

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, April 19, 2007
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology	Kurtz, Martha J. – Chemistry and Science Education
Benesh, Gina, Development Officer	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
Gabriel, Anthony - Geography	Reimund, Mary Ellen - Law and Justice
Johnson, Kirk A. – Sociology Chair and Associate Dean	Stein, Stephanie - Psychology

Alumni Tracking

- Libby Street, Jim Armstrong, Kelly Cadman, Mandy Hanousek, and Jaqualyn Johnson, members of an ad hoc committee on alumni tracking, asked the chairs for assistance and cooperation in the university's efforts to strengthen alumni participation in surveys and alumni events. Jaqualyn and Kelly expressed their willingness to visit department capstone courses as a means of capturing the interest of students nearing graduation. The ad hoc committee also reported on their efforts to increase the giving rate of CWU alumni. During the course of their presentation, they distributed information on an alumni software package used at CWU, Raiser's Edge, and encouraged the chairs to use this database to share alumni information.

Department Reports:

- Department reports were deferred until May 3.

Development

- Gina Benesh asked the chairs to review and comment on individual department reports she prepared for her use during development contacts. A prospect meeting report was also distributed.
- Gina reported that she has sent out 2,500 invitations to a social event to take place in Sue Lombard while SOURCE us underway and asked the chairs to attend. She will report at the next meeting on the number of RSVP's. It was suggested that if there is room available, it might be nice to have faculty attend who are CWU alumni. Planning is also underway for a river float July 25 or 27.
- The website project is progressing with Anthropology and Law and Justice websites. Todd Schaefer noted that the Political Science Department would like some assistance and training to develop a website. Gina asked the chairs to provide student email lists for the development of the CWU "My Space" project.
- Gina is making some progress on establishing a COTS Development Council and she shared with the chairs some of the names under consideration. Meghan will electronically send Gina the bylaws developed two years ago for an advisory council.

Performance Adjustment

- The chairs reviewed candidates for the college panel that will review performance adjustment applications. The panel must be comprised of at least three representatives of two different ranks. The following members were tentatively suggested: Holly Pinkart, Tim Melbourne, Razvan Andonie, Barbara Rieffer-Flanagan, Tony Gabriel, and Jeff Penick.

Faculty Workloads

Meghan noted that before she begins to review 2007-08 workloads, she's appreciate a list from each chair of faculty whose submitted workloads have already changed so she can return them for adjustment. This will save time she would have spent reviewing them.

Lecturer Hiring

The chairs discussed a draft memo from the Dean on hiring lecturers for 2007-08.

Minutes of March 8 and April 5, 2007

The minutes from March 8 and April 5, 2007, were approved.

Chair Election Outcomes

Meghan reported that Hong Xiao had been elected Sociology Department Chair. The chairs discussed matters that should be covered with new chairs, and Meghan advocated chair elects attending some of this year's remaining meetings. Meghan will talk to new chairs about going to chair workshops, such as CCAS and ACE.

April 26 Meeting

A special meeting will be held April 26 with guest Sheryl Grunden, Assistant Registrar, who will review articulation of transfer agreements and their effect on substitution of courses, and upper division requirements.