

Departmental Committee Meeting Minutes

Friday 5/10/19
9 am – 12:00 pm
Room 1158

Attendees:

Gioanni Baiocchi, Brian Barker, Vivre Bell, Kristen Bergery, Rachel Berndston, Meridith Brown, Leila DeFloriani, Kusihuang Feng, Ruibo Han, George Hurtt, Chris Justice, Anil Kommareddy, Shunlin Liang, Tatiana Loboda, Ron Luna, Jack Ma, Byron Marroquin, Janet Nackoney, Douglas Rao, Jonathan Resop, Sergii Skakun, Kathleen Stewart, Laixiang Sun, Alison Thieme

Faculty Absent:

Ralph Dubayah, Laura Duncanson, Sinead Farrell, Matt Hansen, Taylor Oshan, Julie Silva,

- Accessibility & Disability Service Presentation – Lindsey Visbaras

Presentation PowerPoint has been added to the departmental intranet.

- Introductions of new faculty and staff – Justice

Recent Developments and Chair's Update – Justice

Accept previous meeting minutes and approval of agenda

Allen Eney is retiring – was employed for 33 years.

Alice Altstatt is retiring after 20 years

Janet Nackoney is taking a AAA Fellowship with USAID and retiring from the Dept

Ben DeVries has a tenure track Asst Prof appointment

Douglas Rao is going to post doc position in North Carolina

The Chair thanked all of these individuals for their service and their contribution to the Department and the Discipline.

George Hurtt received a UMD Distinguished Scholar Teacher Award

Kuishuang Feng was awarded the BSOS Excellence in Research Award

Mona Williams was awarded the BSOS Outstanding Staff Award

Petr Potopov was awarded the Provost's PTK Excellence in Research Award

Austin Sander was the inaugural winner of the BSOS 'George M. Phillips Public Service Initiative' Award.

The Chair congratulated all of the above on their outstanding accomplishment.

TT Faculty are reminded that they need to let the Chair know when they will be out of town during the semester. The faculty absence calendar is being setup so faculty can enter their travel directly. Absences for those teaching should be limited to one or two non-consecutive classes/weeks.

Faculty are reminded to contact BSOS (Sara Gavin, sgavin@umd.edu, Associate Director of Communications and Media Relations) about press releases and she will in turn contact campus communications and the media. All Faculty and Grad students are asked to contribute news items, published papers, meetings attended, invited presentations given to the Dept. Web Site. The Chair would like to thank all those who have contributed recently and encourage others to do the same.

The mentoring of Assistant and Associate Professors is important and mentorship meetings should happen once a semester.

Graduate students and their advisors are supposed to meet once a semester to set expectations. We need to make sure this is happening. If a graduate student has problems with meeting their advisor, they should contact the Graduate Director. If the Graduate Director is their advisor and they are having problems, they should contact the Chair.

Shunlin Liang is graduating four PhD students in May. This is an impressive accomplishment and could even be a record. A total of eight PhD and two MS students are graduating in May. Six additional PhD students are walking at May Graduation Ceremony but will be graduating in the summer.

- Associate Chair Issues – Loboda

Motion to replace GEOG788D with TLTC798 in the PhD required course list starting for the Fall 2019 PhD cohort.

Yes 18, 0 no, 0 abstentions. Motion passes.

Loss of undergraduate majors is being reflected in loss of funding from BSOS. We lost the funding for half a TA for FY20 due to the low numbers of majors.

We need to be concerned with growing our undergrad majors. As the only STEM major Department in the College, we could offer a variety of Gen-Ed courses to attract undergrads and hopefully convert them to our majors.

A proposed new concentration will be a critical Retreat topic. We need to develop the content in order to submit the paperwork by the end of the semester – **Retreat Topic**.

We have technical classes that need TAs. We need to determine how to handle this – do we grow the program if we cannot get additional resources to run it – **Retreat Topic**.

We have waiting lists on 373 during the semester. Do we open another section and provide a TA using Departmental resources? If we do this, it could have a negative impact on summer enrollment numbers for 373 further reducing departmental resources? The Chair said that if this was considered to be a critical need, Departmental resources would be found

We should have more of our research linked to our courses and undergrad program. There is a disconnect between research and the undergrad program. We need to do a major push to market the program.

- Undergraduate Director Academic Issues – Luna

We are graduating 53 majors this spring and need to replace them with new majors this summer and fall. We are working with the Departmental Advisors in Math and Computer Science to educate them on what GIS is and to hopefully recruit majors or minors.

Instructors are asked to send emails to their best students asking if they have considered GEOG/GIS as a major and suggesting they meet with the advising office.

We are shifting the focus from the Honor's Program to the Five Year Master's Program. We have four BS/MS in Fall 2019. Faculty are asked to recruit individuals for the Five Year Master's Program.

We are looking for more online classes to provide during the summer. If you have a course you think would be popular, please let Ron Luna know.

We need to decide how to handle the internship program – **Retreat Topic**

Some materials are still needed for the Learning Outcomes documents.

We need to determine a good way to capture TA performance. Instructors should take this seriously. If a TA is not doing their duties well and has a lack of response and unwillingness to perform their duties or improve, they should not be a TA.

How do we link teaching evaluations to the PAC? A midterm evaluation of a course to see if there are issues in TA performance would allow time to make changes/improvements. TAs need to be evaluated especially if they are leading a discussion section. Associate Chair will flag problem cases for discussion in the review of returning students in the Fall.

- Undergraduate Committee – Hurtt

Marketing plan is being developed for the department. Amanda Hall drafted a prototype that has been posted in Computer Science and other departments to advertise our majors.

Action Item: A lunch will be organized with advisors from other departments to show them what GEOG/GIS is - **Hall**

Learning Outcome Report – Campus wants to see us document the learning and make changes based on what we found, for example moving the math requirement up so they are better prepared for tech classes. Two PhD students are being hired to match relevant questions to the rubric for the evaluation report.

Action Item: A one page summary of the cheating and mental health policies should be developed that links to the campus policies - **Undergraduate Committee**

Action Item: Hold a seminar about health and wellness and guidance about warning signs given by the Counseling Center. The seminar should be mandatory for faculty. Proposed to hold it during lunch one day during orientation week. – **Berndtson**

- Graduate Director Academic Issues – Sun

12 PhD's have accepted for the Fall 2019 cohort. We made two Flagship Fellowship offers. One has declined and the other has not responded yet.

Motion to approve the changes to the PhD Handbook (attached)

- Pages 3-4: deletion of GEOG788D and addition of TLTC798.
- Page 4: updated coursework table
- Page 5: updated coursework table
- Page 6: TLTC798 added in winter/summer TA evaluations
- Pages 8-9: annual reviews to reflect new Canvas procedure.
- Page 14: updated remote participation info.
- Page 16: deleted annual review form, since info repeated from pages 8-9
- Page 17: deleted GOA rubrics
- Page 20-22: updated remote participation info and deleted GOA text
- Page 27-28: updated remote participation info and deleted GOA text
- Throughout: updated Appendix letters to match new content

Yes 28, no 0, abstention 0 - motion passes

Starting with Fall 2019, new PACS will use google drive. Existing PACS will continue to use the shared drive.

Action Item: If you have a student who had a great PAC, please let Rachel know and she will make the materials available as an example for other students to see - **Berndtson**

We are getting rid of GEOG-jobs listserv. Future job announcements should be sent to geog-grad@umd.edu.

Thanks to the orientation committee. Incoming students will be sent information next week. They will be given a contact to show them their desk assignments when they arrive in August.

- Graduate Committee – DeFloriani
 - Short Course Offering for Fall 2019

We don't tap into all the graduate student funding that is available and do not do a good job in guiding our graduating students to find fellowship funding opportunities.

Action Item: Look into NSF, the various foundation and other fellowship funding opportunities and develop a good mechanism for making our students aware of the opportunities – **Graduate Committee**

We will hold a graduate student Short Course for Fall 2019 and see how it goes. Top choice among graduate students was Python for Data Science Intermediate Users.

- Research Director Issues – Hurtt

We are collecting the merit documents for calendar year 2018. The merit system is designed to include all years since last merit review once merit is available.

Maddie Guy can help you with editing news items for the website. It is important that we post Research news items. Graduate students should be posting news items about their fieldwork.

Action Item: Guidelines and process for news items or banner items developed by Maddie Guy and Mary Mitkish to be circulated – **Hurtt**

Thanks go to Janet Nackoney and Brian Barker for doing a great job serving as the Chairs of the Research Faculty and Faculty Specialist Advisory Committees. John Keniston will be the Chair of the Faculty Specialist Committee for FY20.

- Computer Task Force – Kommareddy

HPC usage has gone up. HPC comp ops is being developed so that the HPC will be sustainable.

We are in the process of increasing the lab fee for the computer teaching labs.

Action Item: Session during orientation week to provide an overview of all tech resources available to graduate students in the department. Session will be recorded and posted – **Tech Staff**

If you have trouble recording via webex, please send an email to geoghelp.

Action Item: Develop a tutorial on webex and post for users – **Tech staff**

- GIS Center Update – Stewart

The Assistant Professor in GIS search has not found a suitable candidate but will remain open.

We are searching for a Lecturer for the MIS in GIS and GEOINT who could potentially serve as a temporary lecturer for the regular academic program.

Taylor Oshan will be teaching an online course in the Models and Methods for Spatial Data Science at the 400 level in the Fall.

- RSCE Center Update – Dubayah

Will get update at the next Departmental Committee meeting

- Year of Data Science Update – DeFloriani and Skakun

Submitted a proposal from GEOG, Computer Science, UMIACS and the ISchool.

If the proposal is funded, we will need an open discussion during the retreat to plan – **Retreat Topic.**