

University of Washington  
Department of Earth and Space Sciences  
Meeting of Academic and Research Faculty  
Friday, May 8, 2015 ~ 2:30 p.m. Johnson Hall 111

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Department Chair Robert Winglee called the meeting to order at 2:35 p.m.

Approval of April 3, 2015 Open Session Meeting Minutes.

The draft minutes were circulated for review and were approved.

Meeting synopsis:

1. Announcements
  2. Reports and Business
  3. Standing Committees
  4. Old Business
  5. New Business
  6. Adjournment
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## 1. Announcements

- a. Noell Bernard-Kingsley, Director of Student Services, won the 2015 National NACADA (National Academic Advising Association) Outstanding Advising Certificate of Merit recipient in the Academic Advising.
- b. ESS Annual Awards will be Wednesday, May 20<sup>th</sup> at 4:40 p.m. in JHN 102.
- c. Mike Harrell will be sending out a teaching lab survey shortly to determine future course needs.

## 2. Reports and Business

- a. *Curriculum (Huntington/Roe)* – Nothing to Report
- b. *Undergraduate Program (Roe)* – Roe presented an overview of teaching matrix and teaching schedule process that the staff has to go through to get classes set up. Having a preplanned schedule is also important for student planning.

In order to reduce errors and last minute changes on the final time schedule, Roe proposed a once a year mandatory response back to the teaching matrix email request indicating if the course, date/time, location, enrollment limits, etc. are all correct. The response also needs to include if the faculty member plans to buyout or is considering future sabbatical. The email for the full review of the academic year (which will be the year ahead) will be sent in November. Those who teach in other departments need to update Roe/April as soon as they know the other departments plan.

An email will be sent mid-March to remind faculty of schedule, but no response is required unless there are last minutes changes that the faculty need to apprise Roe/April about.

Textbook emails will continue to be four times a year. Follow the instructions given on those emails if textbooks need to be ordered and respond to Victor Aque by the given date.

Faculty agreed to new plan. The first email will be sent out immediately to finish out the 2015-2016 academic year. The next mandatory response will be in November 2015 to finalize the 2016-2017 course schedule.

c. *Graduate Program (Creager)* – Nothing to Report

### 3. Standing Committees

a. *Admissions (Buick)* – Buick reported that 12 students have officially accepted. There are still more students on the books that have not been denied, so let Buick or Noell Bernard-Kingsley know immediately if you want to admit any other students.

b. *Computing (Harnett)* – Reported by Winglee for Harnett

1) A survey will come in a couple weeks about the needs/desires that members of the faculty can identify. It will survey desires regarding technology in the ESS controlled classrooms (both regular instruction and computer labs), web services, and software packages for both instruction and research. Please be thinking about this in preparation for the survey.

2) An allocation strategy has been developed for the computers surplus from 366 and 021. First priority is replacing any ESS general dept computing infrastructure. After that faculty and grad student computers that are not at least a Core2 Duo and Windows 7 will be upgraded. These upgrades are planned to occur during the summer. Comp help will create a list of computers to be replaced and send out a request at the end of Spring quarter for grads and faculty to let them know if they were missed in the initial accounting of systems to be replaced.

The remaining computers will be allocated 1/3 to grad students, 1/3 to faculty, and 1/3 a combination of both. Requests with justification will be gathered at the beginning of fall quarter. If more request than available computers are received, the computer committee will determine allocation based on justification provided, with highest need receiving priority.

3) Looking forward, the UW will be dropping the Red Hat Enterprise site license June 30, 2016. After that date, updates will not be able to occur for Red Hat systems. For machines with 172 addresses it will be expected that most of those systems will be fine and just live out their natural lifetime without the need of an OS switch. For systems with a 128 address, those will need to be switched over to CentOS for security reasons. More to come on this matter.

4) A system is going to be instituted on all ESS general access machines (366, 021, grad computer lab, etc) that the D drive and class file share locations will be wiped of uploaded documents every Saturday evening. There are space issues developing but more importantly, this is a source of issues with cheating. It is anticipated that the system will be developed over the summer for implementation Fall quarter. Prior to that, Comp help will provide instructors with training on how to communicate this to your students and point them to using places like UDrive and Google Drive instead for file storage.

c. *Oversight Committee (Brown/Gillespie)* – Nothing to Report

d. *Prelim (Brown/Cowan/Gorman-Lewis)* – Nothing to Report

e. *Promotion, Reappointment, Merit (Bourgeois/Holzworth/Catling)* – Report in Executive Session. Winglee noted that the Provost plan is to authorize a minimum of two percent salary increase depending on state budget if allowed. There will be a tuition freeze this year.

- f. *Scholarship, Fellowship, and Awards (Bergantz)* – Awards process has been completed. The question about undergraduate research award funding was discussed and will be addressed on next year's application so the opportunity is presented clearly. Winglee did note that there are some funds available year round for undergraduate research opportunities. Contact Winglee to learn about options.

#### 4. Old Business

#### 5. New Business

- a. Naomi Oreskes, the Danz Lecturer will be in town March 1st and March 2nd.
- b. Dates for next Open House 2016 were discussed, whether it should be on February 25, or March 3. Possible conflict would be the Polar Science Weekend. Winebrenner said he would find out the date and let Winglee know so the final date could be decided.
- c. If you want anything in the Spring Edition of the ESS Newsletter, please email April Huff as soon as possible.
- d. Reminder to fill out TA evaluation forms for the 2014-2015 year.

#### 6. Adjournment

- a. The faculty adjourned at 3:03 p.m.
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*Minutes by:* April Huff

*Attendees - Faculty:* Bergantz, Bodin, Bourgeois, Buick, Cowan, Creager, Duvall, Gorman-Lewis, Hallet, Holzworth, Houston, Koutnik, Montgomery, Nelson, Nittrouer, Odom, Roe, Stone, Teng, Vidale, Waddington, Winebrenner, Winglee (Chair).

*Staff, Students, and Guests:* Bernard-Kingsley, Bernhardt, Huff, Schanz, Schleicher