - Investment in remodeling facilities for sustainability



KEY PERFORMANCE INDICATORS

- Core Theme: Sustainable Institution
 - Objective: WOU uses education practices that can be sustained and are in the best interests of serving the community
 - KPIs
 - Technology
 - Pedagogy
 - Assessment