

# DEPARTMENT OF EARTH SCIENCES

## Departmental Meeting

Monday, January 8<sup>th</sup>, 2018 at 10:30 am

In attendance:

Diana Allen, Andy Calvert, Kevin Cameron, Shahin Dashtgard, Brendan Dyck, Gwenn Flowers, Dan Gibson, Dirk Kirste, Doug Stead, Derek Thorkelson, Eileen van der Flier-Keller, Brent Ward (Chair), Matt Plotnikoff, Bonnie Karhukangas, Laura Desauvoy (Grad Rep)

Not attending: Robbie Donald, Cindy Hansen, James MacEachern, Dan Marshall , Glyn Williams-Jones, Tarja Vaisanen,

1. **Approval of Past Minutes:**

*Motion to approve minutes of October 16<sup>th</sup>, 2017 K. Cameron, Seconded: D. Allen*

Approved unanimously

2. **Chair's Report:**

- i. Department Review:
  - Please look over National and International Profile (3.4) and update - forward to Bonnie
  - Do we need to keep Interdisciplinary Research? If you would like to update please send to Bonnie
  - Terms of Reference are due soon, based on focus questions that we determined at the retreat. Do we need to come up with a preamble for each? Brent could prepare and circulate for review. Decided that we should send the questions with an overall preamble about how these were discussed at the retreat.
  - Gwenn and Glyn have the Grad and Undergrad information almost ready to submit
  - Do we want to send around the complete full doc for review prior to submission? We can set up a briefcase with the report for all to see.
  - Do we need another meeting before the end of the month to go over any final details? No indication that we would need to have another meeting.
- ii. Personnel: Rodney's retirement is April 30, 2018. Do we want to plan a small retirement/social? Staff replacements are done differently than a faculty replacement. Will follow up with the Dean's office to find out how to get started on the process.
- i. Natural Hazards position update – long short list reference letters requested. Committee will review and then set up skype interviews.

3. **Graduate Committee:**

- i. If any content related comments/suggestions for the grad report that was circulated, please let Gwenn know.
- ii. A lot of useful information came from the survey's that were done. Some issues were common space and increases with stipends. Discussion around the grad amounts and how they haven't gone up in relation to cost of living etc.

4. **Undergraduate Committee:**

- i. EASC 106/201/310W – Removing EASC 102
  - ii. EASC –CHEM Joint Major – add CHEM 260 remove PHYS 346
  - iii. EASC Majors – add STAT 205 remove PHYS 130
- All in favor to approve proposed changes

3. **AOB:**

- i. New Mail Server – M. Plotnikoff
  - EASC will be updated sometime in June with the migration from Connect to the new Microsoft exchange.
  - There will not be a briefcase function with the new mail program. Working on a share point space within EASC that would act like Briefcase as a means of document sharing.

**Motion to Adjourn:** Unanimous

Meeting ended at: 11:15am