

MARINE SCIENCE CONSORTIUM ACADEMIC CURRICULUM COMMITTEE MEETING

MINUTES

February 19, 2016

Dixon University Center, Harrisburg, PA

ATTENDEES: Matt Norwood (CBFS), Parker McMullen Bushman (CBFS), Nathan Thomas (SU), Ajoy Kumar (MU), Adrienne Oakley (chair, KU), Sean Cornell (SU), Bob Vaillancourt (Secretary, MU), Aaron Haines (MU), Jay Hunt (ESU), Steve Seiler (LHU), John Hrantz (BU; arrive at noon).

1. 8:52 am Begin meeting
2. No additions to agenda. Motion carried to approve agenda
3. Motion carried to approve minutes from Fall 2015 AAC meeting.
4. Motion carried to approve the approval of meeting minutes over email instead of waiting for next meeting. Only those AAC members in attendance will be asked to comment on the draft minutes. The approved minutes will be shared with the entire CBFS faculty list.
5. Matt N was asked to set up a site on the CBFS website to store minutes
6. Discussion of minutes – should there be a distribution list of approved minutes? Should provosts and CAA members be on distribution list?
 - Approved minutes are available to CAA members by granting access to minutes' archive. AAC members have discretion to distribute AAC minutes to university administrators. This motion was approved by vote.
7. College Program – Matt Norwood:
 - Matt reported on progress toward a centralized registration system for summer courses. A meeting of university registrars is planned in the coming week (Tuesday, Feb. 23, 2016 at 1 pm) to attempt to solve the problem. AAC will be informed of results of this meeting by Matt or Adrienne.
 - Matt presented summer 2016 course registration details. The issues that were discussed were as follows:
 - Low enrollment in the two Marine Bio courses that are offered in sessions I and III. It was suggested that CBFS print flyers for individual classes for faculty to distribute to make students more aware of course offerings. Faculty will continue to push students to register. Currently, for all courses for all sessions, 94 students are registered for 150 seats. There was no clear consensus for how these numbers compared to past years.

- Resource scheduling – previously done using Google calendar and everyone agreed that we can continue this same protocol. Matt will send out this soon so faculty can begin planning.
- Science on the Shore and Tuesday talks – Anna and Ajoy will give talks this summer. Suggested that these talks can be advertised to students to help boost enrollment.
- Alternative spring break – about 112 students enrolled for this coming spring break. Similar numbers compared to last year. Brief overview of planned activities.
- Faculty offices – Matt is trying to find more office space for faculty during summer sessions. New locks on doors. Matt asked if offices in the Loblolly Learning Center would be suitable. Requirements are wireless connectivity, printer access. KU is sending about 30-35 used computers to CBFS. Computers will be used by staff, faculty, and students, but there should be plenty so that faculty have easy access to computers. Matt will investigate creating and distributing a list of wanted items to faculty so we can be aware when items become available at our home university. The CBFS library is jammed with many very old books; Matt suggests culling the library but needs faculty to decide which books to keep and which to discard. Matt will have ASB students to catalog books so faculty can review the list.
- Faculty listserve – Should more faculty be on listserve? Matt will distribute list and we can add names to list. *But draft minutes of AAC meetings should only be distributed to faculty actively involved at the meeting.*

Coffee break – reconvene at 10:28 am

8. College Program – Steve Seiler - Marine ichthyology – Steve will begin teaching ichthyology on his campus once per year and is concerned that it might pull students away from summer courses. Unless we can find someone to teach ich, the CBFS may have to go down to one ich course per summer, beginning in 2018. Suggested that offering only one CBFS ich per summer may help boost enrollment of other courses. Frequency of ich courses can be revisited in future years if student demand is high.
9. Winter term course discussion – Sean Cornell – New course offering – Marine Ecology Field Methods (OCE 4930). Course taught by C Stallings and T. Pusack at Florida Institute of Oceanography. This course is currently taught at Keys Marine Lab, but it is suggested that they could offer it as a CBFS winter course, but expand it into a 3-week offering. CBFS students could take this course at PA in-state rates, perhaps. Is CBFS interested in

advertising this course to our students during winter term? Potentially this collaboration could draw students to CBFS for summer courses. Issues were raised concerning the impact on CBFS summer enrollment into the future if we agree to collaborate with FIO.

Out of state tuition costs are an issue for FIO students to attend CBFS classes, and this same issue exists for students who live nearby CBFS who want to take classes here too. (Perhaps this is an issue the CAA can address at their next meeting?).

Recommendation – AAC agrees to advertise the FIO ME course to PASSHE students. AAC faculty can provide feedback to FIO faculty regarding structuring the course to meet requirements for PASSHE students. In return, we request that FIO advertise our summer CBFS courses to their FIO students, although issues remain about out of state student tuition.

10. Parker McMullen Bushman – school programs at CBFS.

- All sessions are booked right into summer. If summer faculty needs classroom space for summer courses she will need to know this for scheduling. Asks faculty to submit their resource requirements ASAP.
- Gave overview of school program's new hires.
- Some local residents are interested in working as citizen scientists along with CBFS faculty. They may also help out with K-12 programs.
- Sea STAR updates on interns. Adrienne raised issues that funding of student interns should be made transparent and clear to everyone.
- Update on internet connectivity on CBFS campus – hope to see improvements soon. Amber has hired a new consultant to fix our wireless and connectivity problems.

Break for lunch – 11:57 am

11. Matt Norwood – Research, grants, and marketing

- Marketing - Elise will create advertisements for specific summer courses. Marine Ecol, Mar. Bio, and other courses requested this.
- Marketing - College tour this past fall went well, but Matt suggested that ½ day trips to campuses are not worthwhile. They will plan by the end of the summer for the following fall. Faculty suggested that CBFS tours should include other nearby universities that are don't currently have large presence at CBFS, but recognize that registration issues make this difficult. It was also suggested that moving visits to the spring closer to summer registration might be beneficial on some campuses.
- Research grants – Will submit NSF proposal at some future point for upgrading equipment and other related resources.

- Student research – Matt presented information about student –led research projects. Concerns were raised about lack of guidance and mentoring of students at CBFS. If students come down to do work at CBFS they should be mentored by an involved and interested faculty member.

Recommendation - student on-line applications should include option for faculty mentor to submit a form stating his/her support of student's research project, or some other device for commitment from faculty mentor.

- Student researcher rates – Matt discussed plan to charge special rates for students who are doing independent research project (not faculty-led research), in turn student researcher will have to fulfil certain field station requirements, for example, volunteer duties to compensate for room & board expenses. The hope is that the final outcome will be some research product (published paper, poster, e.g.) that can be archived as a CBFS publication and used to support future field station proposals.
- Graduate student housing options are available, including apartments that could be used to house graduate students at member rates. This housing option would be made available if not needed for faculty. It would be shared with other graduate students as needed, but no live-in significant others or pets will be allowed. Any graduate student is still subject to all CBFS college program rules.
- Faculty who do research at field station should be sure to acknowledge CBFS in all publications, presentations, cvs, resumes. All faculty are asked to please send abstracts/annotated bibliographies of relevant work to Matt for CBFS records, and upcoming grant applications. It was suggested that CBFS faculty should be granted 'CBFS research scientist' affiliation status. It was suggested the AAC could serve as the decision-making body to assign this faculty status.

Recommendation - faculty researcher should be called "CBFS adjunct faculty" to be fully inclusive of both teaching and research faculty involved with the CBFS.

- Matt discussed a research item 'wish list' of big research items to be added to a NSF grant proposal. He will distribute a request for 'wish list' items soon via email.
- CBFS will looking into seeking UNOLS Research Vessel Safety Standards "Inspected status" for the *RV Parker*, and possibly making changes to the boat to achieve this goal.

- Research grants – Matt suggested a subcommittee be formed to oversee research grant writing for CBFS equipment and research. Recommendation is to form *pro-forma* committees for each specific rfp so that the correct assemblage of faculty with the right expertise is met for each grant opportunity. The AAC will be the pool of potential subcommittee members.

12. REU – John Hrantz – Report on the REU proposal.

- Will attend REU conference this spring. John will distribution email to committee and REU committee will schedule a workshop for writing the proposal. Submission date is late August, 2016.
- John reported he will be writing a proposal to ‘investment and innovation’ grant competition to improve ability of CBFS to create on-line content for learning experiences, virtual field trips, etc. Higher ed materials can be developed as well. Idea received support from AAC. Deadline for this grant is April (L.O.I) and full proposal is following December. John will email AAC members to solicit help soon.
- Graduate assistantships – John reported that Tom Klinger is working on grad assistantships for summertime for any CBFS summer class with large enrollment. Housing and board arrangements with CBFS were discussed.

13. Parker – staff research program – Parker discussed interest of staff in working along with faculty to do research. CBFS will offer this to staff to gauge interest. It’s not clear how successful staff research assistants will be, but thought it worth a try to engage staff and help them feel part of the overall CBFS experience.

14. Other reports

- Adrienne Oakley reports that Jeff Werner, Director of grants and sponsored projects at KU, will invite anyone who is interested to participate in the grant writing workshop in May 2016 at KU. Contact Adrienne for more info.
- Sean Cornell reported on the NOAA coastal planning and restoration workshop.
- Sean Cornell reported on MACRI. Mike Bonsteel (a contractor with NASA) is formalizing a research proposal to get major instrumentation, including tide gauge sensors, side scan sonar equipment, etc. to focus observations on the inlet area outside Chincoteague Bay. A proposal is in preparation, and Sean is emphasizing that we should continue to emphasize the importance of CBFS in science done at

NASA. *The AAC recommends that the CAA appoints a new NASA liaison to facilitate connections between CBFS faculty and NASA.*

- Matt – report on Wallops Research Park – no significant news to report. Infrastructure is in place but no buildings and no tenants.
- Sean & Matt – use of Parker for dead-head transit from dry dock back to the marina – why not do some student science during the trip? Faculty should contact Matt to schedule boat trip.
- Nathan Thomas – report on Keystone Journal of undergraduate research. Please contact Nathan if you have papers to submit.
- Scheduled Fall meeting – suggest 16 September, 2016.
- 3:42 pm – meeting adjourned.