

## DEPARTMENT OF EARTH SCIENCES

### Departmental Meeting

Monday, March 12<sup>th</sup>, 2012 1:30 pm

In attendance:

Diana Allen, Andy Calvert, Kevin Cameron, John Clague, Robbie Dunlop, Gwenn Flowers, Dan Gibson, Cindy Hansen, Dirk Kirste, James MacEachern (Chair), Dan Marshall, Doug Stead, Derek Thorkelson Brent Ward, Glyn Williams-Jones, Bonnie Karhukangas, Tarja Vaisanen, Keith Baker (Undergrad Rep)

Absent: Corinne Griffing (Grad Rep), Shahin Dashtgard

#### **1. George Agnes, Associate Dean – Faculty of Science**

George will be reviewing course curriculum and recruitment. There are two new upcoming positions in the Faculty of Science; a Managerial Position and a Communications Officer.

#### **2. Approval of Past Minutes**

*Motion to approve minutes of October 3<sup>rd</sup>, 2011* K. Cameron, Seconded: D. Kirste

- Approved unanimously

#### **3. Chair's Report – James MacEachern**

- i) 10 New Petrographic Microscopes have been ordered.
- ii) Department Review has been approved at Senate. Strategic plan needs to be completed (no new hires until this has been done.)
- iii) 3 Year Plan due August 2012
- iv) Teaching assignments not complete – waiting for undergrad committee recommendations.

#### **4. Committee Reports:**

##### **a) Graduate Committee – Dan Gibson**

- i) Dean of Graduate Studies now has a new online system for submitting and adjudicating graduate applications. This will help speed up the process. EASC welcome letter revised to remove 'admission comments' as DGS now sends our Admission Approval letters.
- ii) University standardized online "annual progress report" (APR). Progress reports need to be done on time as this could affect funding.
- iii) Dean of Graduate Studies office will be allocating "lump sums" to departments for GF's, Special Graduate Entrance Scholarships (SGES) and Travel and Minor Research Awards (TMRAs). EASC can decide how to allocate funds.

iv) President's Research Stipend no longer offered; replaced by University-wide competition for "President's Scholarship". The same criteria, but now a university wide competition.

v) Private Awards moving to a Once a year cycle

b) *Undergraduate Committee – Glyn Williams-Jones*

i) Joint program with Chemistry passed through senate. Effective Sept 2012

ii) Adhoc reports received and will be reviewed at next undergrad meeting.

iii) Learning Outcome Steering Group – Glyn is on the committee. They will be looking at program level goals and ways to measure achievement.

c) *Other Committee Reports*

Library Committee: Dirk advised that all the Library money has been spent. Please forward any requests for upcoming books. A larger portion of funds are being used towards ebooks and journal subscriptions.

**5. Any other Business**

Matt Plotnikoff:

i) March 15 – there will be a University wide print assessment

ii) Water filtration systems to be installed

iii) Summer vehicle schedule – please try to book by April 1<sup>st</sup>

iv) Computing labs will have machines updates – please advise if this will affect teaching schedule.

v) Undergrad students need to have lab safety training for work in labs. Next training session May 2012.

Keith Baker:

i) ESSU comments – Seems to be more upper programs offered in the fall; 2<sup>nd</sup> year students would prefer 2 x one hour classes.

**Motion to Adjourn:** Unanimous

Meeting ended at: 2:25 pm