

## Minutes of the October 11, 2017 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 3:00 pm at the CBL 435 conference room. Members present were Department Chairs Gold, Gomez-Chiarri, Mitkowski, Opaluch, Preisser, Savage and Sun; Associate Deans, Sheely, Thornber and Veeger; *ex-officio* members Palmer and Van Buren; *ex officio* member Morreira, and Faculty Secretary Rice. Absent members were Department Chair Dalton; *ex officio* member Silvia, and Dean Kirby. Associate Dean Veeger presided. Prof. Frazier represented MAF and Prof Hiro Uchida of ENRE was in attendance .

**Approval of the Minutes:** *It was moved by Opaluch and seconded by Gomez-Chiarri to approve of the September 13, 2017 Minutes of the Executive Council. The minutes were approved unanimously.*

### Announcements:

#### ***Carol Thornber:***

- 1) Adding new members of the CELS Community personnel has generated problems with people not being on various listservers. Department chairs are asked to identify people who may be missing communications being sent out via the various communications channels.
- 2) Department chairs are asked to complete a laboratory space needs inventory created by University Architect Ryan Carillo. There is a move to design a new "General Laboratory Building" on campus to handle increased demand for lab space brought by the new faculty hires.
- 3) In the Cayuse Grant Proposal Management System, there is a Facilities and Administrative Revenue/Cost Sharing Form that needs to be filled out if cost sharing is involved. There has been confusion about how the forms are to be filled out. Appendix 1 shows the form and instructions on how the form is to be filled out.

#### ***Anne Veeger:***

- 1) URI Open House dates are Saturday October 14 and Sunday October 29. Departments have been contacted about staffing requirements.
- 2) Monday October 16 is the first of the workshops on "Deep Teaching at URI" hosted by Bryan Dewsbury, Michelle Fontes-Barros and Annemarie Viccaro. Information is presented in Appendix 2. At least one representative from each department is asked to participate.
- 3) On Thursday October 19 from 9:00am to 2:00pm will be the launch of the new Strategic Plan for Equity & Diversity at the University of Rhode Island. Details of the Program are in Appendix 3.
- 4) On October 20th the Alumni and Family Weekend will begin. There will be displays set up with CELS programs being showcased and CELS faculty participating in the afternoon Featured Faculty Lectures Program in Swan Hall.
- 5) Beginning October 23 there will be a three-day visit by the NEASC Accreditation Team as part of URI's decennial reaccreditation process. Opportunities for faculty, staff & student meetings with team members is being arranged.

- 6) Delivery of the General Education Curriculum delivery remains a continued critical concern at the Council of Deans.
- 7) President Dooley has set forth a strengthened strategy on University-wide communications that all are obliged to follow. Details of the Strategy are presented in Appendix 4. Chandu Dondeti will serve as the person in CELS knowledgeable about URI Branding Standards and will be able to assist in assuring compliance with the standards.
- 8) The URI email communications will be using iModules to allow for better management of email lists.

***Deborah Sheely:***

- 1) On October 14th the RI 4-H Program will be holding their First Annual Halloween fundraiser and "Spooktacular" 5k Run/Walk at Ninigret Park in Charlestown beginning with an 8:30am registration. All are welcome. Information can be found at: <https://kstone520.wixsite.com/4-hspooktackular-run>

***Kari VanBuren:***

- 1) From 11am-1pm on October 20, will be a meeting of the CELS Advisory Council. Some of the Council will be staying round to attend Alumni & Family Weekend Activities. If people are interested in meeting the Advisory Council Members, most of whom are CELS Alumni with industry connections, please contact Kari.
- 2) This Saturday Oct 14 is the URI Distinguished Alumni Banquet at the Newport Marriott. Dr. David Bengtson a two-degree graduate of CELS will be receiving the Distinguished Alumni Award. Congratulations were offered by the whole Executive Council to Dr. Bengtson.
- 3) There was a \$5 cash donation to Dr. Brad Wetherbee's shark research with a handwritten note: "Dear Kari, I saw Dr. Weterbee on GoLocalProv talking about sharks at URI and saying that money would help with the program. I've always loved sharks and I want to go to URI for marine biology when I get older." signed Alyssa Murray

**Old Business:** There was no old business.

**New Business:**

- 1) Department Chair Gold voiced concern about unannounced visitors making measurements of room space and doing other work. He requested that if this sort of work by non-university contractors does go on, that visitors be required to check in with departments as a courtesy and as a security measure.

**Adjournment:** It was moved by Gold and seconded by Mitkowski to adjourn at 3:40pm

Respectfully submitted:

Michael A. Rice, Faculty Secretary

## APPENDIX 1

<b>Facilities and Administrative Revenue / Cost Sharing Form</b>				
<b>Principal Investigator:</b>				
<b>Proposal Title:</b>				
<b>Agency</b>				
<b>Amount Proposed:</b>				
<b>Proposal Begin/End Dates:</b>		<b>Overhead Rate:</b>		
<b>Facilities and Administrative Revenue Distribution of Dean's Portion of F&amp;A:</b>				
Department (#####)	Fund (###)	Program	Percentage	
	110	0000	%	
	110	0000	%	
	110	0000	%	
	110	0000	%	
		Total (100%):	%	
<b>Cost Sharing:</b>				
1. Does this project include any cost sharing (match)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the cost sharing required or not required?			<input type="checkbox"/> required <input type="checkbox"/> Not required	
If required, is documentation on the requirement uploaded to proposal?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not required, have you obtained approval from OSP?*			<input type="checkbox"/> Yes <input type="checkbox"/> No	
*please ask Grant and Contract Specialist for assistance if this applies to this proposal				
Please provide Chartfield String(s) that will provide URI cost sharing:				
Department (#####)	Fund (###)	Program	Project	Amount
		0000	TBD	\$
		0000	TBD	\$
		0000	TBD	\$
		0000	TBD	\$
Total Cost Sharing:			\$	
2. Is there third party match in this proposal?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If there is third party match, please name the third party(ies) below and attach a letter from the third party agreeing to the commitment to your Cayuse proposal:				
Name of Third Party		Amount		Letter in Cayuse
		\$		<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$		<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cost Share Coding -- For Internal Use Only:</b>				
CS1	Expenses Only (no F&A)		CS2	Waived F&A only
CS3	Third Party Only		CS4	Expenses (F&A) -- no waived
CS5	Expenses Only (no F&A) and waived F&A		CS6	Expenses Only (no F&A) & Third Party
CS7	Expenses (F&A) & Waived F&A		CS8	Expenses (F&A) & Third Party
CS9	Waived F&A & Third Party		CS10	Expenses (F&A) & Waived F&A & Third Party
CS11	Expenses only (no F&A) & Waived F&A & Third Party			

F&A and Cost Sharing Form, last updated: 10/11/2017 2:49 PM

## Facilities and Administrative (F&A) Revenue/Cost Sharing Form

**A) PI/proposal information.** Fill this section out completely -- use the same information as for the URI Internal Transmittal Form

**B) F&A Revenue Distribution.** Even if the overhead rate is 0%, this section should be filled out.

CELS Department codes:

2000 = CELS Dean's Office

2012 = Academic Unit 1 (Cooperative Extension, FAVS, PSE)

2013 = Academic Unit 2 (ENRE, GEO, MAF, NRS)

2014 = Academic Unit 3 (BIO, CMB)

The funding split within CELS is:

75% 2000

25% Academic Unit (2012, 2013, 2014)

- If there are PIs from more than one CELS academic unit, then this 25% should be split accordingly.

- If this is a Coastal Institute proposal, this % breakdown should match the % breakdown on the Coastal Institute proposal approval sheet.

- If there is more than one college (within URI) on a proposal, then:

i) The PIs should decide on the percentage to each college. (Frequently this matches the percent effort on the transmittal form, but it can vary.)

ii) List all department (including CELS Dean's office) codes on this form.

iii) Total must add to 100%

iv) If a researcher from CELS is part of the proposal, CELS should be listed in this section.

- For example, if a proposal is 60% CELS and 40% A&S, then the split would be:

45% 2000

15% Academic Unit

40%: A&S distribution (in this example). Contact each college for their own internal F&A distribution breakdown.

*Questions: ask Jane Karako (CELS)*

**C.1) Cost sharing.** Cost sharing is usually only done if it is required by the funding agency. Work with Meredith Silvia (CELS) for cost share distribution information.

**C. 2) Cost sharing - third party match.** Work with Meredith Silvia (CELS) and Jean McCullough (Office of Sponsored Projects) to ensure this is correct.

## APPENDIX 2

### **DEEP TEACHING URI - A WORKSHOP SERIES ON INCLUSIVE APPROACHES TO SERVING STUDENTS**

**BRYAN M. DEWSBURY | MICHELLE FONTES-BARROS | ANNEMARIE VICCARO**

**The workshop series aims to achieve the following goals:**

1. Engender a paradigm shift among faculty toward more inclusive ways of practice
2. Assist faculty with specific strategies for developing inclusive classrooms
3. Enable greater student success by helping faculty change the dynamic of the classroom.
4. Concretize the role of education in growing from and shaping social structure

#### **Menu of workshops**

#### *Where we can improve*

##### **1. Who-R-I and a Chance at birth**

(Bryan Dewsbury)

October 16th, 2017, 3:00 - 4:30 pm, Galanti Lounge, 3rd floor, Library

Faculty will take a deep dive into the social and academic histories of CELS students. We will discuss the intricacies and implications of a finely parsed data set, and discuss the ways in which it will inform our future academic and social programming.

##### **2. Connecting and Communicating; how to better advise our students**

(Michelle Fontes-Barros and Andrew Simmons)

November 20th, 2017, 3:00-4:30 pm, Galanti Lounge 3rd floor Library

We will discuss best practices in how to connect and serve our students better through more intrusive advising models that are specific to the diverse population of students that we serve.

#### *What we can do*

##### **3. Department Climates of Inclusion/Exclusion**

Annemarie Vaccaro (location TBD Spring)

Faculty and staff will work together to conduct a mini-audit of their departmental environment.

##### **4. Inclusive Instruction in STEM (location TBD Spring)**

Specific classroom practices (with assessment) that promote inclusion and the development of a sense of community in the classroom

#### *The way forward*

##### **5. Charting the future**

Bryan Dewsbury (location TBD Spring)

Identify and plan the specific practices they plan to engage in the 2018/19 academic year

## APPENDIX 3

THE  
**UNIVERSITY**  
OF RHODE ISLAND  
OFFICE OF  
COMMUNITY, EQUITY  
AND DIVERSITY

THINK BIG • WE DO



# STRATEGIC PLAN LAUNCH

Transforming the University of Rhode Island  
Through Theory and Practice

**Thursday, October 19, 2017**

9:00 am to 2:00 pm

Memorial Union Ballroom

50 Lower College Road, Kingston, RI 02881



Keynote Speaker J. Luke Wood, PhD  
*Dean's Distinguished Professor of Education*  
*College of Education at San Diego State University*

Breakfast and lunch will be served.

Please Register by Monday, October 16, 2017  
<http://web.uri.edu/diversity/events-registration/>

For more information, contact Joanna N. Ravello, PhD  
[javello@uri.edu](mailto:javello@uri.edu)

## APPENDIX 4

### University of Rhode Island Communications Strategy

As we celebrate the University of Rhode Island's 125<sup>th</sup> anniversary and look forward to a major fundraising campaign on the horizon, it is increasingly imperative that the University community delivers clear, accurate, and strategic messages to all audiences that can help the University achieve its goals. For University communications to be strategic, all print, digital, and visual communication pieces must be timely, accurate, high quality, and fully congruent with the University brand, logo, and color standards.

To ensure that all internal and external communications are effective and strategic, the following policies are recommended:

- The department of External Relations and Communications (ERC) will serve as the central clearinghouse for information about the University, including government relations, media relations, crisis communications, marketing strategy, advertising, media buying, photography, web communications, social media, and video development for the institution. All activities related to these responsibilities must be coordinated with ERC.
- All colleges, departments, institutes, centers and divisions must follow the University Brand Visual Standards. To ensure best practices in brand management and communications, ERC should be consulted and must respond in a timely manner when communication products are developed.
- There is one official University logo, which must be used on all materials. Only in exceptional cases will use of alternative marks be considered, such as the interlocking RI logo or the 125th anniversary artwork, in use for this calendar year only.
- The University employs only one branded tagline: "Think Big. We Do."

- All communications listed below, whether in print or digital form, will be reviewed by or coordinated with ERC initially to ensure that all messaging is strategic, consistently branded, focused, coordinated, delivered on a variety of platforms, and scheduled in such a way as to avoid oversaturation of communications. Effectiveness of communications will be measured by productive responses received and impact. Where applicable, digital and traditional data will be analyzed to improve messaging, content, and delivery. Communications of interest include but are not limited to:

- |  |                 |
|--|-----------------|
| ○ Newsletters  | ○ News releases |
| ○ Invitations to university events                                   | ○ Ads           |
| ○ Brochures  | ○ Media buys    |
| ○ Fact sheets  | ○ Merchandise   |
| ○ University-wide email notices<br>(excluding department-wide email) |                 |

- All website development and updating must adhere to the University's Web Policy.
- All communication, marketing, design, and web development positions must be coordinated with ERC and may have split responsibilities and a dual reporting line with ERC.

Coordination, collaboration, and consistency among all institutional entities is necessary to ensure University messages build equity in the URI brand and that the University clearly communicates its brand promise, mission, and successes to all audiences on a global level. By implementing this communications strategy, URI will provide effective, timely, and consistent communications that will help ensure global prominence of The University of Rhode Island. ERC will meet with all Colleges, Departments, Institutes, Centers and Divisions to collaborate and provide guidance as requested or necessary.