

**Department of Earth and Space  
Sciences Meeting of the Faculty  
Friday, 10/4/2024, 2:30 pm in JHN 022**

**OPEN MINUTES**

[Attendance: Bergantz, Buick, Cantine, Condit, Denolle, Duvall, Huntington, Journaux, Krissansen-Totton, Lipovsky, Mehra, Montgomery, Schmidt, Stone, Teng, Tobin, Walters, Waddington, Winebrenner. Bernard-Kingsley, Caton, Lui, Lindquist, Ledeczi, Cowan, Reusch, Koepfli.]

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

**Announcements**

**General Announcements and News (Schmidt; 15 min)**

- Department News from the summer
  - FINESST (Nodal, Cothren)
  - Nye Lecture (Roe)
  - NASA grants (Journaux), 2 from the same program
  - Cowan - GSA award, recognized by foundation for contributions to foundation and society.
  - Heitmann - GSA award
- Faculty meeting expectations
  - Meetings will end at 4:30 PM sharp. David will be responsible for keeping us on time. There is concern about fitting all discussions into meeting times, particularly during the faculty searches. Please hold the third Friday of each month from 2:30-4:30PM open as a tentative executive session. We would like to have this on your calendar already so we do not need to search for a time. Summer will send out a calendar invite so this shows up on your calendar. It will be "tentative". If this changes, Summer will change the calendar event, and will notify exec faculty of the change.
  - We will be strictly adhering to WA Open Public Meeting laws. Agendas must be posted 24 hours in advance and topics cannot be added at the last minute. The Executive Session will be used strictly for personnel issues (e.g. hiring, retention), legal issues, and contractual matters to discuss as a group.
  - All agenda items need to be submitted by the Wednesday before the meeting and include the topic, who will present, and how long the presenter will need for presenting and discussion.

- A zoom link will be available for all faculty meetings. You can find the zoom link on the Agendas when they are sent out, or on the event posting on the department calendar ([example here](#)). Please participate in person when you can. The zoom link is largely for people traveling/unable to attend in person but still want to participate in the conversation. While we want to make attending the meeting as accessible as possible, meetings are also important community discussions/events.
- Update on Committee Assignments
  - David has connected with everyone about department committee assignments and hopes to finalize assignments the week of October 7.
  - He will connect with chairs to develop the charges.
  - Grads have voted on elected members of those committees.

### **Introduce Undergrad Program Coordinator (Duvall; 5 min)**

- Can request slides
- Thank you to Drew, Noell, M, Kristin, and David for help transitioning to this important role.
- Discussed best practice reminders for Autumn quarter. Be on the lookout for a detailed email from Noell—Please read and bookmark it!
  - [UW Syllabus guidelines and resources](#). There is language that is required to be included in a syllabus. Please respond to DRS emails in a timely manner. Post your grading policies to CANVAS and follow them throughout the quarter. Provide grades/feedback as the quarter progresses so that students have knowledge of their standing in the course before the end.
  - SafeCampus - can assist students AND faculty if someone feels unsafe. Does not need to be a serious issue to get guidance, they can also serve as a resource. We have an incredible advising staff, keep them in the loop as well.

### **New Business**

- **IT updates (Liu; 5 min)**
  - STF updates
    - Updates to the JHN 021 computer lab will occur during winter break
    - STF calls for proposal applications at the start of every quarter. Henry can provide guidance for what STF board generally looks for in proposals. They have money to spend and are saying yes to a lot of things right now.
  - Important IT updates

- You have until Nov 5th to move data off of google drive if over the 100 GB limit. There are ways around this if you pay.
  - Windows 10 end of life October 2025. Will be upgrading machines to Win11 throughout the year. There is a lot of hardware that will no longer be supported. **Henry will send out a survey about this.**
  - Henry obtained 55 Win11-compatible desktop workstations. These are available and will be offered first to graduate students. If anything is available afterwards, will be offered to faculty and staff.
  - Henry will be away for 2.5 weeks in October. He has hired three work studies starting the week of 10/7, Anton, Maya, and Andrew. Emily will be onboarding them while Henry is gone. Please hold off on major project requests until after Henry returns.
  
- **Geomorphology Faculty Search Update (Alison; 1 min)**
  - 67 applicants, College checked demographics and said there were no problems. Approved to proceed. Kate attended the latest UW training on faculty searches. She will disseminate the best of what she learned to the committee. Kate will send out a reminder about the list of questions that are illegal to ask candidates.
  
- **Planetary Sciences Faculty Search Update (Fangzhen; 5 min)**
  - Closed 2 days ago. 78 applicants. Still waiting to hear from the College. Once we have approval, we can proceed.
  
- **ESS Advisory Board Update (David; 10 min)**
  - The main goal of the board in the next 6-8 months is to close their knowledge gap regarding department operations and needs. Specifically, what are the things board members want to contribute to and so what do they need to learn?
  - Below are areas the board feels strongly about supporting. They have divided into subgroups to determine what information they need to request and brainstorm how the board can best support these efforts.
    - Mechanisms of alumni engagement – How do we bolster a network, communicate needs, connect everyone together
    - Student engagement & support – Want to support students, want to better understand student experiences
    - Field experiences and experiential learning opportunities – Really important for what shaped their own careers, curious how this is being done in this department

- Professional MS program – A lot of support for what this means for ESS
- The first board meeting was a success. Meeting priorities included onboarding board members to the state of the department, discussing their mission statement and priorities, and figuring out board logistics. Members are very excited about supporting the department as ambassadors and advisors. They are particularly energized about student experiences and career paths.
- Faculty discussed the purpose of the board, and it was emphasized that the board is advisory in nature and members are ambassadors of the department.
- Faculty discussed the role of the Advisory Board in supporting research.
- **Department finances update (David; 5 min)**
  - Scott and David have met with the College-level finances team and are developing a 3 year budget projection. Workday continues to be a challenge when tracking income and expenses. The department is in deficit tied to start-up commitments. It is David and Scott's job to manage this. The College is aware and they are supportive of our situation. The deficit is manageable if spending out of start-ups is properly planned. *Take-home message: department finances are tight but stable.*
  - **Considerations for requesting departmental support**
    - **Please address all requests in email to both David and Scott.** Approved expenses will be given a fixed upper dollar amount. Spending can only be up to this amount.
    - Some requests are easier to support than others depending on the budget/expense category and there will need to be a prioritization of where money is spent. For example, donations can often only be spent on specific things.
    - If you have a need, you should still ask. We will try to accommodate requests the best we can to support everyone to be successful. However, there is a limit to what we can do.
  - Changing procedures/policies will be written down and disseminated to the department community soon.

**Adjourn to Executive Session (3:14PM)**