

**Minutes from Spring Meeting of the Academic Advisory Council
Chincoteague Bay Field Station
February 20, 2015
Dixon University Center, Admin Bldg, Conference Room C
Harrisburg, PA
8:30 AM – 4:00 PM**

Attendees:

Adrienne Oakley – Chair, AAC; Kutztown University
Ajoy Kumar – Millersville University
Bob Vaillancourt – Millersville University
Jean Boal—Millersville University
Aaron Haines – Millersville University
Sean Cornell – Shippensburg University
Nathan Thomas— Shippensburg University
Jay Hunt—East Stroudsburg University
Shawn Hu—East Stroudsburg University
Anne Boettger – West Chester University
Steve Seiler – Lock Haven University
John Hranitz—Bloomsburg (via Skype)

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

AGENDA

8:15 AM coffee and greetings

- I. Open Meeting; Approval of Agenda
 - a. Any additions to the agenda: None

- II. Review Minutes of Fall 2014 meeting – Ajoy Kumar
 - a. Approval of minutes: Sean/Bob

- III. Welcome and Introductions
 - a. Welcome new members and guests
 - b. Adrienne announced that Ajoy will be stepping down as secretary of the AAC after two years of service. Bob, volunteered for the position and is the new secretary of the AAC beginning Fall, 2015.

- IV. AAC – Adrienne handed over copies of the AAC_ByLaws and MSC ByLaws_Final-1-18-11 documents (Attached to these minutes).
 - a. Review of Bylaws : Adrienne reviewed the ByLaws in terms of
 - i. Purpose
 - ii. Voting MembersIt was interpreted from the ByLaws that each member university will have two votes in the AAC. Ajoy pointed out that this interpretation needs clarification from the CAA or/and the Board. Adrienne also identified the two faculty representing each member university.

- V. College Program
 - a. Proposal to offer Marine Biology as a 4 credit course— Jean Boal distributed a document titled “CBFS Field Courses” (Document attached). Jean explained the PASSHE requirement for a 3-credit lecture and 1 credit lab courses and contrasted that with extra hours the faculty are putting in while teaching at the CBFS. Details of her argument can be found in the document listed above. Jay pointed out that it is difficult for registrar at ESU to accept a 4-credit Marine Biology course

offered at CBFS in summer as a 200 level course that is in the books at ESU. There was a lengthy discussion on the subject summarized below:

- A. Practice traditionally is for 3 credits for 3 weeks with weekly lecture/lab and open weekends. Exact schedules are established by the instructor and are noted on the syllabus for each course.
 - a. Exception to this Marine Ichthyology (~2 weeks) which has been structured very differently with regard to active student learning including on the weekends.
 - b. Online blended options (i.e. GIS I - 2 weeks online- 1 week face-to-face).
- B. Discussion of concerns
 - a. Multiple universities expressed that students need 3 weeks to assimilate the knowledge/content of field-based courses.
 - b. Flexibility is needed and encouraged to maximize timing and use of facilities and resources as much as is possible.
 - c. PASSHE system is rigid/locked and different from other Marine Lab systems in the U.S. with regard to its 4 sessions of 3 weeks.
 - d. Consistency in course offerings is important between classes because of our Consortium system that recruits students from different universities who need to plan ahead for their degree requirements.
 - e. Calendar and planning more than one year out benefits our students and last minute or unexpected changes are not always in the best interest of students who might have different requirements.
 - f. Obviously, we can teach required contact hours in less than 3 weeks, but is it effective for student learning outcomes?
 - g. Flexibility is needed when structuring active learning time (lab/lecture/field work) because of the nature of field courses and the diversity of disciplines that we teach. Late night hours, early morning hours, weather concerns, etc. all come into play. Flexibility is critical for instructors.
 - h. Jean offered to give the course as it is in CBFS books as a 3-credit course (BIOL 471-Topics in Biology: Marine Biology at MU) and offer another 1-credit course as an option for Millersville Students needing 4-credits for the Marine Biology course and any other students who want to take the 1-credit course.

The AAC developed the following:

Recommended Actions

- I. The AAC continues to recommend that summer faculty teaching at the CBFS teach courses in compliance with the contact hours as set forth by their home institutions.**
- II. The AAC encourages all faculty to track their lecture and lab/field contact hours during summer 2015.**
- III. The AAC continues to recommend that 3 credit summer courses are scheduled for 3 weeks. Any exceptions need to be brought to the AAC in a timely manner and will be acted upon according to bylaws.**

A Bob/Nathan motion to accept the language above and send it to the CAA for further action.
Jay/Nathan motion requesting each item be voted on separately.

Item I: Voting yes: 10 members; Voting No: 0 members; Not Voting: 0 members
ITEM I above passed by AAC

Item II: Voting yes: 10 members; Voting No: 0 members; Not Voting: 0 members
ITEM II passed by AAC

Item III: Voting yes: 7members; Voting No: 2 members; Not Voting: 1 member
ITEM III passed by AAC

Note: Current exceptions for Marine Ichthyology (~2 weeks) and GIS (2 weeks) will remain.

- b. Potential new course: Coastal Mycology—Steve brought ideas for this course to be offered by faculty from Lock Haven every alternated years in any session. The Lock Haven faculty will bring his own microscopes and build a species list. Need for an autoclave at the CBFS. Members showed interest in this course offering. Steve will bring/send syllabus before next meeting.
- c. Summer 2015 —Ali
 - i. Update on course registration: Ali showed the number of students registered for each course. Registration looked good except for a few courses including Herpetology, Marine Geology and Molecular Biotechnology. Ali will send updates on course enrollment directly to faculty on a regular basis.
 - ii. Scheduling: Faculty requested procedures on “What do I do to register for a course” , for courses in their respective universities to be published online. Presently only Millersville and Shippensburg have their procedures online. Ali requested faculty to send their boat trips and equipment requests online as early as possible.
- d. Use of the RV Parker – Bob mentioned that R/V Parker was a very crucial resource for a field station that prides itself for Continental Shelf research. He encouraged everyone to think of ways for using R/V Parker in their summer classes, college trips, research etc. Faculty floated ideas of using R/V parker for sediment coring with stabilizing fin, operation of new underwater camera, study of pelagic birds, etc. Ali reminded everyone that the Captains normal schedule is 8 hrs./day and there’s limitation in gas for going ~ 25 miles to the shelf break but it can be done if planned in advance. Faculty agreed that although R/V Parker is an expensive resource to have and maintain, it is what set us apart from other field stations in the region.
- e. Marketing/advertising open courses: Elise and Ali offered to market/promote college courses. Suggested items on how to promote college courses and encourage students to take classes at CBFS includes:
 - i) Housing, fee structure
 - ii) Elise/Ali offered to make posters for specific low enrollment courses
 - iii) Not restrict to Greenback Ville sampling; include Wallops as part of sampling for trapping small mammals, audio calls for birds, etc. End of July to 3rd week of August is ideally suited for such activities
 - iv) Review programs from Delaware and Chesapeake Bay; idea is that our courses should not overlap
 - v) There’s room for more programs but few applications
 - vi) Graduate students (like a T.A.); prepare lab equipment, assist in field. Graduate programs at Shippensburg, ESU, West Chester, and Bloomsburg can take advantage of this opportunity. Idea is to increase graduate student population at CBFS. Dorms and meals provided (details can be worked in later).

VI. College Program Continued

- a. Ongoing issues
 - i. Faculty concerns
 - 1. Update on office space? New space for faculty in the Learning Canter (upstairs). Need for printer and phone. New computer for faculty. Faculty requested space in the new Educational Building.
 - 2. Update on Internet? Reception is still poor in many a location. Need to upgrade to next level of broadband. Cost about \$6000.00 per year. Suggestion to bring student tech fees to CBFS to offset the cost of upgrading the broadband. This will automatically improve cell phone signal also apart from wireless and Ethernet services.
- b. Update from administrators – Adrienne was able to talk to the CAA. Problems with registration, student tech fees still remain and they are working on it. Adrienne, Amber, Ali and Anne will meet with CAA shortly to discuss the above issues.

- c. Student loans and Financial Aid—Sean: How does financial aid work for students taking summer classes at CBFS. Discussion followed with a summary below:
 - take different type of loans to cover costs of CBFS summer courses
 - talk to your financial offices at your home universities to encourage students and help them to get loans to take summer courses at CBFS
 - different types of scholarships exists that the students are not aware of: Board of Governors Scholarships, GI Bills, National Guards scholarships, minority and under privileged students scholarships available. Please encourage your students.
- d. Pay-per-credit system—Jay talked about this system that Millersville University has implemented.
- e. Evening Guest Speaker Program: Ali talked about one guest speaker every session, during the second week, after dinner, preferably on Tuesday. She encouraged faculty to require students to attend the seminar by giving them extra points, exam questions, etc.
- f. Fostering Cross-Course Interactions: Ali talked about cross-course interactions that include combined field trips, out of class supervised, activities (volleyball or soccer games), etc.

VII. CBFS Reports and Updates—Anne Armstrong and Ali Redman

- a. Report on CBFS Programs: The Western Hemisphere Shore Board Conference will be held at the field station on September 13th, 2015. Mary has re-written the school programs lesson plans focusing on enquiry based activities.
- b. Marketing: Elise and Ali mentioned that they visited three campuses (Millersville, Kutztown and East Stroudsburg) with the idea of promoting CBFS and CBFS College Programs. New posters of senior member universities are being made and will be displayed in the Educational Building.
 - a. GSA in Baltimore Fall 2015
- c. Field Station News:
 - Tom is the new Senior Boat Captain.
 - Ali talked about scheduling courses, budgeting and equipment requests. Forms are available online at the CBFS site.
 - Mary and Ali participated in the National Network for Oceans and Climate Change Study Circle—a NSF funded program on Ocean Acidification and Climate Change.
 - Climate Interpreter Organization Meeting (Details can be found on the CBFS website and Newsletter).
 - Grants submitted to LL Bean for Kayaks
 - Summer Session Interns Poster Activity
 - Summer Sessions RA running successfully for the 3rd year. All 8 slots filled for summer 2015.
 - Elise and Anne submitted an Environmental Activity Grants to fund School Programs Field Trips, Community Workshops, etc. Kutztown's Office participated in the Grant preparation.
- d. Alternative Spring Break: Ali mentioned that there are presently 123 college students registered for the Spring Break Activities.

VIII. Research

- a. Field Station Specific – Anne and Ali
 - i. Staff Research Program: Anne mentioned various school programs that staff are helping in collection of data at the field station.
 - ii. Student Research Program: 7 students participated. Description and details available online at the CBFS site. New applications available online.
 - iii. Graduate assistantships at the CBFS. Nothing mentioned.
 - iv. REU Grant Update—John talked about submitting a REU grant in collaboration with the CBFS in August, 2015. Ajoy, Jay, Sean and Adrienne met twice to prepare the grant and to flush out ideas. The REU grant will specifically engage students in research activities at the CBFS. Anyone wishing to participate, have

ideas or in any way willing to contribute to the REU grant to email John at the earliest. Elise will help in the writing of the grants. Sean mentioned that the theme of the grant is on Climate Change and Sea Level Rise and MACRI will be involved.

- v. Record Keeping: Trawl Report needs more inputs from faculty. There was a concern that not all college groups are contributing to the Trawl Reports in the summer. These Trawl Reports are important for CBFS to renew licenses.
- vi. MACRI: Strategic Plan for the Institute in progress.
- vii. Wallops Research Park Update: Approach road completed.
- b. Keystone Journal of Undergraduate Research-- Nathan requested submission to the KJUR journal from colleagues and students. Website is given below.
http://www.ship.edu/keystone_journal
- c. Greenbackville Update: The castles are "stabilized". Anne and Sean requested new ideas, research plans.
- d. Publications: None.

IX. New Business: None

X. **Fall 2015 meeting – Will be held at Chincoteague Bay Field Station on Saturday September 19th, 2015. Please plan to attend.**

Adjourn formal meeting (~4:00 pm)