

# The Marine Science Consortium

A residential environmental learning center and field station on Virginia's Eastern Shore

## **Academic Advisory Council Spring 2011 Meeting Minutes Feb. 26, 2011**

**(Recorded by S. Cornell – Shippensburg)**

**AAC Members In attendance:** D. Dagit (Millersville U, President - AAC), S. Cornell (Shippensburg U, Secretary AAC); P. Delis (Shippensburg); A. Schlesinger (MSC – Program Director), J. Bellanger (MSC – College Coordinator), J. Hunt (East Stroudsburg U), A. Kumar (Millersville U), K. Thomson (Lock Haven U), J. Hranitz (Bloomsburg U), W. Ryan (Kutztown U), Shawn Hu (East Stroudsburg U), S. Komacek (California U), Bob Vallaincourt (Millersville U).

**Guests In attendance:** Bob Smith (Millersville U), Vilas Prabhu (Millersville U, President – Council of Academic Administrators),

9:05 START 0

- 1. Introductions**
- 2. Review of Minutes**
  - a. No changes – no discussion –
  - b. Motion – Delis – Hu – Second – All approved
- 3. Review of bylaws: Voting rights –**
  - a. Senior Full and Full have 2 votes on AAC –
  - b. Members have one vote.
- 4. Meeting Attendance? Dagit –Who should be at these meetings? Closed or Open**
  - i. Ryan – Keep it open for curricular expansion (seconded by Thompson)
  - ii. Good for discussion, more input across all of the disciplines.
  - iii. Resolved to invite other parties/colleagues to participate.
- 5. New Registration Process Discussion – What is the status at our campuses?**
  - a. MU –
    - i. VSF Forms (paper) received at Registrar, used for registration.
    - ii. Form then goes to admissions so student is admitted,
    - iii. Registrar is holding VSF's (Visiting Student Form) until March 14 – he will put them all in then
    - iv. Status: have 12 enrollments for 11 students
      1. Classes – Field Methods – 8 enrollments
      2. Bio Oc – 3 enrollments
      3. Marine Ich – 1enrollment

- b. SRU –Beeching (report in absentia); Holding 6 VSF for Marine Bio– will hold until SRU registration opens; will be put in at same time SRU students register.
- c. ESU –Hunt; Once received, VSF is signed and sent back to home university – use a different form for registration.
  - i. Reminder that the form requires Registrar / Summer Program Director to sign them and hold them until after registration (in whatever form) occurs. Then they should be sent back.
  - ii. Status – Hunt: has signed ~12 VSF forms to go out.
  - iii. Hu; GIS – 10 students registered – all ESU. Open for summer registration.
- d. LHU – Thompson; Has VSF registrations (4) in his Ich class.
  - i. Once VSF received, Registrar sends back a walk-in form,
  - ii. Once walk-in forms are back, student is registered.
  - iii. He has signed 16 or 17 VSF's to go out to other schools.
- e. Bloomsburg – Hranitz; VSF's are going to be held until 2 weeks after spring break – when all Bloom students have access to register. date and time stamped and entered into system in order received. VSF – Used as is a Transient Student Form
  - i. Marine Ecology Status– Incoming 1 from Edinboro, 1 from KU, 1 from Guilford U (N. Carolina)
  - ii. Outgoing VSF- 2 ESU Marine Ecology, 1 for SU Coastal Environmental
- f. Cal U – Stanley;
  - i. No classes this summer by Cal U.
  - ii. Separate summer program; but will be processed on the same day they are received. Will follow the VSF protocol.
- g. Ship – Cornell; Have received 1 VSF –Will go into system when seniors are eligible to register for summer in order received.
  - i. Have 6 students interested in courses thus far.
- h. KU – Ryan; Received 2 VSF for Mammals.
  - i. Ryan's class is full – 10 from KU – and 12 spots. There is no seniority
  - ii. Other 2 classes (Marine Inverts, Marine Geology) will open with 10 out 14 seats available. Instructor will have 4 seats for their discretion; KU has a number in Inverts,
    - 1. Possible: Hunt – thinks he has signed 1 or 2 for inverts.  
Dominique – 1 for invert, 1 for marine geo; Ajoy 1 for Marine Geo; Cindy – 1 for marine geo.
- i. General Comment on Managing Paperwork: New system we really don't know where all of the paperwork is with so many required steps. Komacek - need to have a system for following the paper train between all of these offices – need to log paperwork process. Cornell –Fully in support of this idea, but this requires administrative or software support (for discussion below). *Recommendation that*

*CAA - consider approval for administrative support (department secretaries) to see that this administrative work is completed.*

- j. **New Registration Process Comments** – To be forwarded to CAA
  - i. Clearly need to establish a common registration date for summer MSC classes across all campuses.
    - 1. Students need to plan far earlier for summer MSC classes than they currently do for other on campus summer classes. Waiting for registration until March/April is too late for all the planning that needs to happen (etc);
    - 2. At MU VSF students are registered before MU students so this could be a problem for MU students not getting into their own classes.
    - 3. In some cases, VSF's could be held until after home university students register (depending on workload of Registrar)
  - ii. Need administrative/software support for paperwork process in order to improve paperwork tracking. With many students needing multiple signatures on paper forms there is no way to track the process.
    - 1. Old process administrative work was at the MSC (only required 1 form, one signature by advisor),
    - 2. New process (with 2 forms, and 3 signatures before leaving home university) is complex and complicated by local policies.
  - iii. MSC summer courses are required (not elective) for some major/minor programs;
    - 1. Need to refine how students (with priority) are assigned seats
    - 2. Otherwise with differing registration dates students (as seniors) will be closed out of classes and will not be able to graduate if they can't get into courses.
    - 3. To avoid this, need to consider a policy to allocate a number of instructor discretion seats for each class – like KU model now.
  - iv. Submission of housing registration forms and housing deposit deadline date needs to be earlier for planning around College Program.
    - 1. Students are reluctant to submit a deposit until they know they have a seat in the class.
    - 2. MSC will refund deposit in these cases, but then you lose the purpose of the “non-refundable” deposit.
  - v. Under new system, MSC doesn't know who has registered for credits. Possible that students could pay for room/board without ensuring credit has been paid for.
    - 1. Need to have a way for MSC to know who is officially registered

- vi. Big issue: Couple of years ago, we moved this spring meeting to Feb (right after our Feb 15 initial registration deadline)
  - 1. With MSC taking care of registration; enabled us to know where we stood for enrollments;
  - 2. Gave us time to make changes/advertise open seats across all of our universities. MSC advertised open seats to all of us.
  - 3. Under new de-centralized system; we don't know what enrollments are; so we can't advertise open seats to interested students. Needs to be a way where we know how our courses are doing so we can continue to advertise to our students.
  - 4. At this point this year, less than 30 students have filled out VSF's; In the past we had many more assigned to spots at this point.
  - 5. Concerning that we could actually see far fewer summer registrations this year rather than see growth as we all want.
  - 6. Registration Sub-Committee provided a list (in September) of 6 major issues. These were forwarded to CAA (Via Dr. Smith at MU). Concerned that these issues were not considered by CAA in modeling the new registration plan.
- 6. CAA Report and Discussion– Dr. Prabhu and Dr. Smith (Reps to CAA; Arrived at 9:50)
  - a. CAA Chair- Role is to work with the Provost's from member schools, and communicate between CAA and AAC to support faculty in the development of our programs by supplying administrative support, and by taking care of finances and facilities.
  - b. AAC members are charged with working with the curriculum, students, etc.
  - c. We are all very busy and some campuses have obligations that limit support/attention to MSC affairs. Need to all remember that this program is very important (have a multi-million dollar facility) and we need to see it through.
    - i. Any transition (i.e. new registration process) will have road bumps and we need to be able to work through them.
    - ii. Big concern CAA and VP's of Finance had with old system was that home campuses were paying contracts and not seeing the return on those contracts. Other schools were not offering contracts and were capitalizing on the contracts put forward by other schools. New system allows schools to offer contracts and collect the revenue for them.
  - d. **BIG CHALLENGE:** We need to pay for the facility; to do so means we get more students into seats. CAA and AAC have to work together to ensure this happens.
  - e. Registration process, however it is refined going forward, needs to build on the principles outlined above.
  - f. **More Concerns/Solutions/Needs:** to concerns expressed by AAC:

- i. Need to have a centralized pre-registration process that allows us to have information and allows us to work early and frequently to continue advising process and get students into seats.
- ii. New de-centralized registration process, prevents listing and advertisement of all MSC courses to all students via course catalogs.
  1. Only courses taught by home University will be listed in course catalogs; Courses not taught by home university faculty will eventually be dropped from course listings.
  2. Advertisement issue: ONLY students that hear from faculty will know that they can go to the MSC and take classes. *CAA asked to ensure each university reaches ALL students so they know they can take MSC courses. Will help with administrative process and enrollment process.*
- iii. ***AAC and CAA need to continue to support the spirit of the Consortium.***  
 To do this we need to:
  1. Continue to encourage students to take each other's courses.
  2. Continue to work with local curriculum committees to allow MSC courses to stay on the books and be put on the books as they are developed/put forward.
  3. Continue to work to develop opportunities for students to get credit for courses toward majors (strengthen existing programs, add new ones). Students will not take expensive MSC courses for elective credits alone. Need to have requirements or incentives.
  4. Support development of a common calendar/timeline for registration of MSC courses shared by all consortium schools (in similar fashion to old system).
  5. *CAA is asked to communicate with Registrar's and Advisors to facilitate processes that strengthen enrollment in MSC courses.*
- iv. In order to strengthen the future of academic programs. Suggestion that we schedule another joint AAC and CAA meeting.
  1. Dr. Prabhu indicated he would pay for lunch
  2. Purpose of meeting is to discuss/outline solutions and ***enact action plans that will solve problems*** we face.
- v. Solutions. What can we do to help get students into our courses?
  1. Dr. Prabhu – Increase Advertising – Spoke with Jim Moran and others at PASSHE to produce a spotlight on MSC courses.
  2. Cornell – Suggest we have student interns/communication support to produce digital media (videos, ppts, ads, signs) to advertise classes.

- a. We do as much as we can, but we don't have the time to produce all of the advertisements needed.
  - b. *Can CAA provide support to make this happen?*
  - c. *Funds for an intern, or support from the offices of marketing/communications to assist us in efforts.*
- 3. Ryan - Need more faculty at AAC meetings outside the traditional folks
- 4. Common calendar, communication issues, paper process, could be solved with implementation of a common pre-registration system (i.e. using Visual Zen; or similar event registration software)
  - a. Pre-registration process could be rolled out in advance of each University's summer registration process.
  - b. Could be managed from a central location (i.e. MSC webpage)
  - c. Could collect deposits for housing/meals
  - d. Provides equal footing for all students.
  - e. Would be followed up with VSF's, and Final Registration so process at each university could be completed.
- vi. Van – Transportation issues?
  - 1. Should this be a MSC or University issue?
    - a. Hunt – Usually brings an ESU van for his class; Class size capped at 14; if greater than 14 (for 15 passenger vans; 11 for 12 passenger vans) requires students to drive separately. even if a waiver is signed, doesn't cover liability.
    - b. To avoid this, student drivers have to be paid to drive vans for classes, can increase class sizes to capacity of boats (22 – including captain and instructors) if transportation is available.
    - c. Ryan – KU no vans at KU – No way to transport students at the MSC.
      - i. KU doesn't feel it is their responsibility to pay for vehicle to transport students while at the MSC during summer.
      - ii. Need to have transportation available for summer classes.
    - d. MU – purchased van for school of science and math can be used at MSC for their courses.
    - e. LHU – only has 12 pass Van – cap is 17 in Ichthyology. Ken has students sign liability waiver for driving separately

- f. SU – Possibly have use of one 15 passenger van, and possibly a minivan. Depends on demand of other programs on campus as to whether they can be used.
        - i. Coastal Environmental Oc. Requires a rental van to go to Florida. It has been hard to reserve any this year. Not sure what will happen.
  - 2. Status of MSC Vans?
    - a. Have 3 vans (2 are ok; one is getting pretty rusty/old)
    - b. Working on purchase of another van so possible to have
    - c. Plan was to retire the oldest one, but van use is high for all summer programs.
    - d. Will work to find solutions so those who need vans can get them. Will definitely need to plan for use and need to establish a reservation process.
    - e. Camps might be able to use more buses.
    - f. Possibly need to purchase an additional van, however concerns about maintenance of more and more vehicles.
  - 3. Still need to settle drivers of second vehicle issue for larger classes if necessary. *CAA will need to weigh in on establishing a protocol for liability, insurance of drivers, paying students to drive, etc.*
    - a. *Different Universities have different policies regarding student drivers so this needs to be explored by CAA.*
- g. Good news items:
  - i. PASSHE will support some of the liability of the campus renovations in case of default.
  - ii. 1.2 million dollars was put up by PASSHE to support debt,
  - iii. \$200 k is being held by Jim Moran for investment in MSC projects.
    - 1. Specific funding projects were not specified.
    - 2. Important to get ideas for how this money can be used
      - a. To support collaborations
      - b. To grow diversity of programs/students,
      - c. To support research, teaching experiences that allow us to applying for outside grants
    - 3. *CAA wants AAC to develop a list of possible projects to support and enhance the quality of instruction and quality of learning at MSC.*
      - a. *Will need to prioritize the list and submit it to CAA.*
      - b. *Deadline for this ASAP.*

7. MINI Break – 11:30 Back at 11:35. Dr. Prabhu and Dr. Smith left the meeting.

8. **Exploration of Solutions** – Dagit- Based on our discussion prior to break, we have some ability/directives to make some concrete motions for addressing our concerns and making forward progress.

a. **Priority Item Number 1:** Improve registration system:

- i. Takes into account a centralized process and earlier date
- ii. Standardized registration system needs to open earlier and collect deposit for housing/meals to secure interest in space and class.
  1. If possible, could open in the fall (September).
  2. Propose Feb 15 – each year as the cut-off for guaranteed spaces.
  3. Feb 15, Housing deposit will be due during pre-registration.
  4. Initial rosters reviewed for seniority, prerequisites, etc
  5. Feb 22 –send registration rosters to universities to initiate registration, and initiate completion of VSF’s, Walk-In/Transient Student Registration processes.
  6. March 15-April 15 – Universities will officially register students for seats in courses, as per local registration processes.
    - a. Any available seats can be made available for other students.
    - b. Housing deposit for these students will be due by April 15, or on date of enrollment to ensure housing is available.
    - c. All VSF’s need to be filed and signed by all parties on or before date class begins.
    - d. Universities should forward final registration rosters to MSC at least one week prior to the start of the summer session for which the course will go. This will notify MSC so they can verify housing/board payments and room assignments.
- iii. PreRegistration System Features?
  1. Needs to allow students to select a second choice if the first choice course becomes filled.
  2. Collect a housing deposit, students will be notified by March 1 of their pre-registration enrollment status, and notified of additional paperwork requirements depending on university requirements.
  3. Students to select housing choice (traditional versus new A/C)
  4. Meals (Vegetarian, Vegan, Standard, other)
  5. Credits Earned, Major, Prerequisites taken, Date of graduation
  6. University, College, Advisor Name, Advisor Contact Info.
  7. Needs to go on the MSC website



8. For each course prerequisites need to be listed and question asking if student has taken each prerequisite or if they have spoken to the instructor for permission to take the course.
  9. Might need to attach unofficial transcript – electronically to pre-registration system?
  10. Possible to develop a confirmation form that auto-fills out fields on the VSF so students can initiate approvals for final registration process.
- iv. Action Plans;
1. Need to type up a model (Cornell and curriculum sub-committee will work on this).
    - a. Deadline ASAP. Send report to everyone for comment
    - b. Forward to CAA, ask for a decision to purchase by May 1.
    - c. Software/Service in hand target date: June 15
    - d. Populate and tested by August 1
    - e. September 1 Tentative Summer 2012 Class Rosters
    - f. September AAC meeting go live updates/modifications.
    - g. Pre-registrations can start at that time, monitoring throughout fall semester.
    - h. Feb AAC meeting would review submissions and add if necessary any sections if needed.
  2. Need also develop a few recommendations as to the types/names of software, and approximate costs.
  3. Any new courses should be proposed by spring meeting for vetting of electives/program/curricular issues – gives AAC and course instructor the rest of the spring, and fall to get the courses on the books through local UCC's.
  4. Need to create a course proposal format (form?) to be put online on D2L (Adobe Acrobat data form) so future courses can have a template.
  5. Marketing: All of us need to work to communicate about programs.
    - a. Asked J. Hranitz to ask faculty in Education Department to contact other Ed departments to advertise the teacher course.
    - b. Use D2L to share advertisements for your courses.
    - c. Take and disperse brochures/booklets produced by MSC staff.

Lunch Break 12:25 Returned to Discussion at 1:00

9. NASA-USFWS Update – Kumar for Tom Tauer via email from Tom.
  - a. 2 meetings on existing projects have transpired
  - b. Hu and Kumar project – Lidar Data Project Funded by the NASA earmark
    - i. Funding is over in September, project is going well and progress is being made. Produced a digital elevation map of Assowoman-Wallops area.
    - ii. 2 New proposals have gone into a database LCC with Fish and Wildlife to proceed further. FSW wants to know what will happen with wildlife as sea level rises.
      1. increase accuracy of lidar project
      2. another project to collect all of the data that we have been collecting for 30 years so we have a baseline for future change
    - iii. March 7 meeting at MSC to continue collaborative discussions (pending government shut down).
  - c. Oakley and Cornell Wallops Project –
    - i. Field surveys (sediment/transect profiles, and environmental monitoring including geophysical analysis) of Wallops Island will be started
    - ii. Will focus on monthly and storm-response changes in shorelines (Coastal Environmental) – also proposal to Fish and Wildlife to extend the project elsewhere.
  - d. Delis Project – Communications sent to NASA Contacts (Joe Miller?), but with no response. He was following instructions given by Carolyn during fall at the MSC Open House.
    - i. Some confusion and discussion ensued, several AAC reps indicated that they understood that we could contact the NASA contacts directly as did Delis.
    - ii. Tauer – previously indicated all project ideas should be delivered through him.
    - iii. Delis project, to collaborate with the PA State Museum – already has permits to collect organisms (Salamanders, Frogs, Snakes, etc.) from VA Wildlife. Needs to work with NASA to gain access to facility. Needs to contact Tauer so he can do some legwork.
  - e. **ACTION ITEMS:** Fish and Wildlife Projects – 2 Important items for Annual Reports. Need materials for second Annual Report. Pictures need to be sent to Tom Tauer and updates on classes and research – Deadline March 15.
    - i. Delis – Contacted Joe Mitchell at NASA for Amphibians/Reptiles Research Project. Hasn't heard anything. Need to contact Tom Tauer
  - f. Tauer is planning a research workshop in May 2011.
    - i. Format: 15 minute talks for current proposals and future proposals
    - ii. May 11, 12, 13, and 24<sup>th</sup>.
    - iii. FW and NASA will be there at the MSC...

- iv. AAC is invited to participate. Suggested we try for the first week – best for the most people. Few folks can't do the first week, were encouraged to send students, or a presentation (recorded in PowerPoint)

#### 10. Educational/Research Equipment Ideas for New Projects (Valliancourt, MU)

- a. With the new facility that we have, we need modern sampling equipment for work in the field. Strongly need this equipment for students to know how to use it.
- b. With Kumar, have been on a mission to acquire some equipment.
  - i. General equipment needed –
    - 1. Put together an Excel with Item, Price, Use/Justification, Quantity Needed, How often to be used, Priority, For what classes. For use in summer AND regular weekend? How many people using?
    - 2. Need scopes Dissecting /Lower Power with Digital Camera
    - 3. Compound Scopes (High Power)
      - a. Currently Jamie reports we have 10 compound scopes and 10 dissecting scopes.
      - b. Cost is \$1000 for a good compound – \$750 for dissecting scope. Dagit quoted out 24 compound & 24 dissecting heavy use, standard objective scopes for marine use – ended up around \$50,000. Funding from another source?
    - 4. Vans?
  - ii. Laboratory Equipment
    - 1. Glassware, pipettes, general supplies (Some of these are bought with bench/lab fees)
    - 2. Dissecting Equipment (Trays with covers, etc.)
    - 3. Computers and LCD projectors (currently we bring our own)
      - a. Need AAC to ask for rotation of computer banks for donation to MSC.
    - 4. Stools/seats for working with microscopes.
    - 5. Stirrers – Scales
    - 6. Video Cameras for Scopes, and Teaching Microscopes.
    - 7. Aquaria for pavilion area. Plankton Tanks ~5,000 each
    - 8. Solaris LED Lights for plankton lights- Hunt
    - 9. Circular current tanks. (Thompson)
    - 10. Pumps and Water Storage/Filters for Aquarium Use in
    - 11. Plumbing materials for Salt Water System as well.
    - 12. Scanners, Easels, Cameras (for art class)
  - iii. Field Equipment:
    - 1. CTD bottle rosette and winch for Parker (State of the Art)
    - 2. Portable hydraulic A-frame and winch for Parker

3. Piston coring attachments for A-Frame
  4. Vibracoring equipment for use on Monitors
  5. Boat safety and navigation upgrades for Jamie and students; they should not hang over the back of the Parker.
  6. AUV gliders and profiling moorings – Class/group on engineering
  7. Updating motors for existing small boats
  8. Kayaks
  9. Trimble GPS Units
  10. Portable weather packs – costs ~\$25,000
- iv. Funding Sources (in addition to PASSHE 200K):
1. MRI Major Research Instrumentation – Deadline is January up to \$6 million – no cost sharing required for our institution types (non-Phd granting)
    - a. State of the art shared-use facility or instrument that enables a novel approach to research and education – flow cytometers, mass Specs, electron microscopes
    - b. In the past – no technical experts on staff at the MSC to maintain the equipment – so this hurt their proposal.
    - c. Budget and partner with Rutgers who is interested in maintaining our equipment for us.
    - d. Venn secured an electron microscope with this rfp that has been used at the MSC from Bloomsburg. Some challenge to get it here.
  2. Field Stations and Marine Labs, FSML
    - a. Deadline??
    - b. Up to 250k – no cost sharing required
    - c. Improve facilities, communications, and equipment at Biological Field Stations and Marine Laboratories
    - d. FSMLS support biological research and education by preserving access to study areas and organisms, by providing facilities and equipment in close proximity to those study areas, and by fostering an atmosphere of mutual scientific interest and collaboration in research
  3. Discussion of issues: NSF always wants to see our research experience – in publications acknowledging the MSC before MSC will get much finding.
    - a. Oakley (in absentia via Ryan)– Really need to formalize MSC research affiliations. If we have researcher status at the MSC, this can be put in any publication as such.

- b. In order to do this, we NEED to start now. MSC needs a research page directly on the website.
  - c. Need to have a logo for use on our posters.
    - i. Using header from webpage is easy for now.
    - ii. Old logo is probably not the best.
  - d. Action Plans:
    - i. Faculty Researcher Template, To be used by Jamie
      - 1. Will need to include brief bios
      - 2. Research interests, courses taught
      - 3. Photos of research/field instruction.
    - ii. Bob Vallaincourt will develop template send it to AAC for comment & population, then will go to Jamie for uploading to webpage.
    - iii. Any current/ongoing project should get info to Jamie on this ASAP.
    - iv. Should also include info on student research projects
4. Reasons to write proposals now
- a. Having the NEW MSC shows support for summer science programs
  - b. Supports undergraduate education & training
  - c. Supports K-12 Education and public outreach
  - d. Serving underprivileged communities of Eastern Shore (Hispanic Population)– Cheney is also an HBU
  - e. Unique in that we focus on undergraduate and precollege education; unlike any other field station in mid-Atlantic.
5. Issues with grants?
- a. Ownership of equipment?
  - b. Maintenance and calibration?
  - c. University's or MSC's responsibility?
6. 2 ideas in the pipeline
- a. Ocean Observatory to put out on the continental shelf. Along COBY transect – SeaHorse, wave powered moored ocean profiler – sends signal/data with satellite to shore stations.
  - b. Needed because the shelf becomes anoxic and stratified and this water feeds into the Chesapeake Bay. Need to know more about how it happens and when.

- c. Advertise projects to MACORA? Now rebranded? Perhaps MSC needs membership in this organization? Millersville is a member (pay \$500/year)
  - i. They have a lot of equipment in the Chesapeake Bay & Delaware Bay –nothing in our area. Desert of instrumentation in our region. So we could fill that area.
- d. Second Idea in the pipeline is to modernize the Parker
- e. Request our support for these.
- 7. Other potential uses for the \$200k? Are there other programs that could benefit?
  - a. Who gets benefit? Would it be used for Pre-College, College, etc.?
  - b. Art class needs? Service contracts for scopes?

#### **11. MSC Report – Delivered by Belanger and Schlesinger (for Amber)**

- a. Membership fees – for 2011 have been approved by board, available online
- b. Construction Update – New College Dorm. 64 bed facility. Rooms are arranged in suites. Central air and central heat. 8 people per suite- 4 rooms 2 beds each and 2 bathrooms.
  - i. Question – Coed suites or not?
    - 1. Discussion? Prefer no Coed Situations.
    - 2. Question – Rules for students from different schools to share a suite? Keys open all locks in the suite so safety issue?
      - a. Will not mix different schools in same suites now.
      - b. Unless we need space.
    - 3. Bunking up of students moving between different rooms?
      - a. Will be a no deal.
      - b. Students will not be able to move mattresses.
  - ii. New dorm will require faculty to decide if we want traditional dorm for college programs in fall and spring.
  - iii. Traditional dorms will be renovated. New roof, new siding, new windows. All common spaces will have A/C. Some new doors.
  - iv. WiFy should all be in across campus. Faster service with the broadband.
  - v. Seasonal staff & permanent staff and new ed building fully operational.
- c. Marketing – Amped up, Parker has been working on digital media and design.
  - i. Jamie –Annie produced college brochure. take them home, share them
  - ii. Salisbury area advertisements in the newspapers.
  - iii. Camp Fairs – gone to 4 or 5 programs to advertise the MSC.
  - iv. Advertising the “cradle to grave” opportunities.
  - v. Marketing to schools for residential school program

- vi. Still a lot of work to be done.
  - vii. Cornell - Can we send out MSC Business Plan to all members of the AAC? Please ask Amber to share the document.
  - viii. Thompson – Kudos to Annie and gang for working so hard on getting new programs out there! Last summer was great! Keep it up.
- d. Academic Programs
- i. Getting booked for spring – need spots filled in for fall
  - ii. Family workshops – also exploding on the scene popular now and becoming more popular
    1. film/photo
    2. Decoy workshops,
    3. family fun Friday's this summer.
  - iii. Rhoads Scholars – Biking/kayaking – intergenerational programs.
  - iv. Summer camps to have some interaction with faculty members as a goal. Dr. Dagit did this last year. Ichthyology trip to Kiptopeke. Joint field trips between college and pre-college programs went over very well.
  - v. Need to make faculty available to pre-college students to have Q & A sessions for this summer, anyone interested – need to talk with Jamie.
  - vi. High School interns in the summer (and fall). Parker will have them for 8 weeks to assist her program. They will also include a research project. It would be nice to have them on our research experiences as part of their internships.
  - vii. Lisa Woo – Thomas Jefferson High School looking for collaborations and projects– See email from Amber – encourage us to connect with these advanced students.
  - viii. Also working to focus on sustainable outreach components that could be future funding sources. i.e. to minority students. Please consider assisting in these programs.
- e. Summer College Program
- i. As scheduled will be very busy on campus. Very important for us to submit summer program needs. Vans, boats, lunches etc. Need this to Jamie at least 4 weeks before course goes.
  - ii. Ryan – What happens if we have small class sizes? Can be canceled in some cases only the day before on some campuses?
    1. Important that we communicate our numbers early and often
    2. Talk with Provosts/Deans to see where we stand and communicate with MSC.
  - iii. Please help each other advertise our courses. Only course full now is Marine Mammals class.

- iv. Summer faculty: If you will drive a MSC van, MSC insurance will require driver records.
  - 1. Need to request a copy of driving record from DMV
  - 2. Deadline to Jamie 4 weeks before.
  - 3. There is a cost for this. Insurance requires less than 2 moving violations over the last two years.
- v. Student Ambassador Programs –
  - 1. Still need to promote this program with our students.
  - 2. Some incentives already. Free t-shirt, and other item.
  - 3. PowerPoints are available too.
  - 4. Other incentives: graduation stolls, chords?. Water bottles, field guides, etc are other options.
  - 5. Some students are already ambassadors

## **12. New Course Proposals: Stanley Komacek (Cal U)**

- a. Cal U has not offered a course at the MSC. So this will be their first.
- b. Interest in expanding the types of offerings made (See handout)
- c. To be taught by Maggy Aston. for Summer 2012
  - i. Maggy lives in area every summer.
  - ii. She was on the boats last summer, and in the labs, knows the environment
- d. Observational Drawing (Natural Science Drawing). Very few institutions offer this type of cross-disciplinary study. 3 week course – Has been approved by her Department. Now going to College Council, Provost and UCC – Should pass curriculum. Collaborating with the Biology Department.
- e. Very high student:faculty student ratio expected – will need transportation
- f. Feedback on proposal?
  - i. Thompson – Need to generalize specific weekly assignments & description. So no issues down the road in case need some flexibility.
  - ii. Hunt – might want to package the two art classes (as a 6 credit package for financial aid). Could also pair the course with an additional science class.
  - iii. Thompson – Level of course? No pre-requisites? Is a general education focused course – this needs to be made clear, as does the audience
  - iv. Cornell – Important skill is to have our students develop.
  - v. Dagit – Incorporate scientific illustration as a skill development item in these courses.
  - vi. Hunt – Possible to pair this with the other course? –
  - vii. Events? Set up a gallery and art sale? Went over great in the past.
- g. Motion to approve – pending changes/updates suggested. Thompson Motion – Hranitz Seconded. Motion passes – no opposed.



13. Other Course Discussion?

- a. Cornell – ACT 48 courses/credits? Can MSC see if they can add workshops for PA teachers to provide ACT 48 credits.
- b. MU Course Project; PDE – Emergency Certification Program, Funded by PASSHE; Only to be taught by Senior Full Member. Issues but we don't know who these people are, recruitment, etc.

14. Registration for Non-Passhe Schools?

- a. Sue Morra – St. Francis – was contacted as to what her needs were. Is supportive. They should send a few people this year.
- b. If she was to teach at MSC would require our students to pay their rates for tuition (which are much higher than what we pay).
- c. Wesley College – will leave the consortium. Will not retain the membership due to changes in the registration system. Students must take their credits as courses at their home university, CANNOT take classes for transfer credit (except in extreme situations). Still need to encourage them to use the consortium.
- d. Juniata College, Susquehanna, Dickinson, Franklin and Marshall. Should be encouraged to join the Consortium. They have incentives to join and have their students take our classes because they cost less than their courses would. If you can contact colleagues to encourage membership, please do so.

15. Summer 2012 Classes – Preliminary Discussion?

- a. Marine Ich – 2 sections or offer one section so others can fill. (Thomson – Dagit?)
- b. Bio Ocean (Vallaincourt)
- c. No Mammals class – Ryan can teach Marine Bio.
- d. Wetlands during III/ or IV – Venn – Should be timed with CEO for travel component
- e. Coastal Environmental Oceanography (CEO)
- f. Marine Biology
- g. Geomorphology – From KU Erin Kraal (alternate with Adrienne)
- h. Inverts possibly, Nancy Butler but she wants to teach Plankton
- i. Biological Oceanography
- j. GIS
- k. Intro to Ecology (Paired)
- l. Intro to Literature (Paired)

16. Experimental Courses?

- a. Art classes, Seascapes, and Natural Science Drawing
- b. Environmental Biology – Environmental Science? Perhaps we add another series of General Education classes.

17. Need a survey of different departments and their courses! Ryan This would establish course equivalencies so that we can find what is already on the books so we can plan for new courses.

- a. Everyone needs to email Delis an Excel file with all courses that are related to MSC. Biology, Geology, Marine Science, Geography-Environmental, etc.
  - b. Will compile into a master file and share so we can go forward.
- 18. IACUC Discussion – Need to have approval for any course that has vertebrates in it.**
- a. SRU will not send students to take any course that has these organisms without an approval.
    - i. Need to resolve this dilemma
    - ii. Discussion with Hranitz (Bloom) might possibly supervise MSC courses
    - iii. OR each university needs to handle their courses?
    - iv. Bottom line we need to know what courses use vertebrates, how they are handled. The site also needs to be inspected every 6 months to ensure compliance.
  - b. To move forward we need to survey our courses – What courses use vertebrates, what protocols are followed for handling/storing them? This needs to be worked on now.
    - i. Dagit will forward IACUC document to Cornell for posting on D2L site so we can share.
    - ii. Cornell will remind everyone to login to D2L to collect these documents.
    - iii. Charge each faculty member with looking at their course and ask their IACUC for guidance/suggestions in moving forward.

**19. Next Meeting to be held at the MSC. September 17, 2011.**

**20. Feb. 25, 2012 Meeting Date in Dixon Center.**

**21. Adjourned – 4:35 p.m.**