

# DEPARTMENT OF EARTH SCIENCES

## Departmental Meeting

Monday, Sept 18<sup>th</sup>, 2017 at 1:30 pm

In attendance:

Diana Allen, Andy Calvert, Kevin Cameron, Gwenn Flowers, Dan Gibson, Cindy Hansen, Dirk Kirste, Derek Thorkelson, Eileen van der Flier-Keller, Brent Ward (Chair), Glyn Williams-Jones, Tarja Vaisanen, Matt Plotnikoff, Bonnie Karhukangas, Laura Desaunoy (Grad Rep), Logan Brown (Undergrad Rep)

Absent: Robbie Donald, Doug Stead

Regrets: James MacEachern, Shahin Dashtgard

### 1. Approval of Past Minutes:

*Motion to approve minutes of April 11<sup>th</sup>, 2017 G. Williams-Jones, Seconded: D. Thorkelson*

Approved unanimously

### 2. Chair's Report:

#### i. Natural Hazards Position Update:

- The position must be posted for 2 months per the new Collective Agreement.
- Thanks for everyone's work on this. The final approval of the ad was quick and it has been widely circulated.
- We have received 20 applicants to date
- The Search Committee will have to have training from VPA on unconscious bias prior to reviewing any applications.

#### ii. Phased Retirement:

- Doug Stead is taking a phased retirement reduced scope option and will not be teaching. His retirement date is December 31, 2020. We will need to bring in sessionals to cover his courses. It is good to know in advance of his upcoming retirement to start potential planning for replacement.

#### iii. Dean's Retirement:

- A search committee will be formed and it would be good to have someone from our department on the committee to represent Earth Sciences (suggestion Shahin Dashtgard).

#### iv. Department Vehicles:

- There have been lots of scratches and damage under the trucks. Please treat department vehicles with care.

#### v. Teaching Schedule:

- Usually Tarja/Brent prepare schedules. It was suggested that maybe a sub-committee could help with preparing the schedules, Brent formed a small sub-committee with Dan Gibson and Gwenn Flowers.
- There could be some sabbaticals coming that will need to be covered with the hiring of some sessionals.
- Scheduling of classes in 3 hour blocks has been dropped.

### 3. Department Review/Curriculum Review/5Year Plan:

- i. Monday, September 25<sup>th</sup> there is a meeting with the VPA to discuss the details of what is required for the review. We will need to come up with names for internal and external reviewers – they will be needed 3 weeks after our meeting with the VPA. On our last review we had run out of potential reviewers, so it would be a good idea to have a slightly longer list of names if possible. Think about who we could list for possible reviewers.
- ii. The review should be next term – if we want the last week of the term, we have to have the terms of reference completed by Feb 9. Last review was held at the end of March. Would the best date be late

Feb early March? We should also keep in consideration the University 5 year plan, as well we should plan for possible upcoming retirements and their replacements.

iii. Curriculum Review: we now have to do learning outcomes/education goals for our courses and they need to be evaluated if the goals are met. We will have to review what goals we currently have and update. Math dept has a good example that we could use as an example, and we could look at getting ideas from other universities as well.

Questions:

- How are the evaluations proposed to be done? We will need to figure out how we get the data and evaluate in the department. Survey? Separate exam that tests learning outcomes? It will take a long time to figure out these procedures. We could possibly have a department retreat?

4. **Graduate Committee:** G. Flowers

i. Nothing to report

5. **Undergraduate Committee:** G. Williams-Jones

i. Update EASC 104 CODE:

- This past summer the course went well and on par with normal grades etc.  
- Will offer again in Spring 2018 and will review after with 1 year of stats  
- CODE is a good option to offer for students.  
- Numbers are dropping all across Faculty of Science – should we check to see if our drop in numbers are in line with other departments?

6. **Safety:** M. Plotnikoff

i. New Young Worker Safety Orientation (NYWSO) need to be completed and filed with Bonnie. If Lab Safety Training is taken the NYWSO would be included.  
ii. There is a new sheet for vehicle budgeting for course purposes.  
iii. Field work forms need to be filled out and submitted (acknowledgement of hazard)  
iv. We have an abundance of stuff that is taking up space. Next week Matt will have the items laid out for review for people to take. The remainder left will be recycled.

7. **AOB:**

i. EASC LinkedIn – B. Karhukangas

- We have set up a LinkedIn Group for SFU Earth Sciences (EASC). This group is for SFU students, staff, faculty and alumni. Bonnie will send around the link to the group. Please accept to join the group, and invite any applicable people to join.

ii. SETC Questions – T. Vaisanen

- Do we want to change the Earth Sciences 4 set questions on the evaluations? Question 1 has the lab/field school question that is not applicable to all courses. If was decided to see if we can add to questions 1:"If no La b/Field component answer N/A".

iii. Undergrad Theft

- After the social last week, there was a theft in the Undergrad Room – petty cash float and camera stolen. SFU security is reviewing the incident, and has insurance that will cover the cost to replace the camera. With the upcoming Christmas Formal, they will be hard pressed to have the funds to put this on. If anyone knows where they can get some funding (or donations) to help cover costs, please let them know.