

Approved Minutes of the July 22, 2013 Meeting of the CELS Executive Council

Call to Order: A meeting of the College of the Environment and Life Sciences Executive Council was held at 10:00am in CBL 435. Members present were Associate Deans Rhodes and Veeger, Department Chairs Bengtson, Fastovsky, Green, Greene, Opaluch, Sun and Thompson, and *ex-officio* members Curtin-Miller, Messier and Porter. Members absent were Department Chairs Gold and Roberts, *ex-officio* member Anderson and Faculty Secretary Rice. NRS was represented by Prof. Forrester, BIO was represented by Prof. Thornber and PLS was represented by Prof. Bengtson. Dean Kirby presided.

Approval of Minutes: No minutes were approved. These are the initial meeting minutes of the CELS Exec Council of the 2013-14 academic year operating under the recently adopted bylaws.

Announcements:

1. An announcement on applications for sabbaticals for 2014-2015 should be coming out soon from the Provost.
2. The RDVL building (blue Butler building next to Greenhouse) will be demolished soon (bids this week) and the space will be turned into a parking lot.
3. CELS has volunteered to beta-test doing USP-2's online, like purchasing now.
4. The AES/CE reporting system is changing from the old AD forms (AD-416, etc) to a new report form.
5. Memo and maps of Woodward distributed regarding movements of offices/labs was emailed to affected individuals

New Business:

1. Michelle Fontes-Barros (CELS Diversity Officer) and Gisel Bello (who graduated from BIO in 2013) gave a presentation on the CELS Seeds of Success (CELS SOS) program. Gisel started this as an Honors project and it is developing into a student club. The idea is for underrepresented students in CELS to have a support organization to help with retention in the CELS majors. They have monthly meetings and Michelle/Gisel are working to try to increase use of the Academic Enhancement Center, Career Services, etc. Michele will be running some training sessions in cross-cultural competence (two in Fall, two in Spring) and wants chairs to encourage faculty to attend.
2. Dean Kirby is looking for "great accomplishments" during the past year to report to the Provost. These are things like changing how the institution operates to have impacts on students, not major grants or research findings. He gave as examples the new joint degree programs. If you have anything, let the dean know soon.
3. There are opportunities for international collaborative degree programs with Indonesia, Malaysia, and the ASEAN nations generally. U.S. AID is changing their approach from economic development to biodiversity in terrestrial and marine environments. The Provost and Dean are trying to get Art Gold and Pete August to develop a new MESM specialization in Global Environmental Leadership.
4. P&T, Annual Reviews. There are new forms for this available on the Provost's web site, including new peer-review forms (but they apparently look very much like our old ones). Same forms to be used for annual reviews and P&T. As in the past, build up annual review material

over the years in the forms so that it is all compiled when P&T time rolls around. Specific info is as follows:

- a. Departments MUST vote on departmental procedures for annual review/P&T as early in the semester as possible, but no later than Oct. 1, per the contract. This can't be done by e-mail. Everyone has to assemble and vote, the vote must be recorded, and the information forwarded to Cyndi.
 - b. Chairs need to check on the list that Cyndi circulated in May to make sure everyone who needs to be reviewed is on the list. Chairs need to notify everyone who is scheduled to be reviewed of that fact, in both paper copy and email, ASAP, with a cc to Cyndi Messier.
 - c. If candidates get their draft dossiers to the deans by late August, early September, they will provide constructive criticism.
 - d. Chairs need to start, in consultation with candidates, developing lists of external reviewers for those undergoing promotion review (i.e., to Associate or Full, not Full III).
 - e. IMPORTANT: Although changes can be made to the dossier within the department between Oct. 1 and Dec. 1, once it goes to the Dean on Dec. 1, no changes can be made. This differs from previous practice that it could be amended between Dec. 1 and Feb. 15. If anything changes (publications accepted, grants funded, etc), let the Dean know by Feb. 14 and he will include that info in his letter to the Provost.
 - f. The period of the annual review (or biennial or quadrennial) is July 1 to June 30 of the appropriate year or years. For Asst. and Assoc. Profs, include material provided for previous reviews, but include new material (7/1 - 6/30) in red.
 - g. The Dean identified some particular topics in which he wants standard formats to be used:
 - i. Put grants in tabular form, indicating what % of each individual's effort goes toward the project and what % of the funding is that persons, and indicating that person's role in the grant.
 - ii. For manuscripts, identify grad students, post-docs, undergrads (using some key like underlining, asterisks, etc), as well as identifying the reporting faculty member's own role. Indicate at the beginning what the convention is in your field regarding order of authorship (e.g., major prof or PI always last)
 - iii. Make statements of teaching and research (the text part) clear and concise, but don't shortchange on detail or drone on for pages.
5. Workload planning. There are new forms for this as well and this is currently in process. Chairs need to review these and the Dean's office is already reviewing them. IMPORTANT: There is a new section where faculty describe what they're going to do for research activities in 2013-2014. This statement will be put in the memo that is signed by everyone (dean, chair, faculty member) and that serves as the annual workload contract.

Old Business: There was no old business

Adjournment: It was moved & seconded to adjourn. The meeting was adjourned at approximately 11:30am

Respectfully Submitted:

Michael A. Rice, Faculty Secretary
from notes taken by David A. Bengtson