

## **Minutes of the November 6, 2019 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 12:04 pm at the CBLS 435 conference room. Members present were Department Chairs Chandlee, Gomez-Chiarri, Roberts, Savage, and Uchida; Associate Deans, Sartini, Sheely, and Thornber; *ex-officio* members Palmer, Silvia and Wilson; and Faculty Secretary Rice. Department Chairs Dalton, Mitkowski and Gold, and Dean Kirby were absent. Professor Floyd represented NRS, Professor Brown represented PLS. Associate Dean Sartini presided.

**Approval of the Minutes:** *A motion was made by Gomez-Chiarri and seconded by Roberts to approve the October 23, 2019 Minutes of the Executive Council. The minutes were approved unanimously.*

### **Announcements:**

#### ***Associate Dean Sartini:***

- 1) Associate Dean Sartini provided an overview of discussions at the Council of Deans
- 2) There was a discussion of class sizes of freshman students, and if it were possible to lower average class sizes to aid in student performance. Data from the provost's office is presented in Appendix 1. It is unclear if there is any specific targets for reducing class sizes and if there would be impacts on faculty workload or new faculty hiring plans.
- 3) There was a discussion about the general trends of undergraduate enrollments in the various programs of the college. Data from the provost's office is presented in Appendix 2. Dean Kirby had indicated that The Plant Science/Environmental Horticulture & Turf Management and Geology & Geological Oceanography majors have shown declining trends since AY2000 beyond normal year to year fluctuations suggesting that greater efforts should be put into advertising and recruitment. GEO has a joint articulation agreement with CCRI, but students need to be contacted early in their careers to plan and register for proper courses. PLS has been becoming more active with the Rhode Island Nursery and Landscapers Association Registered Apprenticeship program to develop a pipeline HS to CCRI to URI-PLS.
- 4) The Graduate Council is proposing changes to the Graduate Manual and the University Manual aimed and uniformly codifying Graduate Faculty status, including adjunct faculty status, conditions for being granted grad faculty status and conditions for renewal and removal of grad faculty status. The proposed changes are presented in Appendix 3. Members of the Executive Council expressed concern that review of faculty members separate from the annual review process may be an added burden. It was suggested that data from ongoing annual reviews can be used for the purposes of the Graduate School. There was concern expressed that there is a proposed procedure for formalizing adjunct appointments for service on graduate committees, but the Graduate School does not currently master list of adjunct graduate faculty, leaving it up to individual departments. The Graduate School is urged to develop such a list.

#### ***Associate Dean Sheely:***

- 1) Marcia Morreira will be inducted into the CELS Hall of Fame on Thursday November 7 at 5:30pm at the Higgins Welcome Center. All are welcome to the dinner celebration. Contact Judith Palmer for any late registrations.

- 2) Annual reports for Smith-Lever, Hatch, McIntyre-Stennis and Multistate USDA grants are due now. There is a two-tier reporting process that does duplicate some information reporting. Contact Associate Dean Sheely for details and assistance.

***Associate Dean Thornber:***

- 1) The Sponsored Projects Office is requiring full review of all pre-proposals that commit match and overhead for full review. If pre-proposals do not carry a draft budget, they can be submitted to Sponsored Projects for quick review. In response to these required accounting procedures used by many universities, many granting agencies such as the Northeast Regional Aquaculture Center (NRAC) are no longer requiring budgets in their pre-proposals.
- 2) The number of grant proposals from CELS has been going up, so it is now very important that PIs upload materials into Cayuse no later than 5 days before the agency deadline date so that proper budget review and approval can be made.

***Meredith Silvia:***

- 1) University-wide space inventories are underway by the Division of Research and Economic Development and the information gathered will be used for the recalculation of URI's federal grant overhead rates.
- 2) The controller's office has announced that they will only accept certificate-based digital-certified signatures.
- 3) There will be upgrades coming to the URI Travel Website with expanded FAQs about travel regulations
- 4) There are updated parking requirements in the TF Green airport lots, The allowable parking lots are Garage C (Red Beam Garage) and Lot E, Long-term Parking.
- 5) Internal payroll policies are being updated. One major change is that Form IP-1 needs to be signed and approved prior to the employee beginning work. 1 week of lead time is required to assure IP-1s properly approved.

***Skip Wilson:***

- 1) The Dean's Advisory Council met recently. There is good progress in the URI Capital Campaign, with about \$136 million raised on the \$250 million goal. The public phase of the campaign launches in April.

**Old Business:**

There was no Old Business.

**New Business:**

There was no New Business.

**Adjournment:** *It was moved and seconded to adjourn at 1:00 pm*

Respectfully submitted:

Michael A. Rice, Faculty Secretary

## APPENDIX 1 – First-year Student Class Enrollment Data

### Fall 2019 First Year Class Size Enrollments by Initial College Major

Class Size Range	UC_AS	UC_BU	UC_CH	UC_EL	UC_EN	UC_EP	UC_NU	UC_PH	UC_UN
100 - 199.	485	656	514	641	606	83	303	218	376
200+	221	283	482	199	441	59	121	138	256
30 or under	1942	1349	1408	1503	1146	427	673	464	876
30 to 50.	486	597	442	255	626	140	32	208	181
51 to 70.	68	190	22	119	46	13	119	5	33
71 to 100.	368	371	356	264	142	65	50	50	200

Class Size Range	UC_AS	UC_BU	UC_CH	UC_EL	UC_EN	UC_EP	UC_NU	UC_PH	UC_UN
100 - 199.	14%	19%	16%	22%	20%	11%	23%	20%	20%
200+	6%	8%	15%	7%	15%	7%	9%	13%	13%
30 or under	54%	39%	44%	50%	38%	54%	52%	43%	46%
30 to 50.	14%	17%	14%	9%	21%	18%	2%	19%	9%
51 to 70.	2%	6%	1%	4%	2%	2%	9%	0%	2%
71 to 100.	10%	11%	11%	9%	5%	8%	4%	5%	10%

Method: MM created a query with all first year students with their class schedules.

DL placed into size ranges, then divided by college of major. Charts are N and then by %

Includes labs, recitations, and URI 101

*Answer's*

### Fall 2019 First Year Class Size Excluding Labs, Recitations, 1st Yr Sems

Class Size Range	UC_AS	UC_BU	UC_CH	UC_EL	UC_EN	UC_EP	UC_NU	UC_PH	UC_UN
100 - 199.	485	656	514	641	606	83	303	218	376
200+	221	282	482	197	55	59	121	138	207
30 or under	1109	662	573	428	417	238	236	100	445
30 to 50.	416	580	250	246	372	133	30	171	134
51 to 70.	52	190	22	118	46	13	119	5	33
71 to 100.	368	371	356	264	142	65	50	50	200

Class Size Range	UC_AS	UC_BU	UC_CH	UC_EL	UC_EN	UC_EP	UC_NU	UC_PH	UC_UN
100 - 199.	18%	24%	23%	34%	37%	14%	35%	32%	27%
200+	8%	10%	22%	10%	3%	10%	14%	20%	15%
30 or under	42%	24%	26%	23%	25%	40%	27%	15%	32%
30 to 50.	16%	21%	11%	13%	23%	23%	3%	25%	10%
51 to 70.	2%	7%	1%	6%	3%	2%	14%	1%	2%
71 to 100.	14%	14%	16%	14%	9%	11%	6%	7%	14%

Method: MM created a query with all first year students with their class schedules.

DL placed into size ranges, then divided by college of major. Charts are N and then by %

EXCLUDES labs, recitations, and URI 101



# APPENDIX 2 Class Enrollments by Major

College	Major Code	Description	F2000	F2005	F2010	F2011	F2012	F2013	F2014	F2015	F2016	F2017	F2018	F2019	
CELS	EL_AFTC_BS	Aquaculture & Fishery Tech - BS	56	62	51	42	42	39	37	40	47	44	41	48	
	EL_ANSC_BS	Animal Sci & Technology - BS	145	186	257	276	293	318	310	323	349	337	369	330	#16
	EL_BIO_BA	Biology - BA	123	160	197	190	201	141	164	175	158	180	188	214	
	EL_BSC_BOS	Biological Sciences - BS	206	274	373	438	433	475	400	366	294	335	370	392	#6
	EL_BIOT_BS	Biotechnology - BS												35	
	EL_CLSC_BS	Medical Lab Science - BS	22	70	91	143	138	143	129	123	149	139	131	92	
	EL_CMBL_BS	Cell & Molecular Biology - BS					2	20	89	159	250	254	240	240	
	EL_MBIQ_BS	Marine Biology - BS	228	208	209	241	261	231	237	229	214	210	204	210	
	EL_MICR_BS	Microbiology - BS	58	74	66	73	85	59	36	15	3	0	0	0	
	EL_WCB_BS	Wildlife Conservation Biol - BS	93	96	139	135	111	108	110	125	158	163	162	157	
	EL_CMPPM_BS	Coastal Marine Policy Mgt - BS		53	57	64	66	56	69	71	67	50	56	68	
	EL_CMPS_BA	Coastal Marine Policy Std - BA		22	46	44	48	49	39	30	24	32	34	34	
	EL_MAFF_BA	Marine Affairs - BA	41	5	2	2	2	2	1			0	0	0	
	EL_MAFF_BS	Marine Affairs - BS	29	2	2	2	2	2				0	0	0	
	EL_EEMG_BS	Environmental Econ & Mgt - BS	10	9	21	25	11	17	4	2			0	0	
	EL_RECM_BS	Resource Econ & Commerce - BS	7	5	21	18	7	4	1				0	0	
	EL_EHTM_BS	Envir Hort & Turf Mgmt - BS	62	81	69	63	58	62	59	58	50	47	45	48	
	EL_PLSC_BS	Plant Science - BS		1				2					0	0	
	EL_ENRE_BS	Environ & Nat Res Econ - BS				14	50	80	90	100	99	86	90	82	
	EL_ESMG_BS	Environmental Sci & Mgmt - BS	65	57	85	104	94	100	113	118	119	111	95	102	
	EL_SAFS_BS	Sustainable Agric & Food - BS									6	12	15	15	
	EL_GEOS_BS	Geosciences	14	9	26	19	9	4	3	1			0	0	
	EL_GOCG_BS	Geology and Geolog Ocg - BS	32	18	39	36	48	61	66	73	61	39	41	39	
	EL_UDEC_BA	Undeclared CELS - BA	31	13	17	25	28	32	16	6	3	1	6	1	
	EL_UDEC_BS	Undeclared CELS - BS		11	8	5	20	20	20	33	18	27	18	17	
	EL_WEL_BOS	Waiting for Env&Life Sci - BS		19	19	1		1					0	0	
	UC_UDEC_BA	University College Undecl - BA	341	455	621	535	567	568	559	511	512	595	515	425	#10
	UC_UDEC_BS	University College Undecl - BS		20	36	26	40	24	33	48	49	29	9	20	
	AS_UDEC_BA	Undeclared A&S - BA	464	416	100	112	112	78	68	55	41	41	23	33	
	AS_UDEC_BS	Undeclared A&S - BS		37	40	40	25	18	15	9	8	0	0	2	



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## Appendix I. Graduate Faculty Status

The following policy regarding Graduate Faculty status was developed and approved by the Graduate Council to clarify and update the policy published in Section 4.70.10 of the University Manual. The Graduate Council has voted to formally replace Section 4.70.10 of the University Manual with the sections below. This effort is to unify the policy on Graduate Faculty Status in both The Graduate School Manual and the University manual.

**I. 1.0 Conditions for Graduate Faculty Status.** The Graduate Faculty at the University of Rhode Island shall be tenure-track, adjunct, clinical, emeritus, lecturers, or research faculty who have: a) earned the highest degree available in their discipline; b) published or produced products that contribute to their discipline or have distinguished themselves as leading practitioners based on outputs relevant to their discipline; and c) demonstrated their effectiveness as educators and mentors of students in graduate degree programs.

**I. 2.0 Requirement for Serving on Graduate Student Committees.** Graduate Faculty Status shall be a requirement for a University of Rhode Island faculty member to serve on any graduate student committee. Scholars from outside the URI faculty may also serve as members of student committees; however, they must first apply for Graduate Faculty Status. If the non-URI scholar intends to serve on more than one committee, they must also be appointed as an adjunct professor by a URI degree-granting college. Only tenure-track continuing faculty may serve as major professors on student committees. Graduate Faculty Status will not be required to teach 500-600 level courses or for one-time service on a student committee.

**I. 3.0 Graduate Faculty Status and Newly Hired Faculty Members.** Graduate Faculty Status is automatically granted to newly hired tenure-track faculty who have achieved the highest degree in their discipline, for a period of five years. Their Graduate Faculty status shall be subject to the review procedures outlined in Appendix I. 5.0. All other non-continuing faculty will need to apply to obtain Graduate Faculty Status.

**I. 4.0 Graduate Faculty Status of Current Faculty Members.** Members of the University of Rhode Island faculty who do not have Graduate Faculty Status can be nominated for that status at any time by the chair or the director of the department, school, or program in which they have a formal appointment, if in the view of the official in question they meet the criteria specified in Appendix I. 1.0. The chair or director shall submit a letter of nomination, together with a curriculum vitae, to the Dean of the Graduate School for review. Appointment or retention of Graduate Faculty status will be approved for faculty who have met the conditions specified in Appendix I. 1.0.

**I. 5.0 Periodic Renewal of Graduate Faculty Member Status.** Periodic renewal of Graduate Faculty Status is required. Faculty requesting continuation will be subject to College review in 4-year intervals, and will be based on the prior 4-year performance based on the criteria listed in Appendix I. 1.0. Requests for continuation of Graduate Faculty status will be submitted by the Dean of the College in which the faculty member resides to the Dean of the Graduate School for review. The Graduate Council will then approve or reject the request.

**I. 6.0 Removal of Graduate Faculty Status.** The Dean of the Graduate School, after consultation with the academic dean, chair, and faculty member involved, may also request removal of Graduate Faculty status in cases where graduate students were put at risk by poor mentoring. Such requests should be submitted with evidentiary documentation to the Graduate Council. The Graduate Council will then approve or reject the request.

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**University Manual:**

**4.70.10 The Graduate Faculty.** The membership of the Graduate Faculty shall comprise the following President, Provost, Vice President for Research and Economic Development, Dean of the Graduate School, Vice Provosts, deans of graduate professional schools, deans of colleges in which departments offer programs leading to advanced degrees, chairpersons of departments authorized to offer graduate degree programs, the Dean of University Libraries and members of the instructional, research and library faculty who either teach one or more courses on the 500, 600 or 900 level on a continuing basis, serve as major professors sponsoring graduate students, or serve as members of the committees supervising the work of graduate students. When a person ceases to perform the function or functions qualifying him or her for membership on the Graduate Faculty, he or she ceases to be a member. Reviews of their Graduate Faculty shall be made by Departments or Programs at least once every four years. Recommendations for removal of a Graduate Faculty member who has ceased to perform the functions required for membership shall come from the Departments or Programs to the Graduate Council through the Dean of the Graduate School. The Graduate Council may either confirm or deny the recommendation.