

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, January 10, 2008
10:30 a.m., Science 301**

Attending:

Barlow, Kathleen - Anthropology
Benesh, Gina - Development Officer
Bohrson, Wendy A. - Geology
Couture, Judy
James, Paul - Biology
Jackson, Mike - Physics
Johnson, Kirk - Associate Dean
Kuhlken, Robert T. - Geography
Kurtz, Martha J. - Interim Dean

Montgomery, Aaron - Mathematics
Palmquist, Bruce C. - Physics & Science Education
Peters, JoAnn - Chemistry
Reimund, Mary Ellen - Law and Justice (Via Teleconference)
Schaefer, Todd - Political Science
Schwing, James L. - Computer Science
Stein, Stephanie - Psychology
Xiao, Hong - Sociology

Information Items and Requests

- COTS Catalog Copy – Martha circulated the catalog and asked chairs to update appropriate sections. Martha agreed to send a copy to Mary Ellen Reimund who participated at this meeting via telephone.
- Status Update Form – circulated for updates
- Role of Graduate Studies document circulated – plan to move forward. There was some discussion regarding the status of this document. Paul James suggested that it would be premature to suggest changes to this document. Drafts have been circulated at the University Graduate Council three times, and he anticipated that they would probably review another draft January 24.

Reports

- Dean
 - In order to save time at meetings, Martha offered to make a list of journals that come to the dean's office that chairs can review and note if they want to see them. The chairs agreed.
 - Martha asked the chairs to complete a table showing the status of searches, the status departmental retention, tenure, and promotion policies, and the faculty going through review processes.
 - New secretary in the dean's office. Martha announced that Sara Taylor is the new secretary in the Dean's Office and encouraged the chairs to introduce themselves to her the next time they come to the office.
 - Individual meetings. Sara will be contacting the chairs to set up individual meetings with Martha. In addition, Martha asked the chairs to contact the dean's office to set up meetings before February 7 on promotion, tenure, and post-tenure review. She noted that individual faculty members who want to meet with the dean are expected to meet with the department chair before requesting an appointment.
 - Interim Dean Contract. Martha noted that her contract is through July 2009 or until a new dean is appointed through an external search process.
 - Frequency of department chair meetings. The chairs were given the option of meeting weekly but agreed that their preference is to meet every other week unless additional meetings are necessary. Intervening weeks may be used for individual meetings with chairs as needed.
 - Good News. Martha noted that this takes a lot of time in meetings, but she must include these reports monthly at Academic Council meetings. A week before the Academic Council meeting Judy Couture will ask the chairs to forward electronic good new reports. At the request of the chairs, Martha agreed to provide copies of the compiled reports at the department chair meetings.
 - Overload Pay. Overload pay will remain at the adjunct rate and will require the Provost's approval of the faculty workload plan.
 - Northwest Accreditation. Some sections of the department self-study need input from the dean. It will go to the chairs January 25. The necessary data has not been posted on the Institutional Research website. Standards 1 and 2 are due January 30th. The rest are due the 31st. The chairs pointed out that they are having problems completing the website template, and Jim Schwing noted that the problem has to do with single quotes. Hopefully this will be addressed soon. The Dean is working on the College self-study that is due January 31.
 - Science Phase II. The status of Phase II of the science building has been relegated to a lower priority on the university's capital building plan, superseded by the Samuelson Building remodel. So far no

one has taken responsibility for submitting the revised priority list to the Executive Council. Martha will meet with Bill Vertrees to try to do some damage control.

- COTS Equipment Grants Committee. The equipment requests have been forwarded to the COTS equipment committee and they will have a recommendation to Martha by January 15.
- Property Replacement Fund Established. Mary Ellen Reimund reminded the chairs of a U.S. Bank account that has been established to defray the expense of property damaged in a fire at Rodrigo Murataya's home. Dr. Rodriguez, Assistant Professor of Law and Justice, carried depreciated value insurance.
- Associate Dean
 - Summer Research Grants. Kirk noted that the applications for COTS Summer research grants are due in the dean's office Friday, February 1. He would like to fund four research grants.
 - Student Research Grants. Kirk noted that he had not yet received any applications, and asked the chairs to remind people to encourage applications and think about committee members to review the applications
 - Summer Session. Kirk distributed a summary of summary 2007 summer revenues that noted the amount the dean would transfer to the departments. He noted that if the chairs agreed with the report, funds would be transferred to the departments. He reminded the chairs that the 40% held back by the dean included the development funds available to faculty. The allocation per eligible faculty member was increased from \$300 to \$350 this year. The chairs agreed to the distribution plan.
- Development
 - Meetings with department. Gina Benesh stated that she would like to meet with department. She had already met with Biological Sciences, Geological Sciences and Mathematics and had scheduled a meeting with Chemistry.
 - Scholarship Announcement. Vicki Dicken will send out an announcement January 11 regarding available scholarships.
 - State of Donations. Gina reported on some of the contributions received from donors.
 - Development Council. The COTS Development Council was scheduled to meet January 11 in Redmond. They will have dinner at the Marriott, and Tim Melbourne will give a lecture on PANGA. Several people from the University of Washington indicated they would attend the lecturer, and she hoped a Seattle Times reporter would cover the event.
 - Science Scholarships. Gina noted that the science scholarships would be based on merit rather than need.

Discussion Items

- Annual Activities Report. The annual activities reports are due to the departments January 15, and the workload Plans are due to the dean February 15. The dean wants the chairs to review the activities reports and the department plans when the chairs meet with the deans.
- COTS Personnel Committee. There is new flexibility in Article 20 of the Collective Bargaining Agreement and the College needs nominations for an alternate and could entertain nominations for one or two other rotating members. Martha will make up a ballot from a list of eligible tenured faculty. The committee must be established by February 7.
- Murdock Proposal. The College has an important relationship with the Murdock Foundation and they have been expecting a grant proposal from CWU this year. There is some concern that if we don't submit a proposal this relationship could be damaged. Discussion centered on the following possible proposals:
 - COTS Endowed Professorship
 - Wenas Creek Mammoth
 - Geology/Chemistry cross-disciplinary lab
 - Friends of the MuseumMartha is scheduled to attend a meeting of the University Development Priorities Council to discuss this and other development issues.

Calendar

- Martha will be out of the office: Jan. 11, 14, 15; Feb. 8