

**Department of Earth and Space  
Sciences Meeting of the Faculty  
Friday, October 6, 2023 2:30pm in JHN 026**

**Minutes**

[In attendance: Bergantz, Buick, Catling, Christianson, Condit, Crider, Crowell, Denolle, Duvall, Gorman-Lewis, Huntington, Journaux, Koutnik, Krissansen-Totton, Lipovsky, Mehra, Montgomery, Muth, Schmidt, Swanson, Walters, Schauer, Waddington, Bernard-Kingsley, Campese, Caton, Lindquist, Aranguiz, Fintel]

**Call to Order - Open Session: 2:30 PM**

**Announcements/Business**

- **Awards** - Madeleine Lucas is one of six UW Homecoming Scholars this year. A reminder that Rockin' Out is the department's student-led outreach group and anyone is welcome to join/volunteer (including staff and faculty).
- **Renovation/space priorities and funding for the upcoming year**
  - The kitchen renovation has been approved and funded. We will send blueprints around for comment (but time is short). Separately, roof repair is a high priority.
  - A committee is needed to make decisions on priorities about renovations being requested for faculty/lab spaces.
- **Nov 15th Labs unlocked event** - November 15, from 5:30-7:30PM.
- **Workday** - Our financial team is working extremely hard on all things workday after UWFT. These changes have effectively doubled their working time, and much of it is out of department control. Please be thoughtful and patient with our staff. Prioritize large purchases/reimbursement requests over small.
- **Committee updates and selection of new committee members/chairs (Steig)**
  - Have not yet revised committee assignments. If you were on a committee last year, please feel responsible for that committee until assignments are made.
- **Policy on overhead for foundation/private grants (Steig)**
  - A policy is proposed where (when applicable) grants to private foundations include 10% in administrative support for department overhead. Policy committee will be asked to consider and propose to accept it (or modify it) for consideration at next faculty meeting.
  - Faculty members asked to see a breakdown of funds (inflow/outflow). An overview of the budget will be provided by the November faculty meeting, though details may be later, due to Workday issues.
- **Graduate reps update (Peter Lindquist, Tamara Aranguiz, Alysa Fintel)**
  - Please send anything relating to grads through the grad reps. Committee assignments have been sent to Noell.
  - Have implemented a new way to increase grad participation in service commitments to ensure better distribution of work. Faculty, please encourage your students to participate in community activities. Questions can be directed to grad reps.
  - Summer is a time that changes a lot of student's lives (housing, health issues, legal status changes, reimbursements), please check on your students.
  - Grads are encouraged to ensure that graduate students know that this service is not a requirement, and care should be taken to avoid overloading.
- **Update from hiring committee (Crider)**

- Our top candidate for the “geomorphology” was turned down and next candidate has already taken another job.
- The other position is still in negotiation. Details discussed in Executive Session.

## Standing Committees Announcements

- Undergraduate Program (Gorman-Lewis) – syllabus reminders and couple of announcements (Connections in ESS, SACNAS)
  - **Connections in ESS** grad:undergrad mentoring program is up and running. 10 grads are interested so far. **Will send faculty info to send out to undergrads.**
  - **SACNAS** - inclusive organization dedicated to Chicanas, Hispanic and Native American students, open to everyone. Drew will table at the annual conference, representing the College and ESS in 2.5 weeks—great recruiting opportunity.
    - IF YOU ARE RECRUITING in this cycle: Please fill out google spreadsheet indicating if you are taking students (link in email, **Noell will recirculate**). Glve Drew business cards if you have them.
  - **Syllabi and Grading** (**link to slides will be sent around again**)
    - Students will need to fill out an independent study contract.
    - Work with Eric and Summer to put information on the new website.
    - ‘I grade’ vs. ‘X grade’. Different implications with each for undergrads. “I” grade converts to 0 the next quarter if no grade is entered. This can have implications for financial support, issues renewing visas,etc. Graduate students cannot graduate if there are unresolved I’s or X’s on their transcript.
  - **IBIS Mentoring Program**: graduate students are committing to a more extensive mentorship with undergraduate students, please be aware of time commitment (1-3 hours a week, conservatively). Grads will get formal training in mentoring. **Click here to apply. Deadline: Friday, October 13, 2023, 11:59pm PT.**
- **Computing (Walters)** - update, additions, etc. overview of Nathan’s email
  - Refer to Nathan’s email. Let IT know if something is missing. Remind students to back up their work as computers are wiped weekly. New laptops, upgrades will be able to run Win11.
  - “Design Lab” - previously computer room 029, has been upgraded. Includes updated computers, Lynnex workstation and a Mac, two plotters, and a 3D printer. Three computers have Adobe creative cloud suite if you need it.
  - ESS IT recommends folks to set up email accounts through outlook. Not providing help for folks gmail for much longer.
  - Putting together a policy to manage workload for ESS IT. First part was implementing a support ticket system. Planning to meet and work through what the proposed policy will look like.
- **Curriculum (Crider)** - update
  - **Ask for slides**. Hoping to have a specific plan to propose this quarter.
  - Disciplinary knowledge - how to come to consensus of that across all our disciplines
    - Survey guided by national report on future of undergraduate geoscience education. Foundation for identifying nationally vetted skills, etc.
    - **In the next month, will ask faculty to fill out a survey (giant spreadsheet) to get a picture of what is currently being taught.** Think about how you are currently contributing to the undergrad program and how you want to contribute.

- MESSAGE - continued hiatus, time to reflect on what we want to do.
- Start discussion for a new vision for the grad program. Will try to have a framework to discuss at the January faculty retreat (need a volunteer to facilitate conversation), will solicit input from graduate students.
- **Some undergrads are still looking for undergrad research projects.**
  
- **Safety (Schauer) - update**
  - If you have lab coats to wash (no toxic substances), email Andy.
  - Safety information and forms can be found on the intranet.
  - Field trips include research and course field trips. The state mandates that you create a safety plan and follow the 7 steps listed in the Safety section on the intranet **before** the field trip.
  - The Department policy has not changed, but the committee is changing how it is shown on the website and making sure we are in compliance with the University/State.
  - Please provide feedback about this process.
  - Questions regarding what to do with medical forms when finished?
    - Shred them or return them to students.
  
- Please communicate with Summer and Eric on what intranet sites/tools you use often and what needs to be front and center on the new website.

**Adjourn to Executive Session: 3:48 PM**