

## Chincoteague Bay Field Station

### Academic Advisory Committee (AAC) Draft Minutes – October 5, 2019

- I. Open Meeting  
8:35am. AK gives welcoming remarks.  
BV, AO motion, second to approve minutes from spring meeting. Vote: All approve.
  
- II. Introductions and summary letter from Chet announced (AK). After a year of supervising the Station, budget is better aligned but two main concerns: Aging boats and vans and some residence hall issues (mattresses, kitchens need updated). Request to steer any concerns toward Chet/CBFS Staff. The AAC as a whole body formally thanks the entire CBFS Staff for work to make college program run smoothly. (BV, JH, motion and second. Unanimous vote to approve). Continued open communication among faculty, administration, and the CBFS staff is still needed to navigate the future of the CBFS. Lengthy discussion about the current status of the bond/financing remaining on the Station. Acknowledgement that all Universities/Programs involved with the CBFS need open communication about the financial status of the Station. AK expressed his thanks to Adrienne Oakley (AO) for her work as AAC chair and described in general his goals to increase utilization of the CBFS.
  
- III. College Program (KG)
  - A. 2019 Enrollment Stats  

KG gave summary of the summer and field trips at the CBFS for 2019. 177 total seats filled by 109 unique students. Students were nearly evenly distributed across the summer sessions, including 36 students in session 4. Three courses did not fill enough to run. Some non-PASSHE students were enrolled, each had a connection to the station. Enrollment is trending upward over the past 2 years.

Field trips during the semester were described. Several new schools (non PASSHE) took class field trips to the CBFS in 2019. Some discussion about how each school funds class field trips to the CBFS. Some schools still have support from administration to defray student costs for field trips, other schools force students to cover the entire cost of field trips. Research trips have been decreasing; this is likely due to diminishing funding to support research trips and changes in costs for faculty to utilize the station for research.

Updates made to the membership of the email listserve for AAC representatives. All agreed that open communication among faculty/schools/AAC representatives about the current and future direction of the CBFS should continue.
  - B. Increasing utilization of the CBFS  

Broad discussion ensued about how the AAC faculty can continue to promote use of the CBFS to students from home campuses. Further discussion ensued about how to broaden the use of the CBFS → targeting non-PASSHE students to take summer courses. Some schools have grants/aid to help students afford taking summer courses at the

CBFS. Acknowledgement that each University needs to proactively continue working to maintain/increase summer enrollment within science departments on home campuses.

IV. Policies and Updates

A. Update on CBFS staffing changes

KG gave update. KG and Jenna are planning to stay on for another year. Coordinators from Adult and Family programs have turned over. New coordinators are in place or hiring for the seasonal positions will begin before spring. CBFS is not planning to hire a new Education Director.

B. Waitlist policy for summer courses

KG discussed a 2019 situation where a graduating student was moved into the top spot on a waitlist. Faculty discussed how to prioritize seats into courses. KG will develop the policy to clarify how to handle course waitlists.

C. Student driver liability waiver

KG is developing a waiver for students wanting to drive personal vehicle during coursework. Course enrollments may be limited by van space and drivers.

D. 2020 fees (tentative)

KG gave update on summer 2019 fees and tentative fees for 2020. New budget helps CBFS staff work with Daisey's captains to plan costs per course for boat trips. Each course is budgeted for up to 3 trips on Daisey's or the RV Parker. Broad discussion about how individual courses can share boat trips allotted to each course – course fees for students are budgeted to include up to three cruises. Detailed discussion about how the student fees increased to keep the costs to students close to the actual costs to the CBFS.

E. Off campus student housing

As a group, the AAC prefers all students to stay on campus. Pricing is possible to allow commuters, but it is a rarity. In summer 2019, only two students took advantage of the commuter pricing for the CBFS fees. Fees include lunch and costs to offset boats and use of the Education center (lab/classroom costs).

F. Daisey's boat trips

Captain is looking at installing a winch on the boat to allow more courses to collect samples appropriate for the class (Ponar grabs, etc.).

G. Parker Captain

Captain Tom has verbally agreed to return as Parker Captain.

H. CNWR SUP Renewal

New Refuge director. KG is meeting with her to establish rules and needs for CBFS course access to locations on the refuge. Will update at spring AAC meeting. Access to the NASA Wallops Beach is becoming more difficult. NASA launches and other activity is increasing, thus CBFS access is becoming narrow.

I. Wave Tank Status

KG asked for feedback about the wave tank in the Pavilion. Electrical service is not large enough to support the wave tank. Agreement that the tank can be removed from the Pavilion to allow development of a new teaching space (tanks, tables, chairs, interpretation, etc.).

J. Summer course feedback forms

KG inquired about the student feedback forms/surveys for academic versus CBFS facilities. Academic course feedback/evaluation was on an individual instructor basis (historically).

K. Tuesday talks

KG and the CBFS sees value in an evening research talk for students, but recommends that these talks be mandatory for students to attend so that attendance is strong. Discussion ensued about how to plan speakers/topics for the talk series each session. AAC faculty will take lead to schedule topics/speakers.

L. New kayak trailer'

New trailer purchased. New paddles and replacements for old kayaks are being budgeted for. Discussion about how to expand CBFS use into non Biology/Geology departments (Recreation, Physical Education, etc.).

M. Priorities for facilities updates

Chet and other CBFS staff are building a list to prioritize updates and replacements to aging equipment, resources, vehicles, etc. AAC faculty gave input about what we prioritize. Reliable vans at the CBFS ranks high on the list of needs because home campuses do not all have access to University vans to bring to courses at the CBFS.

Internet access remains a major need for students and faculty at the CBFS. Very limited/poor internet signal can be a safety issue for students that rely on internet access for communication with family and home campuses. The AAC has consistently asked for support from home campuses to solve IT problems at the CBFS. The AAC has also asked for at least a portion of student tuition fees paid by students for CBFS courses be used to support maintenance/upgrades to IT at the CBFS. Ajoy and Kelsey will approach Chet to start the process to learn what it would cost to upgrade internet and possible ways to fund the upgrade.

N. Faculty concerns

Broad discussion among AAC faculty about the fee changes/increases charged to faculty staying at the CBFS along with costs to hold AAC meetings at the Dixon Center. CBFS has incurred costs of AAC meetings held in Harrisburg. We recommend that a member University make reservations for AAC meetings at the Dixon Center.

Discussion emphasizing that students have difficulty with completing course assignments due to limited internet access and access to a computer lab/printer. Faculty recommend that Chet and the CBFS Administrative board should task an IT professional from PASSHE to assess internet access issues and computer resource availability to students during their courses.

V. Summer Course Schedule 2020

Discussion about offering a new course from Millersville → Geological Field Mapping. Course is approved/on the books at Millersville. Course is a requirement to become a Licensed Practical Geologist → should attract students needing this requirement. JH, DD make motion to approve. All AAC faculty voted to approve the course for offering through the CBFS.

JH, DD motion to approve the summer course schedule for 2020 and tentative 2021 and 2022. The tentative 2020 summer course schedule was updated. The full 3 year tentative plan for summer courses was updated. The spreadsheet of course offerings from 2017 through 2022 will be emailed to the AAC list. All AAC members voted to approve.

Broad discussion among the faculty about assessment goals/outcomes for classes on home campuses and when/how assessment happens during CBFS summer courses. Initiating assessment into CBFS courses is encouraged.

Registration is planned to roll out as usual. CBFS registration will open November 18, 2019 for Juniors and Seniors. December 2 registration opening for all students.

VI. Marketing

Cortney gave summary of marketing activities including traditional printed posters/flyers/cards as well as digital marketing via webpages/social media. Materials for 2020 planned to be released in January or early February with a target towards courses that are lower enrolled. Chris Smyth gave a strong social media experience to advertise the course before and during the course. Discussion continued about identifying contact persons at a broad range of colleges and universities to broaden advertising efforts. A winter/spring college tour is tentatively planned. Cortney requested help in getting permission from home campuses to allow marketing of CBFS summer courses on digital marketing platforms.

Cortney will upgrade/update the CBFS website over the winter to increase the 'visibility' of the pages on internet searches. Updated course descriptions planned. Cortney will

reach out for updates from individuals. GoFundMe page update given (fund set up to replace Monitor vessels that we lost). Push planned to increase Instagram usage during summer 2020 courses.

#### VII. Research and Grant Updates

JHunt gave update on NSF REU opportunity that was submitted by ESU. JHranitz gave update on NSF REU grant that should be submitted over the next year. JHranitz discussed the possibility of a Professional Masters of Biology program that utilizes the CBFS for some of the training and interactions with agencies near the CBFS (USFWS, NASA, etc.).

No update on current status of NASA collaboration/NASA liaison. Several folks will look into whether NASA is interested in studying PFAS.

MACRI update. The MACRI MOU is up for renegotiation soon. The role of the CBFS in the MACRI group needs to be readdressed by Chet.

#### VIII. Moving Forward

AK gave updates. No new information about status of the CBFS Sale. No offers, no updates. Despite many presidents/provosts working to simplify registration for summer courses over the past 5 years, centralized registration efforts have completely stalled. No updates.

Discussion ensued about the 50 years of collaborative teaching resources that the CBFS has provided across PASSHE campuses. Our individual messages of the value of the CBFS to PASSHE and individual campuses do not seem to be heard by the Chancellor's office. Discussion continued about what the simple message should be pushed toward administration, to be collected by Ajoy into talking points. **Some components of the message:** A. The CBFS is a successful example of multiple Universities collaborating to provide a shared resource (intellectual and physical resources) that provides benefits to PASSHE students. B. 'Walking away' from the CBFS by selling the station does NOT give money back to the PASSHE; the debt is already incurred and selling the CBFS at a loss is a loss of opportunities for students to gain real world experience in specialized fields from experts across PASSHE. C. Coastal/marine studies are at the forefront of understanding the physical and biological impacts of climate change. D. Selling/closing the CBFS will cause PA residents with interests in studying coastal systems would be FORCED to leave PA for educational opportunities (at much higher cost than PASSHE tuition and fees).

AO inquired whether the CBFS can support/sponsor Alternative Spring Break? Alternative Spring Break has been a tremendous marketing tool for getting students to take summer classes. Schools/student clubs/students would pay their own costs for the trip (the CBFS is not expected to incur costs).

#### IX. New Business

Prepared by Steve Seiler  
Reviewed/Approved with minor changes at Spring 2020 AAC meeting.

SS announced that he needs to end his term as secretary after the spring 2020 meeting.  
Discussion to prompt interest in nominees for the secretary position for fall 2020.

- X. Fall 2020 in Harrisburg – February 28, 2020.