

## **Minutes of the April 23, 2018 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 11:00 am at the CBL 435 conference room. Members present were Department Chairs Dalton, Gold, Gomez-Chiarri, Savage, Preisser, Sun and Uchida; Associate Deans, Sheely, Thornber and Veeger; *ex-officio* members Morreira, Palmer, and Van Buren; and Faculty Secretary Rice. Absent member was Department Chair Mitkowski and *ex officio* member Silvia. Dean Kirby presided.

**Approval of the Minutes:** A motion was made by Morreira and seconded by Gomez-Chiarri to approve the October 25, 2017 and February 26, 2018 Minutes of the Executive Council and the minutes were approved unanimously.

### **Announcements:**

#### ***Dean Kirby:***

- 1) Dean Kirby announced that when CELS faculty and staff are nominated for university-wide awards such as the research or teaching awards, we fare very well. The problem is in the getting the nominations made. All are encouraged to celebrate good works of our CELS colleagues.
- 2) The Academic Program Review Committee (APRC) provided an overview of their activities to the Council of Deans. A summary of their report is provided in Appendix I. A major effort of the committee this year is to update the frequency and amount of data to be collected from department chairs while complying with the periodic needs of institutional accreditation.
- 3) There is continued effort by the Provost's Office to encourage URI's presence in the on-line instructional world.
- 4) Information was shared from the Institutional Research Office about metrics of teaching productivity by college. The data for CELS is presented in Appendix II. There is an apparent need for teaching loads to be distributed equitably among faculty in different academic ranks.
- 5) Admissions data (Appendix III) suggests that we are on track as to student admissions in CELS, not much 'melt' or students accepting admission but failing to show is expected. The expectation is a new record or near record class size of undergraduates. Indications are that many colleges including CELS are at 'carrying capacity,' so unless there is greater investment in facilities and faculty more dramatic increases in enrollment are not expected. There may be greater capacity for graduate enrollment increments.
- 6) There is a case of grad student in college arrested for felonious actions. The individual in question is on administrative leave from the university. In such cases policy is that the University is committed to protecting the civil rights of the accused student while the justice system but walking a tight line of assuring safety among other students and members of the campus community.

#### ***Associate Dean Veeger:***

- 1) Textbook orders for Fall are now due. Even if there is no textbook for courses, faculty are asked to affirm that through the online textbook ordering system so that

the bookstore can properly keep track of whether or not there is a need to issue reminders. The bookstore reminds faculty that the ample lead time in notification allows for considerable cost savings to students on books purchased through the bookstore.

- 2) The IDEA course evaluation system is now online and active for this Spring Semester courses, and will be open until the last day of classes. The gateway URL is: <https://web.uri.edu/provost/idea/>
- 3) Tuesday May 1 is acting as a Wednesday on the academic calendar for faculty to use as last day of class if needed. Weather closures hit on two Wednesdays this semester, so a reading day was devoted for make-up.
- 4) Reviews of all lecturers is now due from department chairs.
- 5) CBLS 452 will be coming offline as a classroom for remodeling into office space; Also CBLS 252 & Weaver Auditorium will be managed differently as to course assignment, no more automatic rollovers of reservations from year to year.
- 6) The AAUP Contract required annual departmental votes on procedures for annual review for 2018-19 are coming up (Before May 1)
- 7) Questions have arisen about students not being allowed to travel due to university sanctions. There is an existing system of student conduct review on all students engaged in off-campus university-sponsored events (e.g. J-term, sports travel, etc.).

***Associate Dean Thornber:***

- 1) Connie Heird is now instituting an online system of laboratory inspection tracking.
- 2) Feedback is requested on the new grants management software.
- 3) Start up RAs are being allocated for junior faculty

***Faculty Secretary Rice:***

- 1) Results of the online CELS Senatorial election were announced. out of 5 ballots cast by the faculty of CELS, There were three of for open URI Faculty Senate Seats filled. Bridget Ruemmele (PLE), Becky Sartini (FAVS), and Joel Chandlee (CMB). The fourth Senate seat remains open.
- 2) Elections for CELS committee members will be held at the May 2 CELS general college meeting.
- 3) The New Faculty Senate Committee structure goes into place in the 2018-19 Academic year. All Senate Committees will be staffed by sitting Senators. Information about the committee structure and service is presented in Appendix IV.

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

**New Business:** There was no new business

**Adjournment:** *It was moved and seconded to adjourn at 11:50am*

Respectfully submitted:  
Michael A. Rice, Faculty Secretary

# Appendix I Academic Program Review Committee Report

URI Academic Program Review Committee (APRC) Update  
Council of Deans Meeting  
April 18, 2018

APRC members: Marilyn Barbour, Matt Bodah, Anthony Rolle, Susanne Menden-Deuer, Susan Rattan, Mayrai Gindy, William Gordon, Ruitang Deng

- I. Introduction: Approved process meeting NEASC standards for academic program review performed at the level of the department/academic unit. APR was a concern of NEASC in 2008, the current process was developed to address the concerns. It is no longer a targeted area of evaluation following the recent NEASC reaccreditation.
- II. Progress: Since 2013/14, 29 departments/academic units have completed the URI APR process (standardized university- and department-level data collection, 6-year self-study with external perspective, development of action (strategic) plan and meeting with Provost DeHayes)

2017/18 Ongoing: College of Nursing, Graduate School of Oceanography, Graduate School of Library and Information Sciences, Departments of Chemistry, Computer, Science and Statistics, History, Human Development and Family Studies, Kinesiology, Nutrition and Food Sciences, Psychology, Textiles, Fashion Merchandising and Design, Program in Gender and Women’s Studies, Program in Africana Studies

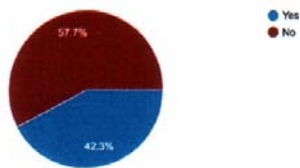
2018/19: College of Education and Professional Studies, Departments of Electrical, Computer and Biomedical Engineering, Chemical Engineering, Civil and Environmental Engineering, Mechanical, Industrial and Systems Engineering, Ocean Engineering, Schmidt Labor Research Center

- III. Change in Department Data Collection Process (Chair Survey)

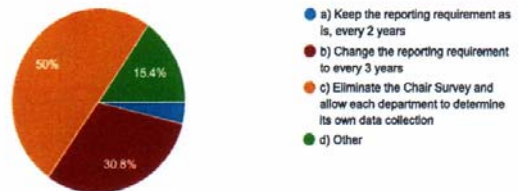
Chair Survey: a biennially administered to chairs via SurveyMonkey to assist in department-level data collection. Administered by the APRC in spring 2012, 2014 and 2016. In January 2018, the APRC asked department chairs to determine if the Chair Survey is an effective and efficient tool for data gathering at the department (unit) level.

Results:

\_) Do you believe that the questions \_in general\_ were helpful in guiding useful data collection for your department/program?  
26 responses



Which of the following do you support with regards to reporting requirements?  
26 responses



As the result of its review and discussion of the quantitative data and chair comments/recomendations, the APRC will no longer administer the Chair Survey but will instead provide chairs, program directors and deans biennial reminders for unit data collection with recommendations for content (guidance document completion date: fall 2018). This process will remain in place until alternative data collection processes are initiated by the Provost’s Office. The Central Data Report, with its benchmarking data from the Delaware Study will continue to be provided by Institutional Research on an annual basis.

## Appendix II Academic Affairs Unit Productivity Data - CELS

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**COLLEGE OF THE ENVIRONMENT & LIFE SCIENCES\***

Student/Faculty Ratio Target	ACAD YEAR	FACULTY FTE <sup>1</sup>	CREDIT HOURS <sup>2</sup>	CREDIT HR PER FTE <sup>3</sup>	STU:FAC RATIO <sup>4</sup>
CELS	2013-2014	97.7	56,057	573.8	19.1
CELS	2014-2015	102.4	60,509	591.1	19.7
CELS	2015-2016	98.5	57,423	584.3	19.5
CELS	2016-2017	91.6	53,167	580.6	19.4
CELS	2017-2018	92.8	55,373	596.5	19.9
<b>AVG S:F Ratio (Three Years)</b>	<b>AY 2015-AY 2018</b>				<b>19.6</b>
<b>TARGET</b>					<b>17.5</b>

\*Effective AY 2017, the University established two new colleges, the College of Education and Professional Studies and the College of Health Sciences. The Nutrition & Food Sciences department moved from CELS to CHS in that process.

**FACULTY FTE, TOTAL CREDIT HOURS, CREDIT HOURS PER FTE FACULTY, AND S:F RATIO BY DEPARTMENT**

DEPARTMENT	FACULTY FTE <sup>1</sup>	CREDIT HOURS <sup>2</sup>	CREDIT HR PER FTE <sup>3</sup>	STU:FAC RATIO <sup>4</sup>	Credit Hours Delivered by Instructor Type										Percent Instructor Distribution				Grad Teaching Assistants		
					T-F Cdr/F FTE		Lect FTE		Cln Cdr/F FTE		FTF Cdr/F TE*		GA FTE*		Other Cdr/F TE*		Ten Trck/Cont			Lect	
					FTE	%	FTE	%	FTE	%	FTE	%	FTE	%	FTE	%	FTE	%		FTE	%
CELS	92.8	55,373	596.5	19.9	416	3%	416	23%	1,081	3%	1,221	3%	474	12%	414	81%	5%	13%	1%	2%	22.7 sections 2.9 FTE 15.8 S:F
BIOLOGY	18.8	18,714	993.6	33.1	401	0%	398	1,466	1%	784	6%	486	24%	1,069	72%	0%	27%	0%	2%	19.2 sections 2.4 FTE 10.2 S:F	
CELL & MOLECULAR BIOLOGY	14.6	11,925	815.3	27.3	744	8%	666	1,155	1%	1,143	0%	404	3%	90	82%	10%	7%	0%	1%	1.2 sections 1.5 FTE 13.5 S:F	
ENV. NATURAL RESOURCE SCL	7.1	2,519	356.6	11.9	333	0%	0	0	7%	2,976	0%	0	0%	0	99%	0%	0%	0%	1%		
FISHERIES ANIMAL VET SCIEN	11.6	7,643	657.5	21.9	741	2%	143	1,9%	423	1%	480	2%	415	8%	459	69%	0%	30%	1%		
GEOSCIENCES	7.5	3,377	451.5	15.0	310	0%	0	1,251	26%	1,803	0%	0	0%	0	80%	0%	13%	0%	6%	2.3 sections 0.3 FTE 13.8 S:F	
MARINE AFFAIRS	9.0	2,607	289.7	5.7	259	0%	0	0	0%	0	0%	0	11%	339	100%	0%	0%	0%	0%		
NATURAL RESOURCE SCIENCES	14.1	5,612	398.5	13.3	278	13%	366	22%	1,213	1%	905	0%	0	10%	214	78%	14%	7%	1%		
PLANT SCIENCES	10.1	2,903	288.4	9.6	287	0%	0	0	1%	476	0%	0	0%	73	99%	0%	0%	1%	1%		
EVS	0.1	75			0	0%	0	0	12%	143	0%	0	88%	266	0%	0%	0%	100%	0%		



## APPENDIX IV New URI Faculty Senate Committees

COMMITTEE	Subcommittee	Position	WORKLOAD ADJUSTMENT	ATTACHED SERVICE	ADDITIONAL ATTACHED SERVICE	Add'l Info
Curriculum and Standards (C&S) - Full Committee		Chair	2018-19 workload adjustment: reduced by 1/2 duties	Member, Joint Cmte on Academic Planning; member one of the C&S subcommittees		
		All Other Members		Member one of the C&S subcommittees, Gen Ed or Calendar	Chairs of the subcommittees shall be appointed from the members of the full committee	
		One Member	reduced by 1/3 duties		Member, Joint Committee on Online and Distance Learning	
		One Member			Member, Learning Outcomes Oversight Committee	
			reduced by 1/3 duties (member of the full committee)		Member, Joint Cmte on Academic Planning	
		General Education Subcommittee	Chair		Joint Committee on Online and Distance Learning	
		General Education Subcommittee	Any Member		Learning Outcomes Oversight Committee	
		General Education Subcommittee	Any Member			
		Academic Calendar Subcommittee	Chair	reduced by 1/3 duties (member of the full committee)		
Research and Creative Activities (RCA) - Full Committee		Chair	2018-19 workload adjustment: reduced by 1/2 duties	Member, Intellectual Property Committee (IPC); member one of the RCA subcommittees		IPC Meets 3rd Thursday every month (year-round) 10:30 am-12:30 pm.
		All Other Members		Member one of the RCA subcommittees, Grants or Centers	Chairs of the subcommittees shall be appointed from the members of the full committee	
			reduced by 1/3 duties			
			reduced by 1/3 duties (member of the full committee)			
			reduced by 1/3 duties (member of the full committee)			
		Competitive Grants Subcommittee	Chair			
		Center Review Subcommittee	Chair			
			Chair	reduced by 1/3 duties		
			Any Member		Member, Learning Outcomes Oversight Committee	
Teaching, Advising, and Assessment						
Technology and Infrastructure Service and Community Life Committee						
Constitution, By-Laws, and University Manual Committee						