

MINUTES


















































CELS Faculty and Professional Staff Meeting – May 1, 2014

1. The meeting was called to order at 9:00 a.m. on Thursday, May 1, 2004 in CBLS 10, Dean John Kirby presiding. The following faculty and professional staff members were present: Abedon, Anderson, Atash, Bailey, Bengtson, Blackwood, Boving, Bozzi, Brown D, Brown R, Cardace, Chen, Clinton, Cohen, Dacey, Dalton, Engelhart, Englander, English, Fastovsky, Gerber, Goldsmith, Gordon, Grasso, Green W, Guilfoos, Husband, Irvine, Jenkins, Kalen, Kass- Simon, Kirby, Kolbe, Lane, Leibovitz, Lofgren, Mallilo, Martin L, Maynard, McWilliams, Melanson, Messier, Mitkowski, Moise, Moseman-Valtierra, Nelson, Nixon, Norris, Petersson, Preisser, Rhodes, Rice, Ruemmele, Sartini, Savage, Sheely, Silvia, Simeoni, Sperry, Sun, Thornber, Trandafir, Uchida H, Veeger, Venturini K, Venturini V, Vieira, Wang, White, Webb, and Zhang Y.
2. The Minutes from the December 10, 2013 CELS Faculty and Professional Staff Meeting were approved as presented
3. Announcements/Correspondence:
 - α. Dean Kirby announced the results of the CELS Elections that were conducted by electronic balloting the previous week. Elected officers and term expiration dates are as follows:
 - 1) Faculty Senate: Michael Sullivan PLS (2017); Brian Maynard PLS (2017); Hiro Uchida ENRE (2017)
 - 2) Graduate Council: Scott McWilliams NRS (2017)
 - 3) CELS Curriculum Committee: Y.Q. Wang NRS (2015); Niall Howlett CMB (2017); David Bidwell MAF (2016); Brian Savage GEO (2017); Evan Preisser BIO (2017)
 - 4) Space Committee: Chris Lane BIO (2017); Richard Sheridan LAR (2017)¹
 - 5) Research Committee: Geoffrey Greene NFS (2017)
 - 6) Commencement Committee: Simona Trandafir ENRE (2017)
 - 7) Bylaws Committee: Farhad Atash LAR (2017)
 - 8) Senate Curricular Affairs Committee: Cathy English NFS (2017)
 - 9) Senate U.C. & General Education Committee: Steven Irvine BIO (2017)
 - 10) Senate Academic Advising Committee: Joanna Norris BIO (2017)
 - β. Award winners for the CELS Outstanding Service Awards were announced by the ad-hoc award committee chairs as follows:
 - 1) Outstanding Teaching Award: Larry Juda (MAF)
 - 2) Outstanding Research Award: Nancy Karraker (NRS)
 - 3) Outstanding Outreach Award: Carl Sawyer (PLE)
 - 4) Outstanding Staff Award: Cyndi Messier (CELS); Charles Labash (NRS)
 - c. Dean Kirby announced that two CELS Staff members have received University Service Longevity Awards: Katherine Favreau (FAVS) 35 years; Mamie Chen (CE Center) 40 years.
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. Progress on specific can be found on the CELS Faculty Governance website at <https://web.uri.edu/celsgov/curricular-matters/>

¹ The Space Committee Election Results are from a runoff election conducted during the CELS Faculty & Professional Staff Meeting counted and certified by the Bylaws Committee after the meeting.

- b. Chairperson Christopher Lane of the Bylaws Committee reported on a series or recommended changes to the bylaws and introduced the report as a seconded motion by the committee as follows:

1 . 1 Departments of CELS. The College of the Environment and Life Sciences has the following departments (University Manual Section 3.21.17):

| | |
|---|--|
|     | Biological Sciences |
|      | Cell and Molecular Biology |
|      | Landscape Architecture |
|      | Environmental and Natural Resource Economics |
|      | Fisheries, Animal and Veterinary Science |
|      | Geosciences |
|      | Marine Affairs |
|      | Natural Resources Science |
|      | Nutrition and Food Sciences |
|      | Plant Sciences <u>and Entomology</u> |

1.6.4 Research Centers, Institutes, and Partnerships – Research Centers, Institutes and Partnerships authorized and governed under the provisions of the University Manual Section 8-90-10 *et seq.* that have CELS faculty and professional staff involvement:

- a) Centers and Institutes with primary administrative responsibility assigned by the University to CELS are as follows:

- 1) Biotechnology Center (University Manual Section 3.68.10)
- 2) Center for Vector-Borne Diseases (University Manual Sections 3.90.10 to 12)
- 3) Institute for Immunology and Informatics (I'Cubed) (University Manual Section 3.91.10)

2.2 The Dean shall be assisted in the performance of his duties by the Associate Dean for Academic Affairs and, the Associate Dean for Research and Outreach, the Associate Dean for Outreach, and an Assistant Dean for Student Affairs by Assistant Deans for Development and Student Affairs. In addition, other full-time or part-time administrators may be appointed to assure adequate administration of college polices.

10 STANDING COMMITTEES APPOINTED BY THE DEAN

~~10.1 Scholastic Standing Committee. This committee shall be appointed in accordance with requirements set forth in the University Manual. The membership shall comprise the Dean of the College or his or her designee and two faculty members of the college, appointed by the Dean.~~

~~This committee shall function as prescribed by the Manual. (See: University Manual Sections 4.50.10; and 8.24.10 et seq.)~~

10. 12 Diversity Committee.

10. 12.1 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. (University Manual Sections 2.91.10 and 5.36.10 *et seq.*)

10. 12.2. 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 successive years.

11.2 Research Committee.

11.2.1 Charge. The Research Committee shall have the responsibility for advising and assisting the Dean and Associate Dean for Research ~~and Outreach~~ in planning and reviewing Agricultural Experiment Station and other research programs of the college, including all Research Centers and Institutes administered by CELS (1.6.4 of these bylaws), and make recommendations to the Dean on the annual allocation of AES facilities, personnel and resources, including the establishment of priority areas for requests for proposals and the establishment, oversight and dissolution of Administrative Cost Centers.

11.3 Cooperative Extension and Outreach Coordinating Committee.

11.3.1 Charge. The Cooperative Extension and Outreach Coordinating Committee shall have the responsibility for advising and assisting the Dean, ~~and~~ Associate Dean ~~for Outreach, and the Associate Director of RI Cooperative Extension~~ in planning and reviewing Cooperative Extension and other Extension-related programs of the College, for formulating policies in broad areas of Extension, making recommendations for allocation of Cooperative Extension facilities, personnel and resources and for advising the Dean on personnel and educational needs of staff.

11.3.2 Membership. The Cooperative Extension and Outreach Coordinating Committee shall be composed of two (2) elected faculty or senior staff members actively engaged in Cooperative Extension from different departments, three extramural cooperators, the Cooperative Extension program leaders and the Associate Dean for ~~Research and~~ Outreach who shall serve in an, *ex officio* capacity. The extramural members of the committee shall be appointed by the Dean for staggered three-year terms.

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 (Section 1.2). 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 Space 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.

- 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 elected by the college 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.

11.6 Bylaws and Review Committee.

- 11.6.1 Charge. The Bylaws and Review Committee shall review the standing committees and by-laws every year and recommend if changes are needed in the by-laws or if standing committees should be continued, revised or terminated. Faculty opinion shall be solicited during the year before the annual report of the committee is written. The Bylaws and Review Committee shall have the power to: recommend new committees, both standing committees and *ad hoc* committees, for approval by the Faculty; to serve as tellers in polling and elections ~~is conducted~~; and to be responsible for preparing new inserts for the College Bylaws to keep it up-to-date as sections of the University Manual and the AAUP Contract are changed.
- 11.6.2 Membership. The members of the Bylaws and Review Committee shall be three faculty members nominated and elected in accordance with procedures described in appropriate sections of these bylaws.
- 11.6.3 Chairperson. The Bylaws and Review Committee shall elect its own chairperson at the beginning of the academic year.

14 STUDENT AFFAIRS

- 14.1 Academic rules and regulations governing the studies of CELS students shall be conducted in accordance with Chapter 8 (Regulations for Students) of the University Manual.

14.2 Academic Standing Committee

- 14.2.1 There shall be a CELS Scholastic Standing Committee, chaired by the Associate Dean for Academic Affairs, assisted by the Assistant Dean for Student Affairs and the CELS Office of Student Affairs. Ad Hoc members shall be drawn from the academic departments of the students being reviewed.

- 14.2.2 Academic Standing Review Process. Students must maintain a 2.0 GPA in order to remain in Good Standing. Students failing to meet this requirement are subject to review by the

CELS Scholastic Standing Committee. Following is a description of the process, which will be used for students in academic difficulty. The College will follow the general guidelines outlined in the University Manual in these matters (8.23.10 – 8.26.11).

a. Notification of students – the Office of Student Affairs will review student records each semester to monitor conformity to College retention requirements. Students who earn a GPA less than 2.0 in coursework will receive a letter from the Assistant Dean notifying them of their deficiency and their right to appeal their potential dismissal.

b. Petition to Appeal Dismissal – students who wish to appeal their dismissal from the College have five days from receipt of their notification to request a waiver, giving reasons for their request. This letter is sent to the Office of the Assistant Dean and will be shared with the CELS Scholastic Standing Committee.

c. Scholastic Standing Meeting – students who wish may attend the Scholastic Standing Committee meeting which will consider their request. While attendance is not required, it is an opportunity for students to provide additional perspective with committee members regarding their situation.

d. Decision – the decision of the Scholastic Standing Committee will be final and may consist of one of the following:

1. The dismissal will be waived and the student will be placed on probation.

2. The dismissal will be confirmed and the student will be dismissed from the University.

14.3 STUDENT AWARDS

14.43.1 Student Awards shall be coordinated by the Assistant Dean of Student Affairs who shall seek out scholarship and other award opportunities from various sources including the URI Foundation, the University Enrollment Services and extramural funding agencies.

14.23.2 A list of awards that are available shall be kept up-to-date. Appropriate department chairpersons shall to be notified in advance of when nominations are due and what qualifications required for award nominees.

The proposed changes to the bylaws were approved unanimously by voice vote.

5. Special Report: Meredith Curfman of the CELS Dean's Office provided an overview of how the three new Administrative Business Units would work in the College. Details of her presentation are in slide images in Appendix 1. Considerable discussion ensued.

6. Old Business:

There was no Old Business

7. New Business

a) Professor Mc Williams presented a report on the progress of the BES Graduate Program and its website. Information can be found at: <http://web.uri.edu/cels-gradprograms/bes/>

b) Faculty Secretary Rice announced that there will be a Joint Resolution by the Rhode Island House of Representatives and the Rhode Island Senate on Thursday May 8 honoring the Centennial of the Smith-Lever Act of 1914 that formed the Cooperative Extension Service at Land Grant Universities across America. Our College when it was known as the Rhode Island College of Agriculture and Mechanical Arts was the first in the nation to have an Extension Department with a budget and mission separate from the Agricultural Experiment Station when President Kenyon Butterfield sought and received funding from the RI General Assembly in April, 1904. Cooperative Extension Associate Director Deborah Sheely will be representing our College at the national celebration in Washington D.C. on May 8.

The meeting was adjourned at 10:10am

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

Appendix 1 CELS Fiscal Administration Reorganization Meredith Silvia

Know what is happening,
why and what it means for you.

CELS FISCAL RESTRUCTURING

FISCAL RESTRUCTURING

- ✗ What is happening?
- ✗ When is it happening?
- ✗ Why is it happening?
- ✗ What is it going to look like?
- ✗ What does it mean for you?
- ✗ What do you need to do?

WHAT? WHEN? WHY?

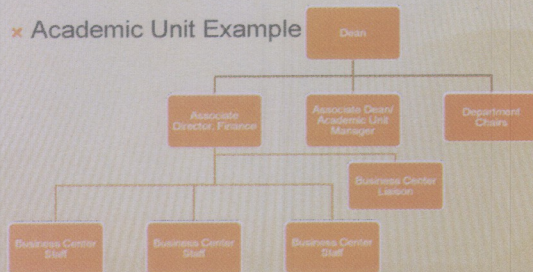
- ✗ **What?**
 - + Consolidate PeopleSoft department numbers into 3 Academic Units
 - + Assign administrative support staff to support Academic Units
- ✗ **When?**
 - + July 1st
- ✗ **Why?**
 - + Increase efficiency in business operations
 - + Provide increased support to faculty, staff & students
 - + Integrate Dean's administrative staff with college faculty and staff

WHAT IS IT GOING TO LOOK LIKE?

- ✗ Each Academic Unit will have:
 - + Academic Unit Manager (Associate Dean)
 - + Academic Unit Business Center Liaison
 - + Academic Unit Business Center Staff

WHAT IS IT GOING TO LOOK LIKE?

✗ Academic Unit Example



FISCAL STRUCTURE ON 5/01/2014

| Department | PeopleSoft Number |
|--|-------------------|
| Dean, Environment Life Sciences | 2000 |
| Nutrition and Food Sciences | 2001 |
| Environmental and Natural Resource Economics | 2002 |
| Fisheries, Animal, and Veterinary Science | 2003 |
| Natural Resources Science | 2004 |
| Plant Sciences and Entomology | 2005 |
| Landscape Architecture | 2006 |
| Geosciences | 2007 |
| Marine Affairs | 2008 |
| Cell and Molecular Biology | 2009 |
| Biological Sciences | 2102 |
| Agricultural Experiment Station | 3215 |
| Cooperative Extension | 3216 |
| i-Cubed | 3217 |

FISCAL STRUCTURE ON 7/01/2014

| Fiscal Unit | Departments | New PeopleSoft Number |
|---------------------------------|--|-----------------------|
| Dean, Environment Life Sciences | Dean, Environment Life Sciences | 2000 |
| Student Affairs | Student Affairs | 2011 |
| Academic Unit 1 | Nutrition and Food Sciences | 2012 |
| | Fisheries, Animal, and Veterinary Science | |
| | Plant Sciences and Entomology | |
| | Landscape Architecture | |
| | Cooperative Extension | |
| Academic Unit 2 | Environmental and Natural Resource Economics | 2013 |
| | Natural Resources Science | |
| | Geosciences | |
| | Marine Affairs | |
| | Agricultural Experiment Station | |
| Academic Unit 3 | Cell and Molecular Biology | 2014 |
| | Biological Sciences | |
| I-Cubed | I-Cubed | 3217 |

ADMINISTRATIVE SUPPORT STAFF ON 5/01/2014

| Department | Staff Count |
|--|-------------|
| Dean, Environment Life Sciences | 6.50 |
| Nutrition and Food Sciences | 1.00 |
| Environmental and Natural Resource Economics | 0.50 |
| Fisheries, Animal, and Veterinary Science | 1.00 |
| Natural Resources Science | 1.00 |
| Plant Sciences and Entomology | 1.00 |
| Landscape Architecture | 0.25 |
| Geosciences | 1.00 |
| Marine Affairs | 0.50 |
| Cell and Molecular Biology | 1.00 |
| Biological Sciences | 2.00 |
| Agricultural Experiment Station | 0.00 |
| Cooperative Extension | 1.25 |
| TOTAL | 17.00 |

ADMINISTRATIVE SUPPORT STAFF ON 7/01/2014

| Fiscal Unit | Departments | Staff Count |
|---------------------------------|--|-------------|
| Dean, Environment Life Sciences | Dean, Environment Life Sciences | 3.50 |
| Academic Unit 1 | Nutrition and Food Sciences | 5.00 |
| | Fisheries, Animal, and Veterinary Science | |
| | Plant Sciences and Entomology | |
| | Landscape Architecture | |
| | Cooperative Extension | |
| Academic Unit 2 | Environmental and Natural Resource Economics | 4.00 |
| | Natural Resources Science | |
| | Geosciences | |
| | Marine Affairs | |
| | Agricultural Experiment Station | |
| Academic Unit 3 | Cell and Molecular Biology | 3.50 |
| | Biological Sciences | |
| Student Affairs | Student Affairs | 1.00 |
| TOTAL | | 17.00 |

WHAT DOES IT MEAN FOR YOU?

- ✖ Additional staff support
 - + Pre-award proposal documents
 - + Cayuse
 - + Post award grant monitoring
- ✖ New chartfield strings

WHAT DO YOU NEED TO DO?

Attend Orientation

- ✖ Academic Unit 1 – Wednesday, 8/27 10am – CBLS Room 10
- ✖ Academic Unit 2 – Tuesday, 8/26 10am – Weaver Auditorium
- ✖ Academic Unit 3 – Wednesday, 8/27 2pm – CBLS Room 10

✖ Thank you.