

**Council of Department Chairs  
College of the Sciences, Central Washington University  
Regular Meeting, March 8, 2007  
10:30 a.m., Science 301**

**Attending:**

Barlow, Kathleen - Anthropology	Montgomery, Aaron - Mathematics
Darda, David - Biology	Reimund, Mary Ellen - Law and Justice
Ely, Lisa L. - Geology	Schaefer, Todd - Political Science
Kuhlken, Robert T. - Geography	Palmquist, Bruce - Physics/Science Education
Kurtz, Martha J. – Chemistry and Science Education	Schwing, James L. - Computer Science
Miller, M. Meghan, Dean	Stein, Stephanie - Psychology

**Department Report:**

**Biological Sciences**

- The last natural science seminar of the quarter will be Friday, March 9 and will feature Clay Arango.

**Law and Justice**

- Mary Ellen Reimund reminded the chairs that Krystal Noga would be participating in first amendment activities March 8.

**Minutes of February 1 and February 22**

The minutes from February 1 and February 22, 2007, were approved as revised.

**COTS Faculty Day – March 12**

The chairs discussed topics to be covered for COTS faculty day (March 12). Under personnel review issues, Martha Kurtz agreed to discuss the third binder at the department level rather than the dean's level. Jim Schwing agreed to discuss the Computer Science peer review model.

**Advising Handout**

After some discussion Meghan agreed to ask Michael Jennings if this document has undergone union review. Meghan will email the advising handout to the chairs.

**Development Funding Requests**

Meghan asked the chairs to check to see if the dean's office missed any funding requests. Occasionally faculty attached the request form to their travel authorization forms and some may have been overlooked.

**Update on Computer Requests**

Lynn Linnell will develop a spreadsheet summarizing the requests and will meet with Meghan after spring break.

**Lecturer Pools**

Meghan reviewed the lecturer pool worksheet with the chairs and asked them to think of the results from the electronic process as a filing cabinet. She suggested that each department maintain a separate pool for full- and part-time lecturers. Those departments that need lecturers at centers may want to maintain pools by center location. Departments that have full-time, non-tenure-track lecturers this year should review the circumstances that precipitated hiring them, and if such circumstances haven't changed, a pool should be developed for next year.

**Leadership Programs – Coordination, Representative**

The College of Education and Professional Studies has proposed a leadership minor that has triggered a great deal of discussion. The deans will meet together with Linda Beath before this moves forward.

**Meetings on Promotion Recommendations**

In order to comply with the collective bargaining agreement, the dean *will not* be holding meetings with department chairs and personnel committee heads to discuss promotion recommendations.

**Mandatory Reporting**

The issue of mandatory reporting will be taken up with the Assistant Attorney General

**Spring Quarter Meeting Dates**

The regular meetings for spring are: April 5 and 19, May 3, 17 and 31

**Other Calendar Items**

NCATE visit May 5-9, 2007  
NWCCU self-study complete 2008-09; Visit October 2009

**Off campus days for Meghan**

March 16-26 (spring break, plus Friday and Monday)  
May 21-25