

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Regular Meeting, November 18, 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  
Bohrson, Wendy A. - Geology  
Johnson, Kirk A. - Sociology  
Lillquist, Karl D. - Geography

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

**Meeting Notes:**

The notes from the October 14 and October 28, 2004, meetings were approved. The notes from November 4, 2004, were approved as amended.

**Faculty Development Day – Speakers Caren Diefendorfer and Andre Spies**

Stuart Boersma reported that Caren Diefendorfer and Andre Spies (both from Hollins University) will make a two-hour presentation on quantitative literacy and it's importance in ALL disciplines. He asked for volunteers to go to dinner with them that evening to discuss in greater detail how CWU can begin improving its quantitative reasoning program. When no chairs volunteered, he asked them to canvass their faculty for volunteers.

**Disaster Planning**

*Chemistry* and *Biology* have revised their plan, and the Biology phone tree is being edited and finalized. *Geology* plans to shut down their labs and monitor them for 24 hours if air quality controls warrant the action. Pat Nahan has been contacted and asked to pull the records regarding actions taken when Mt. St. Helens erupted in 1980. Pat Lubinski has the only sensitive lab in *Farrell*. *Psychology* – the animals need to be fed, but the planning for that scenario has already been established.

**Clarification of Roles- Associate Dean for Resource Development and the Development Officer**

Associate Dean for Resource Development supports faculty development, articulates academic programs and advises the dean on supporting programs that are academically driven.

The Development Officer works closely with the Foundation and University Relations to reach outside the walls of the university.

**Development Officer Report**

Russell Kastner, father of Amy Kastner who was enrolled in the Law and Justice Program at the Lynnwood Center, has increased his endowment from \$10K to \$20K. George is working with Phil Tolin on setting this up. George is also working with Geology graduates who have donated to the Foundation to tailor their donations to programs that they are particularly interested in supporting. (He is working with other people who have donated to CAH or COTS as well to thank them and ask them if there is a special program they want to support.)

George is beginning the process of establishing an advisory board for the College of the Sciences. He is also interested in establishing campus days with Safeco and Microsoft to demonstrate research projects pertinent to their organizations. Kathleen Barlow suggested contacting Boeing as well. Meghan encouraged the chairs to support these endeavors to we can take advantage of these opportunities.

### **Travel Authorization**

Kevin Kimball is working on revising the Travel Authorization form. It will no longer ask that travelers register before the travel is approved. The form will have signature lines for budget approval as well as travel authorization.

### **Faculty Effort**

The chairs were asked to ensure that faculty load sheets identify commitments for research leaves, leaves without pay, administrative assignments, buyouts, disability leaves, grant matches, chair assignments, and release for program directors.

### **Performance Review**

Meghan asked for discussion on some activities included in performance reviews. As the Faculty Senate has established a detailed list of acceptable activities acceptable for Level I and Level II, she felt that it would be inappropriate to include other categories without some direction from the Senate Personnel Committee. For instance, it is not clear whether and how to report book reviews or serving as a co-author on a scholarly presentation.

### **Deans' Advisory Board**

Meghan noted that she would like the chairs to review the bylaws.