Department Chair Bruce Nelson, called the meeting to order at 2:35 p.m.

Approval of the November 6, 2015 Open Session Meeting Minutes.

The draft minutes were circulated for review and were approved.

Meeting synopsis:
1. Announcements
2. Reports and Business
3. Standing Committees
4. Old Business
5. New Business
6. Adjournment

1. Announcements
   a. Good News Announcements
      • Brian Atwater received the Franklin Institute Award
      • Dana will be moving up to a position with Electrical Engineering – Thank you Dana for all that you have contributed to ESS
      • The GeoClub Holiday party is Friday, 12/11 at 4:30 in Johnson 162 and 170
      • Annual call to faculty to donate to the ESS discretionary fund
   b. Announcements
      • Rock Storage (Bergantz)
         a. Develop criteria
         b. Understand and assign limited resources
         c. Dave McDougall will inventory rock storage space and Bruce will communicate the outcome
         d. Should also include teaching collection
      • Poster sign-up (Harnett)
         a. Please use sign-up spreadsheet and also indicate who will need wall space
         b. Plotter use must be charged to a course fee budget
      • Husky 100 (Nelson)
         a. Will include undergraduate and graduate students who are making the most of their time at the UW
         b. Bruce is soliciting names or if preferred, faculty may go directly to the website.

2. Reports and Business
   a. Curriculum (Gorman-Lewis) – Nothing to Report
   b. Undergraduate Program (Roe) – Nothing to Report
   c. Graduate Program (Creager) – Nothing to Report
3. Standing Committees
   a. Admissions (Buick) – Nothing to report
   b. Computing (Harnett) – ESS will be replacing classroom projectors on a rolling basis
   c. Oversight (Brown/McCarthy) – Will report in spring quarter
   d. Prelim (Gorman-Lewis/Schmidt) – Crider explained the MESSAGE comprehensive exam
   e. Promotion, Reappointment & Merit (Holzworth/Catling) – Nothing to report
   f. Scholarships, Fellowships and Awards (Bergantz) – Nothing to report

4. Old Business - none

5. New Business
   a. The GSA meeting will be held in Seattle in October 2017 (Cowan). UW faculty may contribute in a variety of leadership positions to organizing the meeting. Please contact Cowan for more information.
   b. Campus and Department safety (Nelson)
      • Would like to have an on-going conversation concerning common/everyday situations
      • All instructors should review the ESS Safety Plan on our website
      • We will perform a key inventory for Master and Sub-Master keys; encourage faculty to ask for key inventory of spaces they oversee
      • Will discuss earthquake preparedness
      • Please communicate ideas, concerns and issues
      • Do not let people “draft” in when you open the door; report all security anomalies or issues to Chair
      • Will distribute links to UW pages describing “active shooter” situations on campus
      • Please also be aware of and report physical hazards (Cowan)

6. Adjournment
   a. The faculty adjourned at 3:15pm

Minutes by: Sue Bernhardt
Attendees - Faculty: Abramson, Bergantz, Bodin, Brown, Buick, Christianson, Cowan, Creager, Crider, Duvall, Gorman-Lewis, Harnett, Holzworth, Koutnik, McCarthy, Montgomery, Nelson (Chair), Nittrouer, Schmidt, Swanson, Teng, Waddington, Winebrenner.
Staff, Students, and Guests: Bernhardt, Hansen, Schanz, Schleicher