

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, May 4, 2006
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology
Boersma, Stuart F. - Mathematics
Darda, David - Biology
Ely, Lisa L. - Geology
Johnson, Kirk A. - Sociology
Kurtz, Martha J. – Chemistry
Kuhlken, Robert - Geography
Mason, Marilyn - Geography

Miller, M. Meghan, Dean
Palmquist, Bruce - Physics/Science Education
Reimund, Mary Ellen - Law and Justice
Schaefer, Todd - Political Science
Schwing, James L. - Computer Science
Stein, Stephanie - Psychology
Thomas, Carin - Associate Dean
Tolin, Phil – Associate Dean and Chair, Law and Justice

Minutes of April 27

The Department Chair minutes of April 27, 2006, were approved.

Change of Meeting Date:

The department chair meeting scheduled for Thursday, May 25, has been rescheduled to Friday, May 26.

Faculty Workload Plans Due May 19

The dean announced that faculty workload plans would be due in the dean's office May 19 unless a memorandum of understanding is adopted with a different due date. Workload forms are not yet on the Associate Vice President for Faculty Affairs website. Meghan will redistribute the most recent version. (Reference to section 13.3.1 of the collective bargaining agreement is the only correction.)

Soon after the due date, chairs are to schedule a meeting with the dean to review the plans. She asked them to bring a summary of:

1. How course offerings and capacity compare to data for the last three years;
2. How interdisciplinary programs are staffed;
3. What adjustments have been made to differentiate faculty workloads;
4. Issues the chair would like to discuss with the dean.

Social Events

Meghan advised the chairs that there will be a social for CAH and COTS faculty and staff May 11 from 4:00 p.m. to 6:00 p.m. in Grupe Conference Center. Psychology will cater on behalf of COTS. Meghan asked for volunteers for a second COTS department to cater the event.

Also, there will be a celebration of accomplishments and a state of the college address for COTS faculty and staff June 1 from 3:30 p.m. to 5:30 p.m. in Grupe Conference Center.

Digital Camera with Time-Lapse Function Needed

Meghan asked the chairs if they would lend her a digital camera that could take time-lapse photos of the crosswalk in Parking Lot J. The chairs suggested she call Chris Smart or Charlie McGehee for suggestions on how to accomplish this.

Speaker Series – Travel Expense Support for Presentations by Donor Prospects

Meghan announced that the dean would co-sponsor the expense of bringing donor prospects to campus for presentations.

Nominations of Distinguished Alumni

Dan Jack provided Meghan with a list of possible nominees for distinguished alumnus Meghan distributed the list to the chairs.

University Standard for Reappointment, Tenure, Promotion, and Post-tenure Review

The chairs discussed the appropriateness of using the adjective "superior" as a requirement for promotion to professor. After much discussion the chairs asked Meghan to report their concerns to the body that adopted

this provision. Meghan reminded the chairs that the purpose of reviewing the standard was to ensure that the provisions are understood, not to provide editorial changes.

The discussion progressed to a section that requires that if a review results in “reservations, the reservations must be addressed within a year.

UNIV 101 Staffing

Meghan noted that under the new Collective Bargaining Agreement UNIV 101 assignments will be part of a faculty member’s workload and will not be assigned for additional pay.

Next Meeting

Next meeting will be Thursday, May 11. No meeting Thursday, May 18 because of SOURCE activities. The following week the meeting will be *FRIDAY, May 26*.

Dean’s Plans.

There will be a meeting on Dean Hall planning lessons learned Tuesday, May 2 in Science 102. Also, Meghan reminded the chairs that she would be in Cambridge, Massachusetts June 17-29.