

ACADEMIC ADVISORY COUNCIL MEETING MINUTES

Date: February 10, 2017

Start time: 08:35 am

Voting Attendees: Anne Boettger, Sean Cornell, Adrienne Oakley (chair), Nathan Thomas, Jay Hunt, Shawn Hu, Ajoy Kumar, Robert Vaillancourt (secretary), Arron Haines, John Hranitz.

Non-Voting Attendees: Parker McMullen Bushman, CBFS Education Director, and Matt Norwood, CBFS University and Research Coordinator.

1. Small changes made to today's agenda; Members voted to approve changes.
2. Today's meeting minutes will first be sent out to attendees, and then upon approval will be sent out to all other members, and then to Matt N. for upload to CBFS website.
3. Official recognition of Amber Parker, CBFS Director
 - a. Words of support given by Sean Cornell and Ajoy Kumar and presentation of plaque and card.
 - b. Update on interim director and national search for new CBFS director
 - i. A. Oakley reports no one has contacted her about progress of search committee for new CBFS director. She will reach out to BOD to get update on search. David Errickson, the interim director, will start next week.
 - ii. ACC expresses its concern about the timeline of the new director search, which to our knowledge has not yet started. Since D. Errickson's term is supposed to expire in May, then 3.5 months is not enough time to conduct adequate search and selection.
 - iii. AAC requests that this board has representation on the director search committee.
 - iv. AAC wish list director's job description :
 1. Executive experience in running residential field station
 2. Experienced in running K-12 and family education programs
 3. Experienced in coordinating college education and research programs and recruiting university participation.
 4. Proven success in writing external grant proposals
 - v. Anne B. volunteered to get info from other field stations to see what similar field stations have written in their job advertisement for similar director positions.

- c. Parker M. reviewed recent staffing changes at CBFS: school coordinator; finance administrator Dallas Fenton fired.
- 4. College Programs – Matt Norwood
 - a. Presented current registration numbers – slightly lower than this time last year possibly due to only one ichthyology course offered this summer.
 - b. Presented current enrollments for each summer session. Some courses are low at this point. Faculty have agreed to start beating the drums to increase awareness and enrollment.
 - c. Sean C. requested others to cross post Facebook stuff across university and CBFS sites
- 5. Marketing – Matt Norwood
 - a. Elise T. now the Community Outreach and Development Coordinator. SPARK is under Elise’s purview now.
 - b. Dept. name change- Matt’s department name is now University and Research and no longer “college coordinator”. Website development has pulled the university and university research mission of CBFS to the front of the CBFS website to give it more visibility. This was in response to faculty request for more visibility.
 - c. Matt requests that any faculty that are publishing, even if it is not related directly to the field station, please send it to Matt so it can be published on the “On Science” Bay Blog.
- 6. Updates on new college course registration
 - a. Report by Adrienne O. about new idea. – The BOG came up with this idea and was supposed to push it to the board of trustees, but Adrienne does not know the current situation:
 - i. Each student at each campus can see in registrar’s course list ALL CBFS courses listed, regardless of who is teaching it. Students will register on their home campus. At the end of the summer the individual campuses will figure out distribution of funds, including distribution of room and board deposit to field station (see below).
 - ii. Single tuition for all students at all PASSHE campuses including all field station fees.
 - iii. Out of state tuition is 110% of instate tuition;
 - iv. Non-PASSHE students enroll at one of the member institutions
 - v. Adrienne will keep us updated as she learns new info.
 - b. Faculty should encourage colleagues outside of our marine sci programs to encourage their students to use CBFS classes.

7. General marketing announcements from Elise T. and presented by Matt Norwood— requests from faculty for new marketing products such as videos (available on CBFS YouTube channel on faculty resource page).
 - a. Faculty are encouraged to apply for “Affiliate Faculty” status. Go to faculty resources section of CBFS website.
 - b. Affiliate faculty status helps increase visibility of CBFS and enhance its research profile and improve quality of federal research proposals.
 - c. The Music Art Research Science and Hops –MARSH festival is scheduled for Sept 23rd. Adrienne suggests having our fall meeting during the same event, beginning Friday night. Students are invited to participate and get free room and board if presenting.
 - d. AAC voted and approved unanimously to have fall AAC meeting from Sept 22nd -23rd, 2017.
 - e. University visits by Matt N. and Elise T. for this fall – dates still not yet determined.
 - f. Solicited ideas and invitations for campus visits. Faculty recommended several campuses both within and without the PASSHE system.
8. Summer activity and resource scheduling – Matt N. requests that summer course resource requirements be submitted as early as possible so the CBFS can schedule accordingly.
 - a. This summer expect CBFS educators and assistants working more with faculty in the field in addition to Matt and Kristin.
9. Matt N. showed picture of found Equipment and asked if we should keep or toss
10. Matt N. reviewed new field trip /research trip booking and cancelation policies. Some policies are new and some have remained the same. Faculty should make their universities aware of this policy.
 - a. Discussion ensued regarding weather cancelation policy and appropriateness of relying on CBFS captain to cancel a trip. In some cases a university weather forecaster and ship’s captain’s forecast are different.
 - b. Matt N. agrees that contingencies can be added to the policy to allow cancelation of trip without penalty to faculty if a medical emergency occurs with faculty leader or some other unforeseen event or incident occurred.
 - c. AAC recommends that in weather related cancelations by the faculty, if the faculty or department deems weather is not appropriate for a field trip, that the penalty be paid by the university rather than by the students, so that the cost is not absorbed by the CBFS.
 - d. AAC recommends that the deposit requirement (section III in policy) be removed from the policy because universities will not pay in advance for a

service. CBFS can bill post-trip, if trip was canceled, the university and the university will pay the penalty, but not until after the scheduled trip.

- e. AAC recommends that faculty and CBFS do not double-book for the same date in order to save a spot.
- f. AAC recommends that CBFS faculty and Matt inform all faculty of new cancellation policy to try to eliminate any misunderstandings.

11. 12:01 – break for lunch.

12. 12:53 pm – reconvene

13. College Program (cont.) – Alternative spring break (ASB)– Sean Cornell, John Hranitz, Nathan Thomas relayed disappointment of some students that no ASB is being offered this spring. AAC wants to make CBFS aware that students are disappointed that there's no such program this year.

- a. J. Hranitz recommends that instead of service-oriented ASB then we do a research-oriented ASB. Asked for faculty to participate in this idea. ASB could still involve a service component so the field station can benefit.
- b. J. Hranitz suggests we keep costs low by asking CBFS to carry cost for students' room and board, and in exchange the students get valuable research experience.
- c. Sean C. requests to maintain this program. In his experience, ASB served as a recruiting tool into the sciences for some non-science majors. If we turn ASB into a 'science research' experience then the non-science students will be dissuaded from participating. But there may still be plenty of opportunities for science and non-science majors alike.
- d. Perhaps pitch it to CAA as a potential recruiting tool to CBFS? Can CAA help fund ASB, by paying for CBFS staff hours during ASB? Possible sources of funding – universities' Offices of Experiential Learning? Student clubs?
- e. ASB can be used as a means of engaging non-science faculty and students to the CBFS, but perhaps that is a bit more ambitious. Right now we need to focus on creating a replacement program.
- f. Chair A. Oakley requested that Matt put together a budget for a typical ASB so we know what we're working with and can make some plans during the Sept AAC meeting.
- g. Some student clubs may be accommodated for volunteer activities on a case-by-case basis, so faculty should inform their student clubs to contact Matt if there's interest.

14. Extended calendar for summer 2018
 - a. Biological Oceanography will go on the schedule tentatively for 1st summer session. If it doesn't fill for THIS summer (2017) then we'll revisit this idea during fall AAC meeting.
 - b. Marine Ecology, summer session IV, will be taught by Corbin.
 - c. Problems in Marine Science (S. Cornell) is moved off the summer '18 schedule for the time being.
 - d. Ecology of marine plankton course (N. Butler) – R. Vaillancourt expressed concern that there's a great deal of overlap with Biological Oceanography. We'll see the enrollments for both courses and if either or both is under-enrolled possibly combine the two.
 - e. We discussed adding another section of Ornithology, however since it is a low-enrollment class, the AAC recommended leaving it at every other year, taught for now by N. Thomas.
15. Parker M. – CBFS reports and updates – Discussion of the Organization Review of CBFS ensued on all the 6 alternative scenarios.
 - a. Chair requests that Jay H. draft a statement regarding a \$6 per student PASSHE fee to support the debt load, citing as precedent the biology field station at ESU.
 - b. Chair requested of Parker M. to send her a list of discrepancies and errors in the Organization Review Draft which the chair will pass on to the BOD.
 - c. The AAC favored the following two actions from the Organization Review of CBFS be taken by the BOD:
 - i. Alternative #3 – University Parity Model –with modifications, namely shift the debt burden to a \$6 per student fee and split evenly the membership dues among all the PASSHE universities
 - ii. Alternative #2 – Status Quo, with modification, namely shift the debt burden to a \$6 per student fee and then continue on the current situation with the debt service un-evenly shouldered by the 3 senior member institutions. As always, new membership should also be encouraged.
16. NSF Grants update – Matt Norwood,
 - a. Matt N. reported that the NSF equipment grant has been put on hold due to lack of sufficient research being done at CBFS that could be included in the proposal. Matt and Amber attempted to garner this information from faculty but did not receive sufficient response from faculty.
 - b. Discussion ensued on how to strengthen this part of the NSF proposal.

- c. Chair recommended that faculty agree to meet at CBFS during spring break to brainstorm some ideas for the NSF facilities proposal. A. Haines agreed to send out a doodle poll to schedule.
 - d. Matt N. reports that Greenbackville database is being developed and requests faculty working there consider adding data to this database.
 - e. Matt N. reports he and Elise T. will be submitting to a habitat restoration proposal in order to support work at Greenbackville. Requests anyone conducting any invasive procedures (such as removing algae from castles) at GBV to communicate with him.
17. Virginia Eastern Shore Coastal Resilience Open House – Sean C. reported on progress with the VESCRI.
18. REU update – John Hranitz - Invites anyone to join him on writing REU proposal. John will draft some background info and send them out to faculty. Faculty should think about mentorship plans and strategies.
19. Curacao Sea Aquarium – Sean Cornell discussed potential for faculty research collaborations and student internships.
20. CBFS Reports and updates – Parker M.
- a. Program updates –
 - b. Vehicles – CBFS is getting a new minibus by a grant won by Elise T.
 - c. NASA badging protocol- More info to come as the new finance director comes on at the end of Feb.
 - d. Overtime Law Injunction and Scheduling changes- as a result, Matt and Kristin will not be available 24/7 during the summer, so please be understanding and patient, and get to know the assistants.
21. New Business – Aaron Haines reported on New England business (GreenWave) with interests in coming to this area to develop their mariculture of kelp industry.
- a. Sean Cornell suggested to connect them to U. Delaware interests in sustainable agriculture. There is a growing list of Eastern Shore farmers looking to support sustainable agriculture and practices. They are looking for resources (including kelp products) to help in the effort for providing natural fertilizers. So there could be a market opportunity.
22. Fall 2017 meeting date is September 22-23rd, and is coincident with the MARSH festival.
23. Meeting adjourned 3:49 pm.