

DEPARTMENT OF EARTH SCIENCES

Departmental Meeting

Monday, November 27th, 2017 at 1:30 pm

In attendance:

Diana Allen, Andy Calvert, Kevin Cameron, Robbie Donald, Brendan Dyck, Gwenn Flowers, Dan Gibson, Dirk Kirste, Doug Stead, Brent Ward (Chair), Glyn Williams-Jones, Eileen van der Flier-Keller, Tarja Vaisanen, Matt Plotnikoff, Bonnie Karhukangas, Teresa Rosales (Grad Rep)

Excused: Shahin Dashtgard, Cindy Hansen, James MacEachern, Dan Marshall, Derek Thorkelson,

1. **Approval of Past Minutes:**

Motion to approve minutes of October 16th, 2017 D. Allen, Seconded: R Donald

Approved unanimously

2. **Chair's Report:**

- i. Dugan O'Neill new VPR – will have a meeting December 5th. Gwenn and Glyn offered to be connection to Canadian Foundation for Innovation (CFI)
- ii. Shrum Chair – there has been recent attempt to re-initiate with a shared chair in the life sciences. However there were difficulties in the number and quality of the candidates.
- iii. Susanne from the Dean's office has mentioned in a past DAC meeting about managing research contracts and conflict of interest. Be cautious with contracts – see Article 20 from Collective Agreement for more details.
- iv. December 1st is the EASC Christmas Party.
- v. University Outreach Award deadline for nominations is December 8.
- vi. Nancy Cardoza from the Dean's office has left the University. She was instrumental in helping us receive funds from outside donors. She will be missed. Sharina Sharif is acting in her capacity until a replacement is determined.
- vii. Natural Hazards position had 92 applicants. The hiring committee will have a meeting next week to compile long list. Hopefully will start skype interviews in Jan.
- viii. The procedure for 5 Year Plans has changed in that it is a bottom up procedure. We draft outs and then it goes up to the Dean's office. Guidelines are available. Ours is due March 2019 – 10 pages max (Dean's request). VPA has a template to follow.
 - Aboriginal issues/tradition added to curriculum
 - Aspirations kept in check/realistic requests
 - Standard outline to follow from the Dean
- ix. Department Review Update:
 - Surveys had been distributed
 - Glyn has been collecting data
 - Undergrad Comm has a meeting on Tues to gather material
 - Dec 15 deadline to submit updated info (faculty profile, CV, research groups)
 - Final version submitted Jan 19
 - Lunch reception on March 21
 - Bonnie to send out reminder to submit info
 - Compare to other Universities – Brent will check to see if necessary

3. **Grad Committee**

- i. December 4 deadline for feedback submission
- ii. Grad reports are back online – Gwenn reviews each one. Please fill out in a timely fashion. Grad students need to fill out their portion including plans for the next year.

- Automated notification should be sent out
 - System automatically tracks funding.
 - iii. Next GF's coming up – they should not typically be issued to students who have just started up. We have a large amount of GF's available for summer 2018. Cost of living is higher than students are able to earn through GF's and TA's – perhaps going forward they may not be denied if already have a TA.
 - iv. Situations have come up that students have been working full time and not really working on their program – they should apply for a semester leave in this situation.
4. **Undergrad Committee**
- i. PHYS 130 is being deleted – some of our pre-req's for courses will need to be updated.
5. **Environmental**
- i. The proposed School of Environmental Sciences is still waiting on approval. Dean of Science and Dean of Environment have issues about how it may impact sciences. Dean of Sciences is concerned that they will be hiring more people that would teach courses similar to courses in Science Departments
 - ii. Archeology has proposed a BSc on Deep Time – we could potentially offer some of our courses as part of that. Dirk/Diana will review our courses to see which could be part of their program.
 - iii. Watersciences program has not had the enrollments as expected as it is perceived as too hard.
6. **Academic Integrity**
- i. Final exams and snow storms – issue is that some students wrote the exam at the disabilities centre when the regular students then may have not written due to timing of start and subsequent closure of university. If anyone was affected by this last year, please submit comments about how it was applied. Exam hardships could also be an issue with rescheduling exams.
 - ii. Plagerism with writing intensive courses etc is on the increase. The University has a website (Turn it in) that has info to help screen. If used, this information needs to be disclosed up front on the course outline in advance of using. There is a template that can be used when adding this info to the course outline.
7. **Safety**
- i. There were two incidents this past summer. Acknowledge of risk forms were beneficial and no further action was required.
 - ii. New Young Safety Orientation Forms should be submitted to Bonnie (all students)
8. **AOB**
- i. Dirk: library external review – everyone dislikes their website (difficult to navigate)
 - ii. We have resources to purchase books for the library – if there is anything you would like to see them carry let Dirk know.

Motion to Adjourn: Unanimous

Meeting ended at: 2:30pm