

# College of Geosciences

## Environmental Programs Executive Committee

[Unapproved] Minutes of Meeting, Aug 9<sup>th</sup>, 2007

In attendance: Drs. Sarah Bednarz (SB), Don Collins (DC), Andrew Millington – Chair (AM), Bob Stewart (RS), Mrs. Roxanna Russell (RR) [items EPEC 07.21-07.23]. Dr. Andrew Dessler (AD) [item EPEC 07.24]

EPEC Minutes of May 1<sup>st</sup> meeting unanimously approved  
07.21

### Matters arising and progress reports

- EPEC 07.22a AM reported that progress that was now being made on the Environmental Programs web pages, with priority being given to the 'missing' ENGS pages. A map of the web site was circulated. RS indicated he had material for ENGS careers pages  
**Action: RS to send careers information to AM**
- EPEC 7.22b AM reported that the Deans were currently reviewing our draft by-laws for an environmental faculty. AM proposed sending a letter to all faculty in the College inviting them to become part of a 'community' which would then become the environmental faculty once the by-laws were approved within the University. Action approved.  
**Action: write to all faculty (AM)**
- EPEC 7.22c EPEC discussed space and academic advisor support for ENGS and ENST students *at length*. It was agreed both programs should be treated equally, and that ENGS students were disadvantaged at present. As (i) discussion of this item has almost become a 'standing item' on this committee's agenda, and (ii) a verbal offer of support for an advisor was made long before this committee came into existence, it was agreed that AM write a formal request for an advisor and associated items to the Dean.  
**Action: AM to draft request to Dean and circulate to EPEC.**
- EPEC 7.22d AM announced a budget had been created for Environmental Programs.

### New items

- EPEC 07.23 (i) The situation regarding ENGS advising was discussed at length. AM had been gathering information from faculty on which students they advised. List was circulated and, notwithstanding responses still needed from some faculty, it was clear the list was outdated. RR proposed writing individually to all ENGS students who *apparently* did not have a faculty advisor to find out their status.  
**Action: RR to write to ENGS students without advisors.**
- (ii) Models for assigning advisors to the ENGS students were discussed. DC and RS approved the idea that initially all ENGS students would have a single advisor in their freshman and sophomore years, and be re-assigned to an advisor who could

	advise their chosen theme in the junior and senior years. Approved that we move ahead with this model, and that AM act as the advisor for freshmen and sophomores.	
	(iii) EPEC also agreed that the maximum number of ENGS advisees at any one time would normally be six.	
	(iv) Agreed that blocks be put all ENGS registrations for Spring 2008 registrations until students had seen their existing, or a newly assigned, advisor. It was also agreed that all advisors meet so that we can develop consistency in ENGS advising. SB requested that SIMS training be mandatory (?) for all advisors.	<b>Action: AM to develop a timetable for training and advising this semester.</b>
	(v) Discussed the role an academic advisor would play in ENGS and ENST advising (deal with under Minute EPEC 07.22c).	
	(vi) Discussed the need to develop a list of acceptable substitutions based on past experiences of advisors and students.	
EPEC 07.24	GEOS289 Climate Change course proposal was introduced by AD. He outlined the academic and educational rationale for the course, and the discussions he had with other faculty in the College. A robust question-and-answer session ensued. EPEC voted unanimously to approve this proposal and ask it be considered at the next UCC meeting.	<b>Action: AM to report to Assistant Dean and RR.</b>
EPEC 07.25	The issue of technical electives was discussed (last reported under minute EPEC 07.19). EPEC agreed that a small, non-restrictive list of technical electives be developed, possibly one for each theme, from recommendations made by advisors.	<b>Action: AM to contact ENGS advisors and other faculty to develop this list.</b>
EPEC 07.26	Communications: (i) Director was asked to start sending bi-weekly short information notes to students on Listservs to update them on changes and progress. (ii) Agreed to hold a mandatory meeting for ENGS and ENST students early in Fall semester and, if required, again in Spring semester. This to become an event each year/semester.	<b>Action: AM</b>  <b>Action: EPEC (?)</b>
EPEC 07.27	Agreed need for monthly meetings this semester and for alternates to be nominated.	<b>Action: meetings to be scheduled (AM)</b>