

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, January 18, 2007
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology	Miller, M. Meghan, Dean
Boersma, Stuart F. - Mathematics	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 Chair and Associate Dean	Stein, Stephanie - Psychology
Kuhlken, Robert T. - Geography	Reimund, Mary Ellen - Law and Justice
Kurtz, Martha J. – Chemistry and Science Education	Carlton, Scott - Guest

Minutes of January 11, 2007

The January 11, 2007, minutes were approved.

Friday Fest January 19, 2007

Meghan reminded the chairs that Friday Fest would be the next day at 5:00 in Grupe Center.

Post-Tenure Review

Meghan gave each chair two copies of a memorandum dated January 17, 2007 regarding 2007 post-tenure review criteria and recommendations and asked the chairs to give the second copy to their respective personnel committee chairs. Attached to the memo were the university performance standard, the COTS performance standard, and Article 20 of the UFC collective bargaining agreement.

Campus Master Plan

Science Phase II. She noted that there are some plans to relocate the Mathematics Department and Meghan urged Stuart Boersma to ensure that the department will be moved only once in this process. Stuart stated that there has been some discussion about moving the Mathematics Department to Hertz Hall in which the Math Center is currently located.

Center for Excellence in Leadership Award

Meghan noted that she would be asking the chairs for nominations for students to be considered for the Center for Excellence in Leadership Award. This individual should demonstrate qualities that include integrity, problem solving, initiative, and exemplary work ethic in addition to creating or implementing systemic and institutional change.

FIPSE Presentation on Curriculum Reform

Meghan asked the chairs for feedback on the December 4 presentation on curriculum reform by David Cornelius, Eastern Washington University Professor Emeritus and asked for suggestions for presentations to be made on the next faculty day. One suggestion was to invite Lynda Paznokas. Another suggestion was to invite Keith Champagne or Steve Rittreiser to repeat their presentation on dealing with classroom management.

Structured Performance Record

The chairs noted that faculty would be interested in a presentation that would identify both good and deficient structured performance records. Faculty members are still in a quandary about how much detail is appropriate.

Post-Tenure Review – Revised Process (Dated November 30)

Meghan distributed a memorandum dated November 30, 2006, regarding the revised post-tenure review process. Attached to the memorandum was the projected cycle for tenure review, and Meghan cautioned the chairs that several factors could change the year faculty are to be reviewed.

Staffing Interdisciplinary Programs

The chairs discussed concerns about the proliferation of interdisciplinary programs the negative impact reassignment of faculty to direct the programs has on their ability to meet instructional needs.

Workload Planning

Meghan noted that the service component seems to be unevenly evaluated. She needs to know what kind of service each department needs. It would help if each department could develop a list of college and department level committees, roles of graduate and undergraduate service, and civic engagement.

COTS Faculty Development Funds

Meghan distributed a draft proposal on the distribution of faculty development funds managed at the dean's level from summer revenues.

University Advising – Implementation of Registration Holds

Scott Carlton, Academic Advisement, noted that the academic advisement center is gradually enforcing the requirements for periodic academic advising meetings. Next quarter advisors must release a hold on students who have earned 75 credits so that they may register. Students will receive an email Monday, January 22 if they are affected by this requirement. Gradually the requirement for advising after 115 credits will be enforced.