

Department Committee Meeting Minutes
Friday 2/16/24
10 a.m. to 12:30 p.m., River Road 325 & Zoom

[Minutes from last meeting](#) and agenda approved.

Recent Developments and Chair's Update – Loboda

- Campus and college updates:
- News

Graduate Director Academic Issues – DeFloriani & Haber
Faculty Specialists Committee - Blake

- Review [Faculty Specialist Document](#):
 - Vote on edits to "**Merit Pay Review Plan for Tenure/Tenure Track (TT) and Professional Track (PTK) Faculty**" on how merits will be approved. Reasoning xxx.e will expand to six people. Removed this section "Research Director will consult..." and include "Each year the Everybody for " **Motion passed** unanimously.
 - Vote on edits to "**Performance Review and Development (PRD) Guide and Instruction Form**". Language change regarding the deadline to submit PRD, including "no later than March 15." Review cover calendar year. When supervisor does not submit it, Tatiana will be notified. " Adds accountability for FS chair". Add "February" to deadline reminders. New hires should have set expectations, deliverables. Supervisors should be responsible for informing new hires of the PRD process and expectations within two months of hiring. Edit: one long PRD for employees with multiple time-splits. Supervisor who signs the timesheets should sign the document. Edit: If review is under 16, CAP is required. Vote: 36 in favor (8 online). Approved unanimously. **Motion passed.**
 - Vote on edits to "**Performance Review and Development Template**": New section: key deliverables for the next year. Edit: Add subsections. Edit: Add section about service to the community along the lines of "sustainability item".(Giving back to the university: for merit). Add a new section: any other professional activities. Discussion: Move equally filling PRD to onboarding. Vote: For 36 voted yes. **Motion passed.**
 - Vote on edits to "**PTK AEP Policies**" regarding Faculty specialist activities. **No vote needed.**
 - Vote on edits to "Criteria for Assessing Merit for Professional Track (PTK) Faculty."Clean the language before March 29 for merit review period. **No vote.** There will be another task force that will work to get the FS/SFS/PFS activities updated, and the committee is going to try to pass it at the next meeting.

Associate Chair Issues – Hurtt

- Latest data on majors. Minors are increasing. A lot more seniors than freshmen, but we are losing seniors compared to previous years.([slides](#)).

Faculty Specialist Valeria Morales

- High School Programs:([slides](#)), First alum from the program applied and has been admitted. GEOG pipeline was discussed: High School Banquet, Internship Program (Matt Hansen volunteered to take one student). GIS Day recap. Next one: Nov. 20

Graduate Committee – Feng

- Departmental Awards for graduate student: Guidelines will change. Proposed revision will be discussed on the next meeting. If students don't submit applications, the committee will not consider.
- TLTC798 course, required by the graduate program, but sometimes not offered. Committee proposed creating the schedule earlier and communicating earlier.

Undergraduate Director Issues – Keith

- The Environmental Career and Internship Fair on Feb. 29 at Stamp from 12:00 noon to 2:30 pm.
- "Freshmen Connection" for students who are admitted. A couple of classes were cut, but one class was added. Tatiana wants to know who comes to large enrollment courses.
- Winter Semester Enrolment: higher than the previous winter enrolment.

Upcoming events:

- Today at 1 p. m: [DEIAR's Talk on Fieldwork Safety](#)
- Feb. 21 at 4 p.m: [Lunar New Year Celebration](#)
- Feb. 23 at noon: [Graduate Student Coffee with Chair](#)
- Feb. 27 at 10 a.m: River Road Coffee hour for graduate students
- Feb. 29: [Environmental Career & Internship Fair](#)
- March 3: Undergraduate Student Cookies with Chair and Undergraduate Chair
- March 6: [Giving Day](#)
- March 12: Maurice Carney, Executive Director, Friends of the Congo, possibly in STAMP.
- March 15: [Special Seminar: George Archibald. "Ambassadors for Wetlands, Grasslands and Goodwill"](#)
- March 29: Department Meeting, followed by mentoring lunch and talk with research faculty.