

Departmental Committee Meeting Minutes

Friday 12/6/19

Attendees:

Giovanni Baiocchi, Stephen Vogel, George Hurtt, Rachel Berndtson, Jack Ma, Sinead Farell, Laura Duncanson, Shunlin Liang, John Keniston, Tatiana Loboda, Meredith Brown, Joanne Hall, Amanda Hoffman Hall, Alison baer, Rejanne Le Bivic, Jamis Bruening, Kristen Bergery, Naijun Zhou, Bryon Maroquin, Ruibo Han, Dong Chen, Kuishuang Feng, Louis Giglio, Matt hansen, Anil Kommaneddy, Dongdong Wang, Laixiang Sun, Sergii Skakun, Leila De Floriani, Amin Elamin, Erin Jacobs

Faculty Absent:

Ralph Dubayah, Julie Silva, Kathleen Stewart

- Introductions of new Faculty and Staff – Justice

The following faculty, staff and visitors were introduced:

Amin Elamin, Rejanne LeBivic, Xinxian Qi, Victor Hugo, Rohden Prudente, Stephen Isaac Wolin Vogel, Wanjun Wang and Danyang Zhao

Natacha Ingrid Kalecinski — Absent and will be invited for next time

- Recent Developments and Chair's Update – Justice

Candidates for the two TT faculty searches (HDGC and GIS) have interviewed in the department with additional candidates scheduled. All seminars have been recorded and can be reviewed. The Graduate students have a voice in the selection process (especially after the lunch with the candidate) and should provide their feedback. George Hurtt is Chairing the HDGC search and Kathleen Stewart is Chairing the GIS search – please send your feedback to them on the candidates. Thanks go to Maddie Guy and Shannon Corrigan for the tremendous job they did in coordinating the searches.

The External Review is the 4th through 6th of May. Dar Roberts, Darla Monroe and David Skole will be the reviewers. Please block off your calendars. Agenda is being developed. The internal review sections have been drafted and will be edited early in the spring semester.

The 3rd floor of 4600 River Road has been proposed to replace our research space in the Hartwick building. We have proposed moving most of our research to the new building and expand our teaching space in LeFrak. This will be possible if campus pays the rent and new Hartwick PI grants are charged on-campus indirect. The existing Hartwick grants will be

grandfathered. The Departmental Advisory Committee and Hartwick PIs will be consulted regarding the space layout.

CMNS is proposing a School of Earth Sciences. Sinead Farrell, Ralph Dubayah and George Hurtt are on the committee considering the feasibility of the school.

We are seeing an increase in personal packages being shipped to the front office. Checking in and tracking these packages is an administrative burden. Please do not have personal orders sent to the front office. Amazon has a lockbox on Terrapin Row if you are concerned about having them shipped to your home.

We have seen an increase in last minute submissions for proposals. This is stressful for the department, college and ORA and makes it difficult to complete other grant management actions. Please plan ahead and contact your research coordinator two weeks before the due date for a proposal.

Liz Smith is retiring. She has requested that we do not have a party/gathering. The front office has a card and will be collecting for a gift. Please stop by her office and wish her well.

George Hurtt and Tatiana Loboda are working on a promotion video that will be posted on our website. Graduate students are helping post to social media; Facebook, twitter, Instagram.

The graduate student ambassador program will be going to China. Students interested in being an ambassador should discuss with their advisors. Students on NASA funding may not be able to participate.

Graduate students hosted a Halloween event. It was a great success and will be repeated annually.

Cookies with the Chair is a very popular event and will be repeated next semester. It is very useful for getting undergraduate student feedback.

The new faculty activity reporting system, Activity Insight, will be available this Spring for Tenure/tenure-track faculty only. PTK faculty will have access in future years. All faculty should meet with their graduate students at the start of the Spring semester to set expectations for the roles and responsibilities for their position.

Mentorship is an issue for BSOS — brought up by the candidates from the past week — junior faculty are assigned a mentor & we encourage people to talk to all faculty. We need to do a better job of making sure mentors are meeting with their mentees on a regular basis.

- Accept previous meeting minutes and approval of agenda

Done.

- Pending Action Items from the Dept Comm. Meeting Retreat (Oct 15-17) – Bell

Redhouse Communications has a master contract with campus and is being contracted for re-branding the MS programs and moving forward with a digital strategy package. Automatically posting Departmental website news items on the Departmental Twitter account is being tested.

Faculty need to post their office hours by their door. They can also include preferred contact method for appointments outside of office hours.

Information about the BSOS grant writing workshop and Earth Science Women's Network were circulated.

MS strategy for advertisement in China is in process. It is thought that conferences in China may be the best advertising mechanism.

The discussion about summer school for Wuhan undergraduate students in our department is still in the early stages.

A meeting is planned to discuss obtaining satellite data from Chinese collaborators.

The 5 year (4+1) MS GIS program for students from WHU (China) is still being reviewed. WHU has counter-proposed a 3+2 program. However, this program would be more difficult to implement as we cannot combine semester and quarter programs at UMD.

It is feasible to set up a summer course that would compensate a PhD student and allow UG students to have a research experience assisting the PhD student in her/his dissertation research.

Action Item: Meeting to discuss details and identify potential pilot cases – **Bell, Marroquin, Brueing**

Workshop on Geospatial Science Data Science for the Year (April 15 and 16th, 2020).

- Associate Chair Issues – Loboda

There is a new approach on *Honors* courses at the campus level starting next year. Currently it is voluntary, It is a three year commitment to teaching Honors courses that takes the faculty member out of the departmental teaching program for the duration of the commitment.

- Undergraduate Committee – Farrell (for Silva)

Julie Silva is working on the final edits for the Undergraduate section of the internal review and will be submitting it to the Chair.

Committee is reviewing suggestions on improving the undergraduate experience including; pizza with professors, attend TLTC courses by the faculty in ESJ to improve learning outcomes for students, develop a buddy system where senior faculty members and junior faculty members work together to get teaching practices up to date, departmental social actions to engage the undergraduate community.

- Graduate Director Academic Issues – Sun.

Motion to accept the attached Graduate Student Grievance Policy

Yes 23, 0 no, 0 abstentions. Motion passes.

We need to be careful about accepting PhD students with questionable TOEFLs as TAs. Sub-par scores require English classes and cause visa issues.

The process for reviewing graduate applications in Hobsons was reviewed.

Google Drive will be used for future PhD proposals and dissertations rather than the departmental shared drive as it will provide easier access.

- Graduate Committee – Sun (for Stewart)

Graduate students and faculty need to invite external speakers for the seminar series. Committee member will be the host and it is important to show the speaker how many are watching the seminar via webex as the number of individuals physically in the room can be low.

Action Item: Ensure we are sending our seminar announcements out to other departments on campus - **Stewart**

- Research Director Issues – Hurtt

The research section of the internal review are almost completed and will be sent to the Chair before winter break.

10 PTK faculty have requested consideration for promotion this cycle.

We have promoted Eric Vermote to Emeritus Research Professor. He is one of the first Emeritus Research Professors on campus.

The University Research Council is developing new policy for Centers and Institutes on campus.

- Research Faculty Committee – Feng

Nothing to report.

- Computer Advisory Committee – Kommareddy

PIs were provided with storage numbers, and corresponding proposed HPC comp charges, and there was concern about the amount of storage used and the cost. The HPC is a shared resource and we need to determine how to support it.

It is critical that PIs attend, or send representatives, to the Computer Advisory Committee. This is the best forum for getting system updates and to provide your group's IT needs and concerns.

Action Item: IT Director to take the lead and discuss the HPC and specific research needs with PIs – **Kommareddy**

Action Item: PIs should discuss their computing needs with IT Director before developing the budgets for their proposals – **All PIs**

Computer operating systems are being upgraded and old equipment from LeFrak and Hartwick are being surplussed with the data migrating to the HPC

Action Item: Discuss the new NASA cloud model with Kevin Murphy at AGU to better understand the requirements for cloud computing in NASA RFPs – **Hansen**

- GSO – Bruening

Plans for the Lunar New Year and the potential unionizing of graduate students were discussed.

- Updated Plan of Organization(POO) – Justice

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The changes to the POO were discussed and minor modifications were made to the document.

Motion: to accept the changes made to the POO

Yes 21, 0 no, 1 abstentions. Motion passes.

- Any Other Business

Upcoming Events

- 10/15-17/19 Departmental Committee Retreat
- 12/6/19 9 am - noon Departmental Committee Meeting
- 12/9-13/2019 AGU in San Francisco, CA
- 12/17/19 6-8 pm – University Commencement
- 12/18/19 3:30-5:00 pm – BSOS Geographical Sciences Commencement
- 1/22/20 9 – 11 am – Returning PhD student review
- 1/22/20 1-3 pm – Incoming Graduate Student review ** flagship fellowship nominations are due this day so faculty need to have prepared their nomination packages before the meeting.
- 1/23/20 all day – PACS
- 1/24/20 all day – PACS
- 1/27/20 – Spring Semester starts
- 1/28-30/20 – tbd Lunar New Year Celebration
- 2/7/20 9 am – noon – Teaching Team Meeting for Spring 2021 courses
- 4/15-16/20 – Workshop on Geospatial Data Science TBD
- 5/4-6/20 – External Review