

Departmental Committee Meeting Minutes

Friday 2/21/2020

Present: Chris Justice, John Keniston, Dongdong Wang, Kuishang Feng, Sergii Skakun, Tatiana Loboda, Kathleen Stewart, Ralph Dubayah, Sinead Farrell, Julie Silva, Laixiang Sun, Leila DeFloriani, Jack ma, Hannah Kerner, John K, Shunlin Liang, Rachel Berndtson, Caocao Chen, Jamis Bruening, Kristen Bergery, Victoria Berry, Erin Jacobs, Gina BEcton, Jack O' Bannon, Natacha Kalecinski, Bryon Marroquin, Ruibo Han, Brain Barter, Meghavi Prashnani, Kara Mobley, Dong Chen, Maria Zubkova, Joanne Hall, Jonathan Resop

ABSENT: Matt Hansen, Giovanni Baiocchi (on sabbatical), Jean Claude Roger

Called-In: Laura Duncunson

- **Introductions of new faculty and staff – Justice**
 - All present with the exception of Ji Zhou, a short term visitor who has left the department and returned to China
- **Accept previous meeting minutes and approval of agenda**

Minutes passed
- **Recent Developments and Chair's Update – Justice**
 - Kuishuang Feng has accepted the Associate Professor position.
 - An offer has been extended to Meredith Gore for Associate Professor
 - Yiqun Xie has accepted the CGIS Assistant Professor position
 - The Committee Report on the proposed School of Earth Sciences is completed and will be presented to the incoming President Pines. The proposal includes co-locating GEOG, GEOL, ESSIC and AOSC in five years.
 - MS GIS new student orientation event was last evening. There are 10 students in the Spring 2020 cohort.
 - Coronova Virus updates → GEOG had 13 faculty recently visiting colleagues in China but none contracted the disease. We are cancelling the graduate student summer China Ambassador program, the Dean has cancelled his Wuhan trip and we are cancelling the planned international GIS and remote sensing meeting
 - Lunar New Year event went well
 - BSOS issues:

- Outside Professional Activity reporting is mandatory for faculty and exempt staff – the deadline is today.
 - **Jeff Lucas is stepping down and they are looking for an Associate Dean for Research**
 - Wayne McIntosh is stepping down and they will be looking for an Associate Dean of Graduate and Faculty Affairs
 - The issue of graduate student stipend increases needs to wait until after the College rebasing this Spring
- **Retreat Items (Vivre Bell)**
 - Feasibility of moving to a 1+1 load → is also waiting on rebasing
 - Geospatial Sustainability Concentration → Sun
 - Developed a cost-benefit analysis → will discuss with the new faculty arriving in the Fall
 - MS program → re-branding on going with an outside agency
 - **Contract has been signed**
 - Twitter feed has been set-up so that website news stories automatically go to our twitter feed.
 - **Please submit stories and news**
 - Negotiation on more DRIF return → in progress
 - All other items are completed or in progress
- **Associate Chair Issues – Loboda**
 - List of courses not taught in 5 years (attached) were reviewed.
 - **ARCH already teaches an Urban Planning class. It was proposed that this class could be cut from the list.**
 - Procedure for applying for summer and winter teaching opportunities for PhD students were discussed
 - Current regulation that the PhD student needs to have Advanced to Candidacy to teach in Winter and summer has NOT been enforced.
 - **Bruening noted that is not unreasonable to require Advancement to Candidacy but could be decided on a case-to-case basis with approval of the students Advisor.**
 - **Developed modified procedures to be put in the Graduate Student Handbook**
 - Concern about the proliferation of concentrations within the department

- Suggestion: fold concentrations that do not have high interest/enrollment. This is an issue because multiple concentrations require more classes to be offered and there is a lack of consistency in the offered classes
- Loboda: proposed removal of Tracks -- it is an issue for advising and defining the major
 - 1 major with 4 concentrations
 - New course approval in progress
 - **Message:** The School of Earth Science, ENST, Public Policy, I-School need to come together and work together and help us create interdisciplinary programs that work for Geography → have a meeting before meeting with Katherine Russell
- Student Accommodations
 - We need to create a broad department policy on how to handle sick students and absences especially in large lecture classes
 - Remote teaching and attendance for sick and snow days when campus is closed.
 - ADS guidelines allows absences and different accommodations due to disabilities → need a detailed implementation plan of submission and creating a system of allotted number of absences
 - The TLC does training on Universal teaching

Action Item: Schedule a TLC Instructor to provide a presentation tailored for GEOG Professors and TAs in the Fall – **Hall**

Action Items: Request documentation of best practices for student accommodations from Associate Dean Russell – **Loboda**

- Undergraduate Committee – Silva
 - Good news: 2 Truman Fellowship Finalists from our department
 - Committee is looking at ways to increase and engage majors including
 - Letters and Sciences presentation by Sinead Farrell
 - Micah Brachman promoted MSGEOINT classes in Silva's class
 - Encourage faculty to apply for BSOS DRI grants to finance undergraduate student research experiences
 - Selfie Challenge and selfie bingo
 - Proposal: Geography Club and GTU Honor Society

- There is currently no faculty participation in either Club – John Keniston kindly offered to participate
 - Initiation ceremony for those inducted in the society (May 6th)
 - Same day at external review
 - Talks given by the faculty (determined by lottery) → network event
 - There is a \$40 initiation fee and a faculty advisor is needed. Chris Justice agreed to take on this roll initially
 - Should the department pay the initiation fee? Chris Justice suggested the Department could provide a match (\$20) per student as an incentive for students to participate and off set the cost – issues concerning implementation to be investigated by Vivre Bell.
- Graduate Director Academic Issues – Sun
 - Recruitment for TAs
 - 12 offers made
 - 3 accepted the offer // 2 more offers need to be made
 - TOEFL score continues to be an issue for TAs who must meet minimums
 - A Half-TA position is still open. Faculty are requested to look at the applications and suggest names.
- Graduate Committee – Stewart
 - Open house event for the PhD program in September to promote the program
 - In-house students
 - Advertise to local area and neighboring universities
 - PhD recruitment materials needed at conferences (similar to the Masters programs)
 - PhD interest list collected from AGU
 - Create a PhD pitch video (advertisement) → similar to the departmental video

Action - Graduate Committee to work with BSOS (Laura Ours) to develop the PhD focused video

- Research Director Issues – Hurtt
 - Campus is considering a system where PIs who are delinquent in submitting final reports for their federal grants will not be able to submit new proposals.
 - Working on promotions for research faculty → March 1st deadline

- Roses 20 is released. There are half-a-dozen solicitations relevant to GEOG between now and October. A research coordination meeting will be held to discuss possible collaboration.
- Research Faculty Committee – Feng
 - Feng now sits on the Campus level PTK committee
- Faculty Specialist Committee – Keniston
 - **Motion** to accept the revised structure of the Faculty Assistant/Faculty Specialist PRD format (attached)
 - **Motion** to accept the merit criteria for Faculty Assistant/Faculty Specialists to be incorporated with the revised Faculty Merit Policy (attached).

Favor: 26 // Against: 0 // Abstain: 0
BOTH MOTIONS PASS AND ARE ACCEPTED

- Graduate Student Organization – Bruening
 - Proposed pilot for summer class for undergraduates to help PhD students with their research. Grad student would be instructor of record and get paid and students would get independent credits.
 - Graduate Students are supportive of the idea but finding a PhD student at the right stage of their research has been difficult and we may need to pilot the course summer 2021.
- Year of Data Science: update – Skakun/DeFloriani
 - April 15th -16th – Workshop on Year of Geospatial Data Science, the Hotel
 - 2 invited speakers // 6 dept. Speakers // 6 other speakers
 - Flyer has been created
 - Attendance and presenters from the department
 - ~100 participants // 25 for workshop → 30+ applicants for the workshop already
- Computer Task Force – Kommareddy
 - Departmental HPC including Comp Ops and Architecture was presented.
 - 4 potential scenarios for HPC use based on requirements
 - use pre-existing dept. compute and storage
 - purchase servers
 - purchase storage array
 - purchase server and storage array
 - Tiered system (charge per 10TB units)
 - Cost comparison by vendor -- amazon vs campus vs independently by the department (see HPC slides)

- External funding should support the research that's being done. Compute should go into proposals.
 - If you don't have the funding, dept needs to look at that. Campus offerings are more expensive.
 - PIs should plan for funding its use in future proposals.
 - Siloed vs clustered environment
 - Siloed: 100-200 mb/sec
 - Clustered: Each node 3000 mb/sec -- much faster
 - Trying to still migrate off of siloed clusters. Need to get rid of old equipment out of warranty before the move out of Hartwick.
- Updated Faculty Merit Policy – Justice
 - Per the Faculty Senate, departments need to incorporate all PTK ranks into their faculty merit policy. Draft of updated policy attached. After Dept Committee approval, policy will go to all TT and PTK faculty for majority approval via a secret ballot, as required by campus policy.
 - After discussion it was agreed that the wording should be modified that the committee would only consider Excellent or Special Excellence. References to Unsatisfactory or Satisfactory to be removed from policy.
 - 25 in favor, 1 abstention. Policy will be sent to secret ballot.
- 4600 River Road Update – Bell and Justice
 - New building details discussed and third floor layout was presented.
 - Plan is to move all Hartwick researchers (Aug/Sept) and then most of LeFrak researchers to River Road.
 - LeFrak teaching program will be able to expand into the vacated first floor space. Plan is to maintain the administrative office suite on the second floor but give up the research lab and other offices.
 - Challenge for people moving between LeFrak and new building but they will increase the frequency of campus shuttle buses and there will be a nearby purple line stop.
 - Internal offices have glass panels that let in a lot of light. Goal was to provide natural daylight to all workspaces.
 - Discussion of payment is still going on. Proposed that proposals submitted after March 1st will be on campus rate and campus will cover rent. All current Hartwick grants will be grandfathered in at their current rate.
 - Space will have large GEOVIZ Seminar room, conference rooms, kitchen, coffee room, cubicle layout. 2-3 huddle rooms.
 - No areas have been assigned to individual research groups yet.
- Any Other Business
 - Jack Ma is involved with the NASA Helio Hackweek in June.
- Meeting adjourned 12:10pm.

