

DEPARTMENT OF EARTH SCIENCES

Departmental Meeting
Monday September 24th, 2018 at 10:30 am

In attendance:

Andy Calvert, Kevin Cameron, Shahin Dashtgard, Dan Gibson, James MacEachern, Derek Thorkelson, Eileen van der Flier-Keller, Brent Ward (Chair), Tarja Vaisanen, Matt Plotnikoff, Bonnie Karhukangas, Aspen Anderson (Grad Rep), Crey Ackerson (Undergrad Rep)

Not attending: Diana Allen, Robbie Donald, Brendan Dyck, Gwenn Flowers, Cindy Hansen, Dirk Kirste, Dan Marshall, Doug Stead, Glyn Williams-Jones

1. **Approval of Past Minutes:**

Motion to approve minutes of June 11th, 2018

Approved unanimously

2. **Business from previous minutes:**

See Chair's Report.

3. **Chair's Report:**

- i. Congratulations to Andy Calvert and Dan Marshall for their 20 year service award.
- ii. New Faculty – Jessica Pilarczyk's process is complete. Offer letter went out Sept 5. Space has been secured for her lab in Biology Schrum B 9210 (until May 2020), and in Rolf Matthews walk in fridge. She will move into John Clague's office, and John will move into the corner office that will be set up for emeritus/post doc's etc.
- iii. Tech Position – not going very well to date. The advertisement has been placed twice, and no suitable candidates. The new Taleo system that SFU uses for job advertisement allows for job banks to submit applications based on key words etc. and applications are being submitting from all over. Going to revise the advertisement and try one further time to see if any new candidates apply. Looking at getting a temp position for 3 months to help cover some of the computer needs.
 - Discussion ensued: Should more faculty/staff have been involved with stream lining the ad for what the actual needs of the position are? Any alumni suitable? The candidate could do some courses/upgrade skills if all of the needs are not met on the posting.
- iv. Review Response – has been delayed with the change over to a new Dean. Paul has read the review response and will make his comments. Should be sent up to SCUP in September, but will most likely be in October.
- v. Strategic Planning – the sub committee met over the summer and an update was sent around to faculty by email. Hoping to bring forward to the department for a vote at a meeting this semester. Looking at ways to move forward and direction/structure for hires. The mission statement and research theme are looking ok – if any comments bring forward to the committee.
- vi. Recruitment – concerned about enrollment numbers. Derek involved with coming up with some ideas about how to do this and will try to get the ball rolling.

4. **Graduate Committee:**

- i. Fellowships will be advertised soon for the spring semester. Prefer not to receive applications from students who have just started this fall. No multi year graduate fellowship available this year.

5. **Undergraduate Committee:**

- i. Nothing to report.

6. **Outreach:**

- i. There is a funding opportunity that might be good for our students. The Faculty of Science offers workshops through the Science in Action Program for school students. They are looking for 3 MSc or PhD students on call that would divide interests between elementary and high schools, and are offering \$25/hr. This would be in addition to the outreach opportunities that we are already doing with Robbie/Cindy.
 - Discussion: How often would they be called upon to do the workshops? Availability would be discussed upfront. Fourth year undergrads would also be ideal for this as they are closer in age and haven't necessarily focused in one specific area yet. Science Alive also hires undergrad students as well for their outreach activities.
 - Action: Eileen will write up an email that can be circulated around to students.
- ii. SCI 301 will be offered again in the spring and will have a parallel grad course – EASC 704. Seems that it might be better for the grad course if there was technical and non-technical writing. If our grad students take this course we could also capitalize on this for recruitment as well. Looking for 40 students to take 301 and 10 to take 704.
- iii. When are we planning to do another high-school career day?
 - Discussion: Rocks to riches: this field trip involved exercises set up based on a fake town that they evaluate, and the students make a case for what is discovered, as well as groups walking around Burnaby Mountain. The groups cycle through each station throughout the day. This is a well designed project. Spring term? Need good weather. April, when classes end? Grade 10 students participate, with the lunch break having grad/undergrads giving talks as well.

7. **Safety:**

- i. ALL grads must take New Young Safety Orientation. It is included in the lab training, but if they don't take the lab training course the supervisor needs to make sure this will be covered. Hand in completed forms to Bonnie.
- ii. Reminder about security – offices and labs: ensure that spaces are locked up when vacating for the day as some incidents have occurred (close windows/blinds, lock doors, etc)
- iii. Recognition of Field Trip Forms – if any trips this term please have these filled out. If anything was to happen there could be serious implications if there isn't a paper trail. As well, having a brief meeting prior to the trip is helpful.
- iv. Risk Management – staffing has changed and a temp is in place for now. There might be changes coming with regard to our field activities.

8. **AOB:**

- i. Christmas Party – In the past we have had a function at Lochdale Hall in Burnaby organized by the Grads as a fundraiser. The participation from faculty and students has reached an all time low, and money is being lost at the event. Not sure if we want to continue with this type of event? Any ideas for changes? Faculty host a potluck? Have an event on site similar to the undergrad back to the bush gatherings – could have cook off contest...prizes? This would have less attendees as spouses would most likely not attend. Brewery for the evening? Brent will explore some options.

Closed meeting to follow

Motion to Adjourn: Unanimous

Meeting ended at: 11:50am