

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Regular Meeting, April 27, 2006  
10:30 a.m., Science 301**

**Attending:**

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

**Guests:**

Jennings, Michael - Associate Vice President for Faculty  
Lundgren, Mark – Director of Institutional Research

**Minutes of February 23, March 9, March 30, and April 13, 2006**

The minutes from February 23, March 9, March 30, and April 13, 2006, were approved.

**College Civics Week**

Todd Schaefer invited the chairs to hear him speak at College Civics Week at 1:00 p.m.

**Science Building Lessons Learned**

Meghan invited chairs involved in planning Science Phase II the remodeling of Dean Hall to attend a meeting on science building lessons learned at noon, May 2, 2006, in Science 301.

**Graduate Thesis Delays**

The chairs discussed significant delays some graduate students are experiencing in getting thesis feedback from the Graduate Office. One student experienced an eight-month delay, and another a five-month delay because of such trivialities as apostrophe styles. Biological Sciences, Geography, Mathematics, and Psychology students have experienced few problems. However, Geological Sciences and Chemistry students have experienced problems. The Graduate Office's refusal to accept ACS standards has caused problems for chemistry students.

**Merit Increases**

The chairs discussed the events that resulted in no merit review during the 2005-06 academic year. Faculty who weren't able to undergo a second merit review lost the opportunity to have a permanent 1% salary increase effective January 1, 2006.

**Long-Term Disability Insurance**

Meghan reminded the chairs that faculty members must sign up for long-term disability insurance by April 30.

**Personnel Committees**

The chairs discussed a handout delineating new guidelines for department and college personnel committees under the faculty collective bargaining agreement. Concern was expressed that it may be difficult to constitute a college personnel committee under the new guidelines and it might be even more difficult for some departments to constitute department personnel committees. The chairs were encouraged to try to establish their personnel committees within a week so work can begin on selecting members for the college committee. Meghan asked the chairs to contact her if they encountered any problems.

**Budget Requests**

Budget requests (in memo format) are due May 15.

**Spheres of Distinction**

Meghan distributed a memorandum about funding for spheres of distinction for 2006-07. The Provost will provide a unified document to chairs. The previous version (salmon handout) was widely discussed in the

past. \$500K will be available for funding spheres of distinction. Some of these funds will be added to the base budget and some might be withheld for one-time funding only. The proposals should be developed in such a way that they are in alignment with an academic affairs planning document, the academic affairs Strategic Plan 2006-2012, and the COTS strategic plan. The proposals will be reviewed and prioritized at the dean's level, and some will be forwarded to the Provost. The chairs were encouraged to limit their requests to 300 words, and the proposals are due in the dean's office May 11. The dean's request is due in the Provost's Office May 15.

### **University Standard for Performance Reviews**

Meghan distributed a memorandum giving guidance for 2006-07 faculty workload allocation. Full-time equivalent students need to be generated within each department, and a breakdown of annual course full-time equivalents was distributed.

### **Workload Forms**

Michael Jennings distributed faculty workload forms and elaborated on variations of workload assignments that might be suitable for various phases of faculty employment. The chairs are supposed to discuss the workload assignments proposed by faculty members and make suggestions that will promote faculty goals such as reappointment, tenure and promotion. He suggested the completed forms should include all of a faculty member's professional activities.

Mark Lundgren discussed enrollment benchmarks and target numbers for full-time equivalent students.

### **Attachments**

- Long Term Disability
- Personnel Committee Memo
- Budget Request Memo
- Spheres of Distinction
- University Standard for Reappointment, Tenure, Promotion, and Post-tenure Review
- Workload planning, FTE targets and faculty performance standard