

Chincoteague Bay Field Station
Fall Meeting of the Academic Advisory Council
September 19, 2014
Dixon Center, Duncan Room (Rm 306)
Harrisburg, PA
8:30 AM – 4:00 PM

Attendees:

Adrienne Oakley – Chair, AAC; Kutztown University
Matt Stone—Kutztown University
Ajoy Kumar – Millersville University
Bob Vaillancourt – Millersville University
Sean Cornell – Shippensburg University
Nathan Thomas— Shippensburg University
Anne Boettger – West Chester University
Steve Seiler – Lock Haven University
Jay Hunt – East Stroudsburg University
Shawn Hu– East Stroudsburg University
John Hranitz-Bloomsburg University
Cynthia Venn-Bloomsburg University

Anne Armstrong – Program Manager, Chincoteague Bay Field Station
Ali Redman – College Program Coordinator, Chincoteague Bay Field Station

Invited guests:

Anne Zayaitz, Dean, College of Liberal Arts and Sciences, Kutztown University
Jim Mackin, Interim Provost, Kutztown University
Jeffrey Weber, Associate Dean, College of Arts and Sciences, East Stroudsburg University
Robert Smith, Dean, School of Science and Mathematics

AGENDA

- I. Open Meeting; Approval of Agenda
 - a. Any additions to the agenda-None proposed
 - b. Approval of Agenda: Sean, second Jay.

- II. Review Minutes of Spring 2014 meeting
 - a. Approval of minutes: Sean, second Jay. Minutes for Spring 2014 approved.

- III. Welcome and Introductions
 - a. Adrienne welcomed new members and guests.
 - b. AAC expressed their gratitude to Dominique for her four years of service as the Chair of AAC.

IV. CBFS Reports and Updates Part 1—Anne Armstrong and Ali Redman

- a. Summer 2014 enrollment: Ali distributed enrollment numbers for summer of 2014. Important changes in summer 2014 compared to previous years include (i) steep decline in enrollment numbers for Kutztown University; (ii) increase in enrollment from Lock Haven and West Chester (iii) four summer classes cancelled; (iv) more female enrollment especially in biology related classes; (v)

V. College Program Part 1—Problems and Solutions

- a. Ongoing issues: 41 students either dropped out of summer courses or no-show. Most drop-out out from PASSHE University students.
- b. Declining enrollment: Ali mentioned that enrollment were down summer 2014 but field trips during the regular semester was up. Bob Vaillancourt suggested recruiting from local universities. Ali mentioned that CBFS is looking into it. Also, local universities have their own field station or programs. Ali compiled data of student enrollment for summer courses at CBFS from 2004 to 2014. The data showed a sharp increase from 2012-2014 probably related to new facilities at the CBFS or due to curriculum changes. Sean requested the enrollment data to be included in the CBFS newsletter.

Faculty from many universities mentioned the problem of getting vans from their respective universities. Jay mentioned the continued problem with visiting student forms and how it affects transfer of grades between PASSHE universities. Faculty requested the administrators present at the meeting to address their concerns with vans, student driver issues and cost of boat trips especially during regular semester. Adrienne will also bring the above issues to the CAA meeting.

Faculty mentioned the problem with internet services at the CBFS. Ali reported that CBFS was addressing the internet issue by providing Ethernet at certain prime locations where faculty can access them easily. Ali also mentioned that wireless access may improve once the Wallops Research Park starts to function. Other suggestions include the use of student technology fees to be utilized for increasing bandwidth for improving wireless connections.

- c. Advertising
 - i. College courses offered at the CBFS should be listed in all PASSHE University online catalogues and websites as Topics courses. Ali will communicate with university registrars to implement the suggestion. Visiting student forms can reside at the CBFS but problem is made more complex with student aid and variability of tuition between member universities..
 - ii. Member universities- banners in cafeteria or education building?
 - iii. Summer Open House advertised to vacationers?

iv. Centralized registration—The meeting discussed ways in which registration and fees be centralized at one location: at the CBFS or at the Dixon Center. This would further facilitate Flat rate (tuition AND field station fees) and access to students outside of PASSHE. This will also reduce the present two payment system for taking a course at the CBFS. It will also be attractive to students from out of state as the PASSHE tuition is less than what some Marine labs charge at present. There was consensus on identifying what would the field station need from the universities to make this happen? The lists include:

- we would like the process of applying with the Visiting Student Form (VSF) to be consistent across all PASSHE campuses. This includes that the form be used as a registration form for the course without any additional forms (unique to one university)
- we would like all PASSHE schools to recognize that the board decision when they created the Visiting Student Form requires that an actual grade transfer and be recorded at the student's home institution. Students should not be told they need to request a transcript for those credits, nor should the grade be recorded as a "t" – the documentation clearly states the grade is to come as a grade.
- we would like the VSF to be put online (not as a PDF) and the data to be able to be entered online. Signatures from advisors, etc, can be accepted electronically via email. For example, when a student goes online and fills out the form, it generates an email to the advisor, who checks the information, and forwards the email to the registrar with an "ok" or not.
- Basically, we have two issues. One, the form is still on paper and so if and when it gets lost, there is no way of easily tracking down where it is. With electronic forms, there is a trail recorded. Two, the form as it stands now is neither being used consistently across campuses nor in accordance with the board of governors instructions on how it is to be implemented. It seems we do not need to reinvent the wheel, just inform all registrars how the current wheel is to work, and maybe digitize the wheel to make it easier for students (and faculty, and administrators, and the consortium, etc.)

The AAC unanimously authorized Adrienne to address the matter with the CAA at the earliest.

VI. Academic Programs, Curriculum, and Planning

- a. Summer schedule: Adrienne proposed a three year (summer 2015, 2016 and 2017) plan for courses to be offered at the CBFS courses will be

offered as planned with existing or other instructors as need be. The AAC agreed on the following dates and accommodation on boats and kayaks:

- October 20th: all faculty will provide Ali with course name, pre-requisite, syllabus, enrollment(min, max), field activities, travel component, textbook information, etc.
- November 1st: enrollment for seniors ONLY
- November 15th: Open enrollment for ALL
- CBFS vans can accommodate 14 passengers, R/V Parker can accommodate 26 students and 17 students for kayaking

The following new courses were approved:

- i. Behavioral Ecology- Brent Horton
- ii. New course proposal from West Chester “Water Quality and Health”- Anne Boettger

Motion to offer courses in the next three years. Motion Jay; second Sean. 1 abstain. Motion approved. Please see the attached excel sheet for the courses that was approved to be offered at the CBFS in the next three years. Note: Dominic's course is denoted as Accelerated Marine Ichthyology. There was discussion on Marine Biology course being offered as a 4-credit course by Jean Boal of Millersville University instead of the CBFS approved 3-credit course. Some faculty expressed concern that Marine Biology transfers as a 3-credit requirement in their respective universities and a 4-credit will require their students to pay more than what's required. A motion was tabled to authorize Adrienne, as chair of AAC, to email Jean to reconsider offering Marine Biology as a 3-credit course. Motion by Sean, second by Jay. 1 abstain. Motion approved.

VII. College Program Part 2

- a. Faculty concerns
 - i. Office space: The CBFS has offered to look for alternate space for faculty office. Some of the spaces offered was the library in the student lounge area and the old computer room or other office at the new administration building at request. Faculty expressed their concern that appropriate space is needed during summer sessions for faculty to prepare for classes, computer, printer, copy machine and to advice their students.
 - ii. Summary of faculty benefits (discount at store, 1 week free child camp, etc.)
- b. Evening Guest Speaker Program-discussed.
- c. Fostering Cross-Course Interactions-discussed
- d. Course Cancellation Policy: Ali expressed her difficulty when courses are cancelled abruptly for low enrollment. She requested that the CBFS be also given permission to cancel low enrollment classes as these classes are a loss making proposition to the CBFS. Adrienne will discuss CBFS concerns with the CAA.

VIII. CBFS Reports and Updates Part 2—Anne Armstrong and Ali Redman

- a. Changes/ Notices: New Email group-New email group established and Ali will email everyone once the site is ready.
- b. Report on CBFS Programs: Ali and Elise will develop a report for College Programs. The previous color report will be discontinued due to high cost.
- c. Marketing: Ali and Elise will be visiting universities in October, 2014 to give presentations and talk to interested faculty to advertise summer courses at the CBFS and field trips during the regular semester.
- d. Research
 - a. Student Research Program: Ali reported that student research program was a success this year.
 - b. Record Keeping
 - c. MACRI has officially formed and there will be a strategic planning meeting in January to discuss how to take the institute forward.
 - d. Wallops Research Park: Anne mentioned that work has begun to construct new building for the Wallops Research Park.
 - e. Greenbackville: Anne reported the work that has been done by Sean, Adrienne, Jay, Cindy and Ajoy. She also mentioned that Nature Conservancy is willing to fund for Marsh Restoration.

IX. New Business

New fees scheduled will ne approved in October.

X. Spring 2015 meeting – Harrisburg

- a. Friday February 20th, 2015.

Meeting adjourned at 3.56 pm