

**Council of Department Chairs
College of the Sciences, Central Washington University
Regular Meeting, January 23, 2009
10:30 a.m., Science 301**

Present:

Kathleen Barlow, Anthropology
Carey Gazis, Interim Geology
David Darda, Associate Dean
Mike Jackson, Physics
Paul James, Biology
Kirk Johnson, Interim Dean
Cindy Klein, Secretary
Martha Kurtz, Science Education
Brian Jacobson, Development Officer

Aaron Montgomery, Mathematics
Jim Huckabay, Geography
JoAnn Peters, Chemistry
Charles Reasons, Law & Justice
Todd Schaefer, Political Science
James Schwing, Computer Science
Stephanie Stein, Psychology
Hong Xiao, Sociology

All present

Changes to the Agenda

None

Approval of the Minutes

Stephanie Stein made a motion to approve as written. The motion was seconded by Michael Jackson and the motion carried.

Information Items and Requests

Kirk reported that he had been asked by Provost Quirk to continue on as COTS Dean and he accepted. There is a meeting set up for next Thursday, January 29th at 10:30am in Science 301 (the alternate chair's meeting date) for chairs to meet with Dr. Quirk and have their questions answered. Neither Kirk Johnson nor Dave Darda will attend so that chairs may speak freely to the Provost.

Reports

Dean Kirk Johnson

Kirk announced that the summer money has been transferred and this year's allotment to COTS is \$319,086, which is a slight increase over last summer. Kirk explained that past practice has been to hold 40% in the Dean's office, which funds Faculty Development, COTS summer faculty grants and undergraduate grants. He reported that in past years, the other 60% was disbursed to the departments. Kirk asked the group if they would want to consider having ½ of the 60% dispersed to their departments now and hold the other ½ to help cover the upcoming projected budget shortfalls. The projected timeline to hear exact budget shortfalls is estimated as being in March/April of this year per the Presidential announcement last week. No decision was reached by the Chairs and no vote

was taken. There were some inquiries about carry over budgets from last year. Kirk will re-visit this issue at an upcoming meeting.

Kirk explained the latest known problem with the electronic hiring pool process. Currently as chairs follow the directions as listed and the top 3 are selected and indicated on the electronic version-the rest of the pool is then “lost” and not recoverable. The suggested advice at this time, until the parameters of the program can be changed electronically, is for departments to not process them electronically until the updates can be made and the electronic process works as intended.

Associate Dean Dave Darda

Dave reminded chairs of upcoming events and grant due dates and has followed up to all with e-mails.

The Majors Fair will take place on February 11th from noon to 3pm in the SUB Ballroom. Departments need to reserve their tables and box lunches by Tuesday, January 27th.

COTS will headline Cat Tracks on Friday, February 20th in SURC. Dave has increased the COTS allowed time from 45 minutes to 1 hour (12:30-1:30pm). Dave will prepare a power point presentation and departments are encouraged to participate by attending or by supplying Dave with department brochures or literature.

There was discussion regarding the offer of gift property from Dr. Carter. He owns a 9 acre wooded piece of property that cannot be sold and is located near Gig Harbor. Jim Huckabay will confer with Mary Poulson in Biology to gather more information

Development Officer Brian Jacobson

The plan this year is to invite some CWU Alumni to judge SOURCE presentations in addition to the faculty.

There is a large Museum Event scheduled for March 6th in the Dean Hall foyer. The COM 470 class is doing it as a class project. The theme is entitled “Forever Green Affair”.

Discussion Items

a. Watch One, Do One, Teach One

Chairs were given a 4 page handout of a proposal to use graduate students as classroom instructors.

b. Employee Performance Review

Each Chair was given a printout with detailed directions on Performance Evaluations and an attached list of COTS employees, with dates that evaluations have been received in their office. The list was for all 3 categories (first/interim/expectations for year ending).

c. First Year Experience

A CWU draft, dated 1/8/09, of the First Year Experience at Central Washington University was handed out. The document entails CWU’s commitment to a supportive campus environment for students as well as

expected learning outcomes, FY support & objectives. Changes in UNIV 101 are being considered.

For the Good of the Order

For the Good of the Order – 2 items from Michael Jackson

1. Physics Department Newsletter: created using template from Chemistry Department (Microsoft Office Publisher to PDF file). Approval went from Department to COTS Office, Foundation, Mail Services before going to print. Names/addresses from Foundation “cleansed” by Mail Services; after printing ran through Mail Services a second time to get an accurate Bulk Mail count (200 needed for Bulk mail). Costs: \$250 for 300 copies (black & white, includes paper; color would have been about three times as much); \$30 mailing (200 mailed at about \$0.16 each) and \$20 mail labor. Note: Color copies (11 by 17) from Office Depot are \$0.777 per side. Costs were just for printing; Physics Department office assembled, folded, and taped newsletters. Suggestion: If Departments go forward it might be cheaper to print them out on a color Xerox machine. If one does not exist in College, then COTS office may consider a color Xerox machine. Eventually, the newsletter will go electronic; Brian has good thoughts on consolidating Department Newsletters on COTS website.
2. Request: before equipment is sent to surplus, please inquire with other Department technicians to make sure the equipment is not needed (Biology, Chemistry, Computer Science?, Geology, IET/MET/EET, Physics, anyone else?).
3. Two additional items that were included in packets and brought to everyone’s attention:

Presentation schedule for Stewart Ross and the copy of a letter to our new president from Research Corporation for Science Advancement announcing a new program that they are piloting and instructions for a \$75,000 to \$100,000 grant.