

## MINUTES

### CELS Faculty and Professional Staff Meeting – October 16, 2013

1. The meeting was called to order at 4:00 p.m. on Wednesday, October 16, 2013 in CBL 100, Dean John Kirby presiding. The following faculty and professional staff members were present: Atash, August, Bengtson, Boothroyd, Bozzi, Burroughs, Camberg, Cardace, Cohen, Dalton, Engelhart, English, Fastovsky, Fontes-Barros, Gerber, Gold, Goldsmith, Gordon, Green, Greene, Gregg, Guilfoos, Hamidzada, Hufnagel, Husband, Irvine, Karraker, Kolbe, Lane, Martin, L., McWilliams, Messier, Moise, Morreira, Moseman-Valtieri, Nelson, Norris, Opaluch, Paton, Porter, Preisser, Rhodes, Rice, Roberts, Ruemmele, Sheridan, Silvia, Simeoni, Sullivan, Sun, Tovar, Veeger, Webb, and Zhang, Y.
2. The Minutes from the May 1, 2013 CELS Faculty and Professional Staff Meeting were approved as presented
3. Announcements/Correspondence:
  - a. Dean Kirby announced that the promotion & tenure process has begun and that the various deadlines have been established. Deadline for submission of completed packages to the Dean's Office is Midnight on December 2, 2013.
  - b. Dean Kirby announced that the proposal process for new faculty lines is underway with guidelines established by the Provost's Office. Deadline for requests is Midnight on January 10, 2014.
  - c. Dean Kirby requested that nominations for candidates to serve on the Research and Cooperative Extension and Outreach Coordinating Committee be submitted to Cyndi Messier no later than Monday morning, October 21. An election of members of these two important committees will be conducted electronically by Faculty Secretary Rice and Cyndi Messier sometime during the week of October 21.
4. Reports of Standing Committees:
  - a. Chairperson Cathy English of the CELS Curriculum Committee reported that the committee has met and is in the process of reviewing course proposals. 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 Chairperson Mark Stolt of the Space Committee that the committee had been meeting to discuss space allocation and how to best accomplish their assigned task. She reported that the Committee had been discussing changes in the Bylaws to better reflect how they could structure activities to address the charge of their committee. The proposed section of the Bylaws describing the membership and charge of the Space Committee is provided as APPENDIX 1 of these Minutes. The detailed set of changes to the existing bylaws will be posted on the Space Committee web page at <http://web.uri.edu/celsgov/space-committee/>
5. Old Business:

There was no old business
6. New Business

A proposal for a Bylaws change to provide for membership and a charge for the CELS Diversity Committee was made by Dean Kirby, Michelle Fontes-Barros and Faculty Secretary Rice and was seconded as follows:

10.2.1 Charge. The Diversity Committee shall develop and advise the Dean on the implementation of a Diversity Plan for the entire college. The plan shall be based on the Diversity Plan of the University and

shall not conflict with the University Plan in any way. The chairperson of the committee shall serve as liaison with the Equity Council. (See University Manual Sections 2.91.10 and 5.36.10 *et seq.*)

10.2.2. Membership. The Diversity Committee shall be composed of at least one person, staff or faculty member, from each department in CELS as well as at least two students from the college appointed by the Dean in consultation with the Executive Council and the Chief Diversity Officer of the University. The committee shall elect its own chairperson at the beginning of each academic year and a chairperson may not succeed himself or herself for more than three terms.

Discussion ensued.

A motion to amend Section 10.2.2 was made and seconded to replace the last word “terms” with “sequential years.” The motion to amend passed unanimously.

The motion to approve addition of the amended sections 10.2.1 and 10.2.2 to the Bylaws passed unanimously.

The meeting was adjourned at 4:25 p.m.

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

**APPENDIX 1 --- PROPOSED Space Committee By-Laws**  
**(To be discussed and voted on at the next CELS Faculty Meeting)**

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). Procedures for allocating 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 that 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 CELS Space 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.

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 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, 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, postdoctoral associates, and undergraduate researchers served, size and nature of grant support, and nature of the research equipment to be housed.

e) If space is requested, the current investigator can retain space for a 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.

11.4.9. 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.

11.4.12 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 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.

11.4.16. Emeritus Faculty. Emeritus Faculty may be allowed lab or office space on a guest investigator basis in the laboratory of 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.