

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Special Meeting, Friday, May 26, 2006  
10:30 a.m., Science 301**

**Attending:**

Barlow, Kathleen - Anthropology	Reimund, Mary Ellen – Law and Justice
Boersma, Stuart F. - Mathematics	Schaefer, Todd - Political Science
Darda, David - Biology	Schwing, James L. - Computer Science
Ely, Lisa – Geological Sciences	Stein, Stephanie - Psychology
Johnson, Kirk A. - Sociology	Thomas, Carin - Associate Dean
Kurtz, Martha J. – Chemistry and Science Education	Tolin, Phil – Associate Dean and Chair, Law and Justice
Miller, M. Meghan, Dean	

**Website for the Associate Vice President for Faculty Affairs - <http://www.cwu.edu/~avpfa/>**

The website for the Associate Vice President for Faculty Affairs is now up and has the following forms:

- Initial request to fill faculty vacancies
- Selection information and certification of faculty appointments
- Request for report of absence
- Faculty unplanned leave
- Faculty travel authorization

**Workload Planning**

Meghan reminded the chairs that faculty workload plans were due May 26.

**Interviews – Associate Dean**

Meghan invited the chairs to participate in interviews for the COTS Associate Dean between 10:00 a.m. and Noon. The final schedule will be sent to the chairs.

**Student Speaker for Honors Convocation – Lindy Mullen**

Meghan announced that Lindy Mullen, Biology, would be the student speaker at Honors Convocation.

**Centers for Excellence in Leadership Awards**

Meghan announced that Jonathan Betz, Biology, would be the College's recipient of the Student Center for Excellence in Leadership award. Carin Thomas noted that both Linda and Jonathan are Science Honors students.

**Excellence in Teaching Award**

Andrew Downs, Psychology, is the college's nominee for the Excellence in Teaching award to be bestowed Friday of homecoming weekend.

**Distinguished Alumnus Nominee**

Ron Sims, Political Science, is expected to be the distinguished alumnus nominee with the award to be bestowed fall quarter.

**One Book, One Campus (OBOC)**

Bill Bryson's book A Short History of Nearly Everything has been selected for the 2006-07 One Book, One Campus project. The COTS Dean Office has ordered books for all department chairs.

**Disability Support Services**

Meghan announced availability of reading and study notes software, voice recognition software, and idea mapping to generate outlines for papers.

**Phased Retirement Guidance**

Meghan reviewed with the chair a memorandum of understanding on phased retirement. Under this memo the full-time workload for a quarter has been increased from 15 to 18 workload units, but phased assignments are not restricted to teaching.

**Changes to Faculty Searches**

Meghan noted that the new search management software would change the role of the Equal Opportunity Office to policy and oversight. The faculty search process is now under the aegis of the Human Resources Office.

**Spheres of Distinction Update**

Meghan noted that there were 37 proposals submitted for consideration as spheres of distinction. COTS submitted 21 of the 37 proposals.

**Equipment Grants**

Meghan will check with the Provost on the status of equipment grant proposals. In the past these have been submitted to the President's Office for consideration. She noted that the chairs should be prepared to submit

proposals if the program is continued. While these grants are relatively small, they have had a strong impact on continued program opportunities for this College and the dean expressed her appreciation for the support the College has received in the past under this program.

### **COTS Policy Manual**

Discussion continued on proposed revisions to the COTS Policy Manual and discussion will continue at the meeting June 1.

### **Calendar Items**

The COTS spring celebration June 1 from 3:30 to 5:30 in Grupe Center.

The next regular meetings will be June 1 and June 8 from 10:30 to noon in Science 301.

Fall Faculty Day will be September 18

Chair training session will be September 13 or 14

COTS Chairs Retreat will be September 15

New faculty retreat day will be September 15, or 19

### **Dean's Plans**

June 17-29 Cambridge, Massachusetts

July 10-14 and the week of August 14 plus part of the preceding or following week – Vacation

### **Attachments**

Web page and forms – AVP Faculty Affairs

President McIntyre's cost modeling and analysis summary analysis for CWU

DSS Handout