

**ESP Meeting**  
**April 18, 2008**  
**1 pm – 4 pm**

**Attendees:** Donny Smoak, Joseph Dorsey, Barnali Dixon, Erika Asano, Jim Krest, Kathy Carvalho-Knighton, Deby Cassill, Henry Alegria, Bob Wang, Mark Pezzo, Chris D'Elia

**Minutes from last meeting:** One change made – Kathy Carvalho-Knighton was added to the Assessment Committee (along with Jim Krest). This modification was approved and the modified minutes were approved.

**Other Issues:** D. Smoak urged all to attend a conference scheduled for April 21 slated to discuss urging the administration to include research at USFSP as part of the university's strategic plan.

All voting members voted to have H. Alegria succeed M. Riedinger as scheduler for ESP.

A discussion followed regarding a shift in Bob Wang's duties. Due to budgetary constraints, Bob's duties have been modified to include helping run the stockroom and associated activities. D. Smoak explained that Bob will still carry out essential duties at URL but his new responsibilities mean that faculty will have to assume some duties previously done by the stockroom staff. This led to a general discussion on budgetary/financial issues. There was a question regarding instruction lines for the upcoming year. M. Pezzo responded that at a 9% budget reduction level there will be no recurring money for visiting instructors. There was further discussion regarding ESP's budget, the Budget Committee's budget that had been prepared a couple of weeks previously, the real extent of budget cut for ESP, etc. This discussion was tabled due to time constraints to be followed up later, but it was agreed upon that the Chair should contact the Dean's office to get an idea of last year's operating budget and the actual cut ESPG is facing in order to meet CAS's 9% budget reduction.

**Ambe Njoh:** D. Smoak reported that Dr. Ambe Njoh is still interested in joining ESP and starting a Planning component. In reply to a question it was clarified that Dr. Njoh's salary would not count towards ESP's budget. A motion was offered by Kathy Carvalho-Knighton and seconded by Barnali Dixon to offer Dr. Njoh an invitation to join and have D. Smoak discuss this with him. All voting members approved.

**Visit to ESP:** D. Smoak reported that the V.P. of Progress Energy will tour the department on May 7<sup>th</sup>. He will try to organize a meeting of all interested with him around 10 am.

**Report from Graduate Committee:** H. Alegria reported on two meetings from the Graduate Committee. The committee voted to elect C. Meindl as chair. Committee then developed a list of main duties of this committee, which included: allocating resources to grad programme; process and review all applications to grad programme; periodically report to ESP faculty the status of grad programme; periodically review and offer recommendations on modifications to grad programme. They also voted to create the post of Graduate Program Coordinator with the following specific duties: be a record keeper of all graduate student progress records; be initial advisor of graduate students until they choose advisors; from time to time provide the ESP

faculty with grad student records; ensure that all grad students adhere to timeline specified in grad handbook. It was decided to offer J. Gore the position of Grad Program Coordinator, which he has accepted. Committee also formed a sub-committee to seek funds to further ESP's grad programme; B. Dixon and H. Alegria agreed to serve on this sub-committee.

**Curriculum Committee Report:** K. C.-Knighton reported on behalf of this committee. ESP faculty were urged to review and update course offerings on a handout provided to all (handout available electronically on ESPG website as part of these minutes). Regarding ESP Projects and Internships, it was agreed that more cohesiveness and continuity were needed, as well as well-defined standards. D. Smoak commented on the need for a Coordinator to oversee all internships in order to ensure equity; he agreed to serve as this Coordinator. D. Smoak is coordinating with USGS and others on matters regarding internships. He encouraged all to provide any information on internships and projects to Coordinator. Concern was voiced regarding which courses students must complete before they can do an internship. KCN commented on the need to rationalized (offer annually? Every other year? – look at enrollment). C. Delia commented on the possibility of adding a Marine Science track as well as more classes on fisheries. KCN raised the issue of core course substitutions – what is the rationale to do so? How is it decided what courses substitute for what? It was brought to the faculty's attention that Environmental Seminar in Law and Policy , a core graduate course, was not taught this past year, and instead grad students were offered conflicting information as to what counted as the course that substituted for it – Environmental Justice Analysis or Environmental Law. It was agreed that students should not be penalized for any such conflicting information. Finally, the issue of offering a new track on Geography was raised. It was agreed that information regarding the rationale for this new potential track will be sent to all ESP faculty for consideration

**Other:** C. D'Elia reported that as part of the upcoming IOI-sponsored Coastal Cities Summit there has been increased federal funding, with the possibility of some support for grad students from such funds.

Faculty spent some time going over proposed changes in bylaws document, with most changes approved, and a few tabled for further discussion. All changes approved and tabled are listed below, separately.

Finally, J. Dorsey agreed to serve on the Assessment Committee.

Respectfully Submitted,  
Henry Alegria

## **Modifications of ESPG bylaws approved and tabled**

### Approved changes

Page 1, introductory paragraph: lines 2-3 changed from "... is a unique interdisciplinary faculty of science, policy, and geography, focused upon ..." to "is an interdisciplinary faculty of science, policy, geography, and mathematics, focused upon ..."

Page 1, Article I.3, fifth line: the following phrase was deleted ".. or reassignment of faculty teaching responsibilities..."

Page 2, Article II.1: sections (b), (c) and (d) deleted.

Page 2, Article III.2: third sentence changed as follows: "An official copy of the minutes is posted on the division website [and] filed in the division office." changed to "An approved copy of the minutes is posted on the division website."

Page 3, article IV.3: Sentence changed from "The chairperson shall serve a two-year term, which may be renewed by election. Rotation after two years is encouraged." to "The chairperson shall serve a three-year term, which may be renewed by election."

Page 4, article V.3: Sentence changed from "The Associate Chairperson shall serve a two-year term concurrent with the Chairperson, which may be renewed by election. Rotation after two years is encouraged." to "The Associate Chairperson shall serve a three-year term concurrent with the Chairperson, which may be renewed by election."

Page 5, article VI.1: Third sentence "The Division offers minors in mathematics and geography, both designed to prepare ..." changed to "The Division offers minors in chemistry and geography, designed to prepare ..." Fourth sentence reworded to read "The content of the undergraduate program is planned by the Curriculum Committee."

Page 5, Article VI.2: First sentence: the word *Environmental* was added before the word Policy (now reads "... two areas of specialization: Environmental Science and Environmental Policy.") Last sentence changed from "Oversight of the Master's degree program is the responsibility of the division Graduate Committee and the division Curriculum Committee." to "Oversight of the Master's degree program is the responsibility of the Graduate Committee and the Graduate Coordinator."

Also, the discussion point as to whether move VI.1 and VI.2 to IX was deemed irrelevant.

Page 5, Article VII.1: Second sentence changed from "Meetings should be announced at least one week in advance electronically and on the division bulletin boards." to "When feasible, meetings should be announced at least one week in advance."

Page 5, article VII.2: deleted

Page 6: Article VII.3.2 on Budget Committee and its responsibilities added.

Page 6, article VII.3.3: Initial part of sentence changed from “Colloquium Committee – This committee, comprised of at least three (3) members, arranges ....” to read “Colloquium Organizer – This person, arranges ...”

Page 7: Article VII.4.1 to remain unchanged.

Page 7, article VII.4.2, final sentence: phrase “..to the faculty volunteers..” deleted. Discussion on whether to move this article to section VII.3.7 followed but it was voted to leave it in its present location.

Article VII.4.3: Voted to remain unchanged.

Page 8, article VII.4.5.3: Proposed language to be added to this section (“The evaluation process ... considerations” was deleted.

Page 9, section A (Teaching): Last sentence deleted.

Page 9, section B (Research, Publication, & Creative Work): third and fourth paragraphs deleted.

Page 10, section C (Service), second paragraph: The following phrases were deleted *In all cases* and *hours per week or days per month*. Paragraph now reads: “As part of the FAIR annual review report, faculty members should provide a written description of the significance of service and the time and effort involved in performing the service.”

Page 10, section D: the phrase *As part of the FAIR annual review report*, was added to the beginning of the section.

Page 11, Article VII.4.5.5: deleted

Page 11, article VII.5.5.6: deleted

Page 13, article X.5: deleted

### Items Tabled

Page 2, article II.3: proposed changes tabled.

Page 3, article III.4: discussion on voting tabled for another meeting.