

MINUTES

CELS Faculty and Professional Staff Meeting – December 10, 2013

1. The meeting was called to order at 10:10 a.m. on Tuesday, December 10, 2013 in CBLS 10, Dean John Kirby presiding. The following faculty and professional staff members were present: Abedon, Alm, Amador, Anderson, Arpino, Atash, August, Blackwood, Boving, Bozzi, Camberg, Cary, Cohen, Dacey, Dalton, English, Fastovsky, Favreau, Fontes-Barros, Forrester G, Forrester L, Gerber, Ginsberg, Gold, Goldsmith, Gomez-Chiarri, Gordon, Grasso, Green W, Greene, Guilfoos, Hamidzada, Howlett, Hufnagel, Irvine, Kalen, Killingbeck, Kolbe, Lane, Lang, Leibovitz, Lofgren, Mallilo, Martin L, Maynard, McWilliams, Melanson, Messier, Mitkowski, Moise, Moseman-Valtieri, Nelson, Nixon, Norris, Paquette, Paton, Preisser, Rice, Roberts, Sheridan, Silvia, Simeoni, Sproul, Sullivan, Sun, Thompson, Thornber, Trandafir, Tovar, Ucida E, Uchida H, Veeger, Venturini K, Venturini V, Webb, and Zhang Y.
2. The Minutes from the October 16, 2013 CELS Faculty and Professional Staff Meeting were approved as presented
3. Announcements/Correspondence:
 - a. Provost Donald DeHayes gave an overview of Dean Kirby's performance review that had been underway during the Fall semester.
 - b. Laura Kenerson, Director of HRD, gave an overview of changes to hiring and payroll practices required by the implementation of the Affordable Care Act.
 - c. Dean Kirby announced that work would begin on the site preparation for the new Chemistry Building would begin on December 23 and a major portion of the Chafee Parking lot would be closed.
 - d. Dean Kirby announced that the Provost's Annual Academic Summit would be held 17 June 2014
 - e. Dean Kirby announced that Dr. Deborah Sheeley will be joining CELS in the capacity of Associate Director of Extension beginning February 9.
 - f. Dean Kirby Announced that the Honors Program is now soliciting topics for next year's Honors Colloquium series.
 - g. Dean Kirby announced the results of the CELS committee elections as follows:
 - Research Committee:
 - 1) Marta Gomez-Chiarri (term ending 2016)
 - 2) Scott McWilliams (term ending 2016)
 - 3) Tracey Dalton (term ending 2015)
 - 4) James Opaluch (term ending 2015)
 - 5) Geoffrey Greene (term ending 2014)
 - Cooperative Extension & Outreach Coordinating Committee
 - 1) Alyson McCann (term ending 2016)
 - 2) Rebecca Brown (term ending 2015)
 - h. Dean Kirby also announced that nominees are still needed (three faculty members each) for election to the Commencement Committee and the Bylaws and Review Committee. Elections will be held early in the Spring semester.
4. Reports of Standing Committees:
 - a. Chairperson Cathy English of the CELS Curriculum Committee reported that the committee had met and has forwarded on course proposals to the CAC. She noted that the committee is offering a proposal tracking matrix entitled "Where is My Proposal" that can be found on the CELS Faculty Governance website at <https://web.uri.edu/celsgov/curricular-matters/>. She noted that if proposals for new Fall semester classes are to be approved by the Faculty Senate, it is important to submit proposals to the Curriculum Committee no later than early January.
 - b. Professor English reported on behalf of Space Committee Chairman Mark Stolt that the committee had been working on proposed bylaws amendments to modify the responsibilities of the committee. Specific provisions would be taken up under Old Business.

5. There was no report from the Ad Hoc Committee on College Reorganization
6. Old Business:
Proposed Bylaws Changes Introduced October 16, 2013 by the Space Committee were discussed and voted upon. The final approved changes to the bylaws are as follows:

11.4 Space Committee.

- 11.4.1 Charge. The allocation of adequate office, laboratory and other space shall be in support of Faculty engaged in our mission of teaching, research, extension and service (See Section 1.2). ~~The Space Committee shall act in an advisory capacity to the Dean. The Dean shall be final arbiter of space allocation within CELS.~~ Procedures for the allocation of space within CELS shall follow the current university-wide policy on the allocation and utilization of space as published in the University Manual (Policy #05-1). Recognizing these space-allocation guidelines are general in nature, covering the allocation of office space and some general-use space among the various colleges of the university, the charge of the CELS Space Committee ~~committee~~ is to advise the Dean on space policy and allocation. The Dean shall be final arbiter of space allocation within CELS. It is understood that faculty must be assigned space as available adequate to perform their assigned tasks. ~~The committee shall invite discussion with affected faculty and affected academic units prior to making a recommendation.~~
- 11.4.2 Members. The space committee shall be composed of seven (7) Faculty members and shall be maintained with nominees selected by the departments and appointment made by the dean. No department may be represented by more than one member. Space Committee terms shall be for three years with initial appointments established with approximately one-third of the members with a three year-term, one-third with a two-year term and one-third with a one-year term. Committee members shall not serve more than ~~that~~ two consecutive terms. The Associate Dean for Research and Outreach shall serve in an *ex-officio* capacity and shall be responsible for maintaining the space inventory database on behalf of the Space Committee.
- 11.4.3 Chairperson. The Space Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.
- 11.4.4 Requesting space. Requests for new space, including laboratories, graduate student office space and non-college-wide conference room space, shall be handled through a proposal process with review by the Space Committee.
- 11.4.5 Space request form. The Space Committee shall create a single uniform space proposal template for all space requests that will contain an outline of factors used in evaluation of requests for different types of space. The Space Committee may periodically revise the proposal template as it deems necessary.
- 11.5.6 Office space. Allocation of faculty, staff and administrative office space by the Space Committee and Dean shall follow the principles set forth in the University-wide space allocation guidelines (University Manual Policy #05-1).
- 11.4.7 Research space. Research space shall be defined as all laboratory, conference, storage, and office space for researchers or extension personnel (e.g. graduate

students, post-docs, research or extension associates, grant administrators) fulfilling the Research and Extension Missions of the College.

- a) For the allocation of research space, no single criterion or any specific formula shall be used. Rather, the assessment will be based on several criteria, such as success in procuring extramural grant support, ~~amount and nature of~~ research support, the quality and quantity of peer-reviewed publications, presentations at national and international scientific meetings, and the specific use of the space in fulfilling the College's Mission.
- b) Faculty investigators with funded research grants, as well as new faculty hires, shall have highest priority for laboratory space allocation.
- c) No amount of research space is guaranteed to any individual in perpetuity.
- d) Size, quality and location of allocated research space shall be determined with consideration of numbers of graduate students, post-doctoral associates, and undergraduate researchers served, size and nature of grant support, and nature of the research equipment to be housed.
- e) The current investigator shall retain space for bridge period no less than two (2) years beyond the cessation of funding in which no further funding has been forthcoming. After the expiration of the bridge period, the space may become open to reassignment via the proposal process, however bridge periods may be extended beyond two years by the Dean.
- f) Space cleanout. Cleanout of offices and storage spaces shall be done prior to reassignment in consultation with the University Archives in the Library to assure proper disposition of potentially historically significant materials.

~~11.4.8 Shared space. Although in some cases shared space may not be feasible, a general principle of shared research and research support space among investigators is expected and proposals for new shared space allocation shall be afforded a higher priority in the approval process.~~

~~11.4.9- 11.4.8~~ Specialized classroom or specialized laboratory space. Each department with needs for specialized classroom or specialized laboratory space for large, sensitive, or specially-dedicated equipment (e.g. computer labs, electron microscopes, test kitchens, greenhouses) shall be reviewed separately from review procedures for more general-use laboratory space.

~~11.4.10. Space utilization reporting. All Faculty with research space shall be required to submit an annual research space utilization report as part of the annual workload planning process to be reviewed by the Space Committee and the Dean.~~

~~11.4.11. Space utilization audits. The Space Committee may conduct audits of research space utilization at any time.~~

~~11.4.12 11.4.9~~ Teaching lab preparation space. Departments that have responsibilities for teaching laboratory courses shall be assigned an adequate baseline allocation of general laboratory space for use in class preparation and/or maintenance of teaching materials (e.g. animal specimens, plants, etc.).

~~11.4.13 11.4.10~~ Temporary space allocation. Space may be temporarily allocated by the Dean to accommodate visiting scholars or investigators undertaking preliminary work in preparation for grant submission.

~~11.4.14 Storage space. Adequate storage space for teaching and low-use research equipment may be allocated to departments either at Kingston or at the outlying farm or research facilities.~~

~~a) Storage space shall be evaluated by the Space Committee periodically to assure active space use and to avoid the accumulation of obsolete materials.~~

~~11.4.15 Low-use space reassignment. Upon recommendation of the Space Committee, the process of space reassignment commences.~~

~~a) An investigator shall retain space for bridge period no less than two (2) years beyond the cessation of funding in which no further funding has been forthcoming.~~

~~b) After the expiration of the bridge period, the space may become open to reassignment via the proposal process, however bridge periods may be extended beyond two years by the Dean on the advice of the Space Committee upon petition by the investigator and their department chair.~~

~~e) Space cleanout. Cleanout of offices and storage spaces shall be done prior to reassignment in consultation with the University Archives in the Library to assure proper disposition of potentially historically significant materials.~~

~~11.4.16:~~ 11.4.11. Emeritus Faculty. Emeritus Faculty may be allowed lab or office space on a guest investigator basis through a sponsoring principal investigator who is already assigned space or alternatively he or she may request research space by request and review by the Space Committee and approval by the Dean.

7. New Business

There was no new business

The meeting was adjourned at 11:50am

Respectfully submitted,
Michael A. Rice, Secretary of the CELS Faculty