

CotS Department Chair Meeting Notes
April 15, 2004
10:30 a.m, Science 301

Attending:

Barlow, Kathleen - Anthropology
Darda, David - Biology
Ely, Lisa L. - Geology
Johnson, Kirk A. - Sociology
Kurtz, Martha A. - Chem/SCED
Lewis, Scott M. - Mathematics
Mason, Marilyn - Geography

Miller, M. Meghan, Dean
Palmquist, Bruce - Physics
Tolin, Philip - Associate Dean and Chair, Law and Justice
Schwing, James L. - Computer Science
Street, Warren - Psychology
Sun, Lixing – Associate Dean

Startup Funding for Faculty Laboratory Needs

Meghan asked that the chairs treat startup negotiations as confidential information. Startup funds are awarded on a case-by-case basis and differ because of the variable expense of establishing the basic components for new faculty to achieve their scholarship goals. The scholarship record or talent of the new employees is not the basis for awarding startup funds, and disclosing startup agreements can lead new faculty to believe others are receiving preferential treatment.

Teaching Loads

The dean reminded the chairs that it is their responsibility to assign teaching loads based on their judgment of the best use of faculty time to staff academic programs, supporting program quality while attending to efficiency, meeting student needs, and decreasing obstacles to graduation. While faculty may request certain assignments, it is ultimately the responsibility of the chair to assign teaching loads and establish the frequency of course offerings.

Student Aid, Financials, Admissions and Records Implementation Training for Faculty (SAFARI)

Meghan asked the chairs to encourage faculty to attend SAFARI training sessions or conduct the provided self training. She noted that Sandy Oftedahl-Brown held training sessions for the College of Education and Professional Studies and the College of Arts and Humanities on the deans' faculty development day. She will follow up with Sandy to develop a training schedule for CotS faculty.

Phil Tolin noted that the Associate Deans attended a two-hour SAFARI training session, and commented that it would probably take faculty only 15 to 30 minutes to assimilate the essential concepts to work with the program. He reiterated SAFARI training is essential for faculty

Cultural Heritage Archive and Museum Project (CHAMP)

The chairs were encouraged to participate in a campus-wide survey, which is being conducted by Martha Duskin-Smith for the Cultural Heritage Archive and Museum Project (acronym CHAMP). The purpose of the survey is to identify and locate heritage objects and collections on campus so that conservation, storage, access and staff requirements can be proposed which will result in responsible choices about how to care for and use these materials.

Martha will contact each department chair to make an appointment to discuss the CHAMP survey and its relevance to heritage materials so that we can make responsible choices about materials in the departments. *Past Perfect* software will be used to manage the records.

Self-authored Books/Dissemination of Tests and Grades

The dean asked the chairs to direct faculty to be aware that guidance about possible conflicts of interest regarding self-authored books may be found in the CWU Policy Manual. <http://www.cwu.edu/~pres/policies/part2-2.9.pdf>. She

also asked the chairs to remind faculty that they shouldn't put tests or grades bearing students' names in hallways or other public areas. Faculty who do this they should be advised to change their procedures to protect privacy.

Indirect Earnings

Dean Miller asked to be informed about how departmental level indirect earnings are allocated. The chairs with research programs briefly discussed their indirect policies and procedures.

Faculty CPU's

The dean distributed a funding list for desktop computers based on the inventory provided earlier this year. She asked that the chairs review the list and make suggestions for changes so that funds can be transferred. She asked that all transactions be completed by end of the fiscal year and that each department provide a report on the models purchased and concomitant expenses. If the departments wish to purchase more powerful models than the allocation permits, they may add departmental resources to the college allocation.