

Minutes

School of Marine Science
Academic Council Meeting
J.E. Duffy, Chair

9 January 2013
Andrews Hall 22/226
2:00 PM

Member	Capacity	Present	Absent
Emmett Duffy	AC Chair	X	
Linda Schaffner	AD-AS	X	
Iris Anderson	Biol Sci	X	
Jim Perry	Biol Sci – Admissions?		X
Pete Van Veld	EAAH –alternate		X
Mike Newman	EAAH	x	
John Graves	Fish Sci	x	
Mary Fabrizio	Fish Sci – alternate		x
Courtney Harris	Phys Sci, secretary	X	
Liz Canuel	Phys Sci – alternate	x	
Lori Sutter	GSA	X	
Eric Hilton	EPC Chair	X	
Mark Brush	ASDC Chair	X	
Debbie Steinberg	Admissions?		X
John Wells	Dean and Director		X
Jen Hay	Registrar	X	
Andre Buchheister	GSA	x	
Jerome Maa	Chair – Student Grants		x

Notes prepared by Courtney Harris (AC Secretary). Approved by AC vote on February 13, 2013 and finalized on approved on February 13, 2013.

Minutes – *Motion to accept the AC Minutes from December 2012;*

REVIEW OF ACTION ITEMS:

1. Emmett: Forward the Admissions Committee Protocol to the AC representatives. Was done on January 8, 2013.
2. Emmett: Add discussion of SACS / External Review to the agenda for January. Feeling is that this will take some time and effort. We will discuss forming an ad-hoc committee; will discuss at January 9 meeting (see notes under continuing business).
3. Emmett and AC Representatives: Distribute the QSC listing (Emmett) so that AC Representatives can review it and discuss the dissemination of this information to the VIMS community. Notes from today: has not been distributed, but Emmett suggests putting this on – line. Wants to decide on a location that is accessible and easy-to-find for students. New action item: for Linda and Jennifer Hay to put the QSC document on-line.

4. Emmett: Form an ad-hoc group to begin drafting a table of equivalencies. Goal is to have this draft table by January, or perhaps February AC meeting. Note from today: Iris led this effort, with Liz Canuel, Mary Fabrizio, and Mike Newman. Will be discussed later. (see notes under continuing business).
5. Emmett: Request an electronic-mail vote from Fisheries and EAAH with regards to the change of policy for eligibility to do workshops. Notes from today: received a positive vote from EAAH. Discussion of whether the policy is enforceable. ADAS office will provide listing of students who are ineligible for workshop to the department business managers. John Graves recalls that the 200 hour limit was originally in part because some students were given workshop for really no extra work which in fact gave them an extra stipend relative to other students.

REPORTS FROM ADAS, COMMITTEES

ADAS (Associate Dean of Academic Studies) report: Linda Schaffner provided the following input.

As of Monday, 66 applications, 44 MS and 22 PhD, but anticipate ~119 applications. Have two new PhD students beginning in January with B.K. Song, and another returning student.

ADAS was not able to get state money for the GK12 program.

William & Mary Board of Visitors discussed the fact that graduate tuition is lower than undergraduate.

New Faculty Orientation Sessions beginning this month. Will meet with D&D, Jennifer Latour, ADAS, FC, and then AC.

SACS review: between now and the end of January, the ADAS office needs to submit materials. The full review is in four years. Need quantitative data to the extent possible to demonstrate the success of the graduate program. This will be an ongoing effort. The data (quantitative and non-quantitative) need to be updated periodically in a consistent manner so that progress can be tracked. Interim review is at five years, and full review every ten years. Emmett suggests putting together a small committee with one member from each department to brainstorm how to accomplish the review, and to interpret the results. May encourage graduate students to do some of the leg work via workshop funding.

Virginia Council of Graduate Schools: AGEP program (Alliance for Graduate Education Program). Goal is to bring traditionally underrepresented students into graduate programs for STEM, particularly at the Ph.D. level.

Eastern Shore Lab: The facilities are very nice and have capacity to support courses. Encourage faculty to use the Eastern Shore Lab for field courses. Question and some discussion concerning fees charged. Question about laboratory equipment – ADAS says that they do have full working laboratories available. ADAS says that there is now a lot more space than previously, for courses sized about 10 – 15 students.

VIMS 75th Anniversary is 2015. “Doors opened in 1940”. Think about ways to celebrate and highlight the academic program.

ADAS is looking for newer photographs for catalogs.

ADAS will be away the first two weeks in February.

EPC (Eric Hilton, EPC Chair) – Two 698s were submitted. Iris Anderson (1 credit). Troy Hartley (2 credit). Suggested that Troy change his course to 3 credits with a letter grade. Other business: Woody Hobbs rotated off the committee, and Donglai Gong joined EPC as DPS representative. Reminder for new course submissions sent on Jan 3.

ASDC (Mark Brush, ASDC Chair): ASDC met January 7 for tri-annual meeting. Recommends the following students for admissions to candidacy at the PhD level:

Cartwright, Grace	Physical Sciences (C. Friedrichs, Advisor)
Conroy, Brandon	Biological Sciences (D. Steinberg, Advisor)
Glaspie, Cassandra	Biological Sciences (R. Seitz, Advisor)
Lefcheck, Jonathan	Biological Sciences (J.E. Duffy, Advisor)
Loftis, Jon Derek	Physical Sciences (H. Wang, Advisor)
Stone, Josh	Biological Sciences (D. Steinberg, Advisor)

AC approved all Ph.D. admissions to candidacy with one exception: Jonathan Lefcheck's application was missing the signature from his external committee member. We approve this admission pending receipt of the signature. AC approved all M.S. admissions to candidacy:

Birchler, Justin	Physical Sciences (C. Harris, Advisor)
Callum, Brian	Fisheries Science (S. Allen, Advisor)
Charles, Sean	Biological Sciences (J. Perry, Advisor)
Nys, Lauren	Fisheries Science (M. Fabrizio, Advisor)
Secrist, Richard	Biological Sciences (Anderson/Luckenbach, Co-Advisors)

Also had a change of degree from PhD to MS. Only have two students on degree program extensions at present. Question- in reviewing the Admissions to Candidacy, the catalog says that students need to register for Department Seminar, but this is not always done. ADAS feels that it is good to have that enrollment down on paper, because it is effort of the faculty to run the department seminar, and then the enrollment does count toward to showing the effort of the seminars. We need to remind the students to enroll for seminar.

QSC (Mark Brush, QSC Chair): No business.

Admissions committee: No report.

Report from Undergraduate Minor: Program has been in existence for three years. The advisory committee is reviewing the program now. We have good enrollment in all of the courses; many of them are at or near capacity. Number of undergraduate minors is increasing, there are about 12 now and 6 have already graduated. We expect an increase in 2014 based on course enrollments.

CONTINUING BUSINESS

1. Faculty base performance expectations for education:

Emmett distributed the draft document written by the group headed by Iris Anderson.

The document produced by the group indicated that they felt that nothing really was a substitute, or equivalent to classroom teaching, or is "equivalent". This was a departure from earlier discussions, where AC expressed concern that there might not be sufficient demand for coursework, considering that we have a relatively small student population. The ADAS said that the average credit hours taught by VIMS faculty is about 2.5 – 2.8 / year for three of the departments, and <2 / year for one department. Adopting the minimum expectations would raise that to >3 hours / faculty / year.

AC recommended that the base performance should be evaluated with a multiple year running average (~three year).

Recall why this document was requested – it is meant to be the minimum that the faculty need to do, that this is a base expectations.

AC feels that teaching a core course should be considered as meeting the base expectations requirement, and that this should be written in the document.

AC feels that the document needs to be modified to state that the graduate program is the priority in academic needs (over the undergraduate teaching).

Committee felt that all faculty should be expected to be serving as the major advisor for some number of students. Did not reach a consensus about the appropriate number – some argued that we should set the minimum expectation at one student. Some argued for a higher number (three to six).

Discussed of whether this document should mention eligibility for supplemental salary under the new salary model. ADAS comments that discussion of performance evaluation should not be in this document; this should focus only on minimum expectations for the academic program.

This document counts team teaching of a three credit course as meeting the minimum requirement for both of the faculty who teach, given that both are actively involved in the course.

Suggestions include that the document might codify that a faculty should offer some numbered courses from the catalog, and not only teach 698 courses in the three-year program.

2. *Professional Science Masters*: Did not discuss.

NEW BUSINESS: Nothing raised.

NEW ACTION ITEMS:

1. New action item: for Linda and Jennifer Hay to put the QSC document on-line.
2. Action item: for Jennifer Hay; remind students to enroll in department seminar in the weekly digest.
3. Action item: Iris Anderson and her committee are asked to revise the document based on today's discussion. Then should be distributed to our departments. (Appended)
4. Action Item: Department Representatives should distribute the revised draft for discussion in the departments and bring comments to the February meeting.

Adjourned. At 3:18.

Base Educational Expectations for Tenured or Tenure Track Faculty

2/1/13

(Iris Anderson, Liz Canuel, Mary Fabrizio, Mike Newman)

Classroom Teaching Requirements

1. It is expected that all tenured and tenure track faculty will participate in classroom teaching in the graduate and undergraduate programs at VIMS and the Williamsburg campus of William and Mary.
2. The teaching needs of departments will be determined by department chairs in consultation with their faculties and the Associate Dean of Graduate Studies. Institute-wide teaching needs will be determined by ADAS with input from department chairs and co-directors of the undergraduate minor.
 - a. Courses, which will satisfy teaching requirements for faculty include:
 - i. Core courses
 - ii. Advanced graduate courses
 - iii. Quantitative skills courses
 - iv. MS 698 courses, which offer flexibility and respond to new interest areas
 - v. Courses that support the undergraduate minor in marine science
 - vi. Other William and Mary graduate and undergraduate courses
 - b. The *minimum* course load is one 3-credit course per year, which may be team taught. Core courses (2 cr) or courses required for the undergraduate minor in marine science will fulfill the minimum course requirement. The minimum course load for a faculty member will be determined as a running average over a 3-year period.
 - c. The academic council supports team teaching but defines a team taught course as involving two instructors who are fully engaged (i.e., attend all lectures, discussions, etc.) and provide more than 10 lectures each.
 - d. Although MS 698 courses can fulfill part of the 3-credit minimum teaching requirement, they must not be the sole offerings of a faculty member.
 - e. Department chairs with the oversight of the ADAS will insure that the teaching needs of their departments are met by their faculties.
 - f. Graduate level courses at VIMS and required courses to support the undergraduate minor in marine science will take precedence over either graduate or undergraduate courses taught at William and Mary.
3. Faculties that teach more than the minimum number of courses will be recognized for their above average contributions to the educational program on their annual evaluations.

Non-classroom Requirements

1. All tenured and tenure track faculty are expected to serve as major or co-major advisor for at least one VIMS graduate student and, when requested, serve as committee members on thesis or dissertation committees.. Advising can not substitute for classroom instruction. On occasion a VIMS faculty member may be asked to advise a graduate student at William on Mary. Such requests will be considered by the Department Chair on a case by case basis and assuming educational needs of the department are met.
2. Other contributions to the education program worthy of recognition include, but are not limited to, leadership of the Academic Council and its sub-committees, contributions to ad hoc education committees established by the ADAS and/or Dean/Director, service as an exam moderator.
3. Faculty that mentor students or participate in the education program at a high level will be recognized for their above average contributions to the educational program on their annual evaluations.