

**MARINE SCIENCE CONSORTIUM: ACADEMIC CURRICULUM COMMITTEE MEETING
SEPTEMBER 16, 2016**

MEETING MINUTES

In attendance: Adrienne Oakley (KU), Aaron Haines (MU), Sean Cornell (SU), Nathan Thomas (SU), Jay Hunt (ESU), Shawn Hu (ESU), Steve Seiler (LHU), John Hranitz (BU), Anne Boettger (WCU), Melissa Meadows (SFU), Parker McMullen Bushman (CBFS), Matt Norwood (CBFS)

Conference call: Wendy Ryan (KU, 9.36am)

Meeting commenced at 8.34am

I. Agenda and minutes from previous meeting (February 16, 2016) approved.

II. Welcoming Melissa Meadows (St. Francis University) to the meeting.

III. College Program

A) Summer statistics 2016 (document provided by Matt Norwood, see **Appendix I**)

- overall similar enrollments as in 2015 (enrollments may be starting to plateau out)
- Issues:
 1. Financial aid coming through for students with local scholarships or veteran status
 2. Student complaints regarding overlap of college, roads scholar and school program overlap during mealtimes that lead to students being removed from the table they were occupying (particularly during session II)
=> Provide “table tents” at more appropriate times and in a more organized manner without displacing students immediately
 3. Boxed lunch materials did not always provide enough materials for all students/faculty per class
=> Change to provide cooler with sandwich materials, so sandwiches can be made when in the field, so there is no rush on materials, which has left some with not enough items to make sandwiches.
 4. Other student issues have raised the question whether a more appropriate student code of conduct should be established, specifically pertaining to safety of all on campus.. This may avoid future residential infractions as those that occurred during summer 2016.
 5. Van use. Some universities bring vans or SUV’s other cannot provide them. Discrepancies and van issues arising will be brought to attention during the upcoming CAA meeting.
 6. It would help, if faculty provided a more complete list of equipment required for all course work, which could possibly become a part of the current forms faculty complete prior to start of courses.

B) Centralized registration

- No real update on registration issues but the provosts from the universities appear to be on board to centralize registration
- Different universities still appear to use different methods and forms for student registration. Send information about all additional registration information required to Adrienne.
- A PASSHE Collaborative Infrastructure Focus Group has been created of faculty, deans, provosts etc. to analyze registration issues and discuss solutions. Steve Seiler has been made a member of this group and will report back when information can be updated.
- Adrienne will follow up on registration after October 2016, in the meantime she will collect registration discrepancies as needed.

C) Affiliate faculty

- The proposal that faculty who are actively involved in teaching, research or AAC representation may register as adjunct faculty at the CBFS has been revised. The status has been updated to "Affiliate Faculty" in order to avoid any potential contract issues.
- Application process for achieve affiliate status will require completion of an application form (<http://www.cbfieldstation.org/cbfs-affiliate-faculty.html>) followed by CV updates to be sent to the CBFS every other year by January 30.
- Affiliate status will only expire if faculty staying inactive for more than 2 years.
- Changes to affiliate status were approved unanimously:
Approve = 10, Disapprove = 0, Abstain = 0

D) Alternative Spring Break

- Due to staffing issues and new labor laws the alternative spring break will not be offered in 2017
- Contact Matt with interests and information on how to modify alternative spring break events in order to not utilize work hrs of CBFS staff.
- John Hranitz offered to spearhead a planning committee for alternative events, which may include but are not limited to i) faculty offered trips and events and ii) charging students who attend for room and board.

E) College Visits

- Future visits will be geared to meeting with administrators, faculty and possibly large groups of interested students but will not necessarily include individual classroom visits
- Fall visits include BU and ESU; Spring visits include KU and WCU
- Visits to PennState and Mansfield are also under discussion and interest in visits will be followed up with Lafayette.

F) CBFS Internet Update

- Internet service is now under a new company. A new server will ultimately be required but for now other, less costly alternatives are also explored.

IV. Summer Courses

A&B) Summer 2017 schedule has been fixed and a likely 2018 schedule has been constructed (**Appendix II**, please scroll through different sheets to view course offerings). Summer 2019 is currently planned with the same schedule as summer 2017

V) CBFS Reports and Updates

A) CBFS Program Updates

- School, adult and family program attendance has been good but may be impacted by the new labor laws.

B) PASSHE Business Consultants

- A business and real estate development company (Brailsford & Dunlavey) has been hired by PASSHE to assess the current business model and operations of the CBFS. Faculty will be contacted and should bring up van and registration issues.

C) Federal Overtime Law and CBFS

- Federal Labor laws have increased minimum salary for staff working more than 40 hrs/week. This will require the majority of staff members (exceptions of Amber and John) at the CBFS to remain under 40 hrs/week in the work effort.
- Updates on how exactly this will impact the college programs will be provided during the meeting on February 10, 2017. Currently, the estimation is that college program coordinators are working upwards of 80hrs/week during the time of summer courses.

D) Greenbackville Update

- Meeting November 18-19 to discuss Greenbackville use and updates.
- EPA Grant for service learning projects based on climate change, *Phragmites* issues and water quality testing.

VI. Research

A) Faculty/Student research programs

- There are currently 7 Student research projects listed through the CBFS website. In addition a groups of shark researchers under guidance of Dominique Didier is collecting data.
- All new research applications must be approved through the research Committee and the CBFS
- NSF equipment and facilities grant summary is to be submitted in the near future.

B) Wallops Research Park Update

- Not much is currently happening. However, once infrastructure has been built it may be possible to offer additional courses for which there are currently no facilities and equipment.

C) NASA Update

- NASA wants to send representative payload on rocket to space, which could provide a potential for faculty collaboration.

- There will also be a drone certification process with opportunity for payload access and access for faculty to receive specific research information.

D) MACRI

- Not much new. There was a strategic planning meeting last month but so far there is no cohesive plan.

E) Grant Updates

- Parker examined NSF equipment grant to have other groups use the equipment, which may open additional granting opportunities.

VII) New Business

- All 14 PASSHE schools may be asked to become members
- The CBFS is contemplating the development of an artist colony to have artists and writers in residence on the website

The meeting was adjourned at 3.07pm on Friday September 16, 2016. The spring meeting has been set for February 10, 2017 starting at 8.30am.

Summer Enrollment

2016

Students

113

Individuals Attending

Untitled 13

171

Individuals in courses

Gender



Female
Male

Session I

36

Number

Session II

64

Number

Session III

39





Number

Session IV

32









Number

Number of courses taken 2016

Choices	Percentage	Count
1	 64.60%	73
2	 23.01%	26
3	 8.85%	10
4	 3.54%	4
Total		113

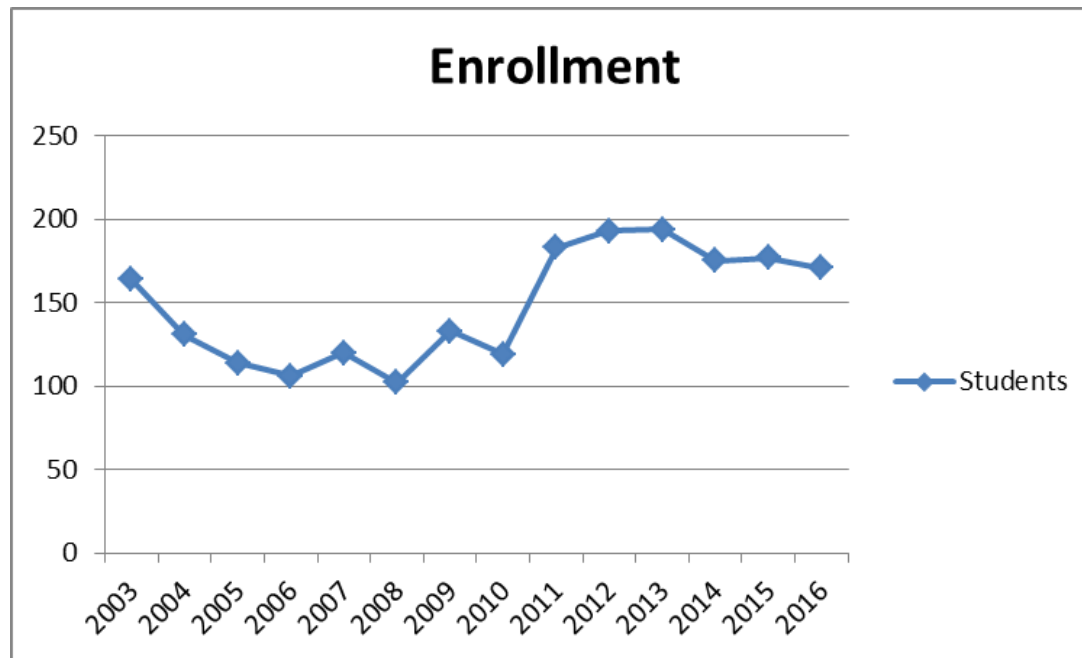
SES 1 May 16 - June 3			SES 2 June 6 - 24			SES 3 June 27 - July 15			SES 4 July 18 - August 5		
week 1	week 2	week 3	week 1	week 2	week 3	week 1	week 2	week 3	week 1	week 2	week 3
Invertebrate Zoology - Boettger			Ichthyology - Seiler & Seiler			Marine Bio--Butler					
Coral Reef Ecology - Hunt (1 week @ MSC, 2 weeks in Honduras)			Field Methods - Kumar			Coastal Environmental Oceanography - Dr. Khaleuzzeman			Coastal Processes Hazards& Society Cornell Gen Ed 190 Selected Topics		
Marine Biology Ryan (Cap 10)			Marine Ecology - Hunt			Behavioral Ecology - Horton Even Years			Marine Invertebrates - Klinger		
Geographic Information System (even) - Hu (2 weeks online - 1 at MSC)			Ornithology- Thomas			Wetlands Ecology - HURD Ship -??? Odd Years			Marine Ichthyology - Didier		
			Marine Botany- Boettger			Conservation Biology - Haines Odd Years (after 2017)			Marine Ecology - Hrantiz		

Enrollment by university 2016

Choices	Percentage	Count
Millersville University	 27.43%	31
East Stroudsburg University	 21.24%	24
Lock Haven University	 16.81%	19
Kutztown University	 15.93%	18
West Chester University	 6.19%	7
Bloomsburg University	 3.54%	4
Slippery Rock University	 2.65%	3
Other [View]	 6.19%	7
Total		113

Enrollment by year

Year	Students
2003	164
2004	131
2005	114
2006	106
2007	120
2008	102
2009	133
2010	119
2011	183
2012	193
2013	194
2014	175
2015	177
2016	171



Summer 2017

SES 1 May 22 - June 9			SES 2 June 12 - 30			SES 3 July 3- July 21			SES 4 July 24 - August 11		
week 1	week 2	week 3	week 1	week 2	week 3	week 1	week 2	week 3	week 1	week 2	week 3
Invertebrate Zoo - Boettger			Ichthyology/Fish Biology - Seiler & Seiler			Wetlands Ecology - Venn			Marine Geology - Oakley *		
Coral Reef Ecology - Hunt (1 week @ MSC, 2 weeks in Honduras)			Field Methods - Kumar			Coastal Environmental Oceanography - Cornell			Marine Invertebrates - Whitford		
Coastal Marine Biology - Boal			Marine Ecology - Hunt?			Behavioral Ecology - Horton			Marine Ecology - Hrantz		
Problem Solving in Marine Biology (1 credit) - Boal			Herpetology- Delis			Conservation Biology - Haines			Marine Mammals		
Biological Oceanography- Vaillancourt			Marine Plankton - Butler								

* Class will run from July 24 to August 9
(includes overnight field trip on the weekend of Aug. 4-6)