

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Regular Meeting, October 14, 2004  
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology  
Boersma, Stuart F. - Mathematics  
Brown, James R. Jr. - Political Science  
Cole, George – Development Officer  
Darda, David - Biology  
Ely, Lisa L. - Geology  
Johnson, Kirk A. - Sociology  
Lillquist, Karl L. - Geography

Miller, M. Meghan, Dean  
Palmquist, Bruce - Physics/Science Education  
Quitadamo, Ian – Science Education  
Schwing, James L. - Computer Science  
Street, Warren - Psychology  
Thomas, Carin- Associate Dean and Chair, Chemistry  
Tolin, Philip - Associate Dean and Chair, Law and Justice

**Development Officer**

Meghan introduced George Cole who began serving as the Development Officer for the College of the Sciences and Arts and Humanities October 1. George will be housed in the University Relations area until CotS has new office space.

**National Council for Accreditation of Teacher Education**

The chairs were reminded that minor programs that participate in the preparation of professional educators must have plans established by spring, 2006, for program.

**Northwest Council of Colleges and Universities**

Meghan reminded the chairs that there would be a NWCCU team on campus October 18 and 19 for the five-year interim review.

**Student Aid, Financials, Admissions and Records Implementation (SAFARI)**

Meghan asked the chairs to evaluate the SAFARI program. The chief complaint was the lack of printed schedules for advisors resulting in time-consuming procedures to find offerings to serve students outside the advisor's department. Also, the data was entered too late for transfer students so they weren't allowed to enroll in courses for which they had completed prerequisites. There were also complaints about poor menu titles and complicated paths to various screens. Room allocations continued to be a problem with large classes unable to secure appropriate space because small classes were scheduled in large classrooms.

**Search Committees**

Before search committees progress to the interview stage, Meghan reminded the chairs that Center for Teaching and Learning personnel must be provided an opportunity to interview candidates for positions that include membership in the CTL.

**Department Reports:**

**Anthropology:**

- With support from the Provost, COTS, Resource Management, Anthropology and grant support, our NAGPRA (Native American Graves Protection and Repatriation Act) specialist, Lourdes DeLeon, has been hired on a full FTNTT contract for this year, with plans for continuing support in the next two years.
- Anthropology Museum has acquired a new collection of ethnographic objects mainly from the Middle East and Central Africa from *Carol Orvald*, a CWU Anthropology alumna.
- The Mountain Star/Suncadia CRM project has been extended through this academic year.

- A successful archaeology summer field school in conjunction with the Bureau of Land Management resulted in more sites and artifacts than any previous season, and the BLM is requesting funding for next year.

#### **Biological Sciences:**

- *Ian Quitadamo* received funding from the Faculty Research subcommittee of the GEAR UP Campus Advisory Board to fund his research proposal titled "Developing Information and Technology Literacy Skills of Low-Income Students". Ian also presented a Natural Science Seminar on October 8 entitled "A Quantitative Model for Assessing Undergraduate Critical Thinking". Additionally he presented data from his current research on the use of writing in BIOL 101 classes here at CWU.
- *Sheldon Johnson* was awarded Emeritus Professor status by the Board of Trustees at their meeting October 8. Shelly will retire at the end of Fall Quarter after 38 years at CWU but will continue to teach for Biology through the phased retirement program.

#### **Chemistry:**

- *Anne Johansen*, faculty member in Chemistry, presented a paper at an international conference for Surface Ocean Lower Atmosphere Systems in Halifax, Nova Scotia. The paper was titled: *Effect of DMSO on Iron Speciation in Photochemical Simulation Experiments*, Jennifer M. Key and Anne M. Johansen.
- A proposal submitted by *Eric Bullock*, *Anne Johansen*, and *Carin Thomas* entitled "Surface Characterization of Ambient Ultrafine Particles" was accepted by PNNL's Environmental Molecular Sciences Laboratory for 60 hours of instrument time over the next 3 years. This is part of a collaborative effort among these three faculty members to correlate surface composition of ambient aerosol particles with adverse health effects and to elucidate the toxicological mechanism.

#### **Mathematics:**

- The Mathematics Department is continuing to review their precalculus/calculus program. Stuart noted that he would gladly accept any invitations to attend other department meetings to discuss the role of the Mathematics Department in other programs.
- They are also nearing completion of our department policy manual to be more in tune with the provisional COTS policy.
- Ian Quitadamo and Stuart Boersma recently attended a Washington State Assessment conference. Stuart discussed initiatives that are being used/developed across the state to assess quantitative and symbolic reasoning. Stay tuned for a proposal to revamp the role of mathematics in the general education program.
- The University Math Center is trying to expand its role by encouraging students from any class to drop by the tutoring center for help on their quantitative problems.
- The department is excited to have a new position approved. They envision that this new position will help out at all levels: from general education up through senior actuarial science courses.

#### **Physics:**

- Sharon Rosell presented a poster about the world year of physics at the 2004 Quadrennial Congress of Sigma Pi Sigma in Albuquerque, New

#### **Psychology:**

- The Psychology Department has been granted permission to search for a new faculty member in school psychology and is looking forward to beginning this search.
- Andrew Downs has passed the examinations to become a licensed psychologist in Washington State.
- Neal Bowen will be part of a group of CWU faculty and staff to attend the National Multicultural Conference and Summit, sponsored by several divisions of the American Psychological Association, in Los Angeles.

#### **Fiscal specialist**

Meghan clarified the role of new Fiscal Specialist for grants. Her primary focus will be to establish a grant budget tracking and reporting system that enables principal investigators to manage their projects. Requisitions, travel authorizations, vouchers, student and temporary/hourly PAF's on grant budgets should be completed at the department level and conveyed to Tammy for processing and follow up.

## **Vehicles**

Meghan noted that vehicles purchased to replace 15-passenger vehicles aren't equipped with towing devices or roof racks needed for much of the fieldwork supported by grants. Some faculty are using their personal vehicles and charging the expenses of the necessary add-ons to grants. The grants accountants are trying to establish a policy for these purchases.

## **Volcanic Eruptions**

Meghan noted that facilities management is developing procedures during volcanic eruptions for sensitive labs that might be affected by ash fall.

## **Meeting of all CotS Personnel October 29**

Meghan announced that there would be a meeting of CotS personnel Friday, October 29 from 3:30 to 5:30. Introducing new personnel is among the agenda items.

## **Merit/Performance Review**

Meghan reviewed the necessary documents faculty must submit for performance review: 1) cover sheet; 2) check list, 3) curriculum vita, and 4) structured performance record. The chair must confirm that the necessary documentation was provided at the departmental level forward the packet to the dean by October. The form does not include new criteria adopted by the Senate because it wasn't posted on the Faculty Senate website. Jim Schwing noted that the new criteria are on the Provost's website, and that any faculty members who don't apply or qualify under the existing (outdated) guidelines on the Faculty Senate web site should be directed to the more permissive new guidelines posted on the Provost's web site.