

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, September 21, 2006
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology
Boersma, Stuart F. - Mathematics
Darda, David - Biology
Johnson, Kirk A. - Sociology
Kuhlken, Robert T. - Geography
Kurtz, Martha J. – Chemistry and Science Education

Miller, M. Meghan, Dean
Palmquist, Bruce - Physics
Schaefer, Todd - Political Science
Schwing, James L. - Computer Science
Stein, Stephanie - Psychology
Reimund, Mary Ellen, Law and Justice

Friday Fest Dates

The 2006-07 Friday Fest Dates will be

- o October 20
- o November 17
- o January 19,
- o February 9
- o April 13
- o May 11

Structured Performance Record

Martha Kurtz reported that the Chemistry Department had several questions about where to place certain activities. After discussion, there were several changes to be made to this document. Meghan will distribute the revisions to the chairs and then it will be posted on the COTS website in time for use by tenure-track faculty undergoing review this fall.

WIN WIN

The amount available for to supplement computer purchases is now \$350.

Enrollments

Meghan asked the chair for feedback on enrollment pressure. Stephanie Stein noted that room size constraints prevailed over other enrollment factors for psychology courses. Meghan asked the chairs to send justifications to Kirk Johnson that if offerings don't meet small class guidelines after the tenth day of instruction. (The guidelines are: 20 minimum for lower division courses, 12 minimum for upper division courses, and 8 minimum for graduate-level courses.)

Udall Faculty Representative

Nominations are needed for the Udall Scholarship campus representative to put forward student nominations for merit-based \$5,000 scholarships to sophomores and juniors who intend to pursue careers related to the environment or intend to pursue careers in tribal public policy or Native American health care and are Native American or Alaska native. The hope is to encourage future leader across a wide spectrum of policy, science, education, social science and health fields. Typical institutional representatives are "scholarship coordinators, Honors Program directors, or faculty from environmental or Native Studies programs." Meghan will send the chairs an email reminder.

Blackboard Policy

The chairs discussed the draft of the CWU Blackboard Use Policy dated September 11, 2006. Meghan noted that submitting large files on a streaming server would help avoid copyright issues.

Professional Development Plan List

Meghan distributed a list of COTS civil service staff that noted the current status of their professional development plans. The list was derived from records in the Human Resources Office. It was noted that professional development plans had been developed for several staff members who were listed as having no plan. Meghan asked the chairs to notify Human Resources if their records are incorrect.

Technology Summit

Meghan asked for nominations for faculty to serve on the technology summit. The chairs will discuss this assignment with faculty and get back to Meghan.

Senior Lecturer Status

Meghan said she needed three chairs to work together to develop and recommend college-level standards for non-tenure-track faculty who want to pursue senior lecturer status. Stuart Boersma, Robert Kuhlken, and Kirk Johnson agreed to do this.

Assessment of Assessment – Continuing Presentations

Lisa Ely, Kathleen Barlow, Kirk Johnson and Jim Schwing reported on their departments' assessment of assessment plans. Mary Ellen Reimund will present the Law and Justice Assessment of Assessment report at the next department chair to conclude the presentations.

Calendar

Regular Meetings for Fall Quarter:

- October 5
- October 19
- November 2
- November 16
- November 30

Dean's Activities

- October 9 through 13 – Vermont and Washington, D.C.
- October 27 – University of Washington
- Some Wednesdays may involve development activities

Handouts

List of staff with status of evaluations and professional development plans
Revised Structured Performance Record