

Chincoteague Bay Field Station
Spring Meeting of the Academic Advisory Council
February 22, 2019
Dixon University Center, Harrisburg, PA
South Rm 206-207
8:30 AM-4 PM

Attendees:

AAC Faculty

Adrienne Oakley – AAC Chair; Kutztown University
Wendy Ryan—Kutztown University
Steve Seiler – Lock Haven University
Chris Smyth— Lock Haven University
Dominique Didier– Millersville University
Ajoy Kumar – Millersville University (*zoom*)
Bob Vaillancourt– Millersville University (*zoom*)
Brent M. Horton– Millersville University (*zoom*)
Jay Hunt— East Stroudsburg University
Shawn Hu— East Stroudsburg University
Tracy Whitford— East Stroudsburg University
Sean Cornell – Shippensburg University
Nathan Thomas— Shippensburg University
Anne Boettger – West Chester University
John Hranitz—Bloomsburg University



CBFS Staff

Sarah Bartle –University and Research Coordinator, CBFS (outgoing)
Kelsey Gustafson—University and Research Coordinator, CBFS (incoming)
Alex Ramey —Interim Education Director, CBFS (outgoing) (*zoom*)
Alverne W. Chesterfield (Chet)— Executive Director, CBFS (*zoom*)

DRAFT MINUTES - SMS

I. Open Meeting

- a. Any additions/changes to the agenda
- b. Approval of Agenda

Adrienne Oakley (AO) request for changes. No changes requested.

Sean Cornell (SC) motion to approve agenda. Nathan Thomas (NT) seconded. All in favor.

II. Welcome and Introductions

AO welcomes everyone – 8:43am

III. Marine Science Consortium/CBFS 50th Anniversary Stats

AO and Alex Ramey (AR) Gave Quick recap of the 50th Anniversary weekend. Successful event.

162 participants total

83 attended Open House

79 registered for the weekend

\$14,690.29 net funds raised

NET fundraising was good. Expenses were about \$10,000. AR gave thanks to everyone that helped.

IV. Need for new AAC Chair effective June 2019; Chair needs to come from KU, ESU, or MU

AO announces she has served as AAC chair for several years, she is going on sabbatical, and the need to elect a new CBFS AAC Chair. Following bylaws, AO solicited volunteers. Under rotation, the position falls to Millersville. Discussion ensued about the importance of strong AAC leadership and how to proceed with selection person to be recommended to the CBFS Administrative Board. Plan to have Millersville faculty to meet/discuss how to proceed made by Dominique Didier (DD and Bob Vallaincourt (BV).

V. Update on CBFS Staff changes and Ongoing searches

AR gave update on CBFS changes. Search nearing completion for replacement Education Director who is leaving CBFS. Sarah Bartle (SB) has left the CBFS and is replaced by Kelsey Gustafson (KG). Hiring for assistant college coordinator is in progress. New CBFS Educators for 2019 are coming on campus soon for training. There is overturn in CBFS boat captains thus there is a need to hire new captain for the RV Parker.

Discussion ensued. Proposal to send thank you cards to Captain Jimmy and other CBFS employees who are leaving the CBFS.

VI. College Program—CBFS Staff

a. Summer course & field trips enrollment

KG gave updates for summer college courses 2019. Enrollment is higher than to last year at the same time. Some courses are full. First session appears to be fully enrolled (all courses will run). Several other courses are full enough to run. Digital flyers and other ways to promote under enrolled courses are being prepared. Total enrollments so far (as of Feb 22) are at 131 students for 2019 (total enrollment for 2018 was 121).

Discussion about the enrollment trends over past 5 years. St. Francis University is bringing students for spring 2019 field trip to CBFS. St. Francis may be contributing students to summer enrollments again after several years. Some (new) non PASSHE schools have enrolled for summer 2019 (U Pittsburgh, Salem State, Wilson College). Understanding how these students found the CBFS will be important to growing enrollments. Broad discussion about ways to increase lower enrolled courses by promoting on home campuses.

James Hunt (JH) and others recognize the high enrollment in 2016 also came along with many complaints about shared resources for teaching, housing, and cafeteria. 2016 held 5 classes in at least one session which explains the higher total enrollment but may also lead to over extension of resources.

College Field trip enrollments are at 6 total trips for spring 2019.

b. Marketing summer classes: Embed key words in all websites to get Google hits

KG gave update. Google keywords coded in to boost hits on generic searches for summer marine field courses. KG brought posters/flyers to hang on home campuses. A push to increase advertising on home campuses social media and digital marketing is being made. CBFS is communicating directly with the offices on PASSHE campuses. Bigger push to use CBFS social media networks for advertising summer courses. CBFS is deciding about the potential for college tour trip – CBFS staff visit specific PASSHE campus.

c. Policy changes: **See email attachment**

i. Limitations of Daisey's Island Cruises boat trips

- ii. Summer session boat trips. Max #3 per class. Extra trips will be charged to the university.
- iii. Summer courses with off campus trips—Extra charges need to be communicated to students. No reimbursement from CBFS.

Discussion about rules for using Daisey's Cruises and fees charged to each University. Additional trips within each course (above three trips), will be charged to the teaching University. Document prepared by CBFS with specific instructions/rules about how teaching and research trips can be accommodated by Daisey's Cruises. KG gave summary of specifics of what Daisey's Cruises can accommodate for students, locations, teaching/research gear, etc.. Discussion about costs for under 12 students vs over 12 students and the 2 hour trip limit before extra costs are incurred. CBFS will check in with Daisey's to see about other options for class trips.

Sarah Bartle (SB) / CBFS Staff/AAC members: Summer fees charged to student associated with Tuition go to home campuses (not to the CBFS). Every student pays course fees that do not support the materials/equipment/etc. at the CBFS → instead, these fees are kept by the campus of the instructor (Technology fees, transportation fees, health center fees, etc.). The new CBFS fee structure was set up by CBFS Director and the CBFS Administrative Board to help bring costs of running courses in line with budgets. Discussion ensued about how the MSC/CBFS was established and the disproportionate fee structures to member Universities and the role of the precollege program as it was established and its role today.

AR and CBFS staff gave overview of how all program charges are increasing to help cover costs of running programs without raising costs too much. There is also a risk that increased fees may lead to driving down enrollments. Prices charged across all programs are increasing for 2019 and proposed 2020 budgets. Decisions are being made to reduce costs of CBFS staff.

Discussion about importance of how to balance the course fees/budgets while still accomplishing the educational outcomes that students need (and expect) from their CBFS field-based courses. Some more discussion about how some new fees for family/pets to use were determined without input from CBFS AAC or faculty that teach at the CBFS. Recognition among the entire AAC and CBFS employees that communication between faculty/CBFS staff and the CBFS Administrative board needs to be improved.

- d. Disciplinary action/protocols
 - i. Prohibiting students from taking classes? Time limit? Concerns about students who have required classes.

Discussion about code of conduct for students at the CBFS and how disciplinary action for infractions at the CBFS is tied to home campus (campus of the instructor). All students sign a code of conduct contract before taking a class at the CBFS. Infractions are written onto infraction reports and students may be penalized up to dismissal from the course and/or the CBFS.

- e. Housing options: How are off campus students charged? What is the policy?

Discussion about new policy for off campus students. The new fee for living off campus covers lunch and field station charges (lab fees, boats, etc.).

As noted in many previous meeting, the AAC expresses concerns that the new fee could drive some students to seek shared off campus housing (AirB&B) that will detract from the CBFS cohort effect. It could also promote off campus partying by students. On the flipside, NOT allowing students to live off campus could deter non-traditional students from enrolling in CBFS courses.

DD makes a motion to propose a change to the new fee structure for students who choose to live off of the CBFS campus. The proposed fee structure would be 60% of the full Salicornia fee structure. This 60% fee is billed to cover cost of lunch, lab fees, etc. To be effective immediately upon approval by CBFS Administrative board. Currently enrolled students who opted for off campus housing would not be affected. Seconded by JH.

Discussion. The AAC requests that the off campus housing option be removed from the online preregistration for students. This will encourage students to stay in CBFS housing and eat CBFS meals.
All voted in favor.

VII. The future of the University and Research Program

a. 2019 Fee Schedule discussion

- i. Request that future fee schedules be implemented on the basis of an academic year, not a fiscal year to allow for more accurate fieldtrip planning and cost estimates for students.

Motion: JH made motion suggest rules for establishing/changing Fee Schedules at the CBFS. NT, second.

Discussion about the new fee policy status for students and faculty regarding field trips and summer courses. The AAC would like the fee schedule to be established in a manner that allows faculty and the AAC to budget for the next year. We recommend a proposed fee schedule before the February AAC meeting for review. When approved, we recommend the fee schedule would take effect for the next fall semester (Fall semester, Spring semester, and following Summer). This schedule gives students 6 months lead time and would be in line with home campus schedules for listing course fees, textbook adoption, etc.

All vote to approve the recommendation.

b. Go Fund Me to raise funds for a new monitor vessel (~150,000 needed)

AR verified that the CBFS Board approved the ability to start a Go Fund Me to be launched/housed by the CBFS directly. Final approval/verification to start a GoFundMe is needed from the CBFS Administrative Board. Discussion about the cost of previous monitor boats and their expected lifespan. SB clarified that the previous monitors were built with some cost savings measures (shortcuts); If built correctly, they could have lasted much longer. Current quote of \$150,000 would be for a boat that would last longer.

c. Moving forward and **increasing utilization** of the CBFS

- i. Changing the summer course model? – Ajoy
 - 1. Option: Lecture content online + one week of intensive field experience

Discussion about whether a hybrid option would be viable at the field station. Online component combined with one week intensive at the CBFS. DD promoted flexibility in planning courses to encourage higher enrollment without taxing CBFS campus resources. Focus of discussion narrowed in on keeping flexibility for each course → If the course can be taught in a hybrid model at the CBFS, it should be considered for inclusion in future CBFS schedules.

Extended discussion about how to offer classes at the CBFS during fall or spring semesters; JH discussed possible model could be to teach multiple courses at CBFS so students could take a full load of courses at CBFS including online courses (~Semester by the Sea where students take 3-4 science courses and 2-3 online courses to build a full schedule). This idea would be akin to a 'foreign study' experiences for science majors. Multiple faculty will work with JH to test feasibility of such a program. SC will inquire with Shippensburg Engineering program about collaboration. Request made to KG to estimate costs to house/feed students during fall semester program.

Discussion ensued about increasing CBFS utilization. To broaden use of the CBFS, support/direction still needed from the Chancellors office and local campus administrators to promote/support classes from outside of biology/oceanography/geology programs. Possibilities for increasing use include Education (education students complete teaching internships with CBFS camp students), Health Science (students could live at CBFS while gaining experience shadowing doctors in rural health clinics), and the 'Semester By the Sea' program described above.

- d. 2020 and beyond course planning. Update 3 year plan.

Discussion to populate the tentative 2020 and 2021 summer course offerings.

VIII. Recap on meeting with APSCUF and the Chancellor (December 2018)

- a. January: APSCUF made a request to the Chancellor allowing for a joint collaborative meeting between all parties to discuss ways to increase the revenue and enrollment at the field station.

AO and SC gave summary of meeting between APSCUF and Chancellor Dan Greenstein. Direct communication via email/blog/twitter from students/parents with the Chancellor was recommended.

IX. Status of sale

- a. No further offers. There is talk of getting an agent who would be more aggressive. Request to take the CBFS off the market for the duration of time PASSHE is covering debt service was denied (again).

AO gave update. No updates beyond item a (above). Request made to Chancellors office to remove from real estate market for next year denied. Discussion about the value of the CBFS (Dollar amount that is still owed on the CBFS).

The true financial footing/background of the CBFS remains unclear. It has not been communicated with the CBFS AAC. This uncertainty factors negatively on retention of

current CBFS staff and faculty ability to promote field trips and summer courses from PASSHE campuses.

X. Status of centralized registration

- i. No progress. The following needs have been communicated to the board:
 1. Common fees across all PASHEE campuses (being worked on)
 2. Establish a single CBFS course fee that covers tuition, station fees, and campus fees.
 3. Allow all PASSHE students to register and pay at their home university for any CBFS course

AO: No updates/changes to Centralized registration. No progress has been made. AAC discussion reiterating that how centralized registration and common are a hindrance to student enrollment. Centralized registration (ideally) would be to let all students to enroll in a common, centralized registration site and pay at home University. This simplifies registration and financial aid for students. Of particular note, the current system impacts veterans using GI Bill and students with local scholarships/aid that do not easily transfer to other campuses.

The CBFS has a 50 year track record of collaboration among PASSHE campuses → A successful centralized registration system can serve as a model for future PASSHE progress.

XI. Compiling assessment data and demonstrating (with data) how the CBFS supports institutional and system-wide goals.

SC: Update on Middle States Accreditation assessment data at Shippensburg University and how CBFS courses fit into these data. Discussion about how to share our Universities assessment criteria among CBFS members. Question: What does the CBFS support in local University accreditation goals?

XII. Research and Grant updates

- a. Jay Hunt—National Science Foundation (NSF) Research Experience for Undergraduates (REU)

Submitted to NSF in August. Expected answer any time. Delays due to Federal shutdown.

- b. John H.
 - i. REU grant proposal
 - ii. Research brochure
 - iii. Professional Master's Program

JH: NSF REU grant proposal in works. Proposal would house REU students at the CBFS and be supervised by multiple faculty members supervisors.

JH: Research brochure bibliography request. Send research projects completed/current by faculty and students at field sites at the CBFS.

JH is working on a proposal for a Professional Masters Program originally submitted (not funded) that could be reworked to provide new program. Idea = fund graduate level students to work at CBFS and support undergraduate research opportunities during summer at CBFS. Letter of intent would be due in November with full proposal to follow.

c. Infrastructure Capacity for Biology (ICB)- NSF solicitation

SC gave update. Grant opportunity with NSF possible if the CBFS is NOT listed as for sale → Requirement of grant is to support infrastructure needs (including boats).

NASA collaboration- NASA liaison

New contact person. Information to be provided to AAC faculty by CBFS staff.

d. MACRI update—MOU up for renegotiation soon

No update.

XIII. New Business

XIV. Fall 2019 Meeting at CBFS

Tentative Date: Saturday, **September 21, 2019.**

Most AAC members arrive Friday night, meeting all day Saturday, Depart Sunday.

4:22pm SC motion to adjourn. JH second. All in favor