

MINUTES

MARINE SCIENCE CONSORTIUM ACADEMIC CURRICULUM COMMITTEE FALL MEETING

CHINCOTEAGUE BAY FIELD STATION SEPT 19, 2015

ATTENDEES: S. Cornell (SU), J. Hunt (ESU), A. Boettger (WCU), A. Oakley (chair), A. Haines (MU), N. Thomas (SU), S. Hu (ESU), R. Vaillancourt (Secretary, MU), McMullen-Bushman (CBFS), S. Seiler (LHU), A. Parker (CBFS), (MU), Wendy Ryan (visitor, KU), M. Norwood (CBFS).

Meeting began at 8:35 am. Minutes by RD Vaillancourt (MU)

I & II. Open Meeting and review of minutes, Welcome and Introductions

- Motion approved to approve agenda for today
- Motion approved to approve minutes from Sp2015 meeting.
- The MSC thanks A. Kumar for his service as secretary during last academic year.
- AAC thanks the dedicated service of Allie and Annie

IV. College Program

- Matt Norwood gave overview of attendance at college programs for previous academic year. AAC discussed the data.
- Enrollment numbers look good, and numbers are remaining steady.
- Question raised about whether MU is still requiring \$500 payment from the International house for students who want to attend the Coral Reef Ecology course with J. Hunt. Haines and Vaillancourt will check into eliminating this requirement in order to increase MU enrollment of this course. Since CRE is an ESU course thru the CBFS, then MU students should not have to pay this fee. They are transferring the credits into MU.
- Discussion ensued regarding the timing of opening of registration for summer courses.
- Issues to present by our representatives to upcoming CAA meeting.
 - a. Must have single-payer system for CBFS student registration. ACC unanimously agrees that future growth of CBFS student enrollment will be significantly improved by the development of a single payer course registration system.
 - b. Registration must have a unique off-campus fee structure that eliminates on-campus fees that do not directly support college summer classwork at the CBFS.
 - c. Registration system must also accommodate universities outside the PASSHE system
- Motion approved that we are sending the above issue forward to the CAA.
- Discussion about how best to increase the on-line visibility of CBFS college classes. Why do internet searches NOT find our CBFS courses? Amber will ask EliseTrelegan to improve our internet visibility.
- AAC members should provide each of the members with the contact information of the registrars at their home institutions who is responsible for processing CBFS grades. This will help

facilitate transfer of grades between institutions. Our responsibility as faculty is to facilitate this transfer of grades following summer courses.

- Summer course enrollment can be improved by supporting summer courses by adding summer courses to the major required list or elective list of your marine science programs.
- Summer 2015 GIS course: Dr. Hu spoke about his summer GIS course and discussed issues regarding problems during his course and possible solutions should similar problems arise in future. It was agreed that during summer '15, Hu's TA was being supervised by Dr. Hu during the summer course, and the students had contact with Hu via an online presence and was still the instructor of record. University-approved adjuncts could perhaps be used as back-ups in future situations. It was agreed that a back-up faculty member should be available for all our courses should faculty member be unable to teach at last minute.
- Tuesday Talks: Members discussed merit of continuing the Tuesday Talks during summer sessions. ACC agreed that the TTs were valuable educational experiences for students and should continue. Speakers and seminar titles should be provided to faculty for inclusion in their course syllabi. Seminars are a value-added component of the summer course series. Participation of faculty's classes is at the discretion of the faculty member.
- Summer College Internship: Norwood described the draft proposal for a college program intern program. Handout explaining details were made available. AAC discussed relative merits. Issues raised about compliance with internship rules for each university and departments. Language describing the internship program should be worked on to include the appropriate information that will assure the program will meet the needs and requirements of the internal requirements.
- Life Jackets Issues : Faculty has raised issues regarding students' use of PFDs while aboard the research boats. The AAC felt that it is up to the individual faculty member to require or not require use of PFDs while on boat. Purchase of more expensive and comfortable Type I PFD is probably not an option due to high cost. It was suggested that on every Parker trip there is a life-saving drill to give each student the opportunity to dawn a life vest. Man-overboard drills using inflatable dummy to drill students on saving person fallen overboard. Such seamanship instruction should become routine on every Parker trip, perhaps done while boat is underway to save time. Issue was raised that repeated use of the Parker's Type I PFDs might not stand up well to repeated use.

12:14 pm: Lunch break

V. Summer course planning (see excel file with final schedules)

Some issues and discussions concerning specific courses:

- Cindy Venn's course on Wetlands Ecology (S16, Session 3); she cannot teach it
- Marine Botany (S16, session 4) – can we find someone to teach it. A. Boettger is willing to teach this course.
- Marine Inverts (S16, session 4) – approach Thom Klinger to ask him if he's interested.
- Ichthyology (S16; session 2)– Seiler and Seiler will team-teach.

- Behavioral Ecology (S16 and S17, Session 3) – Brent Horton (MU) wants to teach this every year. Does MSC want him to teach this? Suggestion for Behav. Ecol. and Con. Bio. will alternate odd/even years. Another possibility is to have Haines teach Con. Bio. both summers S16 and S17.
 - Marine Biology – Will two sections in one year work? Are there enough students to fill both sessions? The feeling is that it is worth a try. AAC suggests that we limit enrollment in each section to be able to fill a van and meet minimum enrollment requirements. Who will teach which section has been decided based on the declared availability of the two faculty during Summer 2016 - Boal is able to teach session I and session III, while Ryan is available only for session I. Therefore the AAC presents the final resolution to (1) offer two sections marine biology in each summer with a pre-registration cap of 10 per section, with waitlist, and (2) for Summer 2016 Ryan will teach session 1 and Boal session 3, to alternate in future summers.
 - Problems in Marine Science – Cornell proposing this new course at SU and would like to teach a field version of this course at CBFS. Summer course will be a 200-level Gen Ed course.
 - Motion is carried unanimously to approve the 2016 summer course schedule.
 - Summer 2017 – courses scheduled but not voted on until following fall meeting.
- Policy for deciding on summer teaching responsibilities: Resolution to clarify that the AAC has final decision on CBFS courses taught and faculty teaching assignments.
 - Marketing - Elise Trelegan reported on past marketing efforts and asked faculty if a repeat visit is warranted for 2015 academic year. Several universities expressed interest in repeat visits. Trelegan discussed how she is trying to improve our search hit success when someone is searching using search engines. She will work with universities with their department websites to help web visibility. Contact her
 - MSC-CBFS and PASSHE – Amber Parker talked about CBFS member benefits and explained the basics of the financial responsibilities of the senior members with regard to the debt service.
 - Resource Overview Report on CBFS Programs – Amber Parker gave overview of CBFS budget, current resources and needs. **AAC members agree to talk to their provosts and presidents about raising funds (\$6k) in order to pay for improved WiFi service at CBFS, since this directly impacts our ability to teach at the field station.**
 - Research: This agenda item moved to spring meeting. Spring meeting scheduled for Feb 19th, 2016 in Harrisburg.

Motion carried to adjourn meeting. Meeting ends at 14:21 pm.