

**Department of Earth and Space
Sciences Meeting of the Faculty
Friday, 1/5/24, 2:30 pm in JHN 022**

OPEN MINUTES

[In attendance: Bergantz, Buick, Catling, Condit, Crider, Crowell, Duvall, Fudge, Gorman-Lewis, Huntington, Journaux, Koutnik, Krissansen-Totton, Mehra, Muth, Schmidt, Steig, Stone, Swanson, Teng, Tobin, Walters, Waddington, Winebrenner, Campese, Caton, Dakins, Lindquist, Aranguiz, Fintel, Chelsea Wood, D. Reusch, M. Reusch, Hartog, Wilbur]

Call to Order - Open Session (2:30 PM)

Announcements and Business

- Invited Presentation by Chelsea Wood (SAFS GPC) on Academic Leadership training provided by True Colors (Information + summary of SAFSs experience).
 - Request access to slides.
 - True Colors offers a 4 day training on how to be an academic leader. SAFS went to Friday Harbor for 4 days over Spring Break. The CoENV Dean's office has offered to pay for 50% of the costs.
 - If you have any questions, please email Chelsea Wood (chelwood@uw.edu). Chelsea is also happy to connect you with other faculty who participated.

Announcements:

- **NSF Overdue Annual and Final project reports** (Steig)
 - It is important to get these in on time, there can be major consequences for the PI, department, and UW.
- **Deadlines:** As soon as you get a notification of a grant from NSF (or any other funding source), contact Eunice about it. This is LESS automatic than it was, pre-workday.
- Submit your **faculty annual report** each year - this is necessary for promotions, and can cause serious headaches down the line if it is not done.
- ESS will host an **Open House event** on the weekend before Earth Day (April 20 or 21, specific date and time TBD). This is free and open to the public. See [SAFS Open House](#) for an example. Summer will be reaching out soon with more information and a call for volunteers and exhibit/activity ideas.
- **ESS Messaging** - reminder to faculty please fill out the [form](#). Your responses will be collated and may assist in discussions at the faculty retreat.

- **Front office updates** (Caton)
 - The front office is working on reimbursement training (powerpoint document) for faculty/staff/students. This training will be available on the intranet.
 - We will eventually lose functionality of the [old intranet](#). Summer is working on migrating information and documents to the [new intranet](#) on the new website. Be on the lookout for communications on these updates.
 - Please use [this form](#) to submit questions/comments regarding the website.
 - Please read over the new [Key Request and Refund Procedures](#) for information on how to request keys and make deposits. *Keys are now \$20/key, and deposits can only be made via credit card.*

Business:

- **Agenda for faculty retreat** (Steig)
 - Future hiring, Curriculum, Graduate Student funding, Advancement are priorities.
 - Google doc will be sent out for Faculty Retreat Agenda Suggestions.
- **Faculty mentoring policy** (Steig)
 - Key points:
 - All junior (or other) faculty are assigned two mentors (whom they choose)
 - The mentoring committee meets with them 1/quarter and reports to Chair 1/year
 - At least one mentor shall be part of a 3-person evaluation committee at time of 3-year reappointment and promotion to tenure.
 - Online Vote
- **Grad student admissions policy for ESS affiliate and adjunct faculty** (Steig)
 - What policies/procedures/information needs to be updated to make sure our Affiliate and Adjunct faculty are getting all the information they need to successfully advise ESS students?
 - Chair + policy committee will work on creating this policy to present to faculty.
 - Annual reminder from admissions committee on how admissions work, money available, and procedures throughout the year working with grads/mentees is important – and we need to make sure this gets to our affiliate and adjunct faculty as well.

Standing Committees Announcements

- **Admissions (Huntington)** - announcement about timeline for reviewing applicants

- Applications closed 1/5/24. There are 209 PhD and 83 masters applicants. The goal of this committee is to review and move to admit in the next 2-3 weeks, by Jan 26 if possible, as there are some fellowships/awards that need to be nominated for by the end of the month.
- A spreadsheet with all information will be sent out once it is populated.
- Please only admit students you can support financially and have the bandwidth for. The committee will look at all requests to admit students with this in mind.
- **Advancement (Steig)** - update (fundraising priorities, advisory board)
 - 3 proposed fundraising initiatives
 - State-of-the-art research spaces/infrastructure
 - Increasing student experiential learning opportunities (funds for field experiences)
 - Graduate student funding
 - The committee is working to create an external advisory board. Faculty members, please think of suggestions for names for this board (alumni, industry partners, people who are generally enthusiastic about supporting the department).
 - The purpose of this advisory board is to support and advise the department. This is *not* a board of directors. Charges for the board members will have language to make this distinction clear.
- **Curriculum (Crider)** - announcement
 - Curriculum discussion at retreat will have visioning and goals for graduate curriculum. The committee will send out a short survey to collect initial thoughts ahead of the retreat.
 - The committee will deliver proposals for the B.S. tracks for faculty review in advance of the February faculty meeting for vote.
 - The committee plans to have a proposal regarding MESSAGE by the March faculty meeting and hopes for brief discussion regarding this program (vision, big picture) at the faculty retreat.
 - Written comments from grad students will be included.
- **Colloquium (Mehra)** - reminder about speaker nomination process
 - Please use [form](#) to nominate speakers. Please feel free to nominate internal ESS researchers.
- **Renovations (Tobin, Gorman-Lewis, Journaux)**
 - [Renovation Request Form](#)
 - Anyone can submit requests at any time. Reminder that this is an advisory committee, not a decision-making committee.
 - Committee meeting soon to discuss current requests.

Adjourn to Executive Session (3:44 PM)