Faculty Meeting Minutes - REVISED

Department of Environmental Science, Policy and Geography

10 December 2014


The meeting commenced at 10:05 AM with a quorum present.

1. Approval of Past Minutes
   The 8 October minutes were approved. The 12 November minutes were approved. However, Henry requested his status as ‘unexcused’ be changed to ‘excused’ as he was attending a STEM meeting at that time.

2. Chairs Update
   • The department should soon (though date is not definite) have a 20 hour per week administrative support person to share with Biology. The plan is to split this person’s time with mornings and afternoons dedicated to a specific department.
   • The university is discussing the issue of chair compensation. They have proposed a chair receive $3,500 and a course release each semester; with a possible research leave of one semester after their term as chair.
   • Barnali plans to push for reasonable financial compensation for the roles of Graduate Coordinator, Undergraduate Coordinator and Internship Coordinator. The department expressed their concern that internships remain a departmental prerogative and not be centralized under career services or other non-academic entity.
   • Barnali presented a list of budget priorities to be submitted to Dean Biafora:
     o Faculty lines
     o Staff
     o Internship Coordinator Stipend
     o Undergraduate Coordinator Stipend
     o Graduate Coordinator Stipend
     o Travel

3. Spring Meeting Dates (previously distributed)

4. Faculty Productivity Report – faculty are reminded to complete each semester.

5. Workload Policy Committee
   • The committee’s report is not yet ready.
• Dr. Meindl distributed his working proposal that assigns points to various service activities and requires that faculty accrue a specific number of points each semester. The faculty responded favorably to this concept and provided constructive feedback.
• It was noted that service cannot be used to substitute for research in order to justify a 2/2 teaching load. The 2/2 is under increasing scrutiny and all research effort needs to be carefully documented.

6. Update on Self Study
John distributed a handout with remaining tasks that need to be completed for self study. These tasks were assigned to specific individuals. See attached document 14.12.10 Self Study Action Items.

7. Graduate Update
• Three new MA students were admitted for Spring
• One student was awarded a Spring Research Fellowship
• The call for Summer Research Fellowships will go out in mid-December with a deadline of 1/23. The Graduate Committee will meet 2 February as the funds must be encumbered by the end of the month.
• The Fall 2015 Fellowship packages (total value approx. $19,000) are in the approval process. The application should be available in early January with a deadline of March 15.

8. Update on Par
• Update was given, but notetaker (Dona) left the room.

9. Fall publication update
• Barnali asked the faculty for an update on their publishing activities.

10. Honor Societies Update
• The induction ceremony was a success and has spurred more interest in the honor societies.

11. Student Organization
• Madhu will start a student organization for ESP students.

12. Open Houses
• Dona and Madhu staffed two Saturday Open House recruitment events.
• The next important event is Get On Board Day Jan. 14, volunteers will be needed.

13. Update on High School visits
14. Update on Newsletter
   • No update

15. Update on Research Symposium
   • Donny said that when students are ready to present he will arrange a symposium at that time. Faculty need to contact him with the students’ names and topics. He mentioned that several of his students will be presenting in preparation for the GEER meeting in April. As the AAG also meets in April, perhaps other students will be prepared to present around that time as well.

16. Update on Bylaws
   • Henry requested all faculty look at the Bylaws and recommend changes.

17. Update on STEM Initiative
   • Henry reported the response to the STEM survey distributed by Tampa was very poor, especially from our dept. He noted that all faculty in Biology responded.

18. Faculty and Student Awards
   • There is a small amount of summer money for faculty and student awards (previously discussed). Early in Spring we will need to develop rubrics and a process for making these awards.

19. Other Updates
   • The career focused event Dr. Meindl is putting together will be scheduled for January 29.
   • The Florida Studies overnight field trip will be held January 31 – 1 Feb.

The meeting adjourned at 11:50 AM.

Minutes submitted by Dona Stewart