

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Retreat, September 15, 2005  
8:30 a.m., SageCliffe Lodge, Cave B**

**Attending:**

Barlow, Kathleen - Anthropology	Lillquist, Karl D. - Geography
Boersma, Stuart F. - Mathematics	Miller, M. Meghan, Dean
Cole, George – Development Officer	Palmquist, Bruce - Physics/Science Education
Darda, David - Biology	Schaefer, Todd - Political Science
Ely, Lisa L. - Geology	Schwing, James L. - Computer Science
Johnson, Kirk A. - Sociology	Stein, Stephanie - Psychology
Kurtz, Martha J. – Chemistry and Science Education	Tolin, Phil – Associate Dean and Chair, Law and Justice

**Department Reports**

**Anthropology**

- Patrick Lubinski will be awarded the CWU Alumni Excellence in Teaching Award for College of the Sciences
- During the summer the Anthropology Department offered the following field schools
  - Lourdes DeLeon - Forensic Field School, Cold Case Analysis, assist with plane crash victim identification in North Cascades
  - Patrick Lubinski, Karl Lillquist, and Bax Barton - Wenas Mammoth Excavation Field School
  - Patrick McCutcheon - Saddle Mountains Archaeology Field School
  - Lori Sheeran, Megan Matheson and Steve Wagner- Primatology Field School Anhui University, Yellow Mountains, China
  - Steve Hackenberger – continued contract work on the Suncadia Cultural Resources (w/ Morris Uebelacker and the Kittitas County Conservation District Cultural Resources (w/ Conservation Partnership Award from KCCD)
- Research in Mexico on National Geographic Research Grant, Michoacan Archaeology (continued with Mexico Environmental and Cultural Research Institute \$20K)
- Pat Lubinski was the principal investigator for a zooarchaeological analysis contract with Alpine Archaeological Consultants (Montrose, Colorado)
- Lene Pedersen conducted field research during a visit to Bali, Indonesia.
- Kathleen Barlow acquired a Heritage Collection for CWU from Edward Klucking/George Beck materials on permanent loan to Western Oregon University, Monmouth, Oregon

**Biology**

- All Biology summer offerings filled this summer. The huge demand for the Human Anatomy and Physiology continued. Phil Mattocks, instructor for these A&P classes and long-time Assistant Professor in the Biology Department, accepted a position at Heritage University.
- Kris Ernest attended the International Canopy Crane Conference in Germany.
- Steve Wagner, along with faculty from other COTS departments, participated in the successful first offering of the Joint CWU-Anhui University Biodiversity, Conservation, and Primate Field Research program in China.
- The department welcomes one new tenure-track faculty member, three full-time non-tenure-track faculty, and six new graduate students for the 2005-06 academic year.

**Chemistry**

- Labs have been outfitted with 36 improved CPU's thanks to ITS support.

**Computer Science**

- Jim Schwing noted that the department is welcoming new graduate students and that an NSF grant that provides undergraduate scholarships has been renewed

**Geography and Land Studies**

- The department lost Anthony Abbott to Stetson University in Central Florida. The Geography summer classes went well, and the department was involved in the Wenas/Mammoth project this summer.

**Law and Justice**

- Phil Tolin announced that Teresa Francis will be a new full-time, non-tenure-track faculty member in the Law and Justice Department..

- Mike Olivero has had a book published in CD form. The complete reference is: Olivero, M. 2005. Juvenile Justice. National Social Science Association: San Diego California.

### **Mathematics**

- The Mathematics Department had a successful workshop this summer focusing on a new project-based curriculum for Math 101. Attendees included CWU faculty (tenure track and non-tenure-track) and area high school teachers. Nancy Budner organized the workshop.
- Aaron Montgomery presented a paper this summer at the national meeting of the Mathematical Association of America.
- Dan Curtis attended a workshop this summer on the use of Mathematica. He also attended a curriculum development workshop focusing on vector calculus.
- Jim Harper attended a Real Analysis conference.
- The Mathematics Department is pleased to welcome our new tenure-track faculty member, Kathy Temple coming most recently from the University of Wisconsin Madison. Her specialty area is probability.

### **Physics**

- Bruce Palmquist briefly reported that the department had received a three-year NSF-Teacher Preparation Continuum grant. He will present a more complete report at the next meeting.

### **Political Science**

- Mike Launius was a member of a Fulbright-Hayes Summer Research Project in South Africa and Namibia. The project focused on the post-Apartheid era projects of Truth and Reconciliation, HIV/AIDS, and National Development in both countries. The grant was awarded to Highline Community College and was conducted from June 29 to July 29, 2005.
- Cameron Otopalik spent an academically and educationally profitable 3 weeks in July at the East-West Center's (Honolulu, HI) Asian Studies Development Program focused on "Infusing Asian Studies into the Undergraduate Curriculum." The institute focused on China and Japan and treated an array of subject matter including: religion, history, art, language, culture, literature, politics, and economy. Presentations of material largely came from faculty experts at the University of Hawaii but also other higher education institutions. Participants included faculty from the U.S., Malaysia, and Indonesia.
- Todd Schaefer and Bang-Soon Yoon presented papers at the 102nd/2005 Meeting of the American Political Science Association in Washington, DC, Sept. 1-4, 2005. Schaefer's paper was entitled "Blowing Their Own Horn? Media Self-Interest in Coverage of Federal Media Regulatory Reform" on a panel on Media Bias; Yoon's was "Sex, State Power, and NGO Activism in Korea: The Military Sex Slavery Case," on a panel on Institutional Development and Changes in Political Process in Korea.

### **Psychology**

- Lisa Weyandt's book, "The Physiological Bases of Cognitive and Behavioral Disorders" has been published.

### **Science Education**

- Science Education held a successful workshop with teachers this summer in a watershed project. Teachers throughout the state are monitoring water quality in the Columbia Basin.

### **Sociology**

- A new position with expertise in criminology, delinquency, and ethnic studies has been allocated in the 2006-07 Law and Justice Department base budget.
- Nancy Wessel recently published, "Integrating Service Learning into the Study Abroad Program: U.S. Sociology Students" in Mexico Journal of Studies in International Education (a Sage journal based in the Netherlands)

### **Science Building – Phase II**

Meghan noted that Phase II of the Science Building has been under discussion.

### **Resignations and Retirements**

The following faculty resigned following the 2004-05 academic year:

- Anthony Abbott, Geography and Land Studies
- Neal Bowen, Psychology
- James Brown II, Political Science
- Candace Winstead, Biological Sciences

The chairs briefly discussed the need to reduce the loss of tenure-track faculty.

### **Fall Faculty Day**

Meghan urged the department chairs to ensure that new faculty attend fall faculty day.

### **GEARUP**

Funding is available for the Okanogan and Omak areas.

### **Murdock/PKAL**

Meghan announced that Project Kaleidoscope-PKAL has organized a workshop for science department chairs November 9 and 10 at Northwest Nazarene University. The following two days, November 11 and 10, the Murdock College Science Program Conference will take place. Funding will be available for the department chair workshop.

### **PeopleAdmin**

Eric Galbraith met with Meghan about an electronic search tool entitled PeopleAdmin. It will be mandatory to use PeopleAdmin for civil service searches. If departments want to use this tool for faculty searches, they should contact Eric Galbraith.

Meghan reminded the chairs to ensure that all information needed for processing faculty searches is included on the appropriate search forms.

### **Event Funding Pool**

The University President has a limited event funding pool available to support department events up to \$625 per event (about three events per college).

### **Adjunct Faculty Meeting**

If adjuncts can't attend the fall adjunct faculty meeting, a tape of the meeting will be available for review.

### **New Faculty Meeting**

The new faculty will be introduced at the new faculty meeting between 9:00 and 10:00 a.m.

### **Memorandum of Understanding**

The chairs discussed an August 25 memorandum of understanding issued by Wayne Quirk and Daniel CannCasciato to use past practice to process sabbatical leave, promotion, tenure and reappointment applications this year. Meghan reminded the chairs that the deadlines take on legal importance in a collective bargaining personnel process. The COTS five-day comment period for recommendations has enabled faculty to ensure that information in the recommendations is accurate.

### **Salary Administration Board and Merit**

There will be no salary administration board this year. The procedure for implementing the legislative increase is under negotiation.

### **Interdisciplinary Programs**

A new policy governing interdisciplinary programs has been adopted as policy. Teacher preparation programs are excluded from the policy. Meghan will meet with interdisciplinary program directors and affected chair to discuss this policy.

### **2005-06 Faculty**

143 full-time faculty members are under contract in COTS for the 2005-06 academic year:

114 permanent faculty

- 31 are untenured
- 83 are tenured

29 non-tenure-track faculty

- 10 are new to CWU
- 15 are continuing

Meghan briefly discussed the funding sources for the full-time, non-tenure-track faculty.

### **2005-06 Tenure-Track Searches (Effective Hire Date 9/16/06)**

Meghan reported that there would be 14 or 15 tenure-track searches during 2005-06

- 10 are existing lines, either vacant now or expected to be vacant by September 2006
- 3 are new positions added by the Provost
- 1 is added from high demand funds
- 1 replaces a leave of absence without pay with likelihood of resignation

Meghan reminded the chairs that:

- The names of the committee members should be included on form 2
- The viability of the pool needs to be assessed for form 3, and
- Vitae should be attached to form 4.

Meghan encouraged the chairs to participate in an on-line workshop on recruiting diverse faculty October 25 and noted that participants need to register.

### **Program Review Issues**

Meghan reminded the chairs that they should track on how program review results drive departmental decisions. She noted that a few reviewers cited web as a weakness and discussion ensued on how to upgrade departmental websites.

The chairs discussed the need for interdepartmental room agreements. Class time is still a factor in determining whether classes make full enrollment, the loss of block registration is a huge factor. Meghan noted that Linda Beath recognizes the importance of block registration and is pushing forward on this issue. The room scheduling program is working better.

There will be a major change in the time line for reviewing programs. It will be a two-year process repeated every five years.

### **Dean Hall Building Committee**

The Dean Hall Building Committee will be meeting regularly this year.

### **Development**

George Cole's effort will now be devoted to COTS on a full-time basis with 75% of his salary paid by Development. George stressed the importance of chair involvement when approaching potential donors, and cited the efforts in Geology, Law and Justice, and Political Science. George noted that it is important that we establish a COTS Development Plan. He briefly discussed the pilot efforts of Geology, Psychology, and Sociology in direct mailing and noted that he hopes to have a report on gross revenues from those efforts. The university's comprehensive campaign was briefly discussed.

### **Budget**

Meghan distributed individual departmental memoranda identifying funding changes from FY 2004 for new faculty positions and good and services, including the transfer of copying expenses and funding from the Provost to academic departments.

### **Motor Pool Rates**

Rates are scheduled to increase in September 15, and the Provost is trying to negotiate separate plan for high volume use. Meghan distributed a memo from Rich Corona about the viability of continuing to phase out 15-passenger vans. There was brief discussion on the need for additional cargo space in field vehicles and agreement to urge that additional 15-passenger vans be purchased with the back seat removed.

### **Douglas Honors College Vision Committee**

Meghan distributed a memorandum from Sura Rath noting that this year the committee will focus efforts on developing a curriculum that will provide transfer students the opportunity to participate in honors programs and expanding the current two-year program into a four-year program. He called on faculty to participate if they have natural connections to these programs.

### **Academic Affairs Strategic Plan, Strategy 2010**

Meghan distributed a draft strategic plan for the period 2005 through 2010 and a document from the President that defined spheres of distinction. Meghan briefly discussed the academic affairs SWOT analysis that resulted in the draft strategic plan.

**2005 Fall Quarter Meeting Dates**

The department chair meetings will be held at 10:30 a.m. in Science 301 on the following Thursdays.

- September 29
- October 20
- November 3
- November 17
- December 1

A meeting of interdisciplinary program directors and affiliated chairs will be held October 13 at the same time if enough program director can participate.